

IAACE Board Meeting Notes

Friday, August 9, 2019

10:00 am – 11:30 am (EST)

Oakland City University 905 Southfield Drive Suite 145 Plainfield, IN

Mission: To advocate for adult education in Indiana.

Vision: We cultivate leaders who advance adult education for stronger communities in Indiana.

- I. 10:00 am Call to Order—Ted
 - a. Present: Lisa Cruea, Michelle Davis, Jerry Haffner, Rob Moore, Lara Pastore, Ted Pearson, Natalie Reuter, Laura Smart, Cynthia Warner-Lowe, Jennifer Wigginton
 - b. Call-In: Marilyn Pitzulo
 - c. Absent: Sheila Butler, Caroline Foster, Konnie McCollum
- II. 10:01 am Approval of July Minutes – Natalie, Substitute for Secretary
 - a. Motion to approve the July minutes made by Michelle Davis, seconded by Laura Smart. All approve.
- III. 10:02 am Treasurer Report— Lisa Cruea, Treasurer
 - a. TCU Checking account balance: \$86,182
 - i. All conference fees have been paid.
 - b. TCU Savings account balance: \$5,027
 - c. Pay Pal balance: \$30
 - d. Motion to approve the Treasurer Report made by Cynthia Warner-Lowe, seconded by Rob Moore. All approve.
- IV. 10:05 am State AE Update—DWD
 - a. PDFs are having their first meeting today sharing 2018-19 outcomes. The next meeting will be on December 6, 2019.
 - b. Statewide Director meetings will take place in the fall.
 - c. InTERS team is finalizing data for federal submission on October 1.
 - d. Indiana Adult Education Statewide Outcomes:
 - i. Table 4 Measurable Skill Gains (MSG): 66.45%. This is especially impressive with the new TABE 11/12. Indiana will be a contender to continue to be the #1 AE state in the nation.
 - ii. Distance Education MSG: 71.55%
 - iii. Indiana awarded 5,372 HSE in 2018-19. In 2017-18, Indiana awarded 5,469 HSE. However, in 2018-19 the pass rate was 79.24%. In comparison, in 2017-18, the pass rate was 77%. Last year, Indiana was #3 in the nation in the number of HSEs earned behind California and Florida. DWD believes Indiana will continue to be #3 in the nation for the number of HSEs earned in 2018-19. 331 HSEs earned in 2018-19 were honors diploma.

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- iv. Enrollment was down 1,600 students in 2018-19. Enrollment in 2018-19 was 24,708. In 2017-18, it was 26,376, a difference of 1,600 students. 35% of enrollment came from individuals who had a HSE upon enrollment, in 2017-18 it was 23%
 - v. 2,000 Career certifications were earned across the state in 2018-19.
 - vi. 3,350 Integrated Education and Training enrollments occurred and 84% of individuals completed the program in 2018-19.
 - e. Indiana's Workforce Diploma grant is available. Nathan Storm at DWD is coordinating the awards.
 - f. USDOE is virtually monitoring states, specifically the grant competition. They are looking at IN DWD's last grant competition in early September.
 - g. DWD's Commissioner Payne will be visiting the Region 5 Consortium meeting in August. If IAACE members have topics they would like addressed, please pass them onto Jerry.
 - h. On the upcoming statewide call, DWD will discuss the Employer Reimbursement Grant. The goal is to have employers and education providers partner. This will be available to assist in the transition away from WorkINdiana.
 - i. DWD is putting together enrollment, HSE, funding, ASC trend data over the last years since DWD took over Adult Education.
- V. 10:15 am Governor Cabinet Update-Michelle
- a. Next meeting August 20.
- VI. 10:20 am COABE Update
- a. Region 4 meeting will be on August 12. Jennifer will invite members to send updates for the IAACE meetings.
- VII. 10:25 am Committees/Task Force Reports
- a. **Advocacy – Rob**
 - i. Joe Loftus presented to give us ideas on what we can do before the next legislative session.
 - ii. Barnes & Thornburg has invited adult education to attend their reception for each house & party on August 12 at 12:30 (Lara & Ted), and 4:30 (Lisa, Ted, Michelle) and September 4 at 12:30 (Ted, Natalie, Rob) and 4:30 (Lisa, Ted, and Rob). It gives Barnes & Thornburg's clients an opportunity for fundraising and educating legislators. It will be the IAACE advocating for adult education. Next month, we will report back how it went.
 - iii. Joe recommends saying who we are, mission, fact that last legislative session we almost had a funding moved to another program, share the number of

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people served at a cost of \$900, that the HSE can be achieved in 3 months vs. years if they complete the program, recognition as being the #1 program in the country. Our goal is to share that we have evolved to offer education and training. We will continue to tell our story because last year we were blindsided. Keep message to 3 minutes. Usually all leadership attends, and much smaller democratic caucus.

