

MAACCE Executive Board Meeting  
November 19, 2014

Meeting called to order by Jimmy Reed at 12:05 pm via conference call.

**Attendees:** Jimmy Reed, Billy Rader, Mary Reed, Stacy Blodgett, Ramona George, Brad Dorris, Gabrielle Branstetter, Susan Isenberg, Charity Stillings, Steven Mills, Juli DeNisco, Shelby Philip, Patty Stark, Theresa Baker, Jamy Preul

**Secretary's Report – Mary Reed**

- June 17 & June 20 meeting minutes are approved and on website
- Board list is on website and attached – please advise if changes/updates
- General Membership Meeting minutes are on website and will be approved at 2015 Conference

**Treasurer's Report – Stacy Blodgett**

- There was a discrepancy between bank balance and documents on hand which were received from previous treasurer
- Have since recorded transactions that had been left off – so now close to balanced
- Two checks outstanding – LDI Angela Mobeley - has not been cashed – the other has been discussed and should be taken care of – Jimmy will follow up with Angela Mobeley
- Balance \$18,239.84
- Issues – many checks with no documentation -difficult to determine what account expenses/deposits go to
- Silent auction checks were deposited on Monday, November 17, 2014
- Working on a budget that is workable; envision a budget with different line items
- Will revise *reimbursement request form* so can track monies coming in and out
- Previous treasurer's reports appear to be made out of bank statements, not as spreadsheets reflecting money coming in and out
- Conference budget – set up a budget that includes expenses to run conference and use that as a conference pricing tool
- Will keep membership and conference monies separate
- Will set up chart of accounts to track monies; will be similar to what was used prior to 2012 (when Amy was Treasurer)
- Suggest one budget with different accounts for budget and operating budget
- Suggest investing in a software to build and track budgets – cheap for non-profits; can track budget and even pull tax documents off of it
- Have software on current laptop – not sure about status/condition of laptop - does not have a power cord
- Also did not receive a printer if MAACCE owns one
- Previous Treasurer acted like the equipment/laptop is old
- Suggest it would be a wise investment to purchase what we need for the current Treasurer to complete her tasks.
- Quickbooks Pro non-profits software (other non-profits use this); can purchase at a cheaper price as a non-profit; Service Pro Tablet – costs \$1000, \$200-\$300 for software; \$350 estimate for a printer;

- Motion made by Jamy Preul made Motion that laptop, printer and software be purchased at a cost between \$2000-\$2500. Theresa Baker seconded. Motion carried.
- Suggest create a *Chart of Accounts* – everything that MAACCE is going to do the entire year
- Ramona suggests looking at past expenditures to come up with a budget for MAACCE in general and the conference and then be approved by Executive Committee – need to expedite this process and get it done as quickly as possible. Stacy will contact Billy for assistance in starting this process.
- NOTE: All board members need to send to Treasurer anticipated income and expenses in the upcoming year. Please email this info to the Executive Board (Jimmy, Billy, Stacy, Jamy, Stephanie, Mary) via email by December 15.
- At the completion of purchase of computer equipment, and receipt of income and expenditures, Treasurer will prepare a more detailed Treasurer's Report.
- Motion made by Billy to approve balance amount and verbal report given by Treasurer. We will move forward with this report and begin building budget for upcoming year.

#### **President report –**

- Meeting with Mike Sommerer (MAACCE Accountant)
  - MAACCE is two years delinquent in submitting tax information and may have to pay late penalties. 1099's and 990's – jeopardy of financial penalties and loss of 501c status. Jack Beard, CPA, responded on behalf of Jim Sharrock saying this has been taken care of. Mr Beard is out of the office this week. Jimmy is trying to get in touch with Mr Beard. Jimmy cannot report on this status until he speaks with Mr Beard. A .pdf copy of this email correspondence is attached to these minutes.
- Previous treasurer wrote a \$3000 check to himself dated September 30, 2014. There is no notation or memo as to what this check is for. Stacy will locate this check and send a copy to the board.
- Each year, the Treasurer is entitled to a \$1500 stipend at the completion of a successful audit and subject to the President's approval.
- Per previous minutes, we have not passed a successful audit in the past two years
- Billy made a suggestion that we hire someone for an outside audit. It will be an expense, but it has become necessary. Billy will get an estimate for an audit. Jimmy will check with the State Auditor's Office for an estimate also.
- When Stacy contacted Jim to get everything turned over to her in June 2014 following the conference, Jim suggested she wait until he gets an audit completed. Jim indicated he was in the process of getting an audit done.
- A June 23 email states Jim thought it would be a good idea to get a final audit. President told Jim to go ahead and do it.
- Financial records were turned over to Stacy, current treasurer, from Jim Sharrock, previous treasurer, at the beginning of October, 2014.

