

UAACCE Board Meeting  
June 13, 2008  
Park City, UT  
Minutes

Present: Nate Southerland, Judy Tukuafu, Nikki Lovell, Janet O'Riley, Laura Layton, Kaye White, Shauna South, Sandra Grant, Heather Young, Tom Borg, Connie Vincent, Ted Ungricht

Excused: Scott Greenwell, John Kent, Cyd Grua, Todd Bird, Leslie Herold, Kathleen Johnson

Judy called the meeting to order at 9:45 am. Introductions made, Board was asked to read the minutes.

Three changes to the minutes: Page 1 change he to the accountant from UVSC; page 5 change Yapis to Yapais and page 6 add the motion to hold the 2010 conference at University of Utah.(Nikki made the motion, Janet seconded, the motion was approved)

Additions to the agenda: Form for travel reimbursements and others

Financial Report: Delete workshop expenses on budget, subtract \$4000 from NCEA funds. Connie has final information on the MPAEA budget – tentative income \$10,000. One more billing to close MPAEAS conference budget should be complete by August meeting.

Community Education Forum Reduce from \$2000 to \$500  
Connie and Tom will put together the fall conference budget.  
Add board meeting to travel and lodging  
Motion to accept budget as modified as a work in progress was made by Nikki,  
Seconded by Nate, motion was approved.

Bills paid for St. Louis to Judy out of Public Affairs- all other will be funded from the same budget line item (\$4000 was moved from NCEA to Public Affairs to cover the partial cost of travel for four people to go to St. Louis).

Burton's name remains on the CDs, it was suggested that the treasurer and executive secretary should be named on the CE and take Burton off. It was also suggested to change the mailing address on the reports from Zion's Bank to treasurer. Order new checks with the new address. Change all mailing addresses to Janet for financial information.

Heather commented that there was a change in the definition of adult education post-secondary schooling to adult education. Maybe someone from the consortium

could be on the board as a liaison. There was a discussion about forums and their purpose.

Summer NCSCEA Institute—all are booked and going (Janet, Judy, Nikki and Sandi) to St. Louis for three days beginning July 29<sup>th</sup>.

Nate has all the information for the newsletter and it should be out in a couple of weeks. Most with schools do check their email during the summer, mailing takes too many man hours. The newsletter includes a save the date and conference information.

Tom and Judy will put together a mailing about Fall Conference. Tom requested stationary and labels. Nate will get names for labels to Tom, about 436 names from MPAEA conference.

NCEA money owed. Nikki had a conference call with the past chair, past president and executive director about liaison line items etc, silent auction money. Nikki was informed that checks for the silent auction had been sent for the last two years. Judy will ask for copies of the canceled checks. Nikki and Judy will get together for the information needed – who to contact, the dollar amounts. Nate commented that he never received the money nor did Burton. Other questions will wait until St. Louis for answers.

Shauna commented that Gerolyn Hargrove at the USOE is overseeing the \$8 million ELL Family Center grants. Applications are due on August 8<sup>th</sup>. This is a non-competitive grant, only districts can apply. There is \$3 million for software with state licensing. Nate will be helping to coordinate the state contract. Kaye asked about the Unity Center and SLCC with literacy. Shauna said that she would have to work with a school district. There is a parent component – parents are included in the academics. The grant states that the Coordinator will communicate with parents in their own language, there are over 150 languages in Salt Lake City alone, they are not sure how this will be done.

Judy asked for the information to be sent to adult education. Shauna commented that no information will go out until the rules have been approved by the Board, once they are through the Board then more information will be available. Gerolyn has the information. Judy asked if Marty Kelly could get the information and talk to adult education to get with curriculum for collaboration on the grant. Shauna mentioned that there would be a WIMBA conference the with details some time in July, there will be a very short turn around, most principals are on vacation in July. Programs could get started now, it is not really competitive, but the grants will be read. Nate will send information to members. They are looking at ELLIS, Imagine learning and Rosetta Stone as software for the programs.

You will want to look at how to collaborate with the school district. It's going to be fast and the district needs to be on top of the information.

## BREAK

Recommendations for the NCEA money: The amount of money currently in the account is \$4,599, it was suggested to roll the money in to the Community Education Forum to put on part at the next Summer NCSCEA Institute to be held in Utah, for scholarships, training and leadership. Give the members more information. Could also be used for any community education activity, with the approval from the board for any community education activity through the forum. The money is in CDs at this time and can't be used immediately, but could take money from savings: NCEA \$ + CEF \$ = Community Education Forum. Concern: forum this year and through 2009 to use the funds.

