

PPI Task Force Minutes

Meeting Title:	Performance and Program Improvement (PPI) Task Force
Date and Time:	1/13/2012
Location:	Lexington Hotel – Lansing MI
Chairperson:	Bob Steeh and Mary Murphy
Meeting Purpose:	PPI Task Force Business
Participants:	Kristine Davidson, Doug Wood, Bonnie Truhn, Tammy Muczynski, Elaine Crawford, Sister Janice Brown, Sandy Thelen, Tony Costello, Bob Steeh, Mary Murphy

	Item	
1	<p>Call to Order – 9:00am</p> <p>Welcome/Introductions</p> <p>Kristine informed group that Julie De Rose has left DOC and will no longer serve on PPI. Introduction of Tony Costello who will take Julie's place on PPI.</p>	
2	<p>Housekeeping: Review membership list and make corrections Turn in mileage/expense forms</p>	
3	<p>Review 11/18 meeting minutes: No changes</p>	
4.	<p>2011-12 State Plan</p> <p>Bob presented PPI's November work on the State Plan to Adult Ed Advisory Group. AEG would like to see PPI continue to work with Cliff on the plan. Group went through State Plan again and made specific changes and recommendations to give to Cliff.</p> <p>PPI recommendation for distribution of 5% incentive for 2011/2012</p> <p>After much discussion, members came up the the following proposal for how to distribute the 5% incentive funding that is allocated in the 2011/12 plan.</p> <p>Based on the 15 performance indicators, look at only the indicators that a program has participants in – then give portion of 5% based on how many of the indicators they had participants in and met. <i>Ex. If a program only has participants in 10 of the 15 areas, and they are successful in 4 of those 10, they get 40% of their 5%(5% of their grant amount).</i> <i>Grant of \$100,000 - incentive received: \$100,000x5%x40% =\$2,000.</i></p> <p>Suggestion was also made by members that the 5% be divided be divided into 2.5% for meeting pre and post-test rate and 2.5% on indicators.</p> <p>Recommendation to Cliff will also ask that performance incentives will be calculated and awarded by December 1 of the following program year, to be used by programs by June 30th.</p> <p>Mary and Bob will set up a meeting with Cliff in February to go over PPI's recommendations. They will also ask Cliff to let the field know about the opportunity to recoup their 2010/11 10% performance by submitting a plan and the timeline for doing so.</p>	

5	<p><u>Initiatives:</u></p> <ol style="list-style-type: none"> 1) TEMA Facilitation –PPI will be responsible for facilitation of TEMA during March, July and November. March topic will coincide with our first deliverable, the checklist to show how you are addressing the soft skills needed for employment and post secondary. March 5 – Mary, March 12 – Sister Janice, March 19 – Doug, March 26 – Elaine. 2) Spring Conference – two presentations <ol style="list-style-type: none"> a. Washtenaw CC Transitions to Post Secondary - Bonnie b. Super Heroes of Adult Education – All PPI members 3) Deliverables for this year for PPI Small groups gave overview of deliverables they are working on. Kristine joined the Data Analysis for Program Improvement group, Tony joined the Checklist group and Doug joined the Retention Best Practices group. <p>Broke into groups to work on deliverables.</p>	
6	<p>State Attendance Policy</p> <p>Discussed policy and gave feedback to Data Task Force.</p>	
7	<p>Adjournment at 2:30 pm - Next Meeting: Friday, March 9, 2012 at the Lexington Hotel, Lansing</p> <p>NOTE: PPI members will meet at 6pm Thursday, March 8, at Lexington to go over MAETC presentation. Meeting room TBD.</p> <p style="text-align: center;"><i>This activity sponsored by the MAEPD Grant</i></p>	