

PAACE Board Meeting
September 12, 2006
CCTA Harrisburg

CALL TO ORDER: 10:03 a.m.

ATTENDANCE/INTRODUCTIONS: Chuck Klinger, KayLynn Hamilton, Suzanne Webster, Joe Morales, Lori Keefer, Kim Roush, Destiny Myers, Bob McNeill, Tana Reiff, Eileen Kocher, Susan Mansuetti, Michael Westover, JoAnn Weinberger, Barb Van Horn, Mary Ann Varacalli

OFFICERS

Secretary: (Lori Keefer)

Bob made a motion to approve the minutes from the August meeting as presented. Joe seconded. Motion carried and the minutes were approved.

Our new conferencing company will be Ready Talk.

What I need is a computer spreadsheet that lists the following for all board people that the board wishes to authorize to be able to generate a conference call. Would you ask about this at the meeting, please? It was agreed that all board members would have access to start conference calls.

Destiny will take minutes for Lori in November.

Treasurer: (electronically submitted – Mary Hohensee)

Since our last meeting there have been no invoices received.

This month we have \$205 in new membership fees.

The balance of cash is \$25,882 (this includes the funds from COABE to help with expenses).

Mary would like everyone to get your reimbursement forms to me by September 27th.

She am currently working on the financial descriptions for the OM with Barb and Mary Ann. Mary has contacted PANO for help with this.

President:

Chuck in Debbie's absence: Bob made a motion to approve the ED job description as presented. Joe seconded. Motion

Post on the website, send to listserv and put on the ABLE website. Tana also mentioned that PANO has a free listing and perhaps COABE. Bob suggested that we keep it to relevant organizations.

Ask Debbie to write the advertisement and Lori will get it posted to the websites. Get it posted ASAP. The goal is to have someone on board by January. Deadline for applications would be October 31st. Target would be to bring the name of the recommended candidate to the board for approval at the December meeting.

First Vice President: (Program Chair: Midwinter Conference)

Chuck talked with Rose about the awards. Rose is looking for the awards to take place in Hbg. If the Bureau is going to sponsor the session, it cannot be considered a legislative session.

Legislators can be invited but it is not a session "for them". She'd like to know what our recommendation is for 2008. Do we anticipate that it would go back to conference in 2008 or that it would stay separate in the future? Consensus of discussion was that we would like for the awards to be a part of the conference. Since the Bureau took these awards in house, how much responsibility or ownership do we need to have over the awards.

JoAnn brought up that what we need to consider is how to get legislators there.

Michael said that 2008 would be the first year that he would have responsibility for planning the awards and would have 5 staff to help with coordinating this. Staff are starting to be excited about the awards. The Bureau would still be responsible for the cost of bringing the winners to the conference. In the past it has been called the Legislative Lunch – Barb suggested that perhaps we change the name of the event to be more descriptive of the event.

Michael didn't have a sense yet of what the planning for this year's awards would look like. The intent would be to have an event that the Bureau would invite people from the field along with the legislators. The only award that would stay at the COABE conference would be the PAACE Outstanding Educator award.

Bob suggested that perhaps the higher ed awards also be put on hiatus for a year along with the family literacy awards. This would primarily be because there really isn't an appropriate venue for the awards. Bob will ask some of his people to see what they think might be appropriate for this year and get back to the board next month.

Chuck provided a planning timeline for the conference. Mailing in November. PAACE member rates for conference registration: Holiday special - \$250 registering by Jan. 5. Registering by March 2 \$275, On-site \$325. \$75 extra for non-members.

Chuck distributed some timelines and pre-conference.

Cheryl Keenan would like to have the state directors' meeting in conjunction with the conference. Carol Shefrin will be handling this.

Jonathan Kozol will be our keynote speaker. His fee is \$10,000 for this. This is a discounted rate from his regular fee.

There are going to be national level strands in Numeracy, Professional development, technology, and possibly ESL or Learning Differences.

Chuck would like us to encourage practitioners to solicit presentation proposals from the field in PA. There are about 34 people on the conference planning team that we would like to keep interested for future planning.

Second Vice President: (Committee Chair: Strategic Planning)
(electronically submitted - Tana Reiff) Strategic Plan Report 9/06

Goal 1 – To improve the board structure and board development

a. Revise operations manual: in progress, not finished by 9/06. I have not received a recent report from the task force.

