

UAACCE BOARD MEETING

MARCH 13, 2009

ST. GEORGE UTAH

MINUTES

Present: Nate Southerland, Sandra Grant, Janet O'Riley, Steve Scholfield, Tom Borg, Judy Tukuafu

Present by WIMBA: Kaye White, Heather Young, Shauna South, Connie Vincent

Excused: Cyd Grua, Laura Layton, Todd Bird, Lory Curtis, Gayle Mahler

Absent: Doug New (Possibly resigning due to health conditions)

Assignments	When	Who
Community Service Award	April 10 th	Laura
Email Connie about MPAEA Check	When it arrives	Nate
Audit materials to meeting	April 10 th	Janet and Audit Committee
Newsletter	ASAP	Tom – President's Message Kaye – John's MPAEA award Kaye – House Bill 15 Nate/Kaye – MPAEA Conference Judy – Family Literacy Conference Marty Kelly – GED/ Ad. Ed. Budgets Tom/Gayle – Continuing Ed. Report Laura – Save the Date Nate – Legislative Recap Todd/Lory – Corrections Bill/funding Nate – Ballot for new board members Jeff Galli – Corrections Funding
Email	ASAP	Tom/Nate – email about newsletter assignments
Grants	April 1	Nate/Sandi collect them
Letter of Resignation	ASAP	Doug
Day on the Hill	May	Public Affairs Committee – outline of training
Lyle Hilliard	April	Tom- contact for information

Kory Holdaway	April	Nate-contact for information
Brent Goodfellow	April	Kaye – contact and invite to April Board Mtg.
Troy Justesen	April	Kaye—Call for information for Day on the Hill
Strategic Plan	April	All – Ground work for next year
Contract	March	Nate/Laura—sign contract for Fall Conference
Conference Planning	April	Connie/Laura – information on what U of U’s conference planning group needs to do for conference
Thank you Letters	April 1	Judy to United Way Lory to Executive Appropriations Committee Tom to Pamela Atkinson

Tom called the meeting to order at 9:50 am – there is a little time delay with WIMBA. Tom asked the board to read the minutes. Nate recommended that agenda items be chosen from the minutes to keep up and follow-up on items

Correct spelling for Troy’s last name “Justesen” correct “Buttars”. Nate moved to approve the minutes with the changes. Judy seconded and the motion passed.

Additions to the agenda:

Under other items: Web posting

Corrections Education change possible

Community Service Award: Janet will present Dan Givens the award later as he was unable to attend the meeting. Dan is a real estate agent who started a 6th and 7th grade LaCross league in St. George. He volunteers his time to make this a success. In the three years, since the beginning, the league has grown to 200+ athletes in the league. For Day this is a “Labor of Love” he was given over 100 hours to the project, which now includes 8th and 9th graders. It hasn’t reached the high school yet but it is coming. Janet will present the award to Dan at a Real Estate Board meeting later, UAACCE will provide a framed certificate for Janet to present.

Budget –Janet reported that she is getting all the pieces together. Burton is sending the information that she needs and she is making the necessary changes to the budget and with the bank. She passed around the signature cards and she will return them to the bank for processing. Janet requested that the travel forms be given to her by the end of the meeting today, so that she can take care of the checks that need to be written.

Janet noted that she worked with MPAEA to find the missing check, and it has been deposited.

She worked with Detlef Johl the MPAEA treasurer, and she found the missing statement with the information. Janet will get web access to the account and she will share the information with Nate and Tom, Sandi state that she didn't need access. Janet said that it is feeling good to get it all together.

Connie stated that a check for approximately \$1,300 should be arriving from UVU for the last Fall Conference. Connie asked Janet for an email when the check arrives. Janet mentioned that we might use some of the money for scholarships for the coming fall conference. We may want to do some outreach with the funding. An Ad hoc committee will be put together to help decide on the budget. THANKS JANET!

Nate moved to approve the budget as amended. Sandi seconded, the motion passed.

Audit Committee: Russ is willing to participate with Todd and Laura on the audit committee.

Tom will ask if he would be willing to chair the committee. Janet will bring all materials to the next Board meeting (to be held in Salt Lake) so the audit committee can review all of the documents and statements. Nate will take care of the "tax form" and send a copy of it to Janet.

Nate work with Pro-literacy and found the difference between "Lobbying" and "Advocacy".

UAACCE can lobby as long as it doesn't use more that 25% of the annual income. Advocacy is educating people on a topic, lobbying is trying to sway their vote on a topic.

UAACCE History: Russ should be about finished with the project. The billing should come in April. We need to ask Russ for an outline of what will be contained in the archive. There was a Master's Thesis on the history of adult education in Utah that Russ will include. He is still missing some newsletters, conference brochures, some of the BYU information on Community Education. Russ will make sure that the items are boxed up and identified when he sends in the bill.

Newsletter: Nate still needs information for the newsletter.

