



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

August 26, 2008

MEMORANDUM

TO: Basic Skills Advisory Board Members

FROM: Randy Whitfield, Ed.D.
Associate Vice President of Academic & Student Services
Basic Skills Department

SUBJECT: Advisory Board Meeting

The next Basic Skills State Leadership Advisory Board retreat will be held on Thursday, September 11 through Friday, September 12, 2008 at the Brookstown Inn, Winston-Salem, North Carolina. The meeting will last from **10:00 – 5:00 p.m** on Thursday and **8:30 – 1:00 p.m** on Friday.

Rooms have been held at \$79.99 plus tax at the Brookstown Inn. Please call the Brookstown Inn to make your room reservation 336- by Tell them you are with the North Carolina Community College System. We will reimburse you at System Office rates for your rooms, mileage, and your meals.

Brookstown Inn Information	
Brookstown Inn 200 Brookstown Avenue Winston-Salem, NC, 27101	Phone: 336-725-1120 Toll Free: 1-800-845-4262

If you can't attend, please make certain that someone else from your region can attend. Attached you will find a tentative agenda and minutes from the last meeting. We look forward to seeing you at the meeting!

Attachments: 2

S08-057
Email

Basic Skills State Leadership Advisory Board Meeting

June 12, 2008

Raleigh, NC

Present and constituting a quorum: Martha Bergman, Sherry Byrd, Laura Coffee, Calvin Dull, Kathy Gardner, Beverly Jaynes, Paula McElheney, Sonja Redmon, Tony Taylor, Debbie Woodard, and Leo Kelly,

State staff present: Randy Whitfield, Gloria Johnson, Lou Ann Parker, Karen Brown, Bob Allen, Sillar Smith, Judy Howell, Ingrid Schlotterbeck, and Katie Waters.

Martha Bergman presided and opened the meeting at 10:00 a.m. The minutes were approved as amended by Tony Taylor and seconded by Debbie Woodard.

Report on Action Items:

Martha Bergman

10:15 – 10:30 a.m. **Report on Action Items:**

Martha Bergman

Action Plan for Basic Skills State Leadership Advisory Board Meeting February 19, 2008			
Task	Person(s) Responsible	Completion Date	Task Completed
Call CED Advisory Board together to determine “ability to benefit.”	Sillar Smith	ASAP	Yes
Send list of names of mentors to the Advisory Board.	Lou Ann Parker	ASAP	Yes
Send letter to directors, stressing importance of regional meetings & elections prior to fall retreat.	Randy Whitfield	Early March	March 6, 2008
Send out a list of Holocaust trainers	Bob Allen	February 08	Yes
Document what Literacy Ambassadors are doing.	Bob Allen	February 08	Yes
Discuss the content/format of the newsletter at the next Advisory Board meeting.	Bob Allen	June 08	Yes
See what can be done to help colleges send people to the retreat even if they travel less than 50 miles.	Bob Allen	By April retreat	--
Discuss with NCCCAEA the role of the organization in working with legislative issues.	Kathy Gardner	June 08	April 2008
Ask Art Ellison if he can speak at the Directors’ Institute or the conference.	Randy Whitfield	ASAP	No

Secure several general session speakers for conference.	Katie Waters	ASAP	Yes
Send credentialing information electronically for a vote and receive back from Advisory Board within 2 weeks	Katie Waters	ASAP	Yes
Check into venues for Advisory Board out of building meeting.	Katie Waters	ASAP	Yes
Set up committee to complete the distance education manual and to include the list of curriculum approved by Project IDEAL. Laura Coffee, Debbie Woodard, Beverly Jaynes, Katie Waters and Randy Whitfield will serve on this committee.	Randy Whitfield	March 08	Yes
A subcommittee for auditing should be set up which will include: Vickie Tate and Iris Brown, Southern Region; Paula McElheney, Coastal Region; Kathy Church and Frances Wheeler, Western Region; Lynn Rabhan and Sonya Redman, Central Region; Betty Justice and Candy Putnam, Piedmont Region.	Randy Whitfield	March 08	March 14, 2008
Establish a subcommittee to discuss State Leadership funds and have subcommittee make recommendations to the participants at the Directors' Institute about how these funds should be spent. The following people will serve on the subcommittee. Candy Taylor, Coastal; Sherry Byrd, Southern; Pam Earp, Central; Kathy Gardner, Piedmont; and Beverly Jaynes, Western. This subcommittee will make recommendations.	Randy Whitfield	Spring 08	April 2008

*Shaded portions are held over from prior meetings.