- Bob, Kim Roush, and Joe Morales volunteered to review entire awards process at the request of the operations manual task force. What is the status?

b. Develop an orientation packet: Early responsibility of new exec director. It would be good to have the operations manual completed before the new ED is hired.

c. Have committee chairs engage more members in their committees: President charged everyone with adding one new member per committee; a few have added active members (e.g. Legislative has research person, Karen Mundie) but more need to solicit or ask for assistance as needed. Chuck Klinger is working on COABE conference planning with a lot of people in Philadelphia who are new to PAACE activities. We will encourage their continued participation in planning the 2008 conference and/or joining the PAACE board.

d. Develop process for soliciting and placing volunteer committee members: Debbie Hrach called for volunteers - low response rate. President can talk to new volunteers and assign appropriate responsibilities.

e. Explore various options for board meetings to increase accessibility and save money: We have been having more conference calls in lieu of face-to-face meetings. Mary Hohensee is working with PANO to find a lower-cost conference call vendor. KayLynn Hamilton's agency has used a service that provides a detailed transcript of the call at \$50/15 minutes. Chuck Klinger would like to see at least one videoconference in the next year and look into Web-based conferencing such as Webinar, which the Bureau of ABLE has been using successfully. (PDE's contract with Chester County IU costs \$150 for a two-hour conference, including a tech support person.) A good time to try one of these alternative meeting formats might be April 2007 since it is only two weeks after COABE. I will look into Webinar; however, my caveat is that for our purposes all participants would need a microphone; cameras are not necessary.

Goal 2 – To expand the PAACE Board's advocacy function

JoAnn Weinberger, Legislative Committee chair, reports that the ongoing activities have continued as planned, including responding to new issues such as the Budget Resolution.

a. Educate members on issues and activities to pursue:

- Midwinter conference advocacy session: Legislative Chair is responsible for the policy strand for COABE.

- Establish annual calendar of activities as it relates to state and federal appropriations:
Underway

- Schedule regional advocacy trainings: 6 trainings held

b. To expand the advocacy function of higher education: no progress

c. To identify discrete stakeholders from business and industry: KayLynn Hamilton says "nothing to report" except that she will do something, just not sure yet what that will be.

d. To provide elected officials with information on issues and positions: JoAnn reports ongoing contact with legislators re: appropriations

e. To solicit opinions from candidates relating to PAACE issues: JoAnn reports Questionnaire has been sent to the senatorial candidates. Different questionnaire has been developed and will be sent to gubernatorial candidates

Goal 3 – To identify membership benefits

- Survey completed last year.

- Additional work of the Membership Committee (Suzanne Webster, chair) has been to reorganize the membership database that Joan Leopold had maintained. As the committee has already reported, Suzanne worked with Scot Mentzer on setting up the new Web-based member database, identifying expired memberships, and mailing postcards to expired members. Response has been low so far. Committee will launch a membership drive this fall in preparation for COABE conference registration.

Goal 4 – To have an integrated consistent data management system

Technology Committee handling this goal (no contractors). Scot Mentzer, committee chair, reports that we are almost on target for its two objectives: online database and online registration.

- Not managing the data fully online, but files are available for download for board members at www.members.paacesite.org.

- Plan to use the database created for the COABE 2007 for PAACE Midwinter in '08

Goal 5 – To hire a new executive director

Will be hiring independent contractor, not an employee and not through a sponsoring agency.

Search committee (Debbie Hrach, Chuck Klinger, Tana Reiff, Lori Keefer, Mary Hohensee, Bob McNeill, Jeff Woodyard), with board input, wrote new job description for final board approval 9/06, after which position will be posted on various free Web sites. Lori Keefer will distribute the

announcement and receive résumés. The search committee will review résumés and schedule interviews based on response. We plan to have a new ED by January 1, 2007.

Additional Second VP report:

- Bob, Mary, and I still need to meet with Hershey to renegotiate 2007 and beyond.

What strikes me is that so many of the goals seem outdated long before the three-year life of the strategic plan. I move that we adopt a new strategic plan process: very broad organizational goals for three years, along with yearly goals for each officer, division, and committee, aligned with the strategic plan and responsibilities outlined in the operations manual, starting with the next cycle.

Day of meeting discussion:

Mary Ann Varacalli brought up that they haven't been able to find a CEA/PA person to be the co-chair of the legislative committee. Perhaps we can just stop the search for one because these institutions have people in their institutions to handle this type of work. Mary Ann had said that there are not the same issues affecting higher ed that are affecting adult education.

Chuck mentioned that Andy Simpson is going to go through the webinar training so we wouldn't have to pay for a moderator if we choose to use them. Tana reiterated that if we are going to use this for board meetings that we would need to have microphones for it to be effective.

