

**Florida Developmental Education Association
Executive Board Meeting Minutes
Wyndham Orlando Resort
8001 International Drive
Orlando, FL 32819
Siesta / Biscayne Meeting Room
Friday, September 7, 2007**

Call to order at 7:12pm by Dianne Kostelny, 2007 President

In attendance: Gail Burkett, Marjorie Simon, Wanda Cook, Dianne Kostelny, Janita Patrick, Linda Hidek, Susan Taylor, Russell Takashima, Marjorie Sussman, Geraldine DeFelix, Patti Levine-Brown, Chara Young, Hubert Brown, Lynn Blanton-Mitze, Sandra Offiah-Hawkins, Randey Burnette, Erin Smith, Karen Pain

Meeting opened with introductions.

Gail Burkett moved to approve minutes from the FDEA Board meeting in April 2007. Motion seconded by Janita Patrick. Motion carried; April minutes were approved.

REPORTS

Financial report was made by Russell Takashima, treasurer. Balances as of meeting date:

- FDEA checking: \$13,434.75
- FDEA scholarship: \$19,042.13
- FCRC: \$ 5,573.83

Conference report and update was made by Chara Young. Board members were provided with notebook pre-organized by each point of discussion and other information. Points discussed:

- Agenda – is complete and available on the website. *New* this year is an Exhibitor Showcase during the Opening Reception on Wednesday night; the Town Meeting is scheduled for Thursday instead of Friday to accommodate more attendees; Share Sessions have been moved to Thursday morning, also to accommodate more attendees; vendors will sponsor door prizes during a second showcase on Thursday.
- Hotel – facilities were discussed briefly with concern expressed over internet access. The cost is \$250 per day per meeting room and FDEA will not cover this fee, but presenters were aware of this before submitting proposals.
- Exhibitors – are currently sponsoring door prizes and some other events during the conference. Thirteen vendors are currently scheduled
- Registration – count is 59 as of 9/7. Much concern was expressed related to the current state of college funding and how it may impact attendance.
- Marketing pieces were included in the notebook and well-received by all present.
- Each Board member will contribute one item for the Silent Auction and one bag of candy for the Welcome and Registration Table.
- Luncheon awards will be presented by Awards Chair, Gail Burkett. Recipients should either be present to accept the award or be represented with projected photo or video.

Meeting adjourned at 8:52.

Respectfully submitted,
Karen D. Pain

**Florida Developmental Education Association
Executive Board Meeting Minutes
Wyndham Orlando Resort
8001 International Drive
Orlando, FL 32819
Siesta / Biscayne Meeting Room
Saturday, September 8, 2007**

Call to order at 8:34am by Dianne Kostelny, 2007 President

In attendance: Gail Burkett, Marjorie Simon, Wanda Cook, Dianne Kostelny, Janita Patrick, Linda Hidek, Susan Taylor, Russell Takashima, Marjorie Sussman, Geraldine DeFelix, Patti Levine-Brown, Chara Young, Hubert Brown, Lynn Blanton-Mitze, Sandra Offiah-Hawkins, Randey Burnette, Susan Bierster, Karen Pain

Reports

Newsletter update – going to more people in the new electronic format. Response has been very positive. Some colleges are printing copies to keep in break rooms. Reported by Marjie Simon and Susan Bierster, co-editors.

Awards – applications have increased over last year but still slower than preferred. Applications for math awards were so limited that the Board is concerned that changes for requirements may need to be considered. Discussion was tabled until after the conference when new awards chair is designated. Gail Burkett reports that the email submission process was successful. Russell Takashima was contacted by Palm Snow from Addison Wesley who requested written documentation from the Board so that she could get FDEA a \$500 donation. There was some confusion as to whether this is for the 2008 contribution for the Addison Wesley Longman award or instead, a separate Addison Wesley award. Gail will contact Pam to make a determination.

2007 FDEA scholarship recipients are;

- Student Success Essay Contest. \$500 to Aida Abdrabo, Miami Dade College
- President's Circle Award, \$1000 to Jessica Jacobs, Palm Beach Community College
- Addison Wesley Longman Award, \$500 to Kyle Kriech, Okaloosa-Walton College

A tour of the Wyndham facilities was offered to the Board to preview meeting rooms, bedroom suites and amenities.

Individual membership is currently at 153 to be renewed at the conference and an additional 20 who have paid through the 2008 conference. Total membership is 173. A question was raised regarding whether or not those who pay late during the year will still have to renew at the conference. Some Board members would like to see a hard deadline, although a specific one was not considered, and Russell expressed concern that some members will renew when they wish to regardless of FDEA requests or requirements. A decision was made just last year to have dues run from conference to conference, so this is the first test since then to see how many actually renew as requested at the conference. Discussion was tabled until after the conference so that the outcome can be considered in the discussion. Lynn Blanton-Mitze reported also that of the 124 Florida members of NADE, only 49 are also FDEA members. She will contact those who are not currently members of FDEA to invite them to join and attend the 2007 conference.

