

## **APPROVED MINUTES**

### **Adult Education Advisory Committee**

**January 10, 2007**

**Utah State Office of Education**

**Room 241 - 10:00 a.m. - 1:00 p.m.**

**Present:** Agnes Chiao, Herb Clark, Jeff Galli, Scott Greenwell, Jared Haines, Kathleen Johnson, Marty Kelly, Hector Mendolia, Edie Mitko, Randy Merrill, Wayne Mifflin, Paula Oakey, Nate Southerland, Russ Thelin, Andrea Worthen and Carolyn Johnson (Secretary)

**Excused:** Nancy Birchell, Cindy Krueger, Norman Nakamura, Marilyn Nunez and Shauna South.

#### **Welcome:**

Herb welcomed everyone in attendance, recognized Andrea Worthen who will now be representing Higher Education in place of Gary Wixom.

#### **Approval of Minutes:**

The minutes of **December 13, 2006** were reviewed, Nate Southerland made a motion to approve them, Kathleen seconded and the motion passed.

### **LOCAL PROGRAM ADVISORY COMMITTEE SURVEY**

#### **a. PSAs Update – Nate Southerland**

Nate disseminated a draft of the follow-up letter he would like to send to the local television stations regarding the public service announcements previously sent. Marty suggested enclosing Fingertip Facts with the letters. Nate has been trying to contact channels in St. George, Vernal and Cache but has not received any responses. Nate requested the members to let him know of any feedback responses from the letters they might receive.

#### **b. Advisory Committee Survey Results**

Nate reviewed the Advisory Committee Survey results indicating the response rate was very good. Both Nate and Marty expressed they were surprised at the number of programs that had functioning Advisory Committees. He said the composition of the committees was interesting and varied from place to place. He commented that the State Adult Education Advisory Committee might address two points with the directors and coordinators:

1. How to conduct an advisory committee meeting.
2. How to recruit candidates for an advisory committee.

With further discussion it was suggested to use some time at the St. George directors/coordinators' meeting to make a Power point presentation of effective ways to compose an advisory committee with emphasis being to always include adult education, DWS, school district representation, vocational rehabilitation, and higher education (college or ATC).

Marty commented Scott Greenwell (serving as an advisory committee member) would be a good resource to do a presentation. She suggested contacting Judy Mainord in Carbon District who has an effective advisory committee as reference. Scott indicated Davis District was setting up their advisory committee this month and stated he could share their "how to" session at the directors/coordinators' meeting. Marty mentioned the possibility of including a tab in the Policy and Procedures Manual on the Advisory Committee with information from the "how to" session at the directors' meeting.

Nate expressed desire to assist in St. George but indicated he was busy and inquired whether or not someone could support Scott with the assignment representing the committee. Herb checked his schedule and indicated he should be able to do so. Herb thanked Nate for all of his work on the survey.

## **CELEBRATING ADULT EDUCATION**

Marty Passed around stories for the members to review that she had received and been keeping. Nate suggested a folder should be put on the adult education website for people to locate for their stories. He stated he would request Jessica Andersen, from UEN to consider this.

## **GOALS FOR 2007 – Herb and Committee**

Reference was made to the goals listed in the December 2006 minutes. Each item was addressed resulting with the following notes for each goal.

### ***Additional input to the Legislature:***

Paula felt a “role” had been defined last year (while writing letters and looking forward to participating in legislative activities) when the committee came to the realization their function is to advise the Board regarding adult education and what action to take regarding issues for adult education instead of putting effort into a project that had to be stopped.

Paula indicated it would be appropriate as citizens if we educate our local legislators on adult education and the impact it has on economic development. Paula sees this goal going hand-in-hand with the continued development, communication and relationship with the Board. A question was raised as to where to send the Fact Sheets to, and who do we tell, “This is who we are, and this is why we are doing this kind of communication.”

Jeff gave a brief explanation on the Governor’s budget indicating adult education showed an increase of about \$300,000 but corrections funding was level. Carl Perkins had previously allocated corrections \$100,000 but this year it was \$10,000. Jeff explained the level funding is going to be a problem as jails expand and talked about the future possibility of moving inmates to facilities where programs are available. In addition there was discussion about higher education, job development and job skills. Nate mentioned UEN has the ability to convert satellite sites, to continue the broadcast of USU classes but there is a problem for Draper and Gunnison over the access of lines. Nate suggested not taking any action on it at this time, he is hoping it will get ironed out independently, if not it will probably go to the Governor’s office.

Sandi suggested that the advisory committee should keep the Legislature informed as to what adult education is doing, and the progress they are making. Herb expressed a good job was done last year in identifying that adult education was not community education. Paula suggested inviting representatives from the local education sites to the meetings. Nate asked if there had been any attempts to building relationships with the Fiscal Analysts’ Office because it might be a worthwhile thing to do. Marty explained she has met as often as they have requested to do so, and Edie said the analysts have attended the advisory committee meeting before.