1. President's Message -- Tom
2. John Anjewerden's MPAEA award including pictures – he is the Assistant Vice-president of CTE at SLCC. -- Kaye
3. Information on House Bill 15 – Kaye
4. MPAEA Conference Review – Nate/Kaye
5. Family Literacy Conference Review – Judy
6. GED changes and Budget information – Marty Kelly

7. Continuing Education Report – Tom/Gayle
8. Save the Date for Conference – Laura
9. Legislative Recap – Nate
10. Corrections Bill and Funding – Todd/ Lory
11. Ballot for NEW Board members – separate from the newsletter
12. Send out an email to remind Board members what articles are needed – Tom/Nate

Grants: So far we have turned in: 2 Service Learning Grants and 1 Resiliency Grant. WSU is thinking about a Resiliency Grant, Lory is working on an application for each, U of U is thinking about doing a Resiliency Grant. All grants are due April 1st by email, or post-marked by April 1st. The applications were sent to UAN, the Non-profit Association, and many others. Encourage people to submit. Board members still had questions about where the money came from. In a nutshell the money was put into UAACCE as a result of conferences held for both Resiliency and Service Learning with the understanding that the money would be used for those purposes. Last year the Board agreed to put our grant awards that focus on the two areas -- \$5,000 for Service Learning and \$6,500 for Resiliency. The Board hopes to make up to three grants in each area and could reduce the request of the applicant if the Board wanted to award other programs.

Legislative/Funding Update: Adult Education lost 10% of their funds, there was also about a 10% drop in Federal funds due to realigning the census not due to the drop in state funds.

The Board sent a letter to the legislative appropriations committee to encourage them to NOT decrease adult education funds and there was no response from the committee in person.

Bill 100 for corrections – too many things to highlight, essentially the legislature took the money away from higher education to provide educational services at the prisons and gave it to corrections to handle education. This money and the telephone surcharge (now increase for all calls and not just long distance) money will be used by corrections to provide educational opportunities at the prisons. The USOE Board and Corrections are to make a plan. Education has been a very low priority program, so the question arises as to WHO will be putting the programs together.

Separate line items for corrections (prisons) Check with Jeff Galli – a possible newsletter item – implications even for the Board since two members of the Board are from corrections.

It was a rough session, as of today we all still have jobs & grateful it is over—The stimulus money gave UEN back 9% of the 19% expected loss, but it is still unclear as to what will happen.

The USOE is hoping that all reductions will be made by attrition and it has so far, there is no non-essential travel and all in-state travel must be pre-approved.

USU -- has furlough days

WSU – voluntary separations with \$12,000 or ¼ of salary, about 70-75 people have accepted.

U of U – early retirement plan.

Immigrants and refugees will have some impact of adult education and jobs.

Board Vacancies – We have had some volunteers for the board:

Jane Ellen Solomon from Jordan Adult Education

Carla Klinsky from Salt Lake Community College – only if necessary

Darece Sperry from Davis Adult ESOL program

Tyson Smith from Reading Horizons a vendor -- he has adult basic literacy expertise but cannot promote the business – maybe better as a liaison could be a vendor representative on the board.

1 Vacancy

Doug New – he is having health issues and has asked someone to take his place on the Board – Kaye will talk with Doug and get additional information.

The By-Laws give no specifications on how soon Board members may be replaced or added. Kaye will get Doug's recommendation and along with the other two, Jordan, and Davis, we will have three candidates to vote on for the two positions currently open. We need to get this completed as soon as possible so that the new Board members can help with Fall Conference.

We need a formal letter from Doug stating that he wishes to resign from the Board.

Break

Just a reminder: Travel for Board members traveling over 50 miles one-way to Board meetings, the amount of compensation is found by dividing the total number of miles by 25

miles for gallon times the current price per gallon of gas (regular) + cost of hotel stay for one night at State rate plus tax.

MPAEA Conference had approximately 197 people per day (including one day only attendance) IT was an expensive conference but they had excellent keynote speakers. They did not do evening events and participants seemed to like that. The Conference made about \$10,000 + membership. Next year's conference will be in Scottsdale, Arizona in April at the North East Resort Casino on the Indian Reservation.

Day on the Hill – Connie reported that Ted and his staff would be willing to help put on a “Day on the Hill” for Utah. Sandi reported that Nikki would also participate. Nate reported that Pro-Literacy might also participate.

The Board agreed that we needed to do a separate training and then a follow-up at Fall Conference, if possible. We need to make this a goal of the Association. We will need to put packets together for all three areas – Adult Education, Community Education and Continuing Education. These packets will need to go to the Utah offices of the US Senator and Congressmen, and packets for the Education Appropriations Committee and the Education Committee. We will need to make appointments with the Utah staffers and meeting with the Congressional folks if possible also.

