



Southwest Michigan Prosperity Committee

Meeting Agenda

MEETING DATE: October 4, 2018
MEETING TIME: 2:30 pm
MEETING LOCATION: Van Buren County ISD Conference Center
490 South Paw Paw Street
Lawrence, MI 49064

	<i>Time</i>
1. <u>Call to Order & Introductions</u>	2:30-2:35 pm
2. <u>Action:</u> Approval of the Agenda	2:35-2:40 pm
3. <u>Action:</u> Approval of the Minutes	2:40-2:45 pm
4. <u>Citizen Comments</u>	2:45-2:50 pm
5. <u>Discussion:</u> Financial Report	2:50-2:55 pm
6. <u>2018 Funding Award: Proposed Request for Proposals</u>	2:55-3:05 pm
7. <u>Action/Discussion:</u> 2019 Grant Application	3:05-3:25 pm
8. <u>Action:</u> Bylaws	3:25-3:45 pm
9. <u>Action:</u> Committee Membership	3:45-3:50 pm
10. <u>Action/Discussion:</u> Mini-Grants	3:50-3:55 pm
11. <u>Committee Member Comments</u>	3:55-4:00 pm
12. <u>Action:</u> Adjournment	4:00 pm

Next Meeting: November 1, 2:30 pm - Kalamazoo

Southwest Michigan RPI Collaborative Committee

August 2, 2018 Meeting Minutes

Committee Members Present Initially: Jill Bland, Vince Carahaly, Michael Evans (phone), Joanna Johnson, Amy Lipset, Bob Miller, Zach Miller (via virtual attendance), Richard Remus, Tom Richardson, and Barbara Rose

Committee Members Absent: Jakki Bungart-Bibb, Bridgette Jones, Pat Karr, Jan Karazim, Shane Kissack, Angela Little, Deb Miller, Dan Peat, Jon Start, and Rachel Wade

Also Present: Lee Adams, K. John Egelhaaf, Kevin Ford, Mike Gurnee, Daisy Ortiz, Mark Reynolds

Call to Order

Chair Carahaly called the meeting to order at 2:30 p.m. Quorum was established.

Introduction of Members

Introductions of Committee members and guests were made.

Approval of Agenda

“Regional Housing” was added to the agenda after “Bylaws Committee Discussion,” and the agenda was approved by consensus.

Approval of Minutes – February 1, 2018, March 1, 2018, May 3, 2018

Motion by Johnson, **second** by Remus, to approve the June 7, 2018 minutes as presented. The motion **carried unanimously**.

Citizen Comments

Mike Gurnee, MDEQ, Brownfield Coordinator, updated the Southwest Michigan RPI Collaborative Committee on DEQ brownfield program grants and loans in the region, including for the Vicksburg Mill project (\$100,000 grant, \$1,250,000 loan), Allied Paper Mill (\$600,000 loan) being redeveloped into a health and human services building, and a City of Kalamazoo brownfield parking lot being redeveloped into mixed-use development. In Paw Paw, the Paw Paw Brewing Company received a loan for \$50,000 and grant for \$30,000, and the Paw Paw Dollar General (an old dry cleaning site) received a \$179,425 loan. Statewide there is \$2 million available in grants for petro sites and \$4.5 million available for loans at other sites. All funding, except for petro sites have been depleted for this fiscal year.

No further citizen comments were offered.

Southwest Michigan RPI Collaborative Committee

August 2, 2018 Meeting Minutes

Monthly Financial Report

Egelhaaf provided an overview of the RPI Region 8 financials through July 31. He noted that the report reflects that expenses to-date are on track and on budget. Remus asked if money is left for the 2017 grants. Egelhaaf stated that there is an additional draw left for the 2017 grants.

2018 Funding Award: Proposed Request for Proposals

Egelhaaf provided an overview of the creation of proposed request for proposals for 2018 funding. After some discussion, the following changes were made:

- (1) Page 1, second from last paragraph, the first sentence will strike "...single database and matching system." The RFP should allow for a strategy to link existing protocols.
- (2) Top of page 2, "Coordination" section should make sure that business links to sites like monster.com are connected.
- (3) Proposal submission on page 4 will add Adams as a second person to submit electronic proposals to.
- (4) The project selection criteria table on page 5, criteria 1, will strike "realistic" and use "achievable."
- (5) The project selection criteria table on page 5, criteria 3, will strike the last word, "hub," and add "in a sustainable manner."
- (6) The project selection criteria table on page 5, criteria 6, will add "sustainable" to the type of additional funding asked about.
- (7) RFP should note that the website needs to be mobile app capable.

It is understood that if questions arise during the evaluation process there may be an opportunity for the proposer to come in to speak to the evaluators. Further, the amount of the grant will be disclosed. Also, scores will be given in numbers specified in the evaluation table to allow for efficient scoring (incremental scores between listed options will not be used).

Motion by Remus, **second** by Johnson, to approve the presented RFP with staff edits consistent with this meeting's discussion. The motion **carried unanimously**.

Committee Bylaws

Carahaly introduced the topic of amending the Committee's bylaws, noting that he would like to see the executive committee increased to five members and the importance of non-voting members, who should perhaps become voting members. Existing bylaw requirements make having a quorum difficult. Carahaly said Region 2 only requires 1/6th of its members to have a quorum. He also said he would like to see a better branding name for the Committee and procedures to remove members and have alternate members.

Egelhaaf presented the Committee with several possible bylaw amendments based on what other regional prosperity committees do. Many RPI regions are able to operate with their RPI Committee as a sub-committee of their regional planning commission. Because Region 8 occupies two planning commission regions this option is not available. Many RPI committees operate without bylaws. Egelhaaf noted that he did not find an example of a five member executive committee in the other regions so he did not include an example of a bylaw amendment for that.

Southwest Michigan RPI Collaborative Committee

August 2, 2018 Meeting Minutes

By consensus of the Committee, a Bylaws Sub-Committee of Carahaly, Wade, Johnson, and Evans will meet with Egelhaaf and Adams to formulate possible bylaw amendments to address the aforementioned and other bylaw issues and then report back to the whole Committee at their next meeting.

Regional Housing

Adams noted the importance of regional housing on regional prosperity, and said he would like to work on a proposal to study the issue using some RPI funds.

Rose asked why this issue needed priority now, compared to roads, for example.

Adams and Egelhaaf agreed that they had both heard from several economic development groups in the region that this was a growing issue that needs to be addressed. Adams said that unlike roads, which have official agencies responsible for them regionally and locally, housing does not have a regional agency responsible for the issue. This is an opportunity for the RPI to show leadership.

Remus noted the importance of including a bank/finance representative in an analysis of regional housing.

Johnson said she would like to see how this issue fits in Region 8's priorities.

By consensus of the Committee, Adams and Egelhaaf will develop a proposal on studying regional housing for the Committee to review.

Officer Elections

Motion by Johnson, **second** by Richardson, to elect Jill Bland as Secretary. The motion **carried unanimously**.

Committee Member Comments

Rose thanked Egelhaaf for clearly showing the proposed bylaw changes side-by-side with original the bylaw text.

Adjournment

There being no further items for consideration, the meeting was adjourned at 4:11 p.m.