- iv. The easiest way to get more funding is if it becomes a request of an agency.
- v. Joe Loftus recommends we continue to advocate for adult education with the state, foundations, legislatures, employers. Continue to follow the workforce cabinet and invite legislators to graduation and to visit programs.
- vi. Next legislative session is not a budget year.
- vii. Last year, was a learning experience for many legislature that adult education exist and serves an important service in the community.
- viii. The board needs to determine if we would continue to like services. Lara Pastore made a motion to solicit a proposal for continued services from Barnes & Thornburg, seconded by Cynthia Warner-Lowe. All agree.
- b. Adult Learner Committee- Konnie McCollum
 - i. No updates.
- c. Audit- Lara Pastore
 - i. Lara will be investigating how she can develop this committee further.
- d. Communications- Caroline Foster & Jennifer Wigginton
 - i. Announcements last month. Next month there will be more information about the logo design and advocacy, and the award John Nally won.
- e. Conference – Laura Smart/Jenn
 - i. 2021 Proposals-PDFs have been asked to develop a committee to select IAACE strands, determine which proposal would be strong, and reach out to organization to ensure strong presenters. Deadline 12/5/2019.
 - 1. Strands: administrations (advocacy, research, leadership, data, communications), learner (engagement, career pathways, learning difficulties), corrections, ELA, HSE, PD (leadership, lifelong learning), literacy (family and financial), numerous (math), employer engagement (WEI, IET, WorkIN, career training).
 - ii. Awards Committee-No updates.
- f. Elections Committee – Ted
 - i. Sara Gutting, Deb Sherwood, Jeff Clutter
 - ii. President Elect, Treasurer and four Board positions

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1. Ted will work on this topic in the coming weeks.

g. Employer Engagement- Michelle

- i. Winner of Contest (IET WEI Upload) is Rob Moore
- ii. Michelle Davis has individuals committed to working on this committee-Darci from Elkart, Roy Melton from DWD, and Megan from Columbus.

h. Literacy/ILA- Bob/Michelle

- i. Literacy Fund Transfer to ILA
- ii. Bob Stephenson replacing Mike Landram
- iii. Next Meeting October, 11 at 8:30 am
- iv. Indiana State Literacy Association Conference, September 14 Noblesville, <http://www.indianareads.org/2019-conference.html>
- v. Rob Moore makes a motion to pay the expenses for board member(s) to attend the conference, seconded by Michelle Davis. All approve.
- vi. First meeting held recently. Bob and Mike announced they would be moving off the Board. Michelle, Ted, and Cynthia will continue to work on the Board and meeting on October 11.

i. Membership- Cynthia Warner-Lowe

- i. 473 accounts with members, an addition 50 memberships with accounts past due.

j. Professional Development Committee- Sheila

- i. [Proposal Professional Development Opportunity](#)
- ii. Timmie from the Concept paper has agreed to come to the September meeting to present.

VIII. 11:15 am Old Business

- a. Success Story Book – 25 stories
 - i. Michelle has asked HS to give quote. Natalie will also ask for a quote for around 500 copies.
- b. Open Board Position
 - i. Karen Crawford
 - 1. Ted Pearson has made a motion to have Karen Crawford fill the open board position, Michelle Davis seconded. All approve.
- c. Executive Director Evaluation
 - i. Job description reviewed sub-categories included Communication, Board Support, Conference, Membership, General Administration.
 - ii. Michelle Davis made a motion to accept the Executive Director job description, seconded by Rob Moore. All approve.

IX. 11:30 am New Business

- a. Michelle Davis asked if the IAACE is interested in attending or sponsoring the Indiana Workforce Summit being held at the Hyatt Regency in October 24-25 being sponsored by the Indiana Chamber of Commerce. They are looking for sponsorship \$595-25,000.

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- b. The Chamber has a new leader Jason Pierce. Joe Loftus suggest that we reach out to Jason and set up an in-person meeting to ask how we would fit into their vision. This would give us an opportunity to introduce Adult Education.
- c. Joe Loftus will reach out to Jason Pierce to set up a meeting for Michelle Davis.

X. 11:40 am Announcements

- a. Next Meeting Friday, September 13, 2019

XI. 11:45 am Adjourn (Conference Committee meets at Noon)

- XII. Motion to adjourn made by Cynthia Warner-Lowe, seconded by Michelle Davis. All approve.