

**Illinois Community College Board  
Adult Education and Family Literacy  
Advisory Council Meeting  
Thursday, September 22, 2016  
11:00 a.m. - 2:00 p.m.**

**MINUTES**

**Members Present**

Laura Benhoff  
Norman Ruano  
Tom Huber  
David Wu  
Karen Jealouse  
Dawn Hughes  
Sue Barauski  
Dan Deasy  
Melanie Sampson  
Bob Fittin  
Karla Tabing  
Jeri Dixon  
Kathi Lee  
Matt Beasland  
Khrystyna Sanborn  
Rocki Wilkerson  
Joan Hornby  
Jerry Trevino  
Brian Watson  
Mike Moline

**Staff Present**

Jamil Steele  
Marilyn Schmidt  
Whitney Thompson  
Nora Rossman  
Samantha Brill  
Ben Greer  
Ben McDaniel  
Nelson Aguiar  
Josh Beneze  
Jennifer Foster

**Members Not Present**

Rhonda Serafin  
Kim Kunce  
Joanne Kantner  
Tina Raymond Carter

**Introductions and Opening Comments**

Advisory Council Chair, Dan Deasy

- Welcome

**Review and Approval of the May 12, 2016 minutes**

Minutes Approved by Bevan Gibson

Second by Karla Tabing

**ICCB Staff Updates:**

*Jennifer Foster, Deputy Director for Adult Education*

- We are working hard on WIOA!
- We're meeting with different partners at state and local levels.
  - Committees
  - Performance groups
  - Data systems
  - Interagency Team (discussing policy)
- Focusing on the Unified Plan
  - We submitted revisions (clarifying information) on 9/2 as a result of the final rules coming out.

- Lots of strategic and goals identified.
- Career Services Chart
  - We are in the process of trying to get clarification on delivery of services
  - When we have the final answer about delivery of services, we will send out an updated chart
- We are in the process of reading regional plans and will be getting feedback to you about possible changes soon.
- State Budget
  - We have been inundated with GATA and appreciate your patience during this time.
  - Under GATA, each contract has to be handled on an individual basis.
  - Under GATA, if you don't turn in your forms, you will not get paid and they are following this very firmly.
  - It's important that you spend all of your FY16 dollars!
- Federal Funds
  - FY16 funds have already been received.
  - FY17 funds will come as quickly as possible under new GATA budget forms
- We encourage you to talk to your legislators so that they have all of the information about Adult Ed meeting its Maintenance of Effort.
- New APC legislation is out
  - We are revising forms
  - More information will be forthcoming at the regional meetings.

*Marilyn Schmidt, Director for Adult Education*

- CCR
  - The training is right on target.
  - Training dates have been sent to the field.
  - Currently working on finalizing curriculum.

*Ben McDaniel, Director for Adult Education – Program Compliance*

- Shared several statistics with the group regarding our students.
- FY16 Level Completion Rate is 41%!
- We would love to see stronger numbers in post-testing so we can reflect all of the success's we are having.
- The more we contribute to the students, the better we will look as a state. We have to do more than meet minimums.
- GATA budget
  - Federal and State allocations will be included.
  - We are at the front of the line ahead of all other state agencies.

*Marilyn Schmidt, Director for Adult Education*

- Marilyn reviewed the Structure and Responsibilities of the Adult Education Advisory Council.

*Jamil Steele, Senior Director for Adult Education*

- Thank you for agreeing to serve another term!
- To prepare the charges for the FY17 council we looked at the recommendations from FY16 and at some of your past work.
- Our goal this year is to get more bang for the buck.
- Our results will go back to effective customer service to students and meeting their needs.
- Jamil reviewed the charges for each individual committee.

## Committee Report Out

### WIOA English Language Acquisition (ELA) Committee

*Mike Moline, Chair*

Agenda Items:

- We spent most of the meeting time discussing the meaning of Section 243. Our understanding is that funds from Section 243 can be utilized if you do an Integrated Education and Training (IET) as a part with civics and workforce preparation. Thus the major delivery requirement is as follows:
- IET: ESL/Civics/Job Skills training all happening at the same time
- We began discussing how to deliver these services to Professionals with degrees & credentials. One idea was to have accelerated classes for these students

Next Steps/Recommendations:

- We divided up the three points under Committee Assignment and each group is to bring their recommendations to the meeting during the week of January 16.
  - Point #1: Jerry, Khrystyna, Sue
  - Point #2: Joan, Karen, Ben
  - Point #3: Mike, David, Nelson

### WIOA Workforce Committee

*Bevan Gibson, Chair*

Agenda Items:

1. Examine the final rules of WIOA to determine the instructional delivery requirements of Workforce Adult Education and Adult Literacy, Activities, Workforce Preparation Activities and Integrated Education and Training.

Next Steps/Recommendations:

1. Review FY16 info including sect 203 definitions from WF committee
2. Review Federal Register
3. Be prepared to discuss 1 & 2 in relation to the 5 questions under our charge at our next conference call.

Next Committee Meeting Date: October 17, 2016 at 11:00 AM

### WIOA ABE/ASE Committee

*Matt Beasland, Chair*

Agenda Items:

- CCRS instructor Pathway ABE-ASE
- How to use Instructional Specialist Team

Next Steps/Recommendations:

- Start local groups for CCRS training.
- Explore an instructor professional development trajectory plan.
- Develop reasonable expectations for programs of all levels.
- Provide examples of possible job duties for different CCRs level instructors.
- Accessibility issues for adjuncts.

Next Committee Meeting Date: November 2, 2016 at 1:30 PM

### Next Meeting –the week of January 16, 2016

#### Motion to Adjourn –

Approved by Mike Moline

Second by Jeri Dixon

**Adjourned – 1:55 p.m**