Next Meeting: September 6, 2018 at 2:30 p.m. – Kalamazoo

Minutes respectfully submitted by: Ryan D. Fellows, Associate Planner, SWMPC

**SOUTHWEST MICHIGAN PROSPERITY INITIATIVE
(SWMPI) COMMITTEE BY-LAWS OF ITS COMMITTEE
ADOPTED [INSERT DATE] 04-02-2015**

ARTICLE I DEFINITIONS

SECTION 1: Definitions

- A. FISCAL YEAR - ~~October 1 through September 30~~ January 1 through December 31.
- B. METROPOLITAN PLANNING ORGANIZATION (MPO) – As defined in 23 Code of Federal Regulations 450.104; including the Battle Creek Area Transportation Study, the Kalamazoo Area Transportation Study, the Niles-Buchanan-Cass Area Transportation Study, and the Twin Cities Area Transportation Study.
- C. QUORUM – ~~Greater than 50% of the Committee membership~~ at least seven Committee Members physically present, joining by telephone, or by virtual meeting applications.
- D. REGIONAL PLANNING ~~ORGANIZATION COMMISSION~~ – as defined by Act 281 of 1945; including the Southcentral Michigan Planning Council and Southwest Michigan Planning Commission
- E. REGION 8 - Geographic area defined by the counties of Berrien, Branch, Calhoun, Cass, Kalamazoo, St Joseph, and Van Buren.
- F. SIMPLE MAJORITY – Greater than 50% of the committee members present at a meeting.
- G. SOUTHWEST MICHIGAN PROSPERITY INITIATIVE COMMITTEE (COMMITTEE) – The governing and policy body of the Regional Prosperity Initiative in Region 8
- H. STAFF – The staff of the Southcentral Michigan Planning Council and the Southwest Michigan Planning Commission
- I. ~~REPRESENTATIVE MEMBER~~ MEMBER - A person appointed to the ~~Region 8 Prosperity Committee.~~

Commented [NS1]: Justification – seven counties

Commented [JJ2]: As Committee is earlier defined.

ARTICLE II MEMBERS

SECTION 1: Membership Composition

- A. ~~The Committee shall be composed of members representing the following sectors:~~
 - a. ~~Adult Education~~
 - b. ~~Economic Development~~
 - c. ~~Higher Education~~
 - d. ~~MPO~~
 - e. ~~Regional Planning~~
 - f. ~~Transportation~~
 - g. ~~Workforce Development~~
 - h. ~~Representative Members from additional sector may be appointed by the Committee (see Section 2 (c))~~

~~B.A. Committee Membership:~~

- a. Each of the following sectors will have a minimum of one-three representative members:
 - i. Adult Education
 - ii. Economic Development
 - iii. Higher Education
 - iv. Transportation
 - ~~v. Workforce Development~~
- ~~b.v. Each of the following sectors will have two representative members:~~
 - i. Regional Planning
 - ii. MPO
- b. The Committee may appoint members from other sectors

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~~C. Non-Voting Members~~

- ~~a. The meeting participants who represent one of the sectors referenced above but were not selected to act as a member of the Committee shall be non-voting members~~

~~D.B. Alternates~~

- ~~a. A Committee member may send another member of their organization's staff as an alternate who represents their interest.~~
- ~~a.b. A member shall notify Staff if an alternate will serve in the member's place prior to a meeting.~~
- ~~b. If a Committee member is absent and did not send an alternate from their organization, a non-voting member from the sector of the absent voting member may vote~~

SECTION 2: Appointment of Representative Members

- A. The Committee is ~~solely~~ responsible for appointing ~~representative members~~ except those appointed by MPOs and RPOs. The Committee may receive recommendations from ~~Staff~~ on specific sector or individuals.

~~B. Sectors Required to be Represented:~~

- ~~a. Adult Education~~
- ~~b. Economic Development~~
- ~~c. Higher Education~~
- ~~d. Transportation~~
- ~~e. Workforce Development~~

~~C. Sector not required but approved by the Committee~~

- ~~a. Private Business~~
- ~~b. K-12 Education~~
- ~~c. Local Government~~
- ~~d. Regional Planning Agencies~~
- ~~e. Metropolitan Planning Organizations~~
- ~~f. Rail Transit~~
- ~~g. Air Transit~~
- ~~h. Logistics~~
- ~~i. Emergency Management~~

- j. ~~Health Care~~
- k. ~~Foundations~~

~~D.B. Each Regional Planning Agency Commission Organization and each MPO not incorporated into a regional planning agency may appoint one representative member. (a total of four)~~

Commented [JJ3]: Commission - correct - based on definitions?

- ~~E. The Committee may add sectors from outside the aforementioned sectors

 - a. ~~The Committee must approve additional sectors with a simple majority vote~~
 - b. ~~The Committee may determine the number of representatives from each additional sector through a simple majority vote.~~~~

SECTION 3: Term of Office

~~A. Committee members are expected to serve appointed by a majority of the Committee for a minimum of one year. Terms Members may serve no more than four full fiscal years beyond fiscal year 2018 without approval of the Committee. Committee membership for the following year is established at the last meeting of the fiscal year.~~

SECTION 4: Termination of Membership

~~A. The Committee maintains the right to remove any Member for any reason. Any member who shall be absent without having been excused by the Chairperson or Staff at three consecutive meetings of the Committee or subcommittee to which he or she may have been assigned, or combination of both, shall be deemed to have resigned~~

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ARTICLE III COMPENSATION

SECTION 1: The Committee shall not pay compensation to members of the Committee except for actual expenses authorized by the Committee incurred in their role as ~~a representative members of the Committee.~~

ARTICLE IV PURPOSE AND FUNCTION

SECTION 1: The Committee is a voluntary organization organized to achieve the ~~SWMPI RPI Region 8~~ vision: Southwest Michigan is recognized as a region where successful, thriving, and innovative people, businesses, and communities prosper through sustainable practices and collaborative development.

SECTION 2: The Committee exists to achieve the goals and objectives in its prosperity plan.

SECTION 3: The Committee may have such additional purposes as may be provided by law.

SECTION 4: The Committee shall make an annual report of its activities to the Executive Office of the Governor and make that report available publicly.

ARTICLE V OFFICERS

SECTION 1: The ~~e~~Officers of this Committee shall be:

- A. A Chairperson who shall execute any agreements and issue correspondence on behalf of the Committee. The Chairperson or officer acting in his/her stead shall have exclusive signatory power.
- B. A Vice Chairperson who shall function in the same capacity as the Chairperson in the case of the Chairperson's absence or inability to act.

- B. A Secretary whose duties shall be to function in the same capacity as Chairperson in the case of the Chairperson's and Vice Chairperson's absence or inability to act, and to recommend to the Committee a correct copy of minutes of any meeting at which ~~RPI Region 8 Prosperity~~ Committee business shall have been transacted, and such other duties as are usual to the office.

SECTION 2: The officers of the Committee shall be elected each year for a one-year term by the Committee from ~~the voting~~its members, at the first meeting of the fiscal year, or at such times as vacancies may occur.

ARTICLE VI PERSONNEL

SECTION 1: The Committee may utilize Staff as it deems necessary for its work, and may ~~hire such~~engage consultants for part-time or full-time service as may be necessary for the execution of its ~~responsibilities~~ functions.

ARTICLE VII MEETINGS

SECTION 1: The regular meetings of the Committee shall be held as prescribed by the Committee and adopted at the first meeting of the fiscal year. Special meetings may be held ~~at the discretion of the~~ required, subject to judgment of the Chairperson, or in the absence of the Chairperson, ~~by the Vice Chairperson,~~ or by Staff.

