

IAACE Board Meeting Minutes

Friday, September 13, 2019

10:00 am – 11:30 am (EST)

Oakland City University 905 Southfield Drive Suite 145 Plainfield, IN

<https://zoom.us/j/3177219365>

Mission: To advocate for adult education in Indiana.

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

Happy Birthday Ted (20th)!

Present: Jenn Wigginton, Rob Moore, Sheila Butler, Ted Pierson, Natalie Reuter, Jerry Haffner, Dan Devers, Lisa Cruea, Michelle Davis, Laura Smart, Lara Pastore, Caroline Foster, Cynthia Warner-Lowe, Karen Crawford

By Zoom: Konnie McCollum

- I. 10:00 am
- II. 10:01 am Approval of August Minutes – Sheila via Natalie
 - a. Laura moved to approve Cynthia Seconded All approved
- III. 10:02 am Treasurer Report— Lisa, Treasurer Will be sent. Verbal report. Problems getting access. Read the TCU amounts.
 - a. Lara Moved to Approved Caroline Foster Seconded All approved.
- IV. 10:05 am State AE Update—DWD
 - a. 67.01% on Table 4, this is a new record, 76.2% Distance also a new record. He feels we are the top state on MSGs. On HSEs 4899 – previous year 4989 so a difference of 90 less. He calls that a “Warsh” since were down in enrollment. We have to be a strong contender for number 3 spot. Separation rate improved – we were last year 32.37% now 28.02% much improved.
 - b. Employer reimbursement grant applications available on Sept. 6, also a mailbox made available in email.
 - c. USDOE has examined us in last 3 days. Virtual monitoring encounter. Looked at grant competition from 3 years ago. Looked at process and RFA, request for proposal, etc. everything. Exit interview on Tuesday. Except for a couple of minor points we came out very well. While we do monitoring at state level, they delved even deeper. They looked at specific applications and read them.
 - d. Dr. Rebecca Moak is the Regional Representative to DOE, she retiring I January. She has been with us for many years and she knows us well.
 - e. Next month Marilyn and Jerry go to the National State Directors Conference. They were invited to speak about the PDF network. Also what we have done to help grow our performance. This will be in Seattle.

IAACE Board Meeting Minutes

- f. Discussing doing an adult ed student essay contest. Susan Bayh did one years ago and we would like to do that again. Is there a way that we could awarding of that into the conference? All agreed to support.
- g. Michelle asked about concern about trying to reach incentives by December 31 and it might affect enrollments. She can't get gains if she enrolls late in November and December and she is trying to strategically balance. Jerry says don't delay students entering the program. Caroline said she understand that this is just money that is set back and it might not be a large amount – Jerry said correct.

V. 10:15 am Governor Cabinet Update-Michelle

- a. Did not meet with Commissioner Fred and Marilyn. She was in a different meeting. Michelle has been asked to be on a Sub Committee on Strategic planning Sept. 26 is first meeting.

VI. 10:20 am COABE Update

- a. Call meeting with Michael on Aug 12 for Region 4. We mentioned we wanted report but we haven't heard. They did discuss student ambassador program. They use students to talk for the programs. It was led by the Michigan rep Patrick.

VII. 10:25 am Committees/Task Force Reports

- a. Advocacy – Rob
 - i. Events: Workforce Diploma reimbursement program – Graduation Alliance got the whole program (they are a for profit out of Utah but mostly online, and they partner with local school corps) – he thanked the other regions that applied. Rob contacted all of the others who applied and asked them to get feedback on why their applications failed. 2 have responded: Elkhart and Monroe – We did not use the correct budget – because there was no form. We should have budgeted with the milestone outcomes. We were budgeting for outgo, we were supposed to budget for outcome. A second commonality. We did not show 2 years of doing High School Diploma programs. Monroe was in the past and we could have used that but we didn't. Caroline said if you were supported by adult ed funds you couldn't apply. Lara explained that was k-12 which are excel centers so they can't double dip. Caroline asked if we could talk to our superintendent to not work with them. Rob said yes. Talked with Joe Loftus – he told us that it is a public document so ask for it- if told no tell Joe and he will get it. He pointed us to a website so Joe is going to get it. Jenn said she will try to look on public record. They can be paid up to \$6000 if everything is hit but that amount is unlikely – paid by what is accomplished.