Student Success Grants

Bob Allen passed out the information for the next Student Success Grants. There will be a presentation at the conference on the grants.

Holocaust Educators

Bob Allen distributed the evaluations and a report on the Holocaust project. Group six (6) attended the United States Holocaust Memorial Museum in Washington, DC on May 20-23.

Ambassador Retreat

An Ambassador Retreat was held on June 6-7 at Camp Caraway in Asheboro, NC. Bob Allen solicited information on how to continue to get participants. He stated that it has been hard to get the participants.

Great Basic Skills Staff Retreat

Bob Allen gave handouts and informed the group that the dates for the next Great Basic Skills Staff Retreat April 5-8, 2009.

Newsletter Discussion

Bob Allen asked for recommendations for the newsletter. Recommendations were to highlight best practices seen during monitoring visits and to solicit input from local programs. Also, someone suggested using bullets to create interest (i.e., Wayne Community College is doing....).

Promotions:

Bob Allen played a 30 second radio spot to be played 2000 times over a period of two weeks on a total of 73 stations. The Board requested adding an economic pitch to it so that the promo would peak the listener's interest. Overall, the promotion was well received. Bob is to look into who has ownership of the spot and get more information from NC News Network.

Reorganization of System Office

Randy Whitfield explained that there have been some organizational changes at the System Office due to having a new president. An organizational chart has not yet been finalized.

Purpose of Advisory Board: Communication with Local Programs

Randy Whitfield distributed a copy of the Bylaws to the Advisory Board and pointed out Article II of the Mission and Goals. She read and explained the Board's primary responsibility is to "disseminate and receive information to Basic Skills regions and their directors." Some local program staff have stated that they do not get information from the System Office so Randy asked for feedback on how to improve communication.

Ability to Benefit

Randy Whitfield distributed a copy of the recommended "Ability to Benefit Guidelines" developed by the Compensatory Education Program of Study Advisory Council. A copy is attached as an addendum to the minutes. According to the eligibility criteria: To participate in a Compensatory Education program, individuals must be seventeen (17) years of age or older with documentation of a diagnosis of intellectual disabilities; or

functioning on a level equivalent to intellectual disabilities resulting from a head injury or brain damage.

With documentation was added as a recommended change. Discussion followed. Randy requested a subcommittee (Sonja Redmon, Debbie Woodard) to help review and broaden these Benefit Guidelines.

Randy Whitfield wants the “ability to benefit” expanded to fit all Basic Skills students, not just Compensatory Education students. Sonja Redman and Debbie Woodard will work on a draft.

Leadership Training

Randy Whitfield distributed a copy of the application to provide “Leadership Excellence Academies” training for our program staff in the field. This training was developed by Lennox McLendon and Kathi Polis. The Board approved of this project.

Update of Manuals

Randy Whitfield will be sending the *Basic Skills Policies and Procedures Manual* electronically with the minor changes highlighted in red when it is completed.

Randy Whitfield will send the *Assessment Manual* to the United States Department of Education. After they approve the final draft, the manual will have to be taken to the State Board of Community Colleges for approval.

Legislation

Randy Whitfield distributed copies of the NCSDAE Washington News as a matter of information. Kathy Gardner asked the NCCCAEA Executive Committee about Basic Skills having space on their website to put legislative updates. Randy will get the information to NCCCAEA, then send a memo out to all directors.

US Department of Education Change Management Group

The US Department of Education Change Management Group is finalizing business requirements for Basic Skills. After committee members approve of the final document, Dennis Smith will start making changes to the data system where needed to meet the business requirements. All changes that can be made will be implemented within the next 18 months. A draft LEIS form has been developed which consolidates some LEIS information, makes the language more uniform, and moves sections which are not required by the state or federal governments to optional pages.

GED Microfilm Update

Lou Ann Parker informed the Board of the situation as far as awarding the contract and completing the microfilm transfer of files.