- NCEA:
1. CEF now becomes the holder of the budget \$ from NCEA
  2. Money needs to be spent by the end of fiscal year 2009.
  3. Money used to build capacity, the money will be used on a recommendation from the forum and approval by the Board.
  4. Any profit from activities will go in to the general fund.

Ted moved to accept the recommendations, Laura seconded. Motion passed.

Resiliency (\$6,585.55) and Service Learning (\$5,043.26) Board was asked to read the information on the history of the money and send their recommendations to Judy.

Resiliency: based on community gaps, risk and protection factor. The money was to be used to build resiliency in Utah, to continue with training of communities. The money was left in Utah when the Federal office changed the boundaries and Arizona as given the responsibility. The money should be used to serve all Utah to build capacity and give technical assistance and training.

There needs to be a request for proposal. It should include the following:

1. Communities to be served
2. Community resources – strength of the community
3. Build programs around the needs of the community
4. Help the community to help themselves – usually there is a recommendation from a Community Council, schools, center for change, survey, details, etc.

Resiliency is bringing people together to build their own capacity. Want to use the entire community with schools as the focus. Mobility using schools at the center. Lots of trainers were trained in Utah but the money was used for travel, food, materials, trainers were all volunteers.

The United Way national theme is “Live United” using communities to solve their own problems and to do this work in Utah to help communities build capacity. United Ways must work together in the state (there are 5 in Utah).

We should be training people all over Utah, the MOU would include all members, there are not many that do that work, , ethic – use the funds for what they were intended

RFP to build specifics and dollars to go state-wide.

Ted voiced reservations because there might be a conflict of interest with United Way of Northern Utah since Leslie works there and Nikki is a VISTA volunteer.

Nikki commented that small amounts of money will not let anything of value happen. Proposed that to spend the money on a project in coordination with communities, bring a proposal with a budget for expending the funds.

Email Judy your thoughts on the matter. Some discussion was made about an RFP for service-learning and that it may make sense to use those dollars in that fashion. Judy tabled the discussion until August when she hopes to have more information by email about the funds. Community mobilization information – train people to train communities – Service Learning – Train people in learning objectives that will help the community and voting in August.

Strategic Planning – What is the Master Plan (why, how purpose, use \$ to support goals). Suggested at all dollars to go to one proposal. Goals embedded in the conference, Laura, Tom, and Connie will work on this.

Include a resiliency strand, with quality training as a spring board for the RFP, MOU, strategic plan, and conference.

November Conference: Connie and Tom will put together a budget based on information from previous conference.

Keynote Speakers:

Jim Mathison – Community Affairs

Christine Cox – DWS Eagle eye view of Workforce Expected direction, national as well as local. She is legally blind and is interested in what UAACCE is doing. She could talk about the pilot for DWS that Kathleen talked about, targeting GED with SLCC and Ogden. She has an interesting story, need to hear from her, she would be dynamic for everyone.

Raymond Wlodkowski – dynamic speaker of the year with adult education, now involved with excellence in learning, getting through faster. He is from Seattle and has written books.

Richard Paul Evans – author, may have too much of an LDS focus.

Dan or Pat Jones – focus on education as the focus of their speech.

Laura Hunter – with technology

Bill Crim – legislative focus on what is coming up

Nice to have a National LERN speaker – possible?

**BREAK FOR LUNCH**

Conference should include: Legislative platform, forum meetings, information from NCSCEA, past-presidents' meeting, etc.

NCSCEA Institute for Utah: National Ability Center has been named as the place to help the institute. There are 23 state associations that should be invited to attend, liaisons from NCEA (sketchy on how they are chosen). NCEA is making this institute a priority, no dollars from UAACCE should be involved. NCEA will do the advertising, UAACCE will be helping to develop the logistics. We need to keep the cost low, NCEA is thinking about doing away with liaisons. Cost per night at the Ability Center is \$45 per night double occupancy. NCEA has decided not to give any profit to the state association, total focus of the institute is changing. The Institute was originally designed as a meeting to get answers to questions state to state. The state associations would like to keep it for what it was mean to do. What happens in Missouri will determine what happens in Utah next year. The Center will only hold 30 people.

NCES is paying everything, UAACCE's responsibility is logistics and speakers. NCEA took over last year and there was little or no time to state associations to network.

Announcements: Shauna will email board regarding Literacy Instruction for ABE teachers adult education has 10 slots. Monday, June 16-18, free for adult education and there is a stipend for teachers that attend.

Ethnic Mini Summit – “Takes a Village to Raise a Student” at West High School

Scott will be working on the constitution and by-laws this summer with the past-presidents

Ted moved to adjourn, Janet seconded motion passed and meeting adjourned at 12:55 pm.

Next meeting : August 8, 2008, at the United Way Office in Ogden.