Strategic plan – it is something that we need to revisit and amend each year when the second vice-president comes in. Barb thinks that what we are doing now is more like it used to be but that the board had gotten away from that in the last couple of years. Tana feels that people are keeping up with what they said that they would do.

Destiny is going to be posting the 2006 strategic plan update to paacesite.org.

PROGRAM DIVISIONS

Adult Basic and Secondary Education (AB/SE):

Bootsie Barbour has agreed to serve as a represent this division. She will take part on the next conference call. Tana spoke with Bootsie and she is eager to get involved.

Continuing Education Association of PA (CEA/PA) (electronically submitted: Mary Anne Varacalli):

Plans are continuing for the March 2007 CEA/PA Higher Education conference.

Co-chairs of the committee leading this effort are Rebecca Sterley of IUP and Susan Polick of the Pittsburgh Technical Institute.

Dr. Black's presentation on Thursday morning, March 29, 2007 will focus on creativity and the corporate community; with the afternoon supporting the concept of creativity in a partnership between the educational and corporate communities. His address is titled "Solutions Require Dozens of Ideas First".

On Friday morning, Rae Ann Urick from PSU will translate the concepts presented previously into "hands-on-take-home" information to be used by participants in their work situations.

Corrections Education: There was discussion as to whether Julie Manning is still involved in corrections education at all. Mary Ann will check with the prison people to see if there is correct contact information. AIU3 is interested in representing corrections if needed. Perhaps Debbie can contact them.

English as a second language (ESL): no report

Family Literacy: (electronically submitted: Susan Mansuetti)

I have contacted a few people to see what others in Family Literacy think we should do about the Best Practice Awards this year. I expressed concerns that with the funding cut to programs, there may be low Family Literacy attendance at the COABE conference. We only received 5 submissions for consideration for the awards last year, and I wondered if perhaps we should skip this year and start it back up in 2008. I received a response back from Rose Gioia-Fine, who agrees with me. I'll let everyone know what I hear from others. Day of meeting: Susan said that it was decided to hold the Goodling awards again in 2008.

Tutors of Literacy in the Commonwealth (TLC): (electronically submitted: Kim Roush)

TLC has completed their move and I am preparing another newsletter. If anyone has any information that they would like included in the newsletter, please let me know.

Workforce Education: (electronically submitted: KayLynn Hamilton)

The Workforce Education Research Center (WERC) is investigating avenues of support of practitioners' attendance at the 2007 COABE Conference. WERC staff will begin to solicit presenters that highlight the work of Pennsylvania's ABLE workforce education programs and practices.

Workforce practitioners – can the PDCs support sending practitioners to conference or pre-conference. KayLynn asked Michael if they could discuss this at the next PDC coordinator meeting.

REGIONAL REPRESENTATIVES

Eastern (electronically submitted: Joe Morales)

Not much to report but I do have a topic that I'd like to discuss at a future board meeting. An adult instructor recently informed me that she is having a romantic relationship with an adult student in her ESL class. The issue of adult educators spending time with their adult students outside of the workplace (dates, parties, social gatherings, weddings, showers, etc.) is one that PAACE may want to address. Individual agencies may have policies that speak to the matter but there are many gray areas. PAACE may be able to inform the field and help establish guidelines that help teachers and agencies avoid trouble. Pennsylvania's Code of Professional Practice and Conduct for Educators (adopted in 1992) speaks to k-12 educator behavior and has limited relevance to adult practitioners. I know that the board has a lot on its plate right now but if anyone sees this as an issue worth exploring, I'd be happy to initiate the conversation.

**** Barb did have a statement of ethics that was being considered for the operations manual. This is something that we can start with to craft/revise guidelines. Bob brought up the point that it isn't the mission of this organization to legislate or dictate policy but that it might be part of our mission to raise the consciousness of the issue and to bring it to the attention of individual agencies. Barb said that it could be addressed as a statement of ethics. Tana also brought up the issue of illegal aliens being in our programs. Perhaps the direction that the Association can take is the legal ramifications that programs can be addressed.

It was decided that Joe can post to the board and then we can discuss it further to possibly draft guidelines. Kim mentioned that she feels that programs may be interested in this and that she could also address the topic in an upcoming TLC newsletter.

Western – Emmett Baxendell – electronically submitted

I've done some promotion for the COABE conference by encouraging attendance, promoting the website and passing out my remaining supply of bookmarks to various individuals and the administrators in the southwest region.

