

IAACE Board Meeting Minutes

Friday, October 11, 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 Halloween!

Present: Ted Pearson, Jenn Wigginton, Rob Moore, Michelle Davis, Sheila Butler, Jerry Haffner, Konnie McCollum, Caroline Foster, Cynthia Warner-Lowe, Laura Smart On call: Karen Crawford

- I. 10:00 am Call to Order—Ted
- II. 10:01 am Approval of September Minutes – Sheila
 - a. Cynthia Moved to approve Caroline seconded All in Favor
- III. 10:02 am Treasurer Report— Lisa, Treasurer – Sheila subbed the reports this month
 - a. August's report Michelle Moved to approve Rob seconded All in Favor
 - b. September's report Rob Moved to approve Caroline seconded All in Favor
- IV. 10:05 am State AE Update—DWD
 - a. Submitted final data for 2018 67.09 Distance 72.68 These are new records for Indiana Enrollment was down to 24,740 from 26,370 the year before. Separation rate has improved 28.29% from 32.37% the year before.
 - b. Nancy shared about Regions performance 2, 11, 5 and 8 had the most increase in enrollment
 - c. 4,1, 6 ,3 had lowest increase in enrollments
 - d. 9, 10, 11 and 8 for highest in MSG
 - e. 4.2.3.7 was lowest in MSG
 - f. 5, 8, , 9, 3 most increase in HSE
 - g. Lowest in HSE 4, 6, 1 and 10
 - h. Separation rate lowest 9 10 11 8
 - i. 4,3 1 and 6 highest separation
 - j. 4 is Lafayette – hiring a new director, Meg Foley the PDF is acting as interim director They lost 600 in enrollment part of our 1600 loss
 - k. For Column I – 40.73% already this year which is amazing and 100 HSE
 - l. Marilyn and Jerry will be at the National Adult Ed Directors They will be presenting on PDF network
- V. 10:15 am Governor Cabinet Update-Michelle
 - a. Michelle is on Workforce Development board for Region 5 and had a retreat with Commissioner Payne and DWD's leadership. Learned about Workforce Develop

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boards. The Commissioner has met with boards for 1.5 and he is making strategies to align the boards. Marilyn did a great update on Adult Ed. Each DWD department spoke on what everyone is doing. Adult Ed was mentioned several times.

- b. Met with the commissioner this week and we talked about eligible training providers. That policy is up for discussion. We want to have enough qualified training providers. Michelle suggested asking Adult Ed providers we would have some input to help with this. There are listening tours going out and Adult educators should attend. The First one is Monday in New Albany and others in Muncie, Indy as well as others. Jerry or his staff will be at each one. They also discussed how adult ed providers could help with Census 2020. Important to make our students educated and aware as to the importance due to funding.
- c. Cynthia asked if he had any suggested on how to address our ESL population? She said they were afraid. Michelle said she didn't but we could discuss it. Michelle and Gloria talked about just educating what it is. Rob said we will address this in our PLC community. Cynthia is noticing a change in attendance after discussion – they went from 27 to 14. She assured them that nothing will happen to them there. COABE sent something out. Jenn said that currently they are verifying addresses now. Then the census goes out by paper and then employees go out that check on those that did not answer. Rob read from the Census website that Federal Law prohibits using data against people.
- d. High School side want the National Career Readiness Certificate as one of the Graduation pathways and the Commissioner is considering.
- e. Next meeting is next Thursday.

VI. 10:20 am COABE Update

- a. Sharon wants to be part of the Conference by video again.

VII. 10:25 am Committees/Task Force Reports

- a. Advocacy – Rob
 - i. Alerts: Working on 2 major things move legislation to allow a school corporation to pair with Adult Ed and dual enroll so school can also count. Joe is working with Rep Sullivan and Sen Ross and they are interested. He also wants to meet with Rep. Behning.
 - ii. Working on Representation at Indiana Workforce summit – we are sponsoring. Natalie is working a day and Michelle both days.
 - iii. Sent out schedule for Workforce Listening Tours.
 - iv. This coming week Legislators are home so a good time to come.