We might want to arrange a luncheon and invite state people who are making the state decisions. This training might need to expand into a two day training. We could help defray the cost with scholarships and/or budgeting. We may want to wait until after conference and do some type of pre-Day-on-the-Hill session at conference to get ready for the training.

People to consider getting information to: Standing Committee for Education, Education policy analysts for both Senate and House, Lyle Hilliard – chair of Executive appropriations committee (Tom will contact) – Kory Holdaway (Nate will contact) – Dave Steele – Brent Goodfellow (Kaye will contact)

Question: Do we want to invite one or more of the legislators to the next Board Meeting? What is the purpose? To come and talk about how to work closely with them, has out a plan—one-on-one might be better. Maybe they could help with planning or maybe Dave Steele would share something with us. Actually anyone who would be willing to give us any information to help us form a plan for Day on the Hill and with talking “moments” that will make a difference. We need good ideas. Ask Brent Goodfellow if he would be willing to talk with us for about 1 hour, since he is retired and on the appropriations committee. Many of the others have more

obligations during the day. The next meeting is at Granite Learning Center on about 5th E and 3900 South. Ask him to come at 11 am to speak and we should provide lunch – meet over lunch.

The Public Affairs Committee – Sandi, Nikki, Connie, Ted, Todd, and Ted’s staff will take on the responsibility of the training.

Tom will contact Lyle and make plans after we know when, etc.—This is a Goal for the year.

Forum Reports: Community Education: Two items (1) make postcards to give to students to thank legislators for adult education; and (2) send two people back to Washington DC to work with Kennedy and Hatch on the education bill. The forum will design a budget and bring it back for approval.

Kaye will contact Troy (former Asst. Sec. of Ed.) to get him involved with Day on the Hill and let us know who we should be contacting in DC. Send a copy of the Bill to the Board (Sandi will do this)

Goals for UAACCE:

Day on the Hill – Training workshop for advocacy to Federal and State legislatures – open to everyone – possibly two days of training, trips to congressional offices, and a follow-up meeting at Fall Conference (either this year or next depending on when the training is held).

Plan to rewrite the strategic plan—lay the ground work but actually do the work next year.

Find a way to get Continuing Education more involved with the organization. This feels like the weakest area of the organization, not a lot of topics of interest for continuing education. Break the mold for continuing education, find out what people need and want – put a survey together (Tom and Gayle) to find ways that would make them support UAACCE.

More activity for all of the forums: Community Education, Adult Education, Corrections Education, and Continuing Education.

FALL CONFERENCE: Maybe we need to make it three small Summits instead of a connecting conference. Make it 3 or 4 small conferences, different registrations, coming together at meals, keynotes, breaks etc.

1. For Continuing Education – UPRA Conference (maybe a separate group)
2. Adult and Community Education – include ITESOL and ESOL – Possibly after school
3. Corrections Education

We will need a catchy title for each strand area. Would this give us the best bang for the buck?

We need to strengthen connections with related agencies – alignment with other conferences and ties to other organizations. We need to strengthen relationships with each of UAACCE’s constituent groups. There is not a historically good forum for continuing education across the state, many are hesitant to reach across turf boundaries.

Defer talk about Fall Conference until Laura can be here – need to sign the contracts for October 23rd. How much will the U of U’s Conference planning office need to do? Laura needs to work with Connie to get that information.

Connie will be back after the 6th of April, Nate and Laura will move forward with the contract.

Judy will write a letter to United Way thanking them for their support and to Pamela Atkinson also. Lory will write a short letter to the appropriations committee.

Web Hosting – UEN – if there are personnel changes at UEN it may be difficult in getting things posted to the website. Nate suggested that we get an independent host, there are ones with free access for updating. Xmisson is one we should look at. Nate will research and come back with a suggestion.

Advocacy: Anything that educates, informs to help made decisions, talk about bills but not ask for a specific vote (no limits). You can testify as a private individual.

Lobbying: Anything that will specifically guide a legislative vote, ‘we want you to vote ___ on Bill ____.’ Asking them to vote a specific way on an issue or bill, influence an outcome of legislation. (25% fund limit based on current budget) You must identify the amount you spend. Volunteer time is no cost, paid staff must be accounted for.

Any other business: Connie stated that the Fall Conference check was cut on February 28, 2009 and mailed to Nate. Send any receipts for bills that need to be paid to Janet. Sandi announced two trainings coming up: March 28th training on ESOL State Standards at Snow College and May 1-2, 2009 training on How to Work with Pre-Literate Students to be held in Salt Lake. Nate wanted to know how to screen the UAACCE listserv—what does he screen out and what goes through. Board agreed that it should be information beneficial to the membership. Nate would like us to decide on guidelines (agenda item) of what is applicable and what is not.

Judy made the motion to adjourn the meeting, Steve seconded. The motion passed.

Meeting Adjourned at 12:15 p.m.

Next Meeting: April 10, 2009, Granite Learning Center