

FOIA MARKER

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Calendars, Sagawa - October 1996 [2]

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David Lederman
(202) 638
Liz Lohman 2953
Chad Kulp
League

BRIEFING SHEET FOR SHIRLEY SAGAWA

Title of Event: Unified State Plan Meeting

Date: Tuesday, October 29, 1996

Location: Marriott Hotel on 22nd Street, 2nd Floor, West End A-D

Time you are to speak: 8:30-8:45 a.m.

Overview: Your role is to kick-off the Unified State Plan Meeting. As the very first speaker you will need to welcome participants and “set the tone” for a spirited, collaborative day.

Points to include:

- Introduce yourself, what you do at the Corporation, and welcome everyone to the Unified State Plan meeting.
- Express your pleasure at seeing all those responsible for supporting and guiding the various streams of national service at the state level in the same room.
- Share your amazement at how far we have come since 8 Corporation State Directors and 8 Executive Directors of State Commissions convened in Kansas City and proposed that the Corporation support the development and implementation of one coordinated state plan for national service as opposed to multiple plans.
- Mention that as the person directing the Corporation’s strategic planning efforts, you know how exciting, yet scary the prospect of collaborating with other colleagues can be. Then mention how the Unified State plan fits into the overall Corporation strategic plan.
- Many people in both the field and at Headquarters have participated in the process of developing the guidelines for the plan, putting together the agenda for today’s meeting, and in compiling materials, and handling the logistics to bring us all together.
- Who’s here? We have representatives from State Education Agencies and several higher education grantees with us -- if you are a member of either of those groups would you please stand so we can acknowledge and recognize you?

(they stand -- lead the clapping)

- Then acknowledge Susan Stroud who is sitting on the stage representing all Learn and Serve grantees (pause for clapping -- you lead). Susan will be available all day to answer questions or to discuss issues.
- We also have all the Executive Directors of the various state commissions responsible for AmeriCorps State programs and several representatives of AmeriCorps*National Non-profit grantees with us today -- if you are a member of one of those groups would you please stand?

(encourage them to stand -- lead the clapping)

- Then acknowledge Diana Algra who is sitting on the stage, the Director of AmeriCorps (pause for clapping -- you lead). Diana, like Susan will be available today and will be at the AmeriCorps Renewal meetings across town the rest of the week, but she will also be back here at the Marriott a couple of times to meet with the members of the next group...
- And that is the staff of our Corporation State offices who work with AmeriCorps*VISTA and the National Senior Service Corps programs. If you are a Corporation State Office staff member would you please stand.

(encourage them to stand -- lead clapping)

- On the stage with us today is our Corporation Vice President who provides the leadership behind AmeriCorps*VISTA and the Senior Corps -- Jim Scheibel (pause for clapping --you lead). Jim will be around today but those of you who are staying at the Marriott for the rest of the week to attend the Field Staff Training starting tomorrow will see a lot of Jim.
- Now there may be one or two representatives from a final group who we absolutely want to recognize -- is there anyone here from AmeriCorps*National Civilian Community Corps?
- (encourage them to stand -- lead clapping)
- While only located in four states and as of this fall, in the District of Columbia, the NCCC does cover their respective regions and completed projects in 40 states over the first two years (you might want to ask what campus the representatives are from).
- Acknowledge that there are many Corporation staff in the room here as well -- some to make sure this meeting goes as smoothly as possible and others to participate in the day's activities. Could all of our Corporation staff please stand and be recognized?

- (encourage them to stand, lead clapping)
- So that is a little background on who is here today. Now I'd like to turn it over to Terry Russell, our Acting Executive Director of the Corporation who will go into more detail about why we are here.

Thompson, Avelina

To: Jospin, Debbie; Gray, Tracy@CNCS MS Mail Serve; Cunninghame, Donna; Kowalczyk, Gary; Potter, Lance; Spevacek, David N.; Russell, Terry

Cc: Liss, Margaret; Green, Ida; Carpenter, Patricia; Bowman, James; Moore, Dusty

Subject: FW: Preparing Options for Program Growth

This is a reminder for the above meeting and a request to see if you are able to meet at 2:00 p.m. instead of 1:30 p.m. on October 29. There is a summit meeting prior to this meeting and it may go longer than we anticipated. Please e-mail and let me know if this is convenient for you. Thanks.

