



The mission of the Adult Education Association of Utah, as the primary advocate for lifelong learning in Utah, is to meet the diverse needs of all Utahns by providing and supporting quality educational opportunities.

Location: Zoom

Date: April 13, 2021

Time: 10:00 a.m.-11:30 a.m.

Meeting Minutes

Board Members:

Present: Josh Bell, Kate Brainerd, Shauna Brown, Cathleen Carter, Linda Eyring, Marcia Goodrich, Jessica Hercules, Justin Martinez, Mark Mataya, Sherrie Mortensen, Stephanie Nicolaides, Danielle Pedersen, Kathryn Reeve, Tim Stack, Alison Taylor, Elizabeth Totterer, Nicki Wake,

Absent: Todd Bird, Breanne Kelly, Natalie Mataya, Jim Wiscomb

Quorum present? Yes

Proceedings:

· *Meeting called to order at 10:02 AM.*

· *Minutes (Kate Brainerd)*

MOTION by Shauna Brown to approve minutes of previous meeting; seconded by Sherrie Mortensen and passed.

· *Treasurer's Report (Todd Bird and Shauna Brown)*

Incoming Treasurer Shauna Brown has still not had an opportunity to meet with outgoing Treasurer Todd Bird. They spoke and plan to meet on 4/15/21. There should be a treasurer's report for the next meeting.

· *Current Business*

Advisory Committee Update – (Cathleen Carter)

Cathleen Carter stated for the record that AEAUT congratulates Stephanie Patton on her new leadership position at USBE, and that the Advisory Committee met on 4/9/21 at Stephanie's request.

Stephanie has expressed an interest in creating a new position for a distance education specialist. This position would support consistent distance learning opportunities across the state and provide professional development for distance learning instructors.

Stephanie is looking at programs that are double funded, such as Prisons and Institutions program, and would like to put an end to that practice.



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She would like to clarify rules for dual enrollment. Students must be receiving services from each program in which they are enrolled.

Program directors have received a new Policies and Procedures Manual, along with an Attending Document, which highlights all changes.

USBE has expressed interest in a leadership institute. Danielle Pedersen expanded, explaining that the National Association for State Directors of Adult Education (NASDAE) has commissioned the American Institutes for Research (AIR) to design a leadership institute geared to adult education. It would be possible to participate with program directors across the state, or with members of the AEAUT Board. Since it involves a significant outlay of money and time, Danielle is first planning to ascertain the level of interest. The training institute includes a series of webinars followed by 2 full in-person days. The culminating project would be a leadership plan. The institute is meant to help set state-wide goals.

Mark Mataya stated that it is AEAUT that should be helping Stephanie Patton make goals for the state. Danielle assured the board that Stephanie is very much behind the association and its advisory committee. Mark countered that she now has a different job description, and that rather than answering directly to the State Board of Education, she now answers to "Tammi" (last name not stated), who will report to the State Board of Education on her behalf.

Mark continued that AEAUT had not been included in talk of transitioning adult education services to the Utah System of Higher Education (USHI). This, along with what he sees as a loss of influence for adult education at USBE, makes him uncomfortable. We need to insist that AEAUT have a direct line of communication to the board.

Josh Bell pointed out that many states have their adult education programs under the management of higher education. Mark said that he did not think it was a good idea for a rural state such as Utah, and that he thinks adult education would be better served under the management of USBE. For example, a Local Education Agency (LEA) can issue a diploma, which a community college cannot do.

Nicky Wake asked for clarification of the organization at USBE. Who is going to be supervising Stephanie, and does that person coordinate other programs? Nicky expressed concern about equity. Danielle explained that, unlike Brian Olmstead, Stephanie will only be in charge of adult education, which means that she will have more time to dedicate to the field. This will also open



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up the aforementioned new position. There will be a new administrative assistant: Tandalaya Stitt will remain at USBE, but with another department.

Shauna Brown asked why Stephanie would no longer have the title of Coordinator. Mark replied that USBE is trying to eliminate middle management. Shauna and Mark voiced different opinions as to whether there is too much middle management at USBE. Mark persisted that AEAUT should apply pressure to the board to retain Stephanie's coordinator position.