She shared the suggestions of the type of diploma (81/2 by 11) and the need to provide non-duplicable paper.

AHS Update

Lou Ann Parker shared with the Board the concerns and information in reference to the meeting with the Department of Public Instruction and State Board of Education representatives. The AHS Manual has to be approved by the State Board of Education.

The subject of the “transfer legislation” to AHS from the local schools and possible consequences were discussed.

Training Update

Katie Waters introduced Ingrid Schlotterbeck (Temp. Assistant) and explained what the plans were to streamline training specifically in the area of assessment training. She is now working on fall training.

Conference

Katie announced that the conference is well ahead of schedule. The program is close to being finalized. She asked that the Board members let her know before they give any rooms they may have away.

Credentialing

Katie said that she would send all information on credentialing electronically to all the members. She hopes to have everything on credentialing read for approval at the September Retreat.

NC ONLINE

Information on how to access NC Online has been sent to all programs.

Adult Basic Skills Professional Development (ABSPD)

This year there was no Request for Quotes (RFQ) for this project. Rather than bids, the System Office will contract with Appalachian State University. A group of volunteers have been assigned to work with Katie on being specific on the deliverables from this project. Those volunteers are: Beverly Jaynes, Becky Sanders, and Lori Weston. This information should be in place by the Board Retreat.

Training Calendar

The training calendar is online as is conference information.

Distance Education Manual

Randy Whitfield distributed copies of a draft of the *Basic Skills Distance Learning Policy Manual* to the Board. She asked Board members to have their regions give input about what changes/additions need to be in the manual. After she receives all of the recommendations from the field, she will send the final draft to the United States Department of Education for approval, then to the State Board of Community Colleges. Then copies will be distributed to all programs.

Distance Education Rosters

A discussion was held on how to do semester rosters. We may need to do staff development by auditors during the conference.

Basic Skills Regions

Randy Whitfield distributed information on the regions and requested input on making any changes to the regions and recommendations of how and what to change, if anything. Kathy Gardner recommended that the information about the regions be taken back to the regions to discuss their feelings about making changes.

Kathy Gardner made the motion to add South Piedmont (Anson and Union counties) to the Southern Region. Paula McElheney seconded the motion. The motion carried.

Corrections Issues

Randy Whitfield reported on the quarterly Department of Corrections meeting. She shared information about turnover. She shared the information on the findings during monitoring visits: lack of appropriate space and the lack of computers. Randy will talk with Gloria Upperman about equipment for prisons.

State Leadership Funds

Subcommittee recommendations on the use of State Leadership funds were distributed. Members of the Subcommittee: Candy Taylor, Coastal; Sherry Byrd, Southern; Pam Earp, Central; Kathy Gardner, Piedmont; and Beverly Jaynes, Western. Randy Whitfield recommended that the Board look at this again during the retreat and recommend percentages to spend. Randy will talk to state staff and bring ideas about how this should be done.

Open Issues Forum

Martha Bergman facilitated the Open Issues including the discussion of day reporting centers.

Day Reporting Centers

Leo Kelly brought to the Advisory a request to address the issue of what the students being required by judges to attend GED classes. Randy Whitfield will discuss the issue with Department of Correction staff.

Wrap-up

A motion was made by Leo Kelly to adjourn the meeting at 4:04 p.m. Tony Taylor seconded the motion. The motion passed.

Adjournment

Action Plan for Basic Skills State Leadership Advisory Board Retreat September 11-12, 2008			
Task	Person(s) Responsible	Completion Date	Task Completed
To request additional spot info from NC News.	Bob Allen	ASAP	June 23, 2008
Revise “ability to benefit” to fit all Basic Skills Students	Randy Whitfield, Sonja Redmon & Debbie Woodard	Next Board meeting	
Ask Art Ellison if he can speak on Legislative Issues at the Directors’ Institute next spring.	Randy Whitfield	Fall 2008	
Send the <i>Basic Skills Policy and Procedures Manual</i> electronically with the minor changes highlighted in red.	Randy Whitfield	As soon as changes are complete	
Send legislative information to NCCCAEA website.	Randy Whitfield	Fall 2008	
Accommodations and the new policy to have the local jurisdiction to determine the accommodations will be sent to local programs.	Lou Ann Parker	ASAP	
GED logo is to be sent in a usable format to local programs for use.	Lou Ann Parker	ASAP	
Send the electronic copies of the Credentialing information to Advisory Board	Katie Waters	ASAP	
Develop an RFQ for the ASU project.	Katie Waters, Beverly Jaynes, Becky Sanders, and Lori Weston	ASAP	
Discuss with regions changes/additions to the Distance Learning Handbook.	Board members	Next Board meeting	
Discuss with regions possible changes to the regions.	Board members	Next Board meeting	
Develop details about state leadership funding.	State Staff	Next Board meeting	
Talk to DOC about judges decreeing that students get their GED.	Randy Whitfield	Next Board meeting	