From: Thompson, Avelina
Sent: Friday, October 18, 1996 6:10 PM
To: Jospin, Debbie; Gray, Tracy@CNCS MS Mail Serve; Cunninghame, Donna; Kowalczyk, Gary; Potter, Lance; Spevacek, David N.; Russell, Terry
Cc: Liss, Margaret; Green, Ida; Carpenter, Patricia; Bowman, James; Moore, Dusty
Subject: Preparing Options for Program Growth

Shirley has requested this meeting and the best time for Shirley and Terry is Tuesday, October 29 at 1:30 p.m. in room 8501. See you all there. Thanks.

From: Sagawa, Shirley
Sent: Thursday, October 17, 1996 2:50 PM
To: Thompson, Avelina
Cc: Kowalczyk, Gary
Subject: FW: Pam Van Wie Call

Please set up a meeting on the topic of preparing options for program growth as requested by the board. Invite Steve, Gary, Lance, Terry, Dave S, Tracy, Deb, and Donna. Need about an hour.

September 23, 1996

Memorandum

*Shirley,
It would be
great if you could
come - Especially for the
unified state plan part.
Tess*

TO: Curriculum Planning Group for Field Staff/ Unified State Plan Training (List attached) and Joe Bongiovanni, Debbie Jospin, Merlene Mazyck, Fred Peters, Susan Raines, Terry Russell, Shirley Sagawa, Steve Waldman

FROM: Tess Scannell

RE: Field Staff/Unified State Plan Training

Following and attached is the logistical information related to both the Washington and San Diego sessions. We are trying to get an exact count of headquarters staff who will be attending these sessions. If you plan to attend either session I would very much appreciate an e-mail from you indicating the dates you plan to attend. Please also ask any of your staff members who plan to attend to do the same. If you or anyone on your staff have questions please call me at ext 300.

Atlantic, South and North Central Clusters:

October 29-November 1, 1996
Washington Marriott
1221 22nd St., NW
Washington, DC 20037
202-872-1500

Pacific and Southwest Clusters:

November 12-15, 1996
Town and Country Hotel
500 Hotel Circle North
San Diego, CA 92108
619-291-7131 (Commercial number-not for
reservations-additional information on a
separate sheet)

Field Staff/Unified State Plan Training Curriculum Planning Group

Unified State Plan

Diana Algra-ext. 426
Peter Heinaru-ext. 302
Peg Rosenberry*-ext. 124

AmeriCorps*VISTA

Kathi Dennis*-ext. 110
Diana London-ext. 228
Jim Scheibel-ext. 180

National Senior Service Corps

Tom Endres*-ext. 199
Jim Scheibel-ext. 180
Donna Whitaker-ext. 301

Training

Tom Lenhard-ext. 205
Gretchen Van der Veer*-ext. 441

Evaluation

Lance Potter*-ext. 448

Corporation Field Staff

Roktabija Abdul-Azeez- 601-965-5664
Jorina Ahmed-215-596-4080
Mal Coles*-ext. 220
Kent Griffiths-208-334-1707
Zeke Rodriguez-405-231-5201
Paul Schrader-614-469-7441

Event Coordinator--Tess Scannell-ext.300

Event Supervisor--Tracy Gray-ext. 430

*Indicates that this is the lead person for developing that part of the curriculum

Corporation for National Service---Field Staff Training
Logistical Information
Pacific and Southwest Clusters

Meeting Site: Town and Country Resort and Convention Center
500 Hotel Circle North
San Diego, CA 92108
Phone: (619) 291-7131 (Commercial number - not for reservations)

Date: Tuesday November 12* through Friday November 15, 1996
* Optional Reception and Cash Bar Monday November 11--6:00-7:00 PM

Hotel Reservations

The hotel is holding a block of rooms under the name Corporation for National Service (CNS) at the government per diem rate of \$81/night/single. If you need to remain an extra day, the hotel will honor the government rate. **You must call the hotel and make your own reservations before October 21, 1996.** Use the Town and Country Resort and Convention Center Reservation Number : 1-800-772-8527.

Be sure to identify yourself as a member of the CNS group. Have a credit card number ready to guarantee your reservation.