#### **Past President –**

- With Timothy out of state we will need to make sure the duties of past-president are covered as it pertains to the 2015 Conference.
- Currently have a Past Presidents active on MAACCE Board (Stephanie Tolen and Jamy Preul)

**COABE 2018 Conference Planning** – meeting in December and Sharon Vonney will present MAACCE intent to host. Prefer to host in April as opposed to March.

**MAACCE 2015 Conference Planning** – Billy Rader

- Has been very dedicated to a successful Boys Club Fundraiser, which took place last week and now ready to focus on MAACCE 2015 Conference.
- Expect to set up first Planning Meeting in December. Theresa will assist Billy in getting available dates and setting up meeting.
- Amy Parris has designed a logo and it is on the MAACCE website.
- Need to get Vendor paperwork asap so they can budget if they plan to sponsor.
- Regonline is great for tracking income. Jimmy will plan to physically meet with Billy soon to go over conference planning details and discuss whether we want to continue with RegOnline.
- Jimmy will send Mary a link which is an informational link – Mary will forward to MAACCE Board and MAACCE Planning Committee.

**Historian** –

- Interest in making this an official board position need to discuss duties and gauge interest.
- Need to define what that position is first.
- Will table until the larger issues are resolved.

**Awards & Nominations** – Patty Stark

- Updated Award forms are attached.

**Publications (Publicity)** – Theresa

- Website pretty much up-to-date. Need to update chairs of committees. The “join MAACCE” page will be updated – consists mainly of membership info. Theresa will create a *Join MAACCE* flyer for distribution to new AEL Teachers.
- Updating the website – it needs an overhaul. Would cost \$2000 to update and then we would not have need for a webmaster. Will get a complete new look and Theresa will get training to be able to update website.
- Motion made that we pay Jeff Schroeder – current webmaster - \$2000 to update website and turn over maintenance to Theresa. Juli made motion and Dr Isenberg seconded. Motion carried.
- Suggest we get additional MAACCE members trained to maintain website.
- Juli suggested we add COABE/MAACCE report to website.
- Suggestion made that each category have their own page on the website. This may eliminate need to post newsletters.

**Legislative Awareness** – vacant

**Membership** – Stephanie Tolen – not present

**Category Reports**

**New Business**

- Nominations for Commissioner of DESE are being accepted until December 1, 2014. The MAACCE organization can nominate someone who meets qualifications. It would be a huge benefit to have a Commissioner at DESE who understands and supports the efforts of Adult and Community Education. Link to nominations process is <http://dese.mo.gov/sites/default/files/2014-Commissioner-Of-Education-Position-Announcement.pdf>

**Next Board Meeting**

- After the first of the year.
- Theresa will send a doodle out to board to get dates.

Theresa Baker made Motion made to adjourn. Motion seconded. Adjourned at 2:09 pm.

Respectfully submitted,

Mary Reed

MAACCE Secretary

11/19/2014

**Missouri Association for Adult, Continuing and Community Education**  
**[MAACCE]**  
**MAACCE Board**  
**Higher Education - Category Report**  
**November 2014**

With the help of our graduate assistant at Lindenwood University [LU], we now have email addresses and phone numbers for all of the more than 200 proprietary schools in higher education in Missouri, such higher education institutions as Vatterot College and the University of Phoenix, and a contact name for most.

