

**PAACE Board Reports
March 2009**

President's Report and Agenda: Hello everyone –

Attached is the agenda for the board meeting on Tuesday at the Penn Stater. The meeting will be in room 109. Refreshments will be available at 9:30 and the meeting will start at 10.

If you have any questions, please feel free to call me at 412.916.0212 or email me.

See you then!

Lori

Lori Keefer
Program Director
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1st VP Report:

Dear PAACE Board,

I hope you are well and looking forward to the warmer (and snow free) days ahead.

This month, I read general category conference proposals. Shawn and I met via telephone to talk about the second vice president's duties and what had been accomplished these past months. Shawn has great ideas about engaging the division chairs and regional representatives.

I am now taking it easy as I psych myself up for the 2011 PAACE Mid Spring/Summer/Winter/Fall or whatever it may be Conference!

I will attend the March 9 meeting at the Penn Stater. See you then!

Cheryl Hiester

Executive Director
The Literacy Council of Lancaster Lebanon
38 West King Street
Lancaster, PA 17603
717-295-5523

2nd VP Report:

- Participated in the PAACE Annual Meeting
- Read and scored conference proposals
- Spoke with reps at Penn State, Drexel and University of Pennsylvania re exhibition tables at the conference; awaiting confirmation
- Reviewed the Strategic Plan
- Spoke with Cheryl about the Strategic Plan and ideas to engage regional reps and division chairs
- Worked with Jen and Anurag to ensure smooth transitions into their new positions as eastern regional reps
- Participated in Southeastern Pennsylvania Coalition for Essential Services and PA Budget and Policy Center conference calls; will be serving on the coalition's steering committee with JoAnn
- Attended a forum in Philadelphia sponsored by Education and Policy Leadership Center; at JoAnn's request, sent adult education advocacy materials to Don Block, who will forward to EPLC, since adult education was not represented on the panel at the forum
- Participated on the first monthly conference call of the Legislative Committee
- Communicated with Lori re possible issues to bring to the Board for approval/action

I will attend this month's meeting at the Penn Stater.

Respectfully submitted,

~S

Shawn Barnum

Second Vice-President

PAACE

and

Program Manager - Community Based Adult Education

Information Services Manager

Center for Literacy

636 South 48th Street

Philadelphia, PA 19143

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215.472.7290 (fax)

Treasurer's Report:

Attached is

1. February 2010 Profit and Loss,
2. February 2010 Assets and Liabilities,
3. Year to date 2010 Profit and Loss.
4. Resubmission of the Profit and Loss statement for 2009. This has been adjusted as upon further examination of the credit card processing account that was discovered in 2009, most of that revenue for that account was earned in 2008.

In addition to these reports I have been working with the accountant to file the 2008 PAACE 990. There was a hold up in this paperwork due to the amended 2006 and 2007 990.

I plan to be at the meeting on Tuesday.

Thanks
Alex

Organizational Director's Report:

Recently, I've been working on conference planning with Lori, fixing registration problems for the conference and membership. Gift Tool made some programming changes over last summer and we (myself and the computer engineer) are just learning how these changes are affecting registrations and renewals. It is sort of a baptism by fire. Danielle and I had extensive conversations regarding membership issues revolving around CEA/PA memberships and members' benefits in general.

I look forward to seeing everyone on Tuesday!
Monica

Legislative Committee Report submitted by JoAnn Weinberger, Chair

The Legislative Committee held the first of planned monthly conference calls on March 1. The call included the legislative committee chair (JoAnn Weinberger), second vice-president (Shawn Barnum), the regional representatives (Anurag Sagar, Jen Sheppard, Marcia Anderson, and Lynne Watson), as well as volunteer participants including Karen Mundie, Nancy Woods, and Cathie Whitmire. The agenda included formulating a position to recommend to the Board for PAACE to adopt regarding both the state budget and WIA Reauthorization. The Committee will have a standing conference call the first Monday of each month. The Agenda for the April 5 call will include state budget update and needed outreach, federal budget update and outreach, and WIA Reauthorization.

State Budget: Based on input from the PA Budget and Policy Center and the Southeast Coalition for Essential Services, information included the potential for the State Legislature to make cuts to the Governor's budget for 2010-11 unless revenues are raised. The Legislature has yet to introduce its budget. So, in order for further cuts to ABLE to be prevented, let alone the possibility of the restoration of cuts, the Legislative Committee recommends that PAACE adopt the following position:

"Pennsylvania must take a balanced approach to our budget challenges that include finding efficiencies, increasing accountability, and raising revenues." To this statement, each program can then relate to its legislators the outcomes of their program as well as the impact of the cuts in 2009-10. According to NSDAE, 106 programs have responded to the survey related to waiting lists, and 90 programs have wait lists.