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- v. Caroline recently met with Sen. Young and she realized we need to work on our State more than on our Federal. Federal reps/senators are visiting but State leaders are not visiting so we should go after them more. The National Level are more involved. Caroline sent out student personalized postcards on Impact to Legislators. Rob suggests giving them a roll at graduation like keynote speaker. Michelle says going to town halls helps a lot too.
- vi. Jenn adds Rob's alerts to our newsletter.
- b. Adult Learner Committee- Konnie
 - i. Recruited some people to help. Contacted COABE about Student Ambassador. First meeting will happen shortly.
- c. Audit- Lara
 - i. No report She is looking at everything
- d. Communications- Caroline
 - i. Right now conference related communication.
 - ii. Keep asking people to hashtag us #iaace
 - iii. Caroline suggests we have a course at conference on Social Media how tos.
- e. Conference – Laura/Jenn
 - i. 2021 Proposals (Motion for Vote Needed)
 - 1. Belterra Proposal, 2022, 2024*
 - 2. Blue Chip 2021 (attachment provided)
 - 3. Fort Wayne 2023
 - ii. Caroline Moved to approve Cynthia seconded All in Favor
 - iii. Awards Committee- Natalie
 - 1. February 2020 Nominations will open
- f. Elections Committee – Ted
 - i. Sara Gutting, Deb Sherwood, Jeff Clutter are committee
 - ii. President Elect, Treasurer and four Board positions
 - 1. Nominations February
 - 2. Voting March
- g. Employer Engagement- Michelle
 - i. Met Once, talked about WEI and Roy was there for DWD. There is a Google Drive and will put some tips in the blog. Working on website to change goals. Another meeting Monday
- h. Literacy/ILA- Bob/Michelle

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- i. No meeting today as planned, discussion how to do next one, before or between board and conference or a Zoom. It was decided a Zoom would be tried for the Thursday before our next board meeting.
- ii. Literacy Fund Transfer to ILA not done yet
- i. Membership- Cynthia
 - i. We have 526 accounts – 413 current 62 payment is due. Asked for what No renewal date means – those are probably ex presenters. \$18,585 dollars.
- j. Professional Development Committee- Sheila
 - i. [Proposal Professional Development Opportunity](#)
No contact was made with Timmie – will work on this for next month.

VIII. 11:15 am Old Business

- a. Success Story Book
 - i. Michelle has met with visual communication class on high school side. He has the details. Natalie is also working on a quote
- b. Executive Director Evaluation- Ted/Michelle
 - i. No report
- c. Workforce Development Conference- Michelle/Natalie
<https://www.indianachamber.com/event/inworksummit/> \$3500 Sponsorship –
 - i. AD
 - ii. Promo Pieces – showed ad that was put in the program, took this add and made a flyer to share. She pulled info from DWD documents – wants feedback if it needs simplification.
 - iii. Set-up: October 24: 7:00 - 8:00 a.m.

Expo hours: October 24: 8:00 a.m.-5:00 p.m.
(open through reception from 4:00-5:00)
October 25: 8:00 a.m.- 3:00 p.m.

Tear-down: October 25: 3:00 - 4:30 p.m.
Natalie has the actual membership. Michelle and Natalie can figure it out together and we can have 2 other people at the booth. Michelle will print flyer.
- d. HSE for High School –Lara
 - i. Talked about in Advocacy

IX. 11:30 am New Business

- a. Blue Chip Proposal
 - i. voted
- b. Grand Wayne Proposal
 - i. voted

X. 11:40 am Announcements

- a. Next Meeting Friday, November 8, 2019 10:00 am
Conference Committee immediately after

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- XI. 11:45 am Adjourn (Conference Committee meets at Noon)
 - a. Sheila Moved to approve Cynthia seconded All in Favor