During the week of November 17<sup>th</sup>, Dr. John Henschke and I will send a personalized email to each college/university on the list. The email will include the following:

- introduction to MAACCE
- hyperlink to the MAACCE website
- explanation of how higher education professors would benefit from the MAACCE annual conference *including* the ability to earn Lindenwood University (LU) college credit for attending conference sessions and a first-time conference registration discount for new MAACCE higher education attendees
- introduction to me and to Dr. Henschke and our role in MAACCE and at LU
- attached paper published by Dr. Henschke on the topic of applying andragogy to higher education teaching and learning various subject matter
- attached full-color trifold brochure on the Lindenwood University Doctor of Education – Andragogy Emphasis Degree program
- hyperlink to the LU Andragogy webpage

At next year's MAACCE conference, Dr. Henschke has made arrangements for our visiting professors from Chulalongkorn University, the first and finest university in Bangkok, Thailand, to not only attend the conference, but also possibly participate as a keynote speaker (Deputy Dean of Education at Chulalongkorn University) and higher education session facilitators (professors of education). A group of 6-8 Thai professors are attending a weeklong workshop next summer at LU on Andragogy facilitated by me and by Dr. Henschke. They will stay two weeks—one week for the workshop and the next week to attend and participate in the MAACCE conference.

At our next LU School of Education faculty meeting later this month on November 26th, I will make an announcement about the renewed MAACCE conference Higher Education Category, distribute a MAACCE flyer, and invite them to submit a proposal to present at the 2015 conference next summer emphasizing the benefits mentioned above as well as the easy travel and wonderful Ozark location.

Thank you.

Sincerely,  
Susan Isenberg, PhD  
Associate Professor – Lindenwood University - Andragogy Emphasis EdD Program  
Chair – Higher Education Category of MAACCE

## COABE Liaison Report

Submitted by Juli DeNisco

November 13, 2014

### Current Business:

- Sharon Bonney with COABE is presenting our Intent to Host. Our intent is to host the COABE National Conference April 2018 in St. Louis, MO.
- We received a check from COABE for \$10,000 in September to cover the costs for LDI, Keynote and Capstone Speakers.
- Brad Dorris, the AEL Teacher Category Chair put together a six page MAACCE/COABE Newsletter for Dollar General (the funder behind the conference stipend). It can be accessed on Google Drives and I can resend it if you didn't have a chance to read it last July.
- All MAACCE members become COABE members as well. The list of MAACCE names and contacts was sent to COABE in July. Get Conference details at the following link. MAACCE Members are COABE Members so receive a \$75 savings on the COABE 2015 conference registration. <http://www.coabe.org/conference2015.html>
- I have a email in to check on the status of "Intent to Host" in 2018.
- Learn about new and exciting best practices and resources for adult education at COABE's Online Resource Repository.

### Social Media Connections:

*The Commission on Adult Basic Education (COABE) is 15,000 members strong and growing! Check out our free app for the latest conference and members only news and developments.*

- *Use the #COABE15 hashtag in your daily Facebook, Twitter, and Instagram posts.*
- *Post about your upcoming presentation at the COABE Conference 2015 in Denver, Colorado on the COABE App.*
- *Follow COABE on Facebook, Twitter, and Instagram.*

### 2015 Conference:

Join us in Denver, Colorado on April 21-24, 2015, for another outstanding professional development experience! The conference will be held at the Hyatt Regency Denver located at Colorado Convention Center. We hope to see you in Denver, Colorado in 2015!

There will be over 200 sessions throughout the conference.

**Since MAACCE members are now COABE members all will receive a \$75 savings on the COABE 2015 conference registration.**

Mini-Grants Available, Deadline November 22—COABE members are welcome to apply for a conference mini-grant, valued at \$350, to attend the 2015 national conference, in Denver, CO, on April 21-24, 2015.

Fifty mini-grants will be awarded by our team of reviewers, and winners will be notified on December 1st. Apply today!

COABE conference mini-grants are generously underwritten by the Dollar General Literacy Foundation.