IAACE Board Meeting Minutes

- ii. Members of Advocacy attended Barnes and Thornburg – Caucus meetings.
Time to meet face to face with legislators. Rob got to talk to Holly Sullivan –co-wrote this Diploma program – asked what motivated her to take money from Adult ed. She thought we needed more hands on the wheel to get this done. Rob told her we didn't have all of our seats filled. We do it very quickly. She said it was not her intent to take the money but they needed something in the budget. She admitted it was a bad bill and it was a bargaining chip. Lisa, Michelle and Ted went to the Senate one – they were eager to talk and they listened intently. She pointed that we do it for \$1000 a student and we do it faster. One senator said I know that I am working on that. Went to the House other than Holly they did not give us time or want to engage. Natalie felt Holly was open to suggestions. Lara said the Senate Democrats were a small group of 3. Sat by Senate Minority leader – he was open to listen but they don't have legislative power. Heard multiple comments on Excel Center participation.
 - iii. We must constantly invite our legislatures to our programs – and keep telling them who we are and what we do. They don't remember and need constantly educated
 - iv. Joe and Rob visited with Chamber of Commerce and let them know what we do.
 - v. Indiana Workforce Summit Oct. 24-25, we are not included – we do have the opportunity to be a sponsor. \$3500 sponsor it would be a chance to showcase.
 - vi. Michelle motions we do the silver sponsor and Caroline seconded. Half day shifts to cover. Take current list of regions and directors. Business cards. Table cloth. WEI's and IETs. Success Stories. What is our target audience? Partner and join if we want. Adult Education Awareness and Literacy. Promote Workforce Development in Companies. Something on WEI's and IET's. Bring everything to the next meeting so we can see what we are missing.
-
- b. Adult Learner Committee- Konnie
 - i. Car trouble, so on Zoom conference
 - ii. Nothing has been started yet.
 - c. Audit- Lara
 - i. Looking into what an Audit committee does – reviewing budgets from last 3 to 5 years. If you have input let Lara know. See what the trends are.
 - d. Communications- Caroline

IAACE Board Meeting Minutes

- i. Adult Education Awareness week – 3rd week of September. Asked Marilyn could put out a press release. Talk to local newspapers. This is what we do in our program and sharing some of our success stories. Localize our numbers. 22 to 28 of September. Retweet and share everything.
- e. Conference – Laura/Jenn
 - i. 2021 Proposals
 - 1. Belterra Proposal, 2021, 2023 (Motion for Vote Needed) Going south to North alternating years. Ted is concerned tying us up for 3 years. Blue Chip in Michigan City is willing to work with Belterra. Cynthia is unhappy that we are going south to south before north. Jerry said you can only count on DWD year to year. Now IAACE has fixed expenses. We discussed trying to switch to fall with one next Fall up North. Blue Chip is very busy in the fall for a wine festival. We should table for one more month. Jenn asked that a member of the Executive committee call Belterra and explain the delay. After we visit Blue Chip and Ft. Wayne and talk to DWD. Laura will contact Belterra. Do we want to stay spring or do we want to switch to fall. DWD must have input in switch to fall. For now we will stay with Spring.
 - ii. Awards Committee
 - 1. More relevant in January
 - iii. APP Change- Jenn
 - 1. The app we used was raising prices. COABE is going to Pathable Branded app, they are use located, they integrate with Membership work \$6600. Rob sent E& M \$3495, missed first meeting and called on whim second time and had to re ask for proposal. Then met with what we currently used and they will raise 3% - CVent purchased Double Dutch. Jenn feels we should go with Pathable – will try to negotiate a 2 year contract. It is an expense that is in the budget.
 - 2. Laura moves we go with Pathable and Caroline seconds all approved.
- f. Elections Committee – Ted
 - i. Sara Gutting, Deb Sherwood, Jeff Clutter **all said yes!**
 - ii. President Elect, Treasurer and four Board positions
- g. Employer Engagement- Michelle
 - i. Had first meeting this week. Talked about effective networking with employers. Roy talked about going out and visit employers and what he is doing. He did a