Nominations for 10 nominees are in with biographies available online. Each will be contacted regarding requirements:

- Attendance and participation at four meetings annually.
- Some outside involvement is necessary.
- Must have been an FDEA member for one year.
- Nominee's college must be an institutional member.

Linda Hidek moved to require two people to count incoming ballots. Seconded by Gail Burkett. Motion carried. Board members were asked to encourage colleagues to vote in the pre-conference election.

FDEA travel stipend – was discussed due to continued college budget cuts and the limited access to reimbursement for Board members to travel to meetings. Sandra Offiah-Hawkins moved to increase the stipend from \$75 to \$125 effective immediately. Gail Burkett seconded. Motion carried.

FCRC has begun to investigate a move toward independence. They are gathering information related to a tax identification number and business name (FCRC as an abbreviation is not available). Patti Levine-Brown (president) anticipates a process of about one year to complete their move to an independent status. She will work with Susan Taylor, an accountant, and a small business representative to ensure appropriate steps are taken.

In the discussion regarding the legal requirements of becoming a non-profit organization under new IRS standards, it was noted that volunteers who are assisting in the process should receive some compensation, if only one dollar per year, so that a volunteer can be included in the FDEA (and FCRC) liability policy. Discussion was table until next meeting, pending a determination of an appropriate amount for said compensation.

Internet for next year's conference was discussed as a potential vendor-sponsored event in the form of a "Cyber Café" in a designated section of the conference area. Chara Young informed the Board that one college presenter has secured internet access in a meeting room (at the rate of \$250 for the day). Reimbursement to the presenter was discussed, but it was unanimously agreed that since presenters were informed prior to the application process that internet would not be provided by FDEA, we should not offer to reimburse the presenter. The Board further decided not to consider the provision of internet access in future conferences.

Achieving the Dream (AtD) update provided by Janita Patrick - the annual *Connections* conference is again scheduled for mid-May (14-16) in Ft. Lauderdale. AtD is planning now to meet with the four colleges for updates in Tallahassee on October 10th and 11th. LUMINA will feature four schools in an upcoming issue. Two of the four chosen colleges are in Florida (Tallahassee Community College and Hillsborough Community College). AtD information is available at: <http://www.fldoe.org/cc/ATD>.

Diversity chair, Sandra Offiah-Hawkins provided an 8-point summary of current statistics related to higher education institutions that offer remedial courses. Summary includes demographic information about remedial students, the institutions that offer remedial education, success rates, and budget information.

Archives update reported by Linda Hidek. Records and photos are now sorted and consolidated. Some concern was expressed about the position duties that may overlap other Board positions. Discussion was tabled until new members take their seats on the Board so that positions can be reviewed.

Institutional membership chair, Susan Taylor, issued renewal letters to community colleges in August. Only seven have paid as of the meeting date. It is expected that some will renew at the conference. Susan will send an email thank you to include a reminder that their membership allows them one free conference attendee.

Mission Statement has been drafted by Susan Bierster and modified slightly as follows:
The Florida Developmental Education Association (FDEA) seeks to improve developmental education and its role at institutions of higher learning. FDEA is an advocate for the developmental education student and practitioner at the Florida Department of Education and within the state legislature. FDEA is committed to

professional development and training for developmental education professionals. FDEA provides a forum for developmental educators to promote collaboration and share information among educators.

Gail Burkett moved to approve the statement as written above. Marjie Simon seconded. Motion carried.

Discussion: By-Laws

- Board members who are completing terms of service will review and update position descriptions before the conference.
- Recommendations for any changes will be considered at the pre-conference Board meeting.

NADE - Dianne Kostelny reported that FDEA is current with both our insurance requirements and Florida chapter membership.

Discussion: State Exit Exam – it has been determined that state statutes are specific in the requirement to not allow calculators on the math portion of the state exit exam; however, we have also learned that the state does not have a way to enforce this. Susan Taylor pointed out that technical assistance in the way of computerized dictionaries and spell-check are available to students taking the writing portion. Reading instructors expressed concern over questions that are disproportionate to content (percentage of problems in specific reading topics are not correlated to the course curriculum). These will be topics of discipline-specific share sessions at the conference. The intention will be for each discipline to propose an FDEA position that can be presented by share session leaders to be voted on by the membership at large. Based on the FDEA membership recommendation, an official FDEA position on state exit exam practices for each discipline will be forwarded to the appropriate state agency. The Board recognized that although there are many discrepancies among college policies related to state exit exam practices, share session discussions and subsequent FDEA recommendations will remain limited in scope to the three issues named herein. Susan Bierster will contact Michael Jones (in assessment at the state level) to determine which agency should receive our recommendation.

Discussion: Next Meeting will be before the conference (Wednesday, October 17th) at the Wyndham Orlando Resort (conference location), 12:30pm. Board members were asked to send Dianne suggestions for the 2008 conference theme, reminding them that it will be the 30th anniversary conference and the theme should be determined at the next meeting.

Meeting adjourned at 3:00pm.

Respectfully submitted,
Karen D. Pain