- **The conference committee for the 2015 COABE CAEPA Conference in Denver, Colorado has planned an exciting on-site and off-site conference events. Check back soon for a complete list of events. <http://www.coabe.org/conference2015.html>**

## MAACCE Community Education Fall 2014 Report

The MAACCE Community Education Consortium meeting was held Friday, October 24, 2014, at Columbia Area Career Center. The meeting began at 10:00 a.m. with a welcome, introductions, and announcements. The meeting proceeded with an hour of Professional Development. Lisa Weatherly led a session on COE accreditation. Meanwhile, Cheryl Graber led a session on the benefits of LERN and how to take advantage of them.

Lunch from Arris' Pizza and Pasta was served at 11:30 followed by the round table discussion. Most of the Community Education members present brought copies of their fall course catalog to share with everyone. These catalogs contain short term evening classes that are targeted for adults in the community. We discuss which classes go over best in our communities and which classes need to be revised or cancelled. After hearing from every member present it was after 2:00 p.m. and time to adjourn the meeting.

## MAACCE AEL Teachers Category Report

November 2014

Unfortunately, I have very little to report. I have tried to reach out to the MAACCE teachers via email blasts a few times, but have received very little response. Upon sending electronic copies of the newsletter in August, I received two responses: one thanking us for the communication and another asking to be removed from the email list.

I also sent emails prior to the scheduled meeting in September and within the past few days asking for feedback that I could bring before the Board. I have not received any responses either time. This lack of communication leads to me to wonder if there is any way that we can increase the impact of MAACCE for the members. It seems that, among the AEL teachers at least, MAACCE is just the conference in June and nothing else the rest of the year. I think that it would be powerful if we could devise a way to get more members involved and to make them see MAACCE as more than just a conference.

**\*\*UPDATE\*\***

I was just getting ready to send this report when I received an email from one of the AEL teachers. The greatest concern for this particular teacher is the lack of concrete information regarding the upcoming changes to the HiSET. Although this teacher acknowledges that this is not necessarily something for MAACCE to tackle, I think that it creates an opportunity for us to increase our impact among our members. Communication is key. If we could create a discussion board or other forum for members to be able to easily communicate with one another, it would boost our footprint among the members and, in turn, boost membership.

I know that we have much to accomplish in getting ready for next year's conference, but if anyone has any ideas or feedback, it would be much appreciated.

Thanks,

Brad Dorris  
AEL Instructor  
Crowder College  
MAACCE AEL Teachers Chair

**Missouri Association for Adult, Continuing and Community Education**

**MAACCE Board**

**Afterschool - Category Report**

**November 2014**

It's been a very busy fall in Afterschool!

- MO Afterschool Works has a brand new facebook page. You can check it out at <https://www.facebook.com/MOAfterschoolWorks?fref=nf>
- Quarterly Afterschool Committee Meetings were held October 1<sup>st</sup> at Stoney Creek Inn in Columbia, MO. These meetings provide an opportunity for all afterschool stakeholders to participate in the systems building work related to Quality, STEM, Public Awareness, Public Policy/Advocacy, and Funding & Sustainability. A free networking lunch was provided as well as a free (two clock hours).
- Missouri Afterschool Reading Retreat Grant applications were due October 17<sup>th</sup>. Grantees should be announced this week.
- Statewide Robotics Conference, Maker Party, and Robotics Scramble was held on October 18th in Kansas City. This was a great day of STEAM fun and learning that included FRC presenters from Camdenton, FTC presenters and teams from Chicago, Rookie & Veterans FLL teams running competition bots, Hive Kansas City hosting a Maker Party, Minecraft workshops for educators and parents.
- MOSAC2 presented "Wild about Learning!" at the fall Professional Development Institute (PDI) in Kansas City, November 14-16, 2014. This three day conference featured excellent keynotes, informational breakout sessions, and fantastic opportunities to network with others in the field!
- 15th Annual Lights on Afterschool was organized by the Afterschool Alliance. Lights On Afterschool is the only nationwide event celebrating afterschool programs and their important role in the lives of children, families, and communities. The Empire State Building and thousands of communities across the country shined a light on the important work afterschool programs are doing to keep kids safe,
- Over the past spring and summer months, five communities around the state hosted local STEM Summits to connect business and education stakeholders together to discuss ways to improve student engagement in Science, Technology, Engineering, and Mathematics (STEM) in both the traditional and non-traditional classroom settings.