~~SECTION 2:~~ Staff shall attend all meetings, and keep a written record of all business ~~conducted~~transacted at meetings, and record Members present, those excused, and those absent without excuse.

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SECTION 23: Staff shall notify the Committee members of the date and location of ~~each~~special meeting no less than seven (7) days prior to the date set for the meeting.

SECTION 34: ~~— A simple majority of the members shall constitute a quorum.~~ No business shall be considered without the presence of a quorum, except to adjourn or recess. Any formal action must be made by a simple majority of ~~the Committee members present with a~~ quorum, unless otherwise designated in these bylaws.

~~SECTION 4:~~ ~~At least one regular meeting shall be scheduled every month.~~

SECTION 5: In accordance with the Open Meetings Act, Public Act 267 of 1976, as amended, and other applicable statutes, members of the public are encouraged to attend all open public meetings and to address the public body at that meeting.

SECTION 6: All ~~regular~~ meetings are open to the public and meeting notices are available through the ~~SWMPI webpage RPI Region 8 website or that of the Southcentral Michigan Planning Council or the Southwest Michigan Planning Commission.~~ Special meetings may be public or closed in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended. At any closed meeting, the Committee may designate or invite any member of its Staff to be present if it so desires.

~~SECTION 7:~~ ~~The Annual Meeting shall be the first meeting of the fiscal year.~~

~~SECTION 8:~~ ~~The Committee may, by majority vote at a public meeting, designate a different day for any regularly occurring meeting as specified above.~~

~~SECTION 9:~~ ~~Committee members present at a regular meeting or a duly called special meeting may adjourn such meeting in the event a quorum is not present. Future meeting notification shall be as specified in these Bylaws.~~

SECTION 407: All ~~regular and special~~ meetings of the Committee shall be conducted in accordance with procedures as set forth in the Merriam-Webster *New Robert's Rules of Order* as amended, subject to the discretion of the ~~Chairperson or facilitator~~.

ARTICLE VIII SUBCOMMITTEES

~~SECTION 1:~~ The Committee or Chairperson may create subcommittees when deemed necessary. The Committee or Chairperson will appoint members to any subcommittee. Each subcommittee shall choose a chairperson.

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~~Section 2: Executive Subcommittee--~~ The Committee shall maintain an Executive Subcommittee comprised of the Officers of the Committee. ~~The Executive Committee shall have no power to amend the Bylaws, to adopt Plans, to make rules governing nominations and elections, to fill vacancies in its own membership, or to elect Officers of the Committee, but unless otherwise ordered by the Committee, may exercise all other powers of the Committee between meetings of the Committee for matters deemed exigent by Staff.~~

~~SECTION 3:~~ Each subcommittee chairperson shall report to Staff the attendance indicating those present, those excused and those absent without excuse at subcommittee meetings, and a summary of outcomes or discussions that transpired.

ARTICLE ~~IX~~VIII FINANCIAL CONSIDERATIONS

SECTION 1: To achieve the goals and objectives of the Committee and to meet ~~concomitant~~ financial needs, state grant programs may be utilized to the fullest extent possible.

ARTICLE ~~IX~~ADOPTION OF PLANS

SECTION 1: For the adoption of its regional prosperity pPlans, or any substantial amendment thereof, an affirmative vote of a majority of the full membership of the Committee shall be required.

ARTICLE ~~XI~~AMENDMENTS

SECTION 1: The Bylaws may be amended by a majority vote of the full membership of the Committee at any ~~regular~~ meeting. Any proposed amendment to the Bylaws shall be submitted to the membership at least seven (7) days prior to such meeting.

SOUTHWEST MICHIGAN PROSPERITY INITIATIVE (SWMPI) BYLAWS OF ITS COMMITTEE ADOPTED [Insert Date]

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- H. MEMBER - A person appointed to the Committee.

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 - ii. Economic Development
 - iii. Higher Education
 - iv. Transportation
 - v. Workforce Development
 - vi. Regional Planning Organizations
 - vii. MPO
 - b. The Committee may appoint Members from other sectors
- B. Alternates
 - a. A Committee Member may send an alternate who represents his or her interest.
 - b. A Member shall notify Staff if an alternate will serve in the Member's place prior to a meeting.

SECTION 2: Appointment of Members

- A. The Committee is responsible for appointing Members except those appointed by MPOs and RPOs. The Committee may receive recommendations from Staff on specific sector or individuals.
- B. Each Regional Planning Organization and each MPO not incorporated into a regional planning agency may appoint one Member.

SECTION 3: Term of Office

Committee Members are expected to serve a minimum of one year. Members may serve no more than four full fiscal years beyond fiscal years 2018 without approval of the Committee.

SECTION 4: Termination of Membership

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SECTION 1: The Officers of this Committee shall be:

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- B. A Vice Chairperson who shall function in the same capacity as the Chairperson in the case of the Chairperson's absence or inability to act.
- C. A Secretary whose duties shall be to function in the same capacity as Chairperson in the case of the Chairperson's and Vice Chairperson's absence or inability to act, and to recommend to the Committee a correct copy of minutes of any meeting at which Committee business shall have been transacted, and such other duties as are usual to the office.

SECTION 2: The officers of the Committee shall be elected each year for a one-year term by the Committee from its Members, at the first meeting of the fiscal year, or at such times as vacancies may occur.

ARTICLE VI PERSONNEL

SECTION 1: The Committee may utilize Staff as it deems necessary for its work and may engage consultants for part-time or full-time service as may be necessary for the execution of its functions.

ARTICLE VII MEETINGS

SECTION 1: The regular meetings of the Committee shall be held as prescribed by the Committee and adopted at the first meeting of the fiscal year. Special meetings may be held at the discretion of the Chairperson, or in the absence of the Chairperson, the Vice Chairperson.

SECTION 2: Staff shall attend all meetings, keep a written record of all business transacted at meetings, and record Members present, those excused, and those absent without excuse.

SECTION 3: Staff shall notify the Committee Members of the date and location of special meeting no less than seven (7) days prior to the date set for the meeting.

SECTION 4: No business shall be considered without the presence of a quorum, except to adjourn or recess. Any business may be transacted by a majority of Quorum, unless otherwise designated in these bylaws.

SECTION 5: In accordance with the Open Meetings Act, Public Act 267 of 1976, as amended, and other applicable statutes, members of the public are encouraged to attend all open public meetings and to address the public body at that meeting.

SECTION 6: All meetings are open to the public and meeting notices are available through the SWMPI webpage. Special meetings may be public or closed in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended. At any closed meeting, the Committee may designate or invite any member of its Staff to be present if it so desires.

SECTION 7: All meetings of the Committee shall be conducted in accordance with procedures as set forth in the Merriam-Webster *New Robert's Rules of Order as amended*, subject to the discretion of the Chairperson.

ARTICLE VIII SUBCOMMITTEES

SECTION 1: The Committee or Chairperson may create subcommittees when deemed necessary. The Committee or Chairperson will appoint Members to any subcommittee. Each subcommittee shall choose a chairperson.

SECTION 2: The Committee shall maintain an Executive Subcommittee comprised of the Officers of the Committee. The Executive Committee shall have no power to amend the Bylaws, to adopt Plans, to make rules governing nominations and elections, to fill vacancies in its own membership, or to elect Officers of the Committee, but unless otherwise ordered by the Committee, may exercise all other powers of the Committee between meetings of the Committee for matters deemed exigent by Staff.

