

UAACCE
May 11, 2007
Eccles Broadcast Center (UEN)

Members Present:

Scott Greenwell	Judy Tukuafu	Nate Southerland	Burton Olsen
Sandi Grant	Dan Adams	Tom Borg	Pauleen Stephenson
Kathleen Johnson	Luella Jones	John Kent	Shauna South
Russell Collett			

Members Absent:

Bruce Jefferies	Ted Ungricht	Carla Kulinsky	Marcie Collett
Janet O'Riley	Cyd Grua		

Members Excused:

Sue Myers	Todd Bird	Nikki Lovell	Laird Hartman
Cindy Krueger			

Others Present:

Agnes Chiao (United Way)	Olga de la Cruz (United Way)
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Meeting convened at 9:40 am with Scott's welcome to everyone. After the audit report (see below), Scott introduced Shauna South as the USOE liaison.

Financial Report

Burton passed out the current ledger and discussed various deposits and withdrawals in various line items. Proceeds from the May 4th advisory committee workshop were discussed. Several participants also paid membership dues, which will be subtracted and placed in the membership income category. Dan Adams moved that we approve the report. Judy asked about income from MPAEA. Tom Borg seconded. No discussion. Motion passed unanimously.

Audit Report

John Kent gave a report of the audit committee findings. Gaylin Rollins chaired the committee, and Todd Bird and John Kent served on the committee. The audit committee found that Burton has done an exemplary job and should start training a replacement. The committee also recommended that a savings account with a higher interest rate should be sought. In addition, the audit found that documentation was lacking for a 21st Century transaction. John will send out the audit report to the Board electronically. Sandi moved that the report be approved. Judy seconded. Motion passed unanimously. Scott asked that we as a board commend Burton's efforts as treasurer.

Reading & Approval of the Minutes

Nate read the minutes. Scott reviewed the purpose for reading the minutes rather than just reviewing them silently. Burton moved to approve the minutes as amended. Sandi

seconded. Shauna asked if the minutes were posted on the website. The motion passed unanimously.

United Way ELO Change Council – Immigrant Survey & Summer Summit

Agnes Chiao and Olga de la Cruz presented an overview of the English Language Opportunities Change Council. Agnes began by talking about United Way and its purposes and functions. She shared a PowerPoint presentation outlining United Way's current goals and efforts in the community and the history and current goals of the ELO Change Council. The ELO Change Council brings leaders from business, government, education, and non-profit organizations to study language issues and their impact on the workplace; the Council is investigating how to enhance language acquisition for residents of Utah. The Change Council is also looking at the Illinois model for immigrant integration. Efforts are primarily focused on English language acquisition for English Language Learners participating in the workforce. Olga de la Cruz presented a PowerPoint presentation outlining the research findings regarding challenges and barriers for English Language Learners (study focused on Arabic, Russian, and Spanish). Study included over 200 individuals and 32 employers in manufacturing, production, hospitality, construction, and medicine. Olga discussed demographic characteristics of the respondents and barriers they face, which include 1) fear, 2) embarrassment, and 3) time. Individuals primarily go to schools to learn English, but they struggle with large classes that include many languages and ethnicities. Employers' top concern is workplace safety; the employers know about some classes and services, but they don't know if the employees are taking advantage of the classes. A few employers are offering on-site ESL training, but most aren't offering foreign language classes for their English-speaking employees. Employers spoke highly of the ELL employees. All of the research results will be presented at the Synergy Summit on June 13th. UW will also be publishing the research results. Scott asked how UAACCE can contribute; Agnes talked about policy initiatives that United Way is focusing on, including increasing funding for adult education statewide. Scott suggested that United Way participate in the MPAEA Conference. Shauna asked about future initiatives that United Way might be pursuing; Agnes discussed UW priority areas: financial stability, community learning centers, and English Learning Opportunities / Immigrant Integration.

Advisory Committee Workshop (May 4, 2007):

Sandi reported on the workshop and passed out results from the workshop evaluation. Eleven people attended; six new members; \$829 collected with a profit of \$569. Most participants were adult education directors / coordinators. Feedback was very positive, and several suggestions were highlighted including the possibility of a follow-up training including modeling an advisory committee meeting. Scott thanked Judy, Sandi, and Nikki for organizing the workshop.

MPAEA Conference Update

Luella gave an update on the upcoming MPAEA conference. The conference committee will be meeting this afternoon and will begin to establish the conference agenda grid. There was a lot of enthusiasm for the SLC conference at the 2007 MPAEA conference in Idaho. Luella thanked Sandi for the making a beautiful quilt, which was auctioned off to the current president of AAACE. Scott brought the display from the Idaho conference and showed it to the board. All of the "Call for Presenters" forms were distributed

(approx. 75 forms handed out). Many gave feedback that they are looking forward to next year's conference. Luella suggested that we discuss pre-conference options; several ideas were presented including legislative issues, grant writing, and technology. Luella needs to talk to the Radisson about whether we have pre-conference options. The Radisson already has rooms reserved for us on Wednesday that we need to check on. We are not charged for the conference rooms on Wednesday; we'll be charged based on the food we order and the number of lodging guests. Additional pre-conference sessions were discussed including collaboration. Luella suggested that we have about three pre-conference workshops. Russ asked if other states have had success with pre-conference activities. Judy suggested that we do half-day pre-conference sessions rather than full-day sessions. Luella was thinking of half-day sessions already. Scott talked to Julianne Andreen (Sen. Hatch's assistant) about doing a pre-conference session. Scott suggested we do three sessions: technology, legislation, and grant-writing. The conference committee will be meeting directly after this meeting, and Scott invited everyone to the committee meeting.