This goal was concluded with a motion being made that letters are written to senators and legislators (similar to last year) with the enclosures of Fingertips Facts and Fact Sheets. The motion was moved by Sandi and seconded by Paula, the motion passed. Edie suggested to have a constituent hand-carry them to the legislative offices. (Paula gave Herb a copy of last-year’s letter for reference.)

***Innovative Ways to help Programs have More Outreach.***

Eddie mentioned that for diverse or low income people the best way to reach them is through various denominational churches because of their networks. They know of the people in need. Herb said that the meeting in St. George should be providing a variety of suggestions. Eddie also indicated that programs could also work closely with the public libraries because they have a program called, “Emergent Literacy” that is throughout the state and all librarians have been trained.

Agnes provided a few examples of United Way participating in outreach, indicating their charitable projects have been beneficial.

***Advertisement, Finding Ways to Reach the Customer.***

Herb expressed what a great source of advertisement the PSAs and the posters had been for announcements in the communities and the workplace. Jeff mentioned due to comments on the large size of the posters; that smaller ones were being produced.. Herb wondered if we should continue to expand on everything this year that was so successful last year. He also expressed appreciation for the Fingertip Facts (with the contact sources listed) and the Fact Sheets that have already been disseminated through various forms of communication.

***Sharing Information with Program Directors and Coordinators***

Herb asked what communication has been with the directors and coordinators. Marty indicated the Advisory Committee could do what OVAE does which is send out “Thursday notes” or something similar once a month. She said the minutes will always be on the website, as they are completed each month after staff meetings. Herb suggested the St. George meetings would be a good time for highlighting Advisory Committee achievements or discussing adult education issues.

***Getting in front of the Board more frequently with everyone having a prepared statement regarding adult education and the position they serve on the committee***

After discussing protocol and how many times would be appropriate to go before the Board (maybe once or twice a year) it was stated that the committee should be represented at least once a year. It was also stated it was essential to have someone from Industry there. A motion was made that the committee should be scheduled on the Board agenda for April for a presentation of the PSA and the Fact Sheet. Carolyn indicated she would clarify the process for getting Marty or others on the agenda. It was suggested to request only 5 to 7 minutes at the most.

Marty indicated the Board had received an adult education support letter back in November, and they also had received the Fingertip Facts.

***Building a Relationship with other district advisory committee members, opening communication, finding out what other committees are doing.***

Paula presented a document from Shauna from last year that she shared with the committee. Herb suggested this goal could be addressed in St. George as previously discussed.

***Try to establish better communication with higher education***

Marty indicated that Andrea is now serving on the committee replacing Gary’s. Sandi Grant mentioned she would like to see us get concurrent enrollment with adult education students in higher education like they do with high school students. Marty questioned how that would work when there are tuitions associated with the classes. Eddie mentioned we need to define what we need from higher education and what higher education needs from this committee. Herb indicated we can work on this during the year.

***ELO Report – Agnes Chiao***

Agnes reported that United Way has a committee called English Language Opportunities (ELO) made up of different public entities, CBOS, employers and others interested in this issue. They are investigating language barriers and trying to strategize what would be effective to change community models.

There are two parts to the research:

1. Conduct a research project focusing on individual surveys with 200 speakers of other, languages including the refugee population. They are not specifically looking at program delivery but looking at larger global issues while researching major barriers (recognize that access maybe one of the problems). Trying to find out within the communities what their major barriers of learning is.
2. Investigate approximately 32 employers that are working with various speakers of other languages to find out what their perceptions and issues are, what they have tried, what works and what doesn't work. This group is trying to put together a summit in the first part of June where the audience will be community based organization providers and employers to collaborate about the findings and put together recommendations.

Agnes explained as the survey is accomplished they want to be sensitive and appropriate in how they enter the communities as opposed to telephone surveys. She said they want to get the answers they are really looking for and make it a positive experience. Agnes welcomed anyone to come to the council meetings every third Tuesday of the month, and indicated they will be working very hard on this project.

#### **ADVOCACY-Legislative Update –**

a. Jeff didn't have any updates

b. **Adult Education Strategic Plan – Marty**

Norman (who was not in attendance) had requested at the previous meeting for Marty to bring the Adult Education Strategic Plan which she disseminated. She said the Strategic Plan was listed by several topic areas:

- Organizational
- Annual Evaluation of AEFLA/State
- Performance Measures
- Public Participation
- Providing Services for Special Populations
- Direct & Equitable Access and Funding
- State Leadership Activities

Marty explained AEFLA was a response to the corrective action as part of the visit by OVAE. She indicated that the items are listed as priorities and overlap with one another, but they give an idea of what adult education is trying to do, where they are headed, and what they are hoping to accomplish within the next year. Marty said some items are carryovers from last year's strategic plan and adult education continues to move forward.

Jeff mentioned there are two major priorities to begin with, one being a massive attempt to train on the UTopia system, and secondly, to have the new grant competition. These two things will consume all of the specialists' time.