Cathleen suggested that we let Stephanie settle in, and that we can educate "Tammi" about adult education. Danielle assured the board that discussions with USHI were merely exploratory. Utah's continued ability to issue diplomas is non-negotiable – all agree that we don't want Utah to be GED-only state. An advantage of management by USHI would be less bureaucracy; and Stephanie would be a coordinator if we were under the management of USHI. However, discussions were very preliminary – the next meeting will be in mid-June.

Cathleen said that AEAUT would like to participate in that meeting. Mark asked the board as a group whether they were concerned or unconcerned about such a change. Kate Brainerd said that she did not have enough information to have opinion and suggested that the board invite Stephanie to the next meeting. **(Action Item):** Danielle will invite Stephanie to the board meeting on 5/11/21.

Ad Hoc Committee for Mini-Grants (Kate Brainerd)

Kate Brainerd reported that the Ad Hoc Committee had met on 4/2/21. Mini grants will be awarded for the following types of activities: professional development and conference attendance opportunities; community building; media (hardware, software, subscriptions, licenses); other assistance for teaching and learning.

The committee showed the board the initial teaser announcement, designed by Jessica Hercules, and invited feedback. Based on suggestions from the board, the announcement will be shortened to one page and will include the logo. Justin Martinez suggested that a link to the proposal should be embedded in the announcement. The committee would like the teaser posted on the website and social media as soon as possible, as well as going out to the membership in an email blast. **(Action Item):** Tim Stack will create a page on AEAUT's website for the announcement. **(Action Item):** Kate will contact Natalie Mataya and ask her to send the announcement as an email blast and to post it on the organization's Facebook page.



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The proposal will be simple and accessible, and will be released on 5/17/21. Applicants can submit proposals throughout the summer, with a deadline of 8/12/21. The committee will select recipients and disburse funds right after Labor Day. A celebration of the grantees and their projects will take place at Fall Conference.

The committee requested a \$10,000 maximum allocation, with awards up to but not exceeding \$2,000. As Shauna Brown and Todd Bird have still not met, the board was not certain whether to proceed. Kate pointed out that the committee had waited two months for an allocation and the project would fall behind schedule if forced to delay for another month. Shauna suggested that, since she and Todd were going to meet in just a couple of days, a provisional motion could be made, then passed by email vote.

Report on Special Motion to Fund Mini-Grants.

Shauna Brown and Todd Bird met on 4/15/21 and Shauna confirmed the AEAUT has \$33,731.83 in its account. As there is plenty to cover mini-grant requests, Shauna moved that allocation of \$10,000 be approved.

MOTION by Shauna Brown to approve allocation of \$10,000 for the awarding of mini-grants; seconded by Linda Eyring and passed by email vote.

Conference Committee (Nicky Wake)

Nicky Wake reported that preparation for the fall conference was moving forward.

Danielle Pedersen said that the committee is still seeking the right keynote speaker.

Nicky asked about sponsors. Kathryn Reeve replied that she is currently sending out invitations to potential sponsors, working off last year's contact information. If any members of the board have a particular vendor that they would like to be sure is invited; or if they know of new contact info for any vendors, they should reach out to her. She has about 12-15 contacts right now. She will encourage vendors to present, and inquired about the Call for Presenters. Nicky said it had not gone out via email yet, but was up on the web site.

PR Committee Update – (Alison Taylor)

Alison Taylor reported that the PR Committee had been focused on cleaning up the web page. Tim Stack said that he would get a page on the site ready for mini-grants.



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Advocacy and the Coalition on Adult Basic Education (COABE) – (Josh Bell)

Josh Bell reported that he had just attended COABE's national conference on advocacy. At this point, he has just been learning very general, overarching information. He did have the opportunity to talk to congressional staffers about making sure that Coronavirus Aid, Relief and Economic Security (CARES) funding could be made specifically available to adult education programs. He will be receiving more training with state level advocacy in the future, and wants to focus on statewide messaging.

Utah-Designed Assessment for English Language Learners (ELLs) - (Josh Bell)

Josh Bell said Mark Mataya was really the driving force behind this project, and that he preferred that Mark report out to the board. Mark had already exited the meeting to attend another meeting. The topic was tabled until next month.

Assessment of the Meeting

The next meeting will be held on Tuesday, May 11, 2021, from 10:00-11:30 a.m. Kate Brainerd will send out a Zoom invite prior to the meeting.

- MOTION to adjourn at 10:56 AM by Josh Bell; seconded by Nicky Wake and passed.

-Minutes submitted by Secretary, Kate Brainerd.