SECTION 3: Each subcommittee chairperson shall report to Staff the attendance indicating those present, those excused and those absent without excuse at subcommittee meetings, and a summary of outcomes or discussions that transpired.

ARTICLE VIII FINANCIAL CONSIDERATIONS

SECTION 1: To achieve the goals and objectives of the Committee and to meet its financial needs, state grant programs may be utilized to the fullest extent possible.

ARTICLE IX ADOPTION OF PLANS

SECTION 1: For the adoption of its regional prosperity plan, or any substantial amendment thereof, an affirmative vote of a majority of the full membership of the Committee shall be required.

ARTICLE X AMENDMENTS

SECTION 1: The Bylaws may be amended by a majority vote of the full membership of the Committee at any meeting. Any proposed amendment to the Bylaws shall be submitted to the membership at least seven (7) days prior to such meeting.

Lee Adams

From: Michael Evans <mevans@goodwillswmi.org>
Sent: Monday, October 01, 2018 4:10 PM
To: John Egelhaaf; Lee Adams
Cc: Vince Carahaly (vince@carahaly.com) (vince@carahaly.com)
Subject: 2018 Adult Literacy Research and Training Symposium Request
Attachments: 2018 Adult Literacy Research and Training Symposium - SPONSORSHIP.pdf; Adult Literacy Research and Training Symposium Report 7-18-18.pdf; 2017 Adult Literacy Research and Training Symposium Guide 11-30-17.pdf

Greetings gentlemen,

At our last Executive Committee, it was suggested that the Kalamazoo Literacy Council make its request to the Southwest Michigan Prosperity Committee at its next meeting for support of the 2018 Adult Literacy Research and Training Symposium. This symposium was supported by RPI in 2015 and 2016. The Southwest Michigan Prosperity Committee was listed as a sponsor for the 2017 event because of the support provided for Phase II of the Southwest Michigan Community Literacy Initiative, though no funds were specifically allocated for the symposium. The Kalamazoo Literacy Council is requesting \$1,500 to support the 2018 event, which will be held on December 5, 2018 at the WMU Fetzer Center. This is less than the \$1,900 that was provided for the 2016 event.

Attached is the sponsorship form for this year's event, the report that was shared with the KLC-WMU Advisory Board, and the 2017 guide that was distributed at last year's event. I hope this information is sufficient to demonstrate the value of this event for the region and as part of Phase II of the Southwest Michigan Community Literacy Initiative.

On behalf of the Kalamazoo Literacy Council and our collaborating partners in the region, I wish to express our gratitude for the support the Southwest Michigan Prosperity Committee has provided. If you have any questions, please feel free to contact me.

Best regards,

Michael

Michael D. Evans
Executive Director
Kalamazoo Literacy Council
(269) 382-0490 Ext. 222|www.kalamazooliteracy.org

kalamazooliteracycouncil

You're Invited!

WEDNESDAY
DECEMBER 5TH

2018

ADULT LITERACY RESEARCH and TRAINING SYMPOSIUM

The Kalamazoo Literacy Council (KLC) in collaboration with WMU Business Connection is seeking sponsors and supporters for the 2018 Adult Literacy Research and Training Symposium that will be held December 5th at the WMU Fetzer Center.

The purpose of the Symposium is to engage university faculty, staff and students across multiple disciplines to work in collaboration with community experts in adult literacy in education to develop concrete community/university strategies that will improve the state of adult literacy in the region.

This year's Symposium will address literacy as an essential part of workforce development, health literacy, parent education, among other topics. Attendees will learn approaches and practices for adult literacy instruction, service learning and internship opportunities for students, and relevant areas of research that could be conducted to expand the breadth of knowledge of the issue. They will also help define a sustainable vision for strengthening and expanding adult literacy services throughout Southwest Michigan.

Western Michigan University Fetzer Center

2350 Business Court
Kalamazoo, MI 49009

8:00 a.m.—3:30 p.m.

Event Sponsor — \$1,000

- Company static display at event
- Opportunity to distribute promotional items to participants
- Recognition during event via continuous electronic presentation
- Logo in event program

Session Sponsor — \$500

- Logo in event program
- Recognition during session

Collaborating Sponsor — \$250

- Logo in event program

Please select the level of sponsorship and return the form below to the Kalamazoo Literacy Council

In order to ensure your placement on print materials, please return form no later than **November 23, 2018**

SPONSOR INFORMATION

Contact Name: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Please bill us for this sponsorship on:

Enclosed is my check for sponsorship

If you have any questions, please contact the
Kalamazoo Literacy Council office
at (269) 382-0490. Ext. 222.

Sponsor Level (check below)

Event Sponsor — \$1,000

Session Sponsor — \$500

Collaborating Sponsor — \$250

Please make checks payable to:
Kalamazoo Literacy Council
420 E. Alcott, Suite 400
Kalamazoo, MI 49001

kalamazooliteracycouncil

SPECIAL THANKS

WMU/KLC Advisory Board

Dawn M. DeLuca

Coordinator, Health Career Pathways
WMU Homer Stryker M.D. School of
Medicine

Michael D. Evans

Executive Director
Kalamazoo Literacy Council

Lisa R. Garcia, MA

Director
WMU Business Connection

Dawn M. Fortin Mattoon, Ed. D.

Associate Provost
WMU Extended University Programs

Esther Cappon Gray, Ph.D.

Associate Professor of
English Education
WMU English Department

Lyda Stillwell

Adult Tutoring Program Team Member
Kalamazoo Literacy Council

Doris Ravotas, Ph.D.

Coordinator of Interdisciplinary Health
Services, School of Interdisciplinary
Health Programs, WMU College of
Health and Human Services

Tim Ready, Ph.D.

Director
WMU Lewis Walker Institute for the
Study of Race and Ethnic Relations
Associate Professor of Sociology

Deanna Roland, MA

Director, McGinnis Reading Center
WMU Literacy Studies Unit, Faculty
Specialist II

Shirley Swanson, MA

Director
WMU Osher Lifelong Learning Institute

William Willging, Ph.D.

Program Committee Chair
Board of Directors
Kalamazoo Literacy Council

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Initiative



kalamazooliteracycouncil



Branch County Literacy Council

E3 Achievement—Calhoun County

St. Joseph County Literacy Council

Van Buren Intermediate School District

edmentum™

EVENT PROGRAM

FRIDAY
DECEMBER 1ST
2017

KALAMAZOO, MI

ADULT LITERACY RESEARCH and TRAINING SYMPOSIUM

Western Michigan University
Fetzer Center

2350 Business Court
Kalamazoo, MI 49008

8:00 a.m.—3:30 p.m.

SYMPOSIUM OVERVIEW

Welcome!

Literacy is the ability to read, write, compute, and use technology at a level that empowers an individual to reach his or her full potential as a parent, employee, and community member.

Welcome to the 2017 Adult Literacy Research and Training Symposium! This event is for anyone who is interested in supporting adult literacy – from experienced volunteer tutors and instructors to individuals who want to learn more about how they can serve this important cause.