Programs I've spoken with are still trying to determine how to respond to the new challenges the TANF regulations will bring in terms of providing frequency and intensity of instruction to those individuals who will have to participate in 20 hours of work related activity and still need educational services to obtain a GED. Perhaps the need to count GED instruction as a core activity can be added to the advocacy topics.

STANDING COMMITTEES

Awards - Bob McNeill – nothing to report other than what was mentioned previously about the status of the higher ed awards. Bob thanked everyone for their expression of condolences in the past few months.

Audit, Budget, Finance and Fiscal Affairs (Immediate Past President – Bob McNeill) Bob and Mary are going to put together budget guidelines and some type of audit for the next year. They are going to work on building a budget from the ground up. One example is that travel be a general cost item rather than specific to each position or division. By doing more distance type meetings the costs for travel can be reduced. Travel seems to be the largest expense that the organization has.

Communications (electronically submitted: Destiny Myers)

Reminder: The deadline for the PAACE newsletter is September 18th. The summer edition was somewhat short on content so it would be great if there were more submissions for the fall newsletter. There have been a few minor updates to the PAACE website and I expect to complete more by the meeting. Bootsie Barbour's name was added as the new contact for the ABSE division. Board minutes were also added. Some planned updates that I expect to finish in the very near future include: revising the strategic plan to reflect the most version of the plan, adding a link to the COABE RFP, adding information about the PA Adult and Community Education Research RFP, and adding the legislative documents that were shared at the Regional Advocacy Workshops.

Please let me know if there are any additional changes or additions to the site you'd like to see made. Thanks for your help!

Constitution, Bylaws and Resolutions –

Operations Manual update: Mary Hohensee, Mary Ann Varicalli, and Barb Van Horn met via conference call on August 14. The next meeting is may be on October 9 so we'll have a report for the Board meeting and possibly a draft document.

To date, we are updating specific parts of the operations manual (OM), including *secretary* (Lori Keefer writing), *divisions* (Mary Anne Varacalli writing), and *treasurer* and *audit, budget, finance and fiscal committee* (Mary Hohensee and Bob McNeil writing). Mary Hohensee also was going to check with other organizations regarding the operation of their financial committees and officers. Mary Kay Peterson is to check to see if PAACE has a Constitution. If not, the *Constitution, Bylaws & Resolutions committee* name should be changed.

In other areas of the OM:

Nominations Committee: We recommend eliminating the title of Remote Past President and, instead, have the Immediate Past President serve one additional year as an advisor to the executive committee. Someone else, then, would have to be identified to chair the Nominations Committee. Barb will finalize description.

Strategic Plan Committee: We talked about this be an ad hoc committee, only to convene when necessary; however, I'm not sure we had consensus on this.

Research Committee and Journal Committee: T We recommend eliminating the Journal Committee, joining it with the Research Committee - the journal would become a product of the Research Committee. Gary Dean is in favor of this; however, he is not willing to chair the Research Committee - he is willing, however, to continue as editor of the journal. Is the Board interested in formalizing the Student Literacy Corps students' attendance at Midwinter as they have been doing as part of the activities of this combined committee?

We still need feedback for the *President* and *VP* roles ... and some more ideas on tasks for *Committees*, including the *Awards Committee* ...

Legislative (electronically submitted – JoAnn Weinberger)

Activities include:

- analyzing the side-by-side on WIA Reauthorization prepared by the National Association of State Directors of Adult Education. The one sticky issue is whether 12.5% should be allocated to State Leadership (this is the current percentage) or 15% (this is what the State Directors are advocating--it's what the State Leadership allotment used to be). If there is no additional funding, then the additional funding for state leadership would have to come from direct services. We need to discuss PAACE's position at the Board meeting. JoAnn did talk with Rose about this and she agreed that if there is more money, then the 15% is good but if there is no additional money, taking money from direct service would not be good.

- obtaining the positions on adult education from the gubernatorial and senate candidates. The two offices of the gubernatorial candidates have said that I will receive responses by Sept. 12, in time for the next issues of the newsletter.

We are still working on the senatorial candidates.

- advocating for increased funding at the federal level.

- developing a campaign for the Governor to recommend increased funding for ABLE in the 2007-2008 budget. I will discuss this further at the Board meeting as an action item.

Barb sent our questions about increasing the percentage for state leadership that was suggested in the WIA reauthorization to the National Coalition for Literacy and the NAEPDC (state directors' group) to find out the rationale for the increase - since the increase would put further strains on local providers (i.e., less money for program operation to allow more for state leadership). The other issue I mentioned was the rumor that I had heard that Harriet Dichter, Deputy Secretary of the Office of Child Development in DPW (From the PA Early Learning web site: In order to fulfill Governor Rendell's vision for high quality early education for Pennsylvania's children, the Office of Child Development was created by the Department of Public Welfare in September of 2004.), was trying to have Even Start moved from the Bureau of ABLE to her office. I think this would be detrimental to the program, especially since most of the program components address adult literacy rather than early childhood literacy. Plus it would separate the state's family literacy programs, creating confusion and fragmentation of services.