Motions Passed by the Basic Skills State Leadership Advisory Board June 12, 2008

A motion was made by Tony Taylor to approve the minutes of the February 19, 2008, Advisory Board Meeting. The motion was seconded by Debbie Woodard and carried.

Kathy Gardner made the motion to add South Piedmont (Anson and Union counties) to the Southern Region. Paula McElheney seconded the motion. The motion carried.

A motion was made by Leo Kelly to adjourn the meeting at 4:04 p.m. Tony Taylor seconded the motion. The motion passed.

Next meeting:

September 11- 12th, Advisory Board Retreat Meeting, Brookstown Inn, Winston-Salem, NC.

Respectfully submitted,

Judy Howell

**Basic Skills State Leadership Advisory Board
AGENDA
September 11-12, 2008
Winston-Salem, NC**

Thursday, September 11, 2008

10:00 – 10:15 a.m. Welcome & Overview of Agenda Martha Bergman
Approval of Minutes of June 12, 2008

10:15 – 10:30 a.m. *Report on Action Items* Martha Bergman

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Develop an RFQ for the ASU project.	Katie Waters, Beverly Jaynes, Becky Sanders, and Lori Weston	ASAP	

Discuss with regions changes/additions to the Distance Learning Handbook.	Board members	Next Board meeting	
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Talk to DOC about judges decreeing that students get their GED.	Randy Whitfield	Next Board meeting	

10:30 – 11:00 a.m.	Discussion on Conserving Travel For Meetings	Martha Bergman Randy Whitfield
11:00 – 11:30 a.m.	Advisory Board Recommendations For State Staff	Martha Bergman Randy Whitfield
11:30 – 12:45 p.m.	Lunch (on your own)	
12:45 – 1:15 p.m.	Student Success Activity Grants Distance Learning: Resources & Best Practices Angela Moore Trogdon Awards (revisions) NC News Network Proposal	Martha Bergman Bob Allen
1:15 – 1:45 p.m.	Basic Skills & Family Literacy Conference NC State Conference Proposal Assessment Training Credentialing	Martha Bergman Katie Waters
1:45 – 2:00 p.m.	State Leadership Funding for Credentialing	Martha Bergman Randy Whitfield Beverly Jaynes
2:00 – 2:30 p.m.	Tests for NRS TABE CLAS-E & others (Wonderlic)	Martha Bergman Randy Whitfield Karen Brown
2:30 – 2:45 p.m.	Break	
2:45 – 3:45 p.m.	Ability to Benefit Basic Skills Budget State Leadership Funding DOC/ESL Achieving the Dream Accuplacer National/State Scene	Martha Bergman Randy Whitfield

3:45 – 4:15 p.m.	Adult High School & DPI Discussion Competency Training	Martha Bergman Lou Ann Parker
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4:15 – 5:00 p.m.	Open Issues Forum	Martha Bergman
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Friday, September 12, 2008

8:30 – 9:30 a.m.	Open Issues Forum (cont.)	Martha Bergman
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9:30 – 9:45 a.m.	CED Project with UNC	Martha Bergman Sillar Smith
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9:45 – 10:30 a.m.	Change Management Report	Martha Bergman Randy Whitfield Gloria Johnson Lou Ann Parker
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10:30 – 10:45 a.m.	Break	
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10:45 – 12:30 p.m.	Visioning for the Future	Martha Bergman Randy Whitfield
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12:30 – 1:00 p.m.	Wrap-up; Next Meetings, etc.	Martha Bergman Randy Whitfield
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1:00 p.m.	Adjournment	
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