Reauthorization of WIA: Based on the responses of 112 members to the Survey Monkey poll, the Committee recommends the following position:

Title II of the Workforce Investment Act is first and foremost an adult education program that focuses on workforce development by enhancing the literacy needs that are integral in supporting the economic infrastructure of the family and community. Three major recommendations supported by the PAACE membership are:

- Authorize annual appropriations for adult education of \$1 billion or more.

- Align the activities of Title I and Title II for the benefit of adult education students, specifically by: establishing goals for co-enrollment; establishing shared accountabilities for serving adult education students; explicitly allowing career pathways, integrated education/training and dual and concurrent enrollment; and creating a new funding stream to support a career pathways leadership grant program.

- Increase the amount of state leadership funds from 12.5% to a minimum of 15%, as long as funding for direct service does not get cut, to improve teacher quality by providing more professional development, improving working conditions, professionalizing the workforce, and researching what practitioners need to be effective.

NOTE: Recommendation 3 was modified from the original survey to include the language about direct service not being cut.

Other Issues:

For the Southeastern Coalition for Essential Services, Shawn and JoAnn are serving on the steering committee. Officially, PAACE is a member of this coalition, and as such, has asked for a contribution. Based on PAACE's budget, the initial requested contribution is \$250. These funds will be used to fund a coordinator who will support legislative outreach, rallies, etc.

For the Allegheny Coalition, Don Block and Karen Mundie are participating.

In other parts of the State, PAACE needs to encourage its members to reach out to state legislators. To aid this, the regional representatives need up-to-date email addresses for the members in their region.

If there are other members of PAACE who would like to join the Legislative Committee and participate in the conference calls, that would be terrific!

Although I will not be at the March 8 Board meeting in person, I plan to participate by speakerphone. During that meeting, I hope the Board will vote on the adoption of the positions on the state budget and WIA Reauthorization.

JoAnn Weinberger
President/Executive Director
Center for Literacy
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www.centerforliteracy.org

Bureau Report:

I have no report at this time. I am tentatively planning to attend Tuesday's meeting.

Susan Mansuetti | Family Literacy Advisor
Bureau of Adult Basic and Literacy Education
Pennsylvania Department of Education
333 Market Street, 12th Fl. | Harrisburg, PA 17126-0333
Phone: 717.787.5532 | Fax: 717.783.0583
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PAACE Technology Chair Report

In February, Sara Ward began the process of transferring some of the Technology Chair responsibilities to the new Technology Chair (me). For the time being, I will be responsible for the following:

- Moderating the PAACE Members email list
 - Reviewing all posted messages and approving appropriate messages for release to list members
 - Approving, deferring, or declining requests for list membership after verifying the PAACE membership status of the requesting party using GiftTool membership reports
 - Notifying deferred and declined requests, by email, of the reason for not adding them to the list immediately and requesting verification of membership application
- Managing the PAACE Board email list
- Adding new and replacement board members to the list
- Removing former board members from the list

- Assisting in the management of the PAACE LinkedIn Group
- Approving PAACE members for membership in the PAACE LinkedIn Group after verifying current PAACE membership status
- Notifying individuals who are not current PAACE members, and who have sent a request to join the LinkedIn Group, why they are not being added to the PAACE LinkedIn Group at this time
- Searching for appropriate PA job openings and posting position information to the PAACE LinkedIn Group
- Working with Division Chairs to use the subgroups
- Researching an alternative hosting solution for the PAACE Web site

Sara will continue to manage the PAACE Web site, manage DimDim webinars, manage the PAACE LinkedIn Group, introduce PAACE Twitter, etc. See her reports for additional information.

Board members should send requests to change or add items to the Web site to Sara for now.

Board members posting messages to the PAACE Members list should also contact Mary Mingle by phone at 570-893-4052 to ensure the message is released as soon as possible.

In February, I explored the GiftTool account and membership reports, figured out how to use some of the LinkedIn group management tools as well as the procedure for viewing and approving requests to join the member email list.

I created several automatic email notifications from CareerBuilder and Indeed.com so that I can receive notification of new PA job openings in adult education, literacy, and continuing education. I'm still working on ways to get more accurate notifications and a schedule for posting new positions to LinkedIn.

On February 17th I participated in the annual membership meeting webinar and guest presentation.

(And I will be attending the board meeting.)