During this cost-free day-long symposium, which will be held on December 1, 2017 at the WMU Fetzer Center, attendees will participate in workshops and facilitated discussions that explore best practices for adult literacy instruction and learn strategies that help adult learners become more proficient in the workforce, in managing their health, and being the first teachers of their children. The symposium will also present ways to help English as a Second Language learners and how to create vibrant learning opportunities in Community Literacy Centers.

Attendees will participate in four special focus areas: Parent Literacy, Health Literacy, Workplace Literacy, and ESL Instruction. You will be invited to follow your experience at the symposium by joining fellow tutors in small-group forums about these four focus areas in early 2018. Community and university experts will lead these monthly follow-ups where you can discuss your own experiences with adult learners, ask questions about best practices, and learn new strategies for success.

The purpose of this symposium is to engage university faculty, staff, and students across multiple disciplines to work in collaboration with community experts in adult literacy and education to develop concrete community/university strategies that will improve the state of adult literacy in the region. We value this event as a university-community partnership that enhances the growing faculty of tutors, instructors, and supporters who are advancing the status of adult literacy in the Kalamazoo area.

We hope you will join us for an exciting and instructional day of learning, networking, and sharing.

Sincerely,

Michael D. Evans

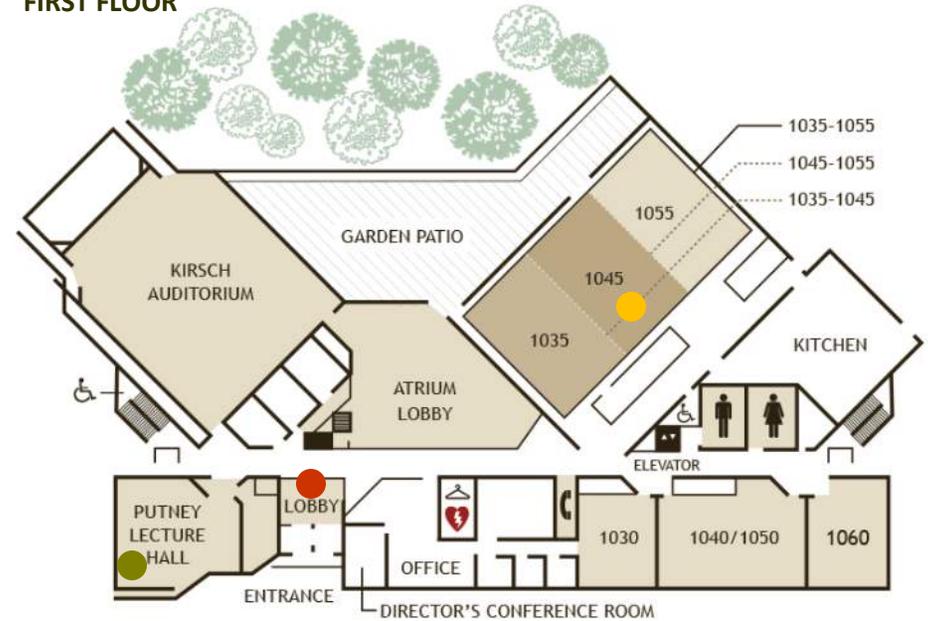
Michael D. Evans
Executive Director
Kalamazoo Literacy Council

Lisa Garcia

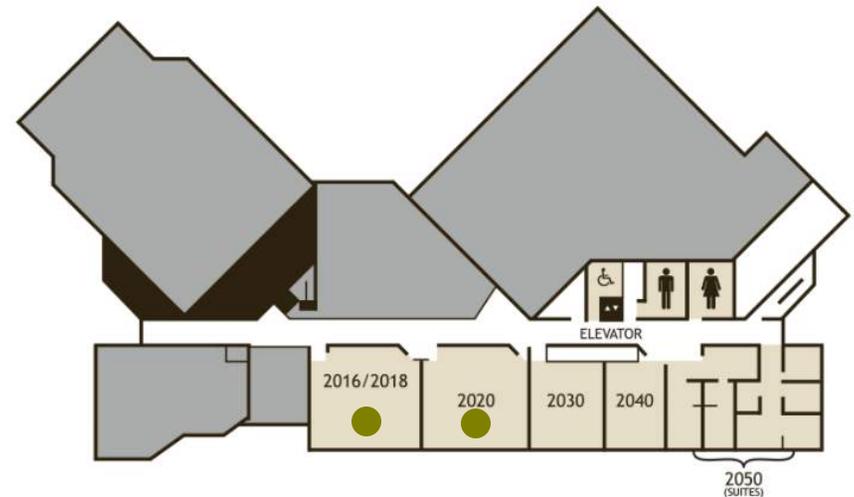
Lisa R. Garcia, MA
Director
WMU Business Connection

SYMPOSIUM MAP

FIRST FLOOR



SECOND FLOOR



● Presentation Rooms ● Luncheon ● Exhibit Space

FEATURED PRESENTERS

Edward Roth

We are excited to welcome our keynote speaker at this year's Symposium, Ed Roth, Co-Founder and Director of WMU's Laboratory for Brain Research and Interdisciplinary Neurosciences. Throughout his career as a music therapist,

Roth has worked with clients in medical centers including Blythedale Children's Hospital (Westchester, NY), the University of Michigan Medical Center (Ann Arbor, MI), and Bronson and Borgess Medical Centers (Kalamazoo, MI). During his time as a teaching and research assistant at the Center for Biomedical Research in Music at

Colorado State University, he led music therapy and counseling groups for adolescents diagnosed with post-traumatic stress and acute anxiety disorders from Columbine High School in Littleton, CO. Roth will bring us insights from neuroscience that will contribute to our important work with adults who are learning to read. He is a dynamic speaker with an international reputation. Recently, he chaired a pre-conference institute in San Diego at the American Music Therapy Association's annual national conference. The institute, "Clinical Neuromusicology: The Neuroscience of Music from Perception to Clinical Practice," featured prominent neuroscientists and music therapists, drawing a large audience from a broad field of disciplines.



Luchara Wallace

We are delighted to introduce our closing speaker, Dr. Luchara Wallace, Associate Professor in the WMU Special Education program. A popular speaker at national conferences, she will bring us insights to enhance our understandings of the students we serve. Wallace began her career with five years as an elementary and secondary teacher. Throughout her career she has coordinated programming to support students with learning disabilities as well as emotional and behavioral disorders. These programs offer tools of self-advocacy and Independent learning.

Wallace's passion for family and policy studies fits her commitment to supporting individuals with disabilities and their families in creating the lives they aspire to have. Wallace also examines the ways families learn about policies that impact them and how that knowledge affects the quality of family life.

As Co-Principal Investigator of WMU's prestigious U.S. Department of Education Turnaround School Leaders Project (TSLP) Wallace works with a team providing leadership training and professional development for school leaders emphasizing the needs of urban schools and individual district focus areas. Wallace's research examines development of off-campus alternatives to school suspension that can increase the success of at-risk middle and high school students.



