

**Pennsylvania Association for Adult and Continuing Education
Board Meeting
November 8, 2005
Harrisburg, PA**

Attending: Debbie Hrach, KayLynn Hamilton, Chuck Klinger, Suzanne Webster, JoAnn Weinberger, Mary Kay Peterson, Mary Hohensee, MaryAnne Varacalli, Tana Reiff, Kim Roush, Julie Manning, Susan Mansueti, Bob McNeill, Joan Leopold, Scot Mentzer, Karen Warner

Minutes:

Officers Reports:

President: Bob McNeill (day of meeting)

Bob introduced Julie Manning as the new Chair of the Corrections Division. A motion was made and approved to accept Julie into this position.

1st Vice President: Debbie Hrach (electronically submitted)

As of today, November 1, we have 138 proposals, so I had Angie put a note on the site saying that we've reached the deadline and any future proposals will only be read at the discretion of the conference committee (this means that if any of you have specific requests let me know). I also said that those submitted by 10/31 would be given priority. I think it's important to stick to the deadline for many reasons: to get the tabloid ready on time and reward those who submitted on time; to let people know that deadlines are important; and to keep us (particularly me) from going crazy.

The breakdown in terms of primary audience (which means divisions) seems to be as follows: ABSE—38, Adult Lit—21, Higher Ed—14, Corrections—4, ESL—16, Family Lit—23, Research—1, Technology—7, and Workforce—14.

I am trying to ensure that all events are covered and get into the program book. I don't want to accidentally miss something, especially things that we do every year and don't really think too much about until it happens. With this in mind, let me know if there are any activities that you want to ensure are not missed—or something new you want included. I have gone through the program book from last year and have talked with Bob and Mary Kay, but I'd also like to ask you to give me some reminders as you see fit. Thanks.

Last spring we talked about honoring retirees, but we've never discussed it since then. Is this something we still want to do? Any suggestions for how and when?

I will have all the proposals ready to be read within the next week. We can talk about deadlines for reading proposals at our meeting. I'd like to have proposals read and selected before Thanksgiving, if possible. This would give the printer time to get the tabloid ready and sent before Christmas. This is my goal; I hope it's reasonable.

I think we're moving along pretty well with the conference. I've been in touch with Bob Binger, who is getting the conference registration form ready. Prices on that form are as follows:

Legislative and PAACE luncheons:	\$25.00
Banquet	\$30.00
Box lunches	\$20.00
Family Literacy	
Workforce	
Higher Ed.	
Ice Cream Social—ABSE	\$15.00
Registration:	
early	\$120.00 member
	\$170.00 nonmember
late	\$150.00 member
	\$200.00 nonmember

2nd Vice President: Chuck Klinger (electronically submitted)

COABE signed a contract with the Wyndham for March 2007. I'll bring a copy to the meeting. We are now hoping to set up training the week of the Midwinter conference - Dom would like to attend our conference, so it saves him a trip (he's coming from California). It's likely we'll do training for conference committees at the Wyndham on Tuesday so as not to interfere with the Midwinter.

Treasurer: Frank Nardone

Mary Hohensee reported on Frank's behalf that there were minimal expenses this month – mostly travel. Tana asked Mary to make a change on the treasurer's printout line item report. Publications Committee is no longer so there should be two line items - one for Communications and one for Journal. A motion was made and approved to accept the Treasurer's report.

Secretary:

None

Immediate Past President:

Executive Director Report: Joan Leopold

Joan reported that she makes up packets for new Board members with their job responsibilities, Operations Manual, etc. She shared with us an update on her health problems and thanks Mary Kay for stepping to help her with the Midwinter Conference. Joan also reported that there were 2 new members and 1 new life member. She has sent out membership renewal letters.

Regional Representatives Reports:

Eastern: Joe Morales (electronically submitted)

I have no report for this month.

Central:

Western: Emmett Baxendell (electronically submitted)

Nothing to report at this time

Division Reports:

ESL:

AB/SE: Libby Wilson (electronically submitted)

Now that we have enough lessons for an APEX lesson booklet, I will have one priced to see if funds are available to cover it. A few years ago, I believe there were about 150 ABLE-funded programs, so maybe we could aim for 200 to get one to each program in the state? Or, maybe they should just be given to conference attendees. What do you think? The lessons include ABE, GED, ESL, and Family Literacy and are high-quality. Also, I'd like to get the lessons online. Is someone going to put conference materials on the web after the conference? Finally, I have enough willing presenters to do a PAACE workshop if we can schedule around their other presentations (it's interesting to note that many of the former APEX winners are presenting), unless Debbie doesn't want a late proposal.