Ground Transportation

If you are arriving by air, ground transportation to the hotel is available through the Cloud Nine Shuttle. The fare is \$7/person. Catch the shuttle at the designated stop outside of the airport's main entrance. The shuttle also makes the return trip to the airport from the hotel. Contact the hotel front desk the day to arrange your pick-up time.

Taxis are also available. One way taxi fare is approximately \$13.

If you are driving, the hotel is located at 500 Hotel Circle North, San Diego. Parking on the property is available at \$7/day.

Registration: All participants must complete the enclosed registration form and fax it to the attention of Angela Roberts at (202) 565-2743 no later than 5:00 P.M. E.D.T. on Friday, October 18, 1996.

**Corporation for National Service--Field Staff Training
Pacific and Southwest Clusters
Tentative Schedule**

Monday November 11, 1996

6:00-7:00 PM	Optional Reception with Cash Bar (Participants can also register at this time)
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Tuesday November 12, 1996 *

7:30-8:30 AM	Continental Breakfast and Registration
8:30 AM-6:00 PM	Sessions related to the Unified State Plan (Group Lunch)

* Corporation field staff, Commission executive directors, State Education Agency representatives, National Civilian Community Corps campus directors and selected grantees from the Learn and Serve America Higher Education Programs, and AmeriCorps National Direct Programs will all participate in Tuesday's sessions.

Wednesday November 13, 1996 (For Corporation Field Staff only)

7:30-8:30	Continental Breakfast
8:30 AM-5:00 PM	Sessions
5:45 PM	Board bus outside the main entry of Town and Country for ride to the Bahia for the Reception and Banquet at the AmeriCorps Reception and Dinner. *
9:35 PM	Board bus at the Bahia for return to the Town and Country

* All Corporation field staff are expected to attend the AmeriCorps Reception and Dinner

Thursday November 14, 1996 (For Corporation Field Staff Only)

7:30-8:30 AM	Continental Breakfast
8:30 AM-7:00 PM	Sessions (Lunch and Dinner on your own)

Friday November 15 (For Corporation Field Staff only)

7:30-8:30 AM	Continental Breakfast
8:30 AM-3:30 PM	Sessions (Group Lunch)

**Corporation for National Service--Field Staff Training
Atlantic, Southern and North Central Clusters
Tentative Schedule**

Monday October 28, 1996

6:00-7:00 PM Optional Reception with Cash Bar
(Participants can also register at this time)

Tuesday October 29*, 1996

7:30-8:30 AM Continental Breakfast and Registration
8:30 AM-6:00 PM Sessions related to the Unified State Plan (Group Lunch)

* Corporation field staff, Commission executive directors, State Education Agency representatives, National Civilian Community Corps campus directors and selected grantees from the Learn and Serve America Higher Education Programs, and AmeriCorps National Direct Programs will all participate in Tuesday's sessions.

Wednesday October 30, 1996 (For Corporation Field Staff only)

7:30-8:30 Continental Breakfast
8:30 AM-5:00 PM Sessions

5:45 PM Bus leaves the Marriott to take participants to the Hyatt Regency
for Reception/Banquet at the AmeriCorps Renewal Meeting*

9:35 PM Bus leaves the Hyatt to return to the Marriott

* All Corporation field staff are expected to attend the AmeriCorps Reception and Dinner

Thursday October 30, 1996 (For Corporation Field Staff Only)

7:30-8:30 AM Continental Breakfast
8:30 AM-7:00 PM Sessions (Lunch and Dinner on your own)

Friday November 1, 1996 (For Corporation Field Staff only)

7:30-8:30 AM Continental Breakfast
8:30 AM-3:30 PM Sessions (Group Lunch)

Corporation for National Service----Field Staff Training
Logistical Information
Atlantic, Southern, and North Central Clusters

Meeting Site: Washington Marriott
1221 22nd St., NW
Washington, DC 20037
202-872-1500 (Commercial number-not for reservations)

Dates: Tuesday October 29*-Friday November 1
*Optional Reception and Cash Bar Monday October 28--6:00-7:00 PM

Hotel Reservations

The hotel is holding a block of rooms under the name Corporation for National Service (CNS) at the government per diem rate of \$124/night/single. If you need to remain an extra day, the hotel will honor the government rate. **You must call the hotel and make your own reservations before October 14, 1996.** Use Marriott's World Wide Reservation Number: 1-800-228-9290

Be sure to identify yourself as a member of the CNS group. Have a credit card number ready to guarantee your reservation.