Mary Mingle

Central Northeast Professional Development Center

CIU#10 Development Center for Adults
Central Northeast PDC
8 N. Grove St. 2nd Floor Suite 1
Lock Haven, PA 17745

(570) 893-4052

Fax: (570) 748-1598

mmingle@comcast.net

[New CNEPDC Web Site](#)

Central Intermediate Unit #10

<http://ciu10.schoolwires.net>

Corrections Ed Report

Hello to everyone,

- Met with Randy Bacon to write a proposal for presentation at the PAACE conference in June which was submitted and accepted.
- Tried to solicit other presenters but was unsuccessful.

Because of my teaching schedule I will not be able to attend the meeting.

Also would like to take this opportunity to congratulate Diane on her well deserving award.

My best to everyone. Spring is just around the corner!!!

Kathleen Pavel
ABLE Coordinator/Corrections

Membership Report:

Good morning~

This month I've:

- participated in the annual meeting
- fielded membership inquiries
- worked with Monica on membership issues

I'll be at the meeting.

Respectfully submitted,
-Danielle Blanchard - Krane
Membership chair

By-Laws Report

Hello Everyone,

I will not be at the meeting next week.

As you know, the By-Laws revision passed with a 76-2 vote in favor of the revisions.

I will clean-up the points that Tana indicated and create a new PDF file for the archives.

If there is a way I can participate in the meeting via conference call, I would be happy to do so. Please let me know.

Thanks,

Bob

Robert F. McNeill

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Eastern Regional Rep Report

Good afternoon, everyone:

I will be attending Tuesday's meeting.

Anurag Sagar and I have begun the transition into our new roles as Eastern Regional Co-Representatives, working closely with our predecessor, Shawn Barnum. We met via conference call with the PAACE Legislative Committee to discuss PAACE's response to the state budget proposal and WIA Reauthorization.

Respectfully submitted,
Jennifer Sheppard

TLC Report

I plan to attend next week's meeting.

TLC read and scored proposals.
TLC has sponsored a number of people's registration for the PAACE conference.

See you next week.

Kim

TLC now has a Blog for Tutors!

<http://tutorsofliteracy.blogspot.com/>

**NOMINATIONS ARE NOW BEING ACCEPTED FOR TLC'S 2010 OUTSTANDING TUTOR AWARD!
VISIT TLC'S WEBSITE FOR NOMINATION FORMS, www.tlcliteracy.org.**

Western Regional Rep Report

Lynne and I will be in State College on Tuesday, weather permitting.

Report:

Sent JoAnn's letter to the Western Region list
Participated in the PAACE Annual Meeting
Participated in the by-law radification via Survey Monkey

Shared information with our WIA Coalition

Lynne participated in the webinar "Advocating Effectively for Professional Development" which also addressed the legislators.

Talked to several folks on the list about the letter: the purpose, intent, etc.

Spoke with the local office of our State Senator

Marcia Anderson
Lynne Watson

Family Literacy Division:

It is time for re-election of new chairs for the Family Literacy Division. Katherine and I have really enjoyed our time working with all of you. We will be posting requests for nominations sometime this month, and the new chairs will assume their roles after the June conference.

We have been busy planning activities for the conference marketplace, special sessions, and Division Luncheon.

Katherine and I will both attend the meeting on Tuesday. I apologize that I will need to leave at 11 to come back and teach a class but wanted to at least attend for as much as I can.

Lori McMonigal and Katherine Vastine

ABSE Report

I am unable to attend the Tuesday Board meeting.

PAACE Conference

The ABSE committee read and scored the proposals for the PAACE Conference. I averaged the scores(was really surprised how close they all were) and sent final report to the Conference Committee. During the month I have called and emailed members reminding them of the Early Bird Registration and answering questions about the new location of PAACE.. Through the PDC system, reminders have been sent. Many PDCs are supporting the conference with stipends. I have been especially proactive identifying new practitioners and talking to them about joining PAACE.

I participated in the Survey Monkey survey regarding the PAACE by-laws and attended the online annual PAACE meeting.

Advocacy is something that has become a daily activity for me. There have been many questions about WIA and what this will mean to the field.

Bootsie Barbour

Awards and CHE Report:

Hi Everyone,

Awards - coordinated editing of materials for Outstanding Adult Student in Higher Education

- will forward to have posted today
- will send message to CEA/PA members also

CHE - submitted averaged rating for CHE proposals readers

- sent to PAACE, the list of CEA/PA members who are also PAACE members
- had "register for conference" message sent to CEA/PA members

Will attend meeting on Tuesday unless there is a weather between Philly and State College.

Thanks,
Mary Anne

Mary Anne Varacalli

ESL Division Report:

Greetings everyone,

The ESL Division had its panel review the rfp's and submit scores. We got the word out to folks to pre-register for the conference.

As you know, Susan Adams, or eastern co-director has resigned. Suggestions for a replacement would be appreciated.

Martin and I will attend the meeting on Tuesday.