CEA/Higher Ed: Mary Anne Varacalli (electronically submitted)

- Called JoAnn Weinberger and gave her the contact information for Dean Julian who has agreed to co-chair the Legislative Committee, representing Higher Education.
- Contacted Julie Manning who has agreed to have her name submitted to be the Corrections Ed. Representative.
- The CEA/PA 2005 Cyber Security Summit was held this past Friday at the IUP Center in Monroeville.
Topics included:
 - Information Awareness and security
 - Social Engineering Awareness
 - Email & Online Faculty/Student Communication
 - Avoiding Cyber and Legal Traps
 - Front Line Student-Cyber Defense20 people participated
- Reminder emails were sent out by CEA President reminding people to submit higher Ed workshop proposals, resulting in 14 submissions. CEA would like the Higher Ed workshops to be offered on Thursday and Friday.

- I attended a Perkins Funding Committee meeting where there was discussion that Pennsylvania was relooking at their funding goals. They were considering changing the funding for salaries and programs supporting special needs students to funding for curriculum and delivery of career and technical programs.

TLC: Kim Roush (discussion day of meeting)

Kim is getting a newsletter together and is looking for articles. She will mention Midwinter Conference in the newsletter.

Family Literacy: Susan Mansuetti (electronically submitted)

The Family Literacy Midwinter Conference committee had a phone conference on October 18. The participants were Rose Gioia-Fine, Beth Hassinger, Mimi Gavigan, Ruth Love-Schooley, Julie Shumaker and Susan Mansuetti. Mike Sobkowski and Amanda Harrison-Perez were unable to attend.

We completed the revision of the Goodling Family Literacy Best Practice Awards and it was forwarded to Tana for placement on the PAACE website. As of today, we have had no submissions. The deadline is on November 30.

We have secured the panel of judges to read the Best Practice Awards, they include:

Bob McNeill – President of PAACE

Nickie Askov – Co-director of the Goodling Institute

Bernadine Ahonkhai - Higher Education Project Manager at the Pennsylvania Key Steven Herb – Pennsylvania Center for the Book Jennifer Young – Field Representative from Congresswoman Melissa Hart’s office

We discussed “Meeting the Family Literacy Challenge” through the use of games as our theme for the Marketplace. Beth Crosby and Doug Franklin are going to work with Mimi on a Jeopardy game.

The proclamation from the governor proclaiming November 1 as Family Literacy Day in PA was signed and sent to me. I placed an announcement on the listserve, and was asked to submit pictures to Tana for the PAACE website, Peggy Grumm for the PA Family Literacy website and Maria Marvin for the PA Center for the Book website.

Workforce:

Corrections Ed: Julie Manning

There will be a State Correctional Institution conference in April – Chuck will attend to promote the COABE conference.

Committee Reports:

Awards: Mary Hohensee (discussion day of meeting)

Mary asked about getting citations from legislators. Raiana Mearns at the Bureau of ABLE is taking care of selecting people for the Outstanding Adult Students and APEX. However, the Bureau of ABLE cannot obtain citations. Mary Kay Peterson said she would get letters to the legislators for the citations. Letters went out for the ABLE Honor Roll. Two have been submitted so far.

Budget, Finance, Fiscal:

Commonwealth Libraries:

Communications: Tana Reiff (electronically submitted)

Don Block reported that the founder of Greater Pittsburgh Literacy Council, Mary Yardumian, who was the 1984 PAACE Outstanding Adult Educator, died recently in California. He sent me the obituary and a photo. Since the fall issue of PAACE News had already been released I chose to give the story better exposure in the winter issue rather than add it to the fall issue. Submission deadline for the winter issue is Monday, December 19. I continue to update the PAACE website as additional conference and other information develops.

Constitution, By-laws and Resolutions:

Journal of Lifelong Learning:

Legislative: JoAnn Weinberger (electronically submitted)

At the federal level, the House and Senate have both passed bills with adult education held with even funding. For Even Start, the House bill includes \$200 million (a 20% cut) and the Senate bill zeroes out funding. Now, a conference committee of senators and representatives will decide final amounts as well as recommend, in all probability, an across the board cut on all domestic programs of between 1-4%. Senator Specter is on the Conference Committee; the representatives have yet to be named.