Newsletter

Luella handed out a draft of the newsletter, but it is incomplete. Scott suggested we add something about the United Way Summit and a photo of Luella receiving the Award of Excellence at the MPAEA conference. Luella will also be adding a summary of the MPAEA conference; the Call for Presenters form will be added as well. Upcoming events will also be included.

Corrections Education Proposal

Scott mentioned that Jeff Galli has discussed the October corrections workshop with him. Shauna mentioned that the corrections folks will have to choose between the MPAEA conference and the corrections workshop. Jeff is willing to put together a corrections education strand at the MPAEA conference rather than having a separate workshop. There are some concerns with moving the October workshop, including cancelling something that we've already voted on, although Scott has no strong feelings either way. Todd indicated to Scott that they were already planning on sending all of their staff to the October workshop; only a few of those would be able to attend the MPAEA workshop. Both South Park Academy and Central Utah Academy have already set aside the October day as a teacher day. Pauleen indicated that there is some concerns about switching to the MPAEA conference; however, there is still the flexibility to make the change. Scott mentioned that we know we'll have good participation at the October workshop. On the other hand, we'll also have fewer people at the MPAEA conference if we do that. Pauleen suggested that we might do the October conference and do a one-day follow-up at the MPAEA conference in April. Scott expressed that the October workshop is also a good time to invite the county Sheriff's offices. Shauna said that the MPAEA strand that Jeff is providing would be a good regional event. Additional discussion ensued. Scott suggested we offer both. The consensus was that we still offer the October corrections workshop but add a regional corrections strand to the MPAEA conference. Pauleen suggested that we start moving quickly on the October workshop. Sandi mentioned a recidivism bill moving through the U.S. legislature; Nate mentioned that the number of workshop participants will be small and that we should focus on instructional strategies and tools for the majority of participants. Luella suggested we keep grant-writing for the

MPAEA conference. Judy suggested that the October conference planning group meet separately to discuss this at greater length.

NCEA Affiliate Member List

Scott indicated that three individuals can be named as representatives to NCEA when we renew our NCEA affiliation. This time around, Scott, Nikki, and Todd were listed. We need a mechanism to choose these representatives in the future. Russ suggested that we consider two things: have any of the potential representatives already paid NCEA dues, and is anyone planning on attending the NCEA conference and would like a break on conference registration? Burton asked when the dues were paid; Sandi replied that it varies based on when we first paid the dues. Sandi also mentioned that they are trying to get NCEA to systematize dues collection. Dan suggested that we establish a set of criteria to help us select if we get lots of interest from individuals wanting to become NCEA members. Russ also mentioned that we may want to target individuals who are community educators. Russ offered to head up a task force to look at the issue. Sandi volunteered herself and Nikki to serve on the task force. NCEA dues are currently paid at the beginning of the year, so the task force will need to solidify procedures by next cycle.

Budget for “Roughrider Institute”

At last meeting, the board approved Nikki and Scott’s attendance at the NCEA summer institute in Medora, ND. Scott’s expenses will be covered by the president’s budget, but Nikki’s expenses aren’t covered. Scott suggested that we use the remaining \$700 from the Day on the Hill budget to pay for Nikki’s attendance. Russ moved to approve a \$700 budget for Scott’s and a \$700 budget for Nikki’s expenses involved with the summer institute; Scott’s budget will be from the President’s Fund, and Nikki’s will be taken from the Public Affairs line item. Dan seconded the motion. The motion passed with one nay.

New Membership Brochure

Janet was not in attendance, so this item was tabled.

American Association for Adult and Continuing Education (AAACE)

Scott received a request from Amy Rose with AAACE asking if we are interested in participating with AAACE in their annual conference October 30 – November 2 in Norfolk, VA and an activity on June 15 in College Park, MD. Sandi mentioned that a \$300 AAACE membership gets us insurance coverage for events. Scott mentioned that the MPAEA membership gets us coverage for the MPAEA conference, but that we are not covered for other events. Shauna said that the AAACE conference is a wonderful event. Scott suggested that we gather more information for the June board meeting.

Forum Reports

Corrections Ed: nothing to report

Community Ed: Sandi reported that the community ed book is being produced; the check will be cut once an electronic version is submitted; the book will then be produced and held by the after school network.

Continuing Ed: USU is well on its way to expanding the regional campus programs and building facilities and faculty at the regional campuses. Terry Teigler’s position has been filled.

Adult Ed Advisory Cmte: Dr. Troy Justesen, Asst. Secretary of OVAE, came and presented on Monday, May 7th. He was very candid in his description of Adult Ed's current activities at the national level. Program data is critical in Washington right now. Dr. Justesen is interested in being a keynote at the MPAEA conference.

Concurrent Enrollment: Nothing to report at this time.

Workforce Services: Kathleen had to leave early; this report will be moved earlier on next month's agenda.

Additional items

Judy mentioned that with new data on dropout rates and ELL needs, we need to know what initiatives are coming down the pipe. Marty Kelly just returned from a national meeting about dropouts.

Action items for June:

- Advertise UW Synergy Summit on the UAACCE website and through the UAACCE email list.
- Put information about the UW Summit in the UAACCE newsletter.
- Judy will give an update on the October workshop at the next meeting.

Next Meeting:

Next meeting will be held on June 8th at Snow College in Ephraim (11 am – 2pm with lunch provided using Board Meetings budget line).

Burton wished all the women a happy Mother's Day!!

Burton moved to adjourn, Russ seconded. Motion approved unanimously.