Day of meeting:

What do we want to do about state appropriations for next year. JoAnn recommends that we start working on this right now.

JoAnn has a beginning of a draft of a letter that would go to the governor asking for an increase in the appropriation for adult basic and literacy education.

JoAnn asked if these are the right issues to address and if the legislative committee could move forward with a campaign?

Tana may post her Move Up movie to the website which could be used as an advocacy tool. Barb brought up that we stress the adult ed component of Even Start when addressing these issues. JoAnn asked which person is being pressured – is it the governor or another department that we need to address.

Motion: Barb made a motion to move forward with an advocacy campaign to the governor to influence the 2007-2008 budget as presented by JoAnn. Tana seconded. Motion carried.

PAACE advocacy has been recognized for its efforts. The advocacy course is going forward as well. The materials that were prepared for the educating legislators workshops will be included in this course. There is a growing national interest in people becoming advocates and guidelines for advocacy.

Membership Suzanne Webster

Suzanne purged the list yesterday and 271 names were purged. Of the 300+ were sent out, only 10 were returned and there was only 1 duplicate. Suzanne had 8 people who registered from the postcard mailing.

There are now 601 people on the list. There are probably a few more because Scot and others know that there are others that should be included.

Suzanne has also sent out postcards to members whose registration has expired in the last three months.

Tana will work with Suzanne for a fall membership drive. Suzanne will also contact the lifetime members to get update information.

Suzanne came up with a new PAACE membership card and distributed them for review.

Expiration dates will be the first of the month.

NON-VOTING BOARD MEMBERS

Bureau of ABLE – no report

PDE Library Services (electronically submitted: Eileen Kocher)

Eileen Kocher has been asked to help administer the COABE 2007 Conference web site. She will be updating information on the web site in the months leading up to the national conference to be held in Philadelphia, March 2007.

The ABLE Resource Center web site, www.able.state.pa.us/advance

<<http://www.able.state.pa.us/advance>>, has had many additions. Take a look to see what's new. Included below is information from other Commonwealth Libraries reports that I thought would be of interest to this group.

Corrections Libraries

Mike Ealey in Department of Corrections, Bureau Management Information Services, is assisting the State Library with the CD of frequently requested law material. In preparation, consideration is being given so that SCI inmates access frequently requested law via the Librarian who has the CD to insert at his or her workstation.

The State Library anticipates adding approximately 20 - 30 cases the first year followed by adding more the second year. Each year the plan is to create a new CD combining all the new cases only. It is expected that offering 20 - 30 frequently requested cases on CD will decrease photocopying requests, especially after SCI staffs save paper copies to a file Meeting with Children's Health Insurance Program (CHIP) Outreach and Marketing 7/25/06 Pannebaker met with Kristin Wolf, Head of Outreach and Marketing for the CHIP program. Issues discussed

included CHIP's underserved teen population and how CHIP and its insurance partners could work with the One Book Program in 2007.

Governor's Institute for PreK Educators 8/1/06 Pannebaker did her second presentation of great new math and science books for preschoolers at Indiana University of Pennsylvania. The group of 90 were very attentive and numerous participants came up to Pannebaker to talk about books after the program. (Perhaps this type of presentation would be useful in a Family Literacy program/meeting.) Eileen R. Kocher Librarian ABLE Resource Center ekocher@state.pa.us

OLD BUSINESS

Chuck is asking for input as to whether we need to better clarify our roles as board members and what types of activities that we can do with or without board approval. Bob brought up the point that there was an issue in the past that caused some guidelines to be drafted about the appropriate use of board letterhead that might be a stepping off point for further discussion on this issue.

If in doubt about what to do – then definitely ask.

Developing an orientation process should be high on the new ED's list of things to do.

Perhaps the first orientation should be with the whole board and the new ED, possibly as a retreat or meeting to get everyone on the same page for going forward.

One of the things that comes up is what requires a board vote and what doesn't. Barb will look into Robert's Rules of Order on this.

Tana suggested that we have better guidelines about spending money and purchasing items.

Bob made a motion to adjourn. Joe seconded.

Meeting adjourned at 12:10 pm.

Minutes electronically submitted

By Lori Keefer, Board secretary