(discussion day of meeting)

JoAnn is looking for someone from COABE to do a legislative session. She would also like to have a panel of adult education providers who have had success in advocacy.

Membership: Suzanne Webster (electronically submitted)

Attached are the updated results from the membership survey. We got a few more responses since the last report was compiled.

A rough estimate of the top ranking benefits:

-Discounted fee for the Annual Adult Education Midwinter Conference -Opportunity for involvement in the advocacy, professional development, and leadership activities of the organization -PAACE Quarterly newsletter, PAACE News -Opportunity to network in a geographic regional group

The predominant theme for additional benefits focused on the desire for more networking, regional, and program division activities, and electronic resources. See the attached compilation for complete results.

Results from 66 completed surveys -

Please rank the eight benefits you receive as a PAACE member. [Ranking 1]			
Answer		Count	Percentage
Discounted fee for the Annual Adult Education Midwinter Conference		27	40.91%
PAACE quarterly newsletter, PAACE News		5	7.58%
PAACE Journal of Lifelong Learning		3	4.55%
PAACE Member Directory		2	3.03%
Membership in a program division		6	9.09%
Membership in PAACE e-mail list		1	1.52%
Opportunity to network in a geographic regional group		10	15.15%
Opportunity for involvement in the advocacy, professional development, and leadership activities of the organization		12	18.18%

Please rank the eight benefits you receive as a PAACE member. [Ranking 2]			
Answer		Count	Percentage
Discounted fee for the Annual Adult Education Midwinter Conference		6	9.09%
PAACE quarterly newsletter, PAACE News		9	13.64%
PAACE Journal of Lifelong Learning		6	9.09%
PAACE Member Directory		10	15.15%
Membership in a program division		8	12.12%
Membership in PAACE e-mail list		8	12.12%
Opportunity to network in a geographic regional group		6	9.09%
Opportunity for involvement in the advocacy, professional development, and leadership activities of the organization		13	19.70%

Please rank the eight benefits you receive as a PAACE member. [Ranking 3]			
Answer		Count	Percentage
Discounted fee for the Annual Adult Education Midwinter Conference		6	9.09%
PAACE quarterly newsletter, PAACE News		14	21.21%
PAACE Journal of Lifelong Learning		11	16.67%
PAACE Member Directory		8	12.12%
Membership in a program division		4	6.06%
Membership in PAACE e-mail list		8	12.12%
Opportunity to network in a geographic regional group		9	13.64%
Opportunity for involvement in the advocacy, professional development, and leadership activities of the organization		6	9.09%

What additional benefits would you like to see? Please list.	
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<p style="text-align: center;">Answer given: 46 No answer: 20</p>	
Discounts	I'd like to see bigger discount for registration for PAACE Annual Conference.
	Discount for PAACE Conference if you only go one day
	Business opportunities that relate to credit cards, discounts, etc. This will allow the organization to benefit financially and to offer a service to members and or to attract new members.
	An opportunity for group health insurance for PAACE members who are part-time employees and their benefits.
	Discounted fee for Midwinter should be based on the number of presentations given at the conference by the presenter. This would not only be a good help to the presenter, but it would also encourage presenters to want to present. Scholarships to attend Midwinter for smaller agencies would be nice.
	Effective deals with book companies.
Networking/Regional/Program Division Activities	I would like to see former PAACE presenters assist or coach interested future presenters. I would like to see at PAACE, a chance to network with other presenters before I pursue presenting. I think there should be a more diverse presentation team at PAACE conferences, if serious support was given to all presenters. I have been going to PAACE for four years and I see pretty much the same presenters every year.
	More opportunity to address regional concerns specific to an urban environment.
	More regional activities for members who can not get to the Mid Winter Conference.
	More support at regional or local level to engage program personnel in grassroots advocacy for education and family literacy funding at state and national level.
	Smaller regional conference
	More regional connections in between the annual meeting
	More regional events focused on workforce/ESL literacy/training - particularly for those of us in the Central/Northeast/North central part of PA
	I would like to see the regional groups revised. Although it's listed as a benefit, I've never seen it listed anywhere. I think networking is an important function of PAACE along with advocacy.
	More open time to network with groups.
	More opportunities for face to face interactions
	More group interaction through PAACE.
	More activities or events in my program division or activities or events that focus on my program division.
	Online/Electronic Resources
I would like to see more electronic resources, collections of items from the conference put online	
Online articles or courses for continuing education.	
Use the list serve more often to share new news and early childhood information as it becomes available. Keeping members updated on the latest information including funding would be very valuable	
Love the computer workshops at PAACE Conference and would like those continued.	
Professional Development	More information for new administrators.
	More professional development opportunities.
	A professional benefit for me would be: Equal emphasis (to literacy) on Continuing Higher Education, Continuing Professional Education, counseling adults in the mission, publications and conferences at PAACE