SYMPOSIUM AGENDA

Friday, December 1, 2017

7:45 — 8:15 a.m. **Registration**

8:15 — 8:30 a.m. ● Welcome — Regena Nelson

Chair, WMU Teaching Learning and Leadership Department
Interim Chair, Special Education - Literacy Studies Department

8:45 — 10:15 a.m. **Workshops**

1

● ESL Tutoring Strategies

● Tutoring Strategies for CLCs



10:15 — 11:45 p.m. **Workshops**

2

● Workplace Literacy Tutoring Strategies

● Parent Literacy Tutoring Strategies



12:00 — 1:00 p.m. **Luncheon:** Keynote Presentation — Edward Roth

1:15 — 2:45 p.m. **Workshops**

3

● What it takes: Anatomy of a Literacy Council

● Health Literacy Tutoring Strategies



2:45 — 3:00 p.m. **BREAK**

3:00 — 3:30 p.m. ● Legos, Literacy, and Love: Supportive Practices to Facilitate Literacy in Adults and Families — Luchara Wallace

3:30 p.m. ● Close

● Group A

● Group B

● Groups A/B

Three sets of two 45-minute sessions. Groups A and B alternate. Each session is presented twice.

Half of participants attend ● first and ● second.

Half of participants attend ● first and ● second.



The most important factor in a child's academic success is the reading level of his or her caregivers.

~ National Institutes of Health

WORKSHOPS AND SESSIONS

ESL Tutoring Strategies

English as a Second Language (ESL) is an important part of the adult learning continuum. Immigrants and refugees in our communities are eager to learn language and literacy skills that help them function at work, school, and community settings. Increasingly, volunteer tutors are providing instruction for ESL learners. This session will provide teaching strategies for tutors and instructors who provide literacy instruction for non-native English speakers.

Presenters:

Vicki Konzen, *ESL of Southwest Michigan Instructor*
Connie Sandelin, *ESL of Southwest Michigan Instructor*

Workplace Literacy Tutoring Strategies

Getting a job is a major motivation for many adult learners. In today's workforce, knowing how to read is a necessary skill to obtain a job, be promoted, or keep a current job. This session explores how tutors can provide instruction to help learners acquire the literacy skills they need to engage in workforce development activities. This includes equipping learners with the vocabulary, reading, writing, and critical thinking skills necessary to become proficient in services provided by workforce development and employment readiness agencies. Examples will be provided from the Job Opportunity and Basic Skills (JOBS) Curriculum developed in collaboration with Michigan Works Southwest, Goodwill Industries of Southwestern Michigan, and the Kalamazoo Literacy Council. This is an example of how literacy councils can be incorporated into Career Pathways and align with Workforce Innovation and Opportunity Act (WIOA) requirements.

Presenters:

Michael Evans, *Kalamazoo Literacy Council Executive Director*
Benjamin Leverette, *Michigan Works Southwest/YOU Career Specialist*

What it takes: Anatomy of a Literacy Council

The absolute bedrock in helping an adult increase his or her literacy skills is a successful one-on-one tutoring relationship between a tutor and that adult learner. However, there is extensive work within literacy councils that must be carried out well in order to establish that tutoring relationship and maintain it as long as it takes for the learner to meet his or her literacy goals. This session will highlight the many varied and rewarding roles other than tutoring that literacy council volunteers fulfill in order to provide the infrastructure and services necessary for successful one-on-one tutoring.

Presenters:

Bill Willging, *Kalamazoo Literacy Council Board Member*
Kym Hollars, *Goodwill Industries Community Resource Navigator*
Michael Evans, *Kalamazoo Literacy Council Executive Director*

WORKSHOPS AND SESSIONS

Parent Literacy Strategies

Parents are the first teachers of their children. Many adults with low literacy skills have hopes that their children will not have the same struggles with learning as they experienced. According to the National Institutes of Health, the most important factor in a child's academic success is the reading level of his or her caregivers. Moreover, children of parents with low literacy skills have a 72% chance of being at the lowest literacy level, according to the National Bureau of Economic Research. This session will explore strategies of how to provide adult learners with the literacy skills they need to be more confident "first teachers" to their children.

Presenter:

Deanna Roland, *Director, WMU McGinnis Reading Center, WMU Literacy Studies Unit, Faculty Specialist*

Health Literacy Tutoring Strategies

Because health is a topic that applies to every adult learner, having tutoring strategies that meet the health goals of learners is important. According to the Partnership for Clear Health Communication, literacy skills are the strongest predictor of health status, more than age, income, employment status, education level or racial/ethnic group. This session will explore strategies of how to provide instruction that imparts health and literacy skills for adult learners. Examples will include health literacy lessons and modules that are being provided by volunteer literacy tutors, health literacy interns, and students from the Active Citizenship program of WMU Homer Stryker M.D. School of Medicine.

Presenters:

Liz Colson, *Bronson Methodist Hospital Supervisor of Library Services, Health Sciences Library*
Andrea VanDyke, *WMU Health Literacy Intern*
Stephanie Liu, Arushi Tripathy, and Karthik Ramaseshan
WMU Homer Stryker M.D. School of Medicine Active Citizenship Program

Tutoring Strategies for Community Literacy Centers

Community Literacy Centers provide adult learners with opportunities to participate in classes, groups, one-on-one tutoring, and self-paced learning with instruction provided by volunteer tutors. This session will provide strategies on how to provide various types of instruction for students of multiple levels using the CLC Model developed by the Kalamazoo Literacy Council.

Presenters:

Laura MacLellan, *Literacy Center Coordinator, The Reading Center at Goodwill*
Michael Evans, *Kalamazoo Literacy Council Executive Director*



A CASE STUDY OF A DYNAMIC UNIVERSITY/COMMUNITY PARTNERSHIP

EVERYONE NEEDS TO READ



Adult Literacy Research and Training Symposium

A CASE STUDY OF A DYNAMIC UNIVERSITY/COMMUNITY PARTNERSHIP

Overview

The purpose **Annual Adult Literacy Research and Training Symposium** is to engage university faculty, staff, and students across multiple disciplines to work in collaboration with community experts in adult learning and to develop concrete community/university strategies that will improve the state of adult literacy in the region. This day-long symposium has been held annually in December at the Fetzer Center at Western Michigan University (WMU) since its inception in 2015. Attendees participate in workshops and facilitated discussions that explore best practices for adult literacy instruction, demonstrate service learning and internship opportunities for students, and define relevant areas of research that could be conducted to expand the breadth of knowledge on this issue. The symposium also helps set the agenda for the strategic partnership that has been developed between WMU and the Kalamazoo Literacy Council (KLC) over the past five years. A major objective of this symposium is to facilitate cooperation between the academic research of best practices in adult literacy and community-based application of this knowledge in the community. Ultimately, the symposium is used as a vehicle for engaging university expertise and scholarship with practical real-world application in daily service and instruction.

The symposium is conducted as a university/community partnership, with WMU Business Connection serving as the WMU point of contact for coordinating university interests and the KLC serving as contact for coordinating community partners. Planning and coordination is conducted through the WMU/KLC Advisory Board, which meets monthly at Schneider Hall. Along with WMU Business Connection, the advisory board has representatives from the Extended University Programs, WMU Dorothy McGinnis Reading Center, WMU Homer Stryker M.D. School of Medicine, WMU Lewis Walker Institute for the Study of Race and Ethnic Relations, and WMU Osher Lifelong Learning Institute (OLLI). In addition to the KLC, community partners include the Branch County Literacy Council, E3 Achievement in Calhoun County, the St. Joseph County Literacy Council, and Van Buren Intermediate School District. The symposium is supported, in part, by the Region 8 Southwest Michigan Regional Prosperity Initiative (RPI) as part of the Southwest Michigan Community Literacy Initiative.