#### **PUBLIC RELATIONS**

a. **PSA**, was previously discussed.

b. **Fact Sheet** distribution – Herb mentioned everyone received it last month and was very impressed with it. **Fingertip Facts** – Marty explained it was a condensed version of the Fact Sheet, (wallet size) containing contacts on the back. The website was mentioned and Marty indicated it is being revised and will be up by the first part of February. A question was raised as to whether or not both the Fact Sheet and Fingertip Facts should be enclosed in the Legislators’ letter because they were so much the same. Marty said “yes” as the content is not the same in both of them.

### **OPEN PATHWAYS (DWS and Vocational Rehabilitation)**

Russ explained there were a couple of things regarding “*pathways.*” Marty will be attending one of their Vocational Rehabilitation Administrators meetings on a Friday to talk to each of his district staff leadership on adult education in general so they can go to their various parts of the state to build relationships with local adult education programs and understand more of it.

Russ said in working with individuals with disabilities there is a significant percent of population who are non-high school graduates, functioning below achievement levels, and Vocational Rehabilitation is hoping after this meeting this population can “get connected” with their adult education people. Russ also indicated that they are working on efforts with adult education being involved in completing vocational assessments and psycho metrics making them available to vocational rehabilitation clients. Russ said Marty helping with adult education in the southern regions to do some of the assessments DWS was doing prior to them terminating their services.

The WEEDA Committee was discussed, Russ explained it was being restructured, and Marty expressed concerned that adult education did not have any direct representation on it. She clarified that Mary was talking about CTE and higher education but adult education needed direct representation. Russ suggested that Marty talk to James directly which led to a suggestion that Herb contact James directly instead.

As discussion progressed, Russ suggested that a specific recommendation be made to James for Marty to attend the WEEDA Committee representing adult education. Jared motioned the suggestion, and Russ seconded the motion. Herb agreed to write the recommendation to James for Marty indicating it should be taken care of as soon as possible.

### **Proposed Rule Making**

Kathleen gave a labor report she read through and indicated she did not see a big impact on Utah. She explained our state had taken action with pilot money and 33 other states had resisted but now were being forced to do something. A couple of other items were restructuring the council to give other states latitude of membership because they were too big and couldn’t control them, and that Vocational Rehabilitations were going to be voting members on all councils (even though they always have been).

### **Myron Cottam**

Marty invited Myron to talk to the Advisory Committee explaining he had been at the State Office of Education for over a year now, coming from the Garfield School District serving as their Superintendent. It had been her pleasure working for him and he has been very supportive of adult education. She wanted everyone on the Advisory Committee to have the opportunity to meet him.

Myron indicated it was good to meet everyone and appreciated what everyone was doing. He indicated he felt Adult Education was a very important part of the educational program. Myron emphasized Adult Education is moving ahead and making progress.

### **CELEBRATING ADULT EDUCATION**

#### **a. Template discussion and review**

Marty mentioned a website is being updated and there is a possibility to have a template available for success stories (as previously stated) which triggered a suggestion to have a rotating picture or story pop up at the site when people logged on.

Several other items were brought up that had been previously discussed for adult education:

- A series of pictures and stories that James Andersen had put together
- Fact sheets, posters (put out by separate programs) that were “give a-ways.”
- Counter cards (displayed on counters) with information on the back (Scott was going to get an example to Marty).
- Question of whether or not to have any of these items written up in Spanish

## **OTHER BUSINESS**

- a. Membership open-positions – Russ  
Russ was not able to connect with L-3 Communications
- b. Paula indicated she had invited Marilyn Segall to attend the meeting for January but Marilyn was busy and will come to the meeting in February.
- c. Advisory Meetings – Marty and Herb  
Herb indicated he and Marty had discussed a few items regarding the advisory meetings and wanted to propose a few options. Marty explained that due to the busy schedule everyone had and how valuable their time was, there were two ideas they wanted to present:
  - Meet from 9 am to Noon, alleviate lunch, and free up a full afternoon for everyone.
  - Wondered if the same meeting objectives and goals could be accomplished by meeting less times (bi-monthly). She indicated there is nothing written in the By-laws regarding how often to meet.

Marty emphasized it was not her committee and appreciated all the time and effort the members put into it. The committee discussed the two items and the following motions were made:

- As members gave input and comments regarding the change in time, Paula moved to meet at 9 am to Noon and Jared seconded the motion and the motion passed.
- It was suggested to meet for the next three months to see if the agenda is full enough to meet every month.
- Meet monthly with the exception of July and December. Scott motioned to accept the proposal and Kathleen seconded it; the motioned passed.

## **AGENDA ITEMS for February**

Discuss the presentation (How to Build an Advisory Committee) for the St. George Meeting.

Update on the legislators’ letters.

St. George Report.

Update on the status of the Recommendation to James regarding Marty’s representation at the WEEDA meetings.

## **ADJOURN**

The next Adult Education Advisory Committee Meeting will be scheduled for February 14, 2007 at 9 am in Room 241 at the Utah State Office of Education. Paula moved to adjourn and Sandi seconded it.