Submitted by Charity Stillings  
11/18/2014

## MVAEA REPORT

There are very few things to report from MVAEA at this time that pertain to our Missouri board.

The MVAEA board met in Council bluff on September 18.

The main topic of discussion was joining MVAEA with each of the remaining states state conferences. At this point, the board has decided to just pursue Kansas' conference as a trial.

The Kansas State conference will be held in Wichita, KS. The pre-conference begins February 25 at the Holiday Inn express. Proposals and fund requests are in the works and being pursued. No official decision has been made yet.

The event could be connected to State conferences or at another time.

The many people that would benefit with this event would be. WIOA, Workforce / Career Readiness, Community ties, and Local political leaders should be invited.

Time was spent creating a proposal for a grant through the Copeland funds. This will be slated for the separate events in the three states to be carried out to cover community leaders and GED teachers.

Shelby Philip  
Crowder College  
AEL/ESL instructor  
MVAEA Liaison chair

LERN Affiliate Report  
Submitted by Cheryl Graber, LERN Liaison  
November 18, 2014

MAACCE/LERN Affiliation:

The affiliation agreement between MAACCE and LERN provides for up to 10 organizations to become members of the group. To date, we have eight Community Education members who are participating:

- Susie Gouldsmith, Fort Osage Career & Technology Center, Independence, MO
- John DeLee, Hillyard Technical Center, St. Joseph, MO
- Amanda Hass, Lex La-Ray Technical Center, Lexington, MO
- Teresa Berry, Excelsior Springs Area Career Center, Excelsior Springs, MO
- Kathy Hueste, Lake Career & Technical Center, Camdenton, MO
- Lori Tally, Northwest Technical School, Maryville, MO
- Lisa Weatherly, Northland Career Center, Platte City, MO
- Mary Reed, Pattonville School District, St. Ann, MO

There are still two slots available for any interested schools. We will continue to create awareness of this opportunity with our members.

Professional Development:

The Community Education category meeting was held on October 24, 2014 in Columbia, Missouri. A professional development session was provided to the group on a few of the benefits of a LERN membership to include an annual brochure critique, zip code analysis, and more. We discussed healthy operating margins and safe course cancellation rates. With LERN's Wellness Check Tool, you can determine the financial and promotional strength of your program as it stacks up against national benchmarks, and you can see the areas where you need to tighten up or improve performance.

Additional LERN membership benefits include: 1) FREE Consulting one-on-one with LERN experts, 2) 24/7 Consulting Suite Access on LERN's website, 3) Annual Website Critique, 4) Event Analysis, 5) Pricing Analysis, 6) Discounts on LERN Events & Publications, 7) Eligibility for LERN International Awards, 8) Eligibility for LERN Leadership privileges, 9) Monthly E-LERN online newsletter, 10) Networking Bulletin Board on LERN's website and in their magazines.

The LERN Annual Conference will be held on November 20-23, 2014. Because of work commitments, I will not be attending the conference. I will, however, be attending the LERN Executive Leadership Conference on April 21-23, 2015 and the LERN Leader workshop which follows. Discussions will be centered on positioning our programs for success.

LERN has advised that the field of continuing education is changing rapidly, moving from a product mix and marketing strategy geared towards the Boomer generation of the last four decades to the needs of Gen Y moving forward. It is a time of opportunity and of threat, and a time when some community education units will win and some will lose. The Executive Leadership Conference will provide strategies and action plans from colleagues and LERN senior professional staff that can be shared with our organization.

**High School Equivalency-HiSET update** (Excerpt of HiSET Presentation at October 2014 AEL Director's Meeting)

Live testing began in January 2014, as of the end of July, over 45,000 test takers nationally. Over 13 jurisdictions have adopted the HiSET across the United States and territories: California, Chickasaw Nation, Iowa, Louisiana, Maine, Massachusetts, Marianas Islands, Missouri, Montana, Nevada, Guan, New Hampshire, New Jersey, Tennessee and Wyoming.