Respectfully submitted,

Cathie

Please note the NEW agency name and e-mail address below!

E. Cathie Whitmire
ESL Instructor/Clerical Support
Multicultural Community Resource Center
554 E. 10th Street
Erie, PA 16503
(814) 455-0212 x330
ewhitmire@multiculturalcrc.org

Workforce Division Report

I'll attend the March 4th Board Meeting at the Penn Stater.

- * I'm making arrangements for a guest speaker at the Workforce Division Luncheon.
- * Created an aggregate of scores from Readers of the PAACE Workforce Proposals.
- * Cheryl Hiester and I met with Daniel Fogarty, Project Manager for the PA Center for Advanced Manufacturing, to discuss possible collaborations between ABLE agencies and his project.

Tim Shenk, Assistant Adult Education Director
Lancaster-Lebanon Intermediate Unit 13
Instructional Services
1020 New Holland Avenue
Lancaster, PA 17601
Phone: 717-606-1793
Fax: 717-606-1905
Cell: 717-201-4641

Service, Support...Solutions

Communications Report

RSVP for March 2010 Board Meeting

I will be able to attend the March 9th meeting in State College. I look forward to meeting many of you face-to-face.

PAACE annual meeting

I facilitated the annual membership meeting via webinar. There were 31 registrations (a majority of whom were Board Members), a few members, and 3 requests to participate who were not members. After politely asking them to consider membership as it was a members-only meeting, one did join and register for the conference. Approximately 19 participated and several who registered asked for the recording. I sent them the recording Dimdim created; however, I am preparing the audio file and slides, dividing it into smaller portions for ease of download. When complete, the podcasts will be posted to the PAACE website. A benefit to modifying the Dimdim recording is that I can eliminate and re-record portions as needed.

Once complete, I would encourage PAACE to promote the health literacy segment across the state to practitioners regardless of membership. I will add a "sponsored by PAACE" element to that podcast and have a blurb about membership as well.

Conference support

In the past month, I have offered Lori Keefer conference support by preparing the RFPs and scoring for readers.

I've asked Many Ly (Greater Pittsburgh Literacy Council) for desktop publishing support and she has agreed. Additionally Shirley Derbis (Greater Pittsburgh Literacy Council) has volunteer photography services for the conference. Regretfully, John Zhong may not be able to attend this year's conference and offer his services. Thank you to Destiny Long for providing helpful documents and suggestions for my improving the Communications Chair role during the annual conference.

Additionally, I have helped users troubleshoot conference and membership registration issues such as lost passwords.

LinkedIn

Any new or renewed PAACE member email was pre-approved on LinkedIn to join the members-only group. If the member already had a LinkedIn account, they received a personalized invitation to join the group. The LinkedIn group currently has 61 members, with 58 invitations sent to existing LinkedIn accounts, and another 304 pre-approved email addresses. There have been numerous job postings gathered by myself and Mary Mingle, as well as two job listings from PAACE members' programs.

In the next few months, I look forward to collaborating with Mary as we explore ways to enhance the subgroups aligned with divisions and explore how to incorporate the site into this year's conference.

By-Laws

I collaborated with Bob McNeil, Diane Inverso, and Chuck Klinger to have the vote take place on Survey Monkey.

Members listserv

I've posted items on the listserv at the request of PAACE Board Members, I ask that all future inquiries be directed to the Technology Chair, Mary Mingle. The best way to alert Mary to posts that require attention is to BCC her on the post. I developed a comprehensive how-to guide for moderating the listserv. Copies were provided to Monica, Mary, and Lori.

I have promoted PAACE membership to those requesting to join the Members listserv who were not members, as well as to those who requested to join the LinkedIn site who were not members. In conjunction with Danielle Blanchard-Krane, we have developed a canned response for such inquiries to politely ask them to verify their membership and promote the benefits of joining PAACE.

PAACEsite maintenance

I will continue to maintain the website until after the PAACE 2010 Conference. I am also going to collaborate with Mary Mingle as we explore alternate website hosts and consider a redesign of the site.

Updates to the website include:

- the list of Board Members and subsequent pages where similar information is listed
- main page updates to promote the annual meeting, by-laws ratification process, and early bird conference registration
- addition of documents including the ratified by-laws, operations manual, and advocacy documents before the March 2010 meeting

Advocacy documents

I modified the approved advocacy documents with minor layout and design enhancements before posting them to PAACEsite. Documents will be posted prior to the March 2010 meeting with an announcement of their posting via the listserv.

Respectfully submitted,

Sara Ward
PAACE Communications Chair

Commonwealth Libraries Report

I have nothing to report for this month. I will not be at the meeting.

Eileen R. Kocher | State Aid Librarian
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