Each year, the symposium has served an increasing number of volunteer tutors, instructors, service providers, and other interested individuals. The event in 2017 was attended by 89

people, including representatives from Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties. The training that was received has impacted nearly 850 adult learners in Southwest Michigan and improved the instructional capability of nearly 300 volunteer tutors.

Sessions and Presenters

Over three years, the symposium has offered a variety of sessions that impact adult literacy from expert presenters across the region.

2015

Community Literacy Centers

A model for delivering high-quality adult literacy services at the neighborhood level. The model was established in 2011 and has been implemented in 14 host sites including churches, housing complexes, neighborhood associations, adult education programs, and community organizations.

Presenters:

Michael Evans, KLC Executive Director

Katrina Goodall, WMU Office of Field Placements

English as a Second Language

A session for tutors and instructors who provide literacy instruction for non-native English speakers and the importance of providing ESL instruction in the region.

Presenters:

Connie Sandelin and **Vicki Konzen**, ESL of Southwest Michigan

Adapting academic scholarship into community practice

Process for bringing academic expertise into service. This session included discussions on how faculty can adapt their best practices for tutors and instructors and how existing expertise at WMU can impact adult literacy and family literacy.

Presenters:

Esther Gray, WMU Department of English

Deanna Roland, Director WMU McGinnis Reading Center

Kimberly Doudna, WMU Department of Family and Consumer Science

Humanities for Everybody

This program consists of non-credit, college-level courses in the humanities taught by experienced Western Michigan University professors for the community in the Kalamazoo area. This is an example of bringing academic instruction to the community.

Presenters:

Randall Janes, Humanities for Everybody Program Manager

Dini Metro-Roland, WMU Department of Teaching, Learning and Educational Studies

Kathy Purnell, WMU Office of the Vice President for Research

Sharon Carlson, WMU Archives and Regional History Collections

Business Roundtable on Adult Literacy

Discussion on how to engage business and workforce development in adult literacy efforts. Overviews of goals of the Regional Prosperity Initiative and Shared Prosperity Kalamazoo were presented as they relate to adult learners. An

update on ExpressWays 2 Success Pilot Project was presented in addition to how these initiatives align.

Presenters:

Timothy Ready, Director, Lewis Walker Institute for the Study of Race and Ethnic Relations

Bill Willging, Former Director KVCC ExpressWays Program

Hon. Bobby Hopewell, Mayor, City of Kalamazoo

Lee Adams, Regional Prosperity Initiative

Adult Literacy: Contributions and Opportunities for College Students

Examples of delivering creative and innovative adult literacy services at the neighborhood level through the service of college students and interns.

Presenters:

Don Cooney, WMU School of Social Work

Monica Koning, KVCC Internship Coordinator

Intern Panel: **Christine Clark, Katrina Goodall, Laura MacLellan & Robel Rezene**

Facilitated by **Michael Evans**

2016

Keys to Writing with Determined Inexperienced Readers

Presenter:

Esther Gray, WMU Department of English

Literacy Engagement for Adults and Children

Presenter:

Deanna Roland, WMU Department of Special Education and Literacy Studies

Instructing Adult Learners with Special Needs

Presenters:

Luchara Wallace, WMU Department of Special Education and Literacy Studies

Promoting Reading Development for ESL Learners

Presenters:

Virginia David, WMU Department of Special Education and Literacy Studies

Exploring Career Pathways in Adult Literacy: ExpressWays 2 Success – Pathways to GED or Community College Goals for Adult Literacy Students

Presenters:

Michael D. Evans, Kalamazoo Literacy Council Executive Director

Kym Hollars, Goodwill Industries of Southwestern Michigan Resource Navigator

2017

ESL Tutoring Strategies

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Laura MacLellan, *Literacy Center Coordinator, The Reading Center at Goodwill*

Michael Evans, *Kalamazoo Literacy Council Executive Director*

Legos, Literacy, and Love: Supportive Practices to Facilitate Literacy in Adults and Families Luchara

Wallace, WMU Department of Special Education and Literacy Studies

Keynote Presentation — Edward Roth

Forums

In 2017, the WMU/KLC Advisory Board came to the conclusion that the work of the symposium should be continued beyond the activities of the day-long event. Forums were created to provide support, additional training, and to facilitate work in the community based on the discussions that took place at the symposium. Attendees were invited to join a forum based on their interests and forum meetings took place monthly from January – March 2018. Presenters from the symposium served as forum leaders.

ESL Tutoring Strategies

Host Site: Prince of Peace Lutheran Church

Forum Leaders: Vicki Konzen and Connie Sandelin

Workforce Literacy Tutoring Strategies

Host Site: Michigan Works! Southwest

Forum Leaders: Benjamin Leverette and Michael Evans

Health Literacy Tutoring Strategies

Host Site: Goodwill Industries of Southwestern Michigan

Forum Leader: Doris Ravotas

Parent Literacy

Host Site: WMU Dorothy McGinnis Reading Clinic

Forum Leaders: Deanna Roland and Susan Piazza

Projects

In addition to the forums, the symposium has helped initiate several projects that are impacting adult literacy in the community.

Summer ESL at Westwood United Methodist Church: A five-week ESL program that focuses on health July-August 2018. Up to 90 English Language Learners, including immigrants and refugees, will receive instruction three days a week. Parent Literacy sessions will also be held to help these learners to become better “first teachers: to their children.

Preventative Medicine Forum: A forum that will be hosted on July 26, 2018 at The Reading Center at Goodwill featuring **Ryan Maziarz and Alexis Jones**, second year medical students from the WMU Homer Stryker M.D. School of Medicine’s Active Citizenship program. The forum

will cover tips on how to stay healthy, heart health, and immunizations and vaccines. In addition to the learners at Goodwill, the forum will be broadcast via distance learning to ESL students at Westwood United Methodist Church.

Making America Read: A film screening and panel discussion about the documentary, “Unreported World: Making America Read.” The event was hosted at the WMU Homer Stryker M.D. School of Medicine on June 20, 2017 and was attended by almost 100 people.

Everyone Needs to Read OLLI Class: This six-hour class has been taught in 2016 and 2017 by Michael Evans, KLC Executive Director. The class raises awareness about the state of adult literacy in Kalamazoo County and provides ways for attendees to become involved in the effort to reduce adult illiteracy rates in the community. This class and ongoing discussions with OLLI have inspired OLLI members to become volunteers, donate books and materials to the KLC, and become vocal advocates for this cause.

Next Steps

The Adult Literacy Research and Training Symposium has evolved from a one-day event into a year-round enterprise. The WMU/KLC Advisory Board is exploring other opportunities to continue strengthen and expand the work that is being conducted in the community. In addition to continuing the symposium and expanding the forums and internship opportunities, some areas of interest include:

Book Read and Lecture Series: The KLC in collaboration with OLLI plan to sponsor a book read based on the book *Hot Dogs and Hamburgers* by Ron Shindler. The book chronicles efforts to teach youth and adults how to read and the importance of literacy. The series is expected to be announced at the December symposium and will be launched in 2019. The author has agreed to be a speaker at the symposium and will lead workshops in the community. A grant to the Michigan Humanities Council is being submitted in August 2018 to support this effort.

Credentials: The WMU/KLC Advisory Board is discussing ways to confer credentials to tutors and instructors who attend the symposium and are engaged in programs and research that support adult literacy. There is a desire to provide some form of credential to certify their expertise and provide incentive for continued professional development.