IAACE Board Meeting Minutes

session on the tests on creating the employer engagement. They will do a monthly tip to add to the newsletter.

- ii. Natalie suggested creating a list of WEI's being used.
- h. Literacy/ILA- Bob/Michelle
 - i. Literacy Fund Transfer to ILA still needs to happen Michelle is new treasurer.
 - ii. Next Meeting October, 11 at 8:30 am
- i. Membership- Cynthia
 - i. 422 with 6 new members. Stress they don't have to wait until IAACE to join.
- j. Professional Development Committee- Sheila
 - i. [Proposal Professional Development Opportunity](#)
 - ii. We met last Friday. It was confusing. This group would conduct services run through us to local programs. Programs would pay from their funds given through DWD. Jerry and Rob felt that having the IAACE name behind their training. Running the funds through us. They have all been huge components with IAACE. Give the benefit to a new director to help with training. Michelle thinks their heart is in the right place. Our PD team has to approve any activity that is offered for it to be counted. Will discuss more next month.
 - iii. Sheila will ask for menu of services and costs from Timmie and team. Give a discount to IAACE and what cut goes to IAACE for endorsing.

VIII. 11:15 am Old Business

- a. Success Story Book
 - i. Quote is being worked on – quotes are coming.
- b. Executive Director Evaluation- Ted/Michelle
 - i. Has input from board but not completed.
- c. Workforce Development Conference
<https://www.indianachamber.com/event/inworksummit/> \$3500 Sponsorship – Michelle/Rob Motion Passed and we will be a sponsorship.

IX. 11:30 am New Business

- a. Neil Richmond https://neilrichmond.com/wordpress-care-plans/?utm_source=ActiveCampaign&utm_medium=email&utm_content=Important+Announcement+for+your+Website+Support+++Security%21&utm_campaign=Care+Plans+%231
 - i. This is our proposal from Neil to extend his help for the year in exchange for a \$2000 sponsor. Rob moves to approve and Caroline seconded all approved.
- b. COABE Virtual Conference
 - i. Michelle moves and Natalie seconded all approved.
- c. HSE for High School (Lara)

IAACE Board Meeting Minutes

- i. How do we put our services out for Legislature? Thousand students who leave due to lack of credits. Instead of tracking but work with students in high schools that are credit deficient and identified and layer in a HSE class before they disengage. Right now there is state policy that we cannot duly enroll a high school student. How do we insert legislation to change this? It dings graduation rate to exit and send to us. They can transfer to excel center and it is a flat transfer and they can transfer to homeschool. We would like the support of this board to further this cause. Jerry said it is also Federal as well as State legislation. It specifically says out of School Youth. Carolyn to Get it mandated that they share the list of these students. Or go after state legislature to not ding the high school to transfer. Jerry, We use the 14 million with State match so we have to follow everything according to Federal rules. We could lobby for other money for at risk youth that wouldn't use adult ed money.

Caroline moves to support this with legislative and contact all stake holders.
Rob suggests amending to use Joe Loftus. We have approved a reup. Michelle seconded all approved.

X. 11:40 am Announcements

- a. Next Meeting Friday, October 11, 2019 10:00 am
- b. Indiana Literacy Association Board meeting is Friday, October 11, 2019 8:30 am

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

- a. Rob moved to adjourn, Natalie seconded all approved.