	Membership Card or Certificate
None, etc.	The benefits are very comprehensive, and I don't know if I would ask anything additional.
	I am happy with the current benefits.
	This is just fine...
	Think you're doing a great job. None at this time.
	The ones provided are sufficient
	Not sure that I would have time to take advantage of additional benefits anyway.
	None
	none
	None
	NA
	NA at this time
	nothing that I can think of
	I can not think of anything at this time.
	I can't think of anything else, right now.
	None at this time...
	I am not really sure at this time.
I can't think of any other ones at this time.	
unknown	

(discussion day of meeting)

Suzanne thanked Scot for helping with the survey online. Sixty-six surveys were returned. She would also like to have some way to get members to complete a survey at the Midwinter Conference.

Nominations and Elections: Dave Manzo

See Old Business

PDE:

Strategic Planning:

Technology: Scot Mentzer (discussion day of meeting)

Scot has 502 members on the membership listserv. He would like to have a table at the Conference to get the word out to the members concerning the listserv and to get good email addresses. It was suggested that he share a table with the membership committee. Scot is looking at a web based database for membership and possibly having a third person billing for online membership. Bob suggested that Scot provide a list of what he has that can be used now and what he would need to get the information in such as benefits to organizations, etc.

Old Business: (Discussion day of meeting)

Tana reported from Barb Van Horn that she feels the Operations Manual needs a complete overhaul and thinks there should be a task force to work on it. In 2003 a committee had worked on it. Tana doesn't think it should be a function of the full Board.

Mary asked if there is a separate manual for Midwinter Conference. A suggestion was made that there should be a separate section of the Operation Manual for the Midwinter Conference.

Bob suggested that each committee chair should look at their section and give suggestions concerning it to the committee that will be formed. Division and committee chairs should look at the By-laws and put something together for the Operations Manual task force. An email should be sent to Barb Van Horn and cc'd to Bob McNeill. The task force named is as follows: Barb Van Horn, Tana Reiff, Mary Kay Peterson, MaryAnne Varacalli and Mary Hohensee.

The Executive Committee signed a Memo of Understanding with Mary Kay Peterson as Assistant to Executive Director until April, 2006.

Nomination discussion:

Bob talked to Dave Manzo and came up with a new slate of officers.

Slate A is:

2nd Vice President: Tana Reiff

Treasurer: Larry Hahn

Secretary: Lori Keefer

A concern was brought forward about whether Larry Hahn would be able to attend Board meetings. Bob will call Dave and Larry to make sure Larry could attend the Board meetings. In view of that, Slate B was proposed as follows:

Slate B is:

2nd Vice President: Tana Reiff

Treasurer: Mary Hohensee

Secretary: Lori Keefer

Consensus of the Board was to accept Slate A if Larry can do it and then to accept Slate B if Larry can't.

2006 Midwinter Conference – additional discussion from email report:

Proposals will be sent to Division Chairs to read by November 16th. They should try to evaluate them and give Debbie feedback by November 28th.

Milton Hershey School will provide entertainment after the reception and during dinner Thursday evening.

We talked about honoring retirees at the Annual Luncheon – we should put a call out on the listserv to get names of retirees. Maybe Tana could have a block ad in the luncheon booklet.

COABE Conference – additional discussion from email report:

Chuck has a signed agreement between COABE and Wyndham Hotel. He will keep it in his files. Bob asked Chuck to get a signed agreement between PAACE and COABE. Four people will go to the Houston Conference to promote the Philadelphia Conference: Diane, Tana, KayLynn, and Chuck (Debbie might go as well).

New Business:

Tana reported that Leanne Stasiulatis has been on medical leave since September. It was suggested that someone check on the Board status of this position.

December Board meeting will be held at the Harrisburg State Hospital.

Meeting was adjourned.

Submitted by

Karen Warner
Board Secretary