Research: The KLC in collaboration with the Lewis Walker Institute is planning to conduct research projects that measure the effectiveness and impact of adult literacy services in the community, define the need for services in the community, and provide recommendations for areas to improve and develop.

Fellowships: The WMU/KLC Advisory Board is exploring ways to engage more faculty by offering fellowships to conduct specific scopes of work that benefit the cause of adult literacy, further research, and deliver best practices in the community.

Adult Literacy Research and Training Symposium

A PARTNERSHIP OF KALAMAZOO LITERACY COUNCIL AND WESTERN MICHIGAN UNIVERSITY

Overview

Since 2011, the Kalamazoo Literacy Council (KLC) has been engaging various departments, faculty, and programs at Western Michigan University (WMU) to explore best practices for adult literacy instruction, develop service learning and internship opportunities for students, and define relevant areas of research that could be conducted to expand the breadth of knowledge on the issue. The KLC has engaged more than 30 educational, literacy, and community-based agencies in Kalamazoo County to work together to improve the state of adult literacy in the region. WMU has engaged university faculty, staff and students from across multiple disciplines to work in collaboration with community experts in adult literacy in education to develop concrete community/university strategies that will improve the state of adult literacy in the region. Through multiple levels of engagement, the KLC and WMU have defined a framework for formalizing this common interest in adult literacy. These entities have developed an Adult Literacy Research and Training Symposium to set the agenda for the strategic partnership.

Using the Proposed Partnership Description, the KLC and WMU are currently engaged in a **TIER I: Advanced Partnership** (see description). Moreover, both entities meet three critical criteria for forming a strategic partnership.

1. **Intent:** Both entities have a stated intention to work on this issue together.
2. **Capacity:** Both entities have mobilized assets to have the capacity to work effectively on this issue together.
3. **Mutual Benefit:** Both entities recognize the benefits to their organizations and one another.

Student Involvement

- ✓ **Registered Student Organizations (RSOs):** The KLC has had ongoing activity with the Nonprofit Student Leadership Association (NLSA), which has provided four college students to serve internships.
- ✓ **Internships:** The KLC has a structured internship program and has supervised several internships with WMU students in Social Work, Communications, Business, and English
- ✓ **Volunteer Opportunities:** The KLC has a structured volunteer program and has enlisted WMU students to serve as reading tutors, literacy advocates, office assistants, research projects, and for outreach projects.
- ☐ **Experiential Learning:** No formal activities.
- ☐ **Service Learning Opportunities:** Ongoing discussions but no formal activities.
- ☐ **Student Advisor Representative in partnership:** No formal representative.

Faculty Involvement

- ✓ **Faculty Supervisors for classes and/or internships:** Six WMU faculty have supervised classes to work on KLC projects including Communications, Health Literacy, and English (grant writing). The work conducted in these classes has been used to define adult literacy programs and projects. Seven WMU faculty members were the supervising faculty of the internships that have been hosted with the KLC.
- ✓ **Research or Program Development:** The KLC has worked with Literacy Studies to develop best practices for adult literacy instruction. The KLC has also worked on health literacy research with WMU and utilized the faculty, supervised research of graduate and

undergraduate students on adult literacy, mapping community assets, demographics, and other areas.

- ✓ **Faculty Advisor Representative in partnership:** Dr. Esther Gray serves as an advisor for Literacy Studies and meets frequently with the KLC's Program Committee and Adult Tutoring Program Team. Dr. Don Cooney has been the primary advisor for coordinated WMU efforts with the KLC in the Edison neighborhood. Faculty members have attended the monthly meetings of the Adult Literacy Collaborative of Kalamazoo County that are convened by the KLC.

Center/Program Involvement

- ✓ **Collaborative Projects:** The KLC has worked with The Lewis Walker Institute, University-Community Empowerment Center & Academy of Lifelong Learning's Poverty Reduction Initiative and others to explore adult literacy, education and poverty issues. The KLC is working with the Health Literacy Coalition of Southwestern Michigan that is being led by Doris Ravotas. The KLC Executive Director serves on the WMU Literacy Studies Advisory Council and has served as a Lewis Walker Fellow.
- ✓ **Long-term joint ventures:** Classes about adult literacy in collaboration with WMU Osher Lifelong Learning Institute and donations from OLLI for adult learners.
- ✓ **Center/Program Representative in partnership:** WMU Lewis Walker Institute for the Study of Race and Ethnic Relations.

Leadership

- ✓ **Department or Dean Level participation (or higher):** The KLC has presented reports on adult literacy to the Provost and several Deans to raise awareness of the issue and solicit support from within the university.
- ✓ **Appointed Staff Representative(s):** Lisa Garcia has been designated as the primary staff contact for developing a common adult literacy agenda. Garcia also served on the KLC Board of Directors as Vice-President. Dawn M. Fortin Mattoon, Ed. D. Associate Provost of WMU Extended University Programs and Shirley Swanson, Director of WMU Osher Lifelong Learning Institute have also been instrumental in planning.

Organization

- ✓ **Defined Framework:** The WMU/KLC Advisory Board serves as the coordinating and planning body for this partnership with monthly meetings.
- ✓ **Action Plan:** The WMU/KLC Advisory Board establishes goals and objectives annually in response to surveys and to address new challenges and opportunities.
- ☐ **Governance Body:** No formal governance body with defined bylaws, policies, and procedures.
- ✓ **Assessment and Evaluation Process:** Surveys are distributed annually to evaluate the symposium.

Funding/Resources

- ✓ **Grant Resources:** The KLC has leveraged funding from The Learning Network, Cities of Service, the Dollar General Literacy Foundation and other sources to support projects that with WMU. WMU and the KLC are continuing to pursue grant opportunities to fund upcoming projects.
- ✓ **In-kind Contribution from partners:** WMU and KLC have contributed time, goods, and services to support joint projects.
- ✓ **Cash Contributions from partners:** Sponsorships from within WMU and throughout the community partners to support the symposium and ongoing work.

Western Michigan University

PROPOSED PARTNERSHIP DESCRIPTION

Overview

This Proposed Partnership Description was developed in response to the discussion on partnerships that took place at the Community Outreach and Engaged Scholarship TAC on December 18, 2013. It is proposed that Western Michigan University consider defining its partnerships with the community based on the level of involvement it engages with its partners. There are six different areas to measure partnerships and three defined levels of engagement. Below is an outline of the partnership framework that was discussed:

TIER I: Advanced Partnership – Includes participation in at least 16 activities across all six areas.

TIER II: Intermediate Partnership – Participation in 8-15 activities across at least four areas.

TIER III: Emerging Partnership – Participation in 3-7 activities across at least two areas.

Student Involvement

- Registered Student Organizations (RSOs)
- Internships
- Volunteer Opportunities
- Experiential Learning
- Service Learning Opportunities
- Student Advisor Representative in partnership

Faculty Involvement

- Faculty Supervisors for classes and/or internships
- Research or Program Development
- Faculty Advisor Representative in partnership

Center/Program Involvement

- Collaborative Projects
- Long-term joint ventures
- Center/Program Representative in partnership

Leadership

- Department or Dean Level participation (or higher)
- Appointed Staff Representative

Organization

- Defined Framework
- Action Plan
- Governance Body
- Assessment and Evaluation Process

Funding/Resources

- Grant Resources
- In-kind Contribution from partners
- Cash Contributions from partners