**Proposed HiSET Changes**

The *HiSET*® program is based on a foundational core of academic skills and content knowledge that must be acquired in order for an adult to be successfully prepared to enter a job, a training program, or an entry-level, credit-bearing postsecondary course. While the emphasis on particular skills may differ from job to job and course to course, mastery of a core set of essential skills is required for either.

The HiSET assesses the foundational core of academic skills that represent the long-term goals of secondary education, particularly the critical thinking skills of analysis and evaluation. The HiSET directly measures the academic skills in reading, language arts, mathematics, science, and social studies that typically define high school coursework.

Based on national data collected over the past 70 years, the results of the HiSET can be validly used to determine performance for two district purposes:

The level of academic skills and knowledge typically required to earn a high school credential

The level of academic skills to be successful in a postsecondary education program

**Writing Test 2015**

2015 is a transitional year, allowing time to scaffold instruction towards a traditional evidence based essay

Candidates will be presented with an evidenced based prompt requiring ability to advance a well-reasoned argument in support of the author's thesis statement.

The candidate will need to consider possible counterarguments and use cogent examples to support their thesis.

The essay will no longer ask students to persuade the reader but will instead require them to advance well-reasoned arguments in support of their response, rather than relying on mere assertion, emotional appeal, straw man arguments, etc.

Candidates will need to understand these concepts (assertion, emotional appeal, straw man, etc) in order to avoid using them in their essays.

## **Math Test 2015**

Some questions with embedded formulas

Ancillary formula sheet provided in both PBT and CBT testing for formula "optional" questions

Some questions cover higher complexity mathematics, but do not require a formula

Questions presented in real life context

Calculator optional

## **Proposed 2016 changes**

Extended response items asking candidates to write arguments to support claims using valid reasoning and relevant and sufficient evidence (Phase 2).

Pairs of reading passages that have a similar theme or format will be presented. Candidates will be asked to present support or opposition to a thesis via a variety of item types.

Validity evidence will be captured on candidates completing the 2016 HiSET.

Additional types of assessments (for example, financial literacy, noncognitive measures) will be evaluated for inclusion with HiSET.

Submitted by Category Chair: Ramona George

STACEY MICHELLE BLODGETT

Boone County National Bank

Member FDIC

750078613

11/19/2014

MISSOURI ASSOCIATION FOR ADULT,  
CONTINUING AND COMMUNITY EDUCATION INC

1086  
80-85/915

DATE Sept 23, 2014

PAY TO THE ORDER OF Collegiate Awards \$ 330.00  
Three hundred thirty & no/100 DOLLARS

Boone County National Bank  
100 S. Broadway, P.O. Box 4700 Columbia, MO 65208  
www.boonecountybank.com

FOR # 3292 James Shanrock

⑆08 1500859⑆ ⑆750078613⑆ 1086

09/30/2014 1066 -330.00

MISSOURI ASSOCIATION FOR ADULT,  
CONTINUING AND COMMUNITY EDUCATION INC

1088  
80-85/915

DATE Sept 30, 2014

PAY TO THE ORDER OF Jim Shanrock \$ 3000.00  
Three thousand & no/100 DOLLARS

Boone County National Bank  
100 S. Broadway, P.O. Box 4700 Columbia, MO 65208  
www.boonecountybank.com

FOR James Shanrock

⑆08 1500859⑆ ⑆750078613⑆ 1088

09/30/2014 1068 -3,000.00

MISSOURI ASSOCIATION FOR ADULT,  
CONTINUING AND COMMUNITY EDUCATION INC

1064  
80-85/915

DATE Sept 23, 2014

PAY TO THE ORDER OF Shelby Phillip \$ 291.00  
Two hundred ninety one & no/100 DOLLARS

Boone County National Bank  
100 S. Broadway, P.O. Box 4700 Columbia, MO 65208  
www.boonecountybank.com

FOR James Shanrock

⑆08 1500859⑆ ⑆750078613⑆ 1064

09/29/2014 1064 -291.00