Ground Transportation

The hotel does NOT provide airport shuttle service.

- (1) Directions from National and Dulles airports by car are included on the enclosed card. Parking is available at the hotel for \$15/night . . . or at Blackie's (across the street) at \$9/night.
If you fly into National Airport, a taxi is the easiest mode of transportation to the hotel (cost: approximately \$ 15 - tip) or take the Metro Rail Subway -- BLUE line -- from National Airport to Metro Center (9 stops; cost: approximately \$1.25). Transfer to the RED line (destination: Shady Grove) and take it two (2) stops to Dupont Circle. Exit the Metro there and taxi or walk to the hotel -- approximately 5 blocks south on New Hampshire Avenue (M. Street and 21st Street).
- (2) If you fly into Dulles airport, taxi fare is approximately \$40 + tip to the hotel. If you want other travel options from Dulles, please call Tom Lenhard @ (202) 606-5000, ex: 205.
- (3) If arriving by train at Union Station, a taxi, once again, is the easiest way. You can also take the Metro, boarding the RED line (destination: Shady Grove) train at Union station; take it to Dupont Circle (5 stops). Exit Metro there and follow instructions listed above to the hotel.

Registration

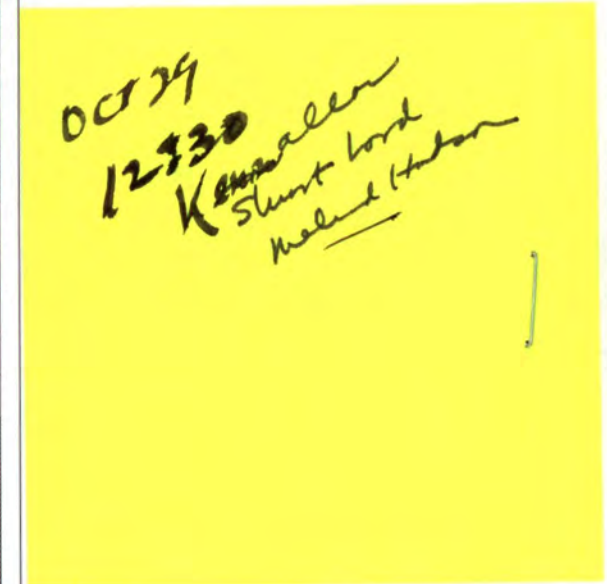
All participants must complete the enclosed registration form and fax it to the attention of Angela Roberts at (202) 565-2743 no later than 5:00 P.M. E.D.T. on Friday, October 4, 1996.

Sagawa, [redacted]ley

Monday, October 28, 1996

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9:00	
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10:00	Management Working Group 8501
:30	
11:00	
:30	Matt's appt. preop
12:00	
:30	
1:00	
:30	
2:00	
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3:00	Terry/Deb J/Jim S/Gene S/Steve W re reauthorization 8501
:30	
4:00	
:30	Susan S/Terry/Barry S/Hugh B re HE ed awards 8501
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Sagawa, S. ey

Friday, October 25, 1996

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1:00	Conf call w/POLF & others re submit(Call in on 1-800-232-1234 & give ID CR57687 & do not forget to use the pin # 0227)
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MEMORANDUM

DATE: October 23, 1996

TO: All Conference Call Participants

FROM: Stuart Lord

SUBJECT: Team Coordinators Conference Call

Tuesday's Team Coordinators' conference calls are scheduled to take place at 10:00a.m. The conference operator will call each party. If you are not in your office, but still want to participate on the call, dial the conference operator at 1-800-232-1234 and give the CP # which is 45830 for each Tuesday conference call through March. For Friday, October 25, the conference call will take place at 1:00p.m. The ID # for that call is CR57687. Below please find a list of persons scheduled to participate on the Tuesday and Friday Team Coordinators conference call, as well as their respective committee -- others will be added during the course of the project:

COORDINATOR	COMMITTEE	TELEPHONE #
Rhonda Taylor	Invitations	202-506-6000 ext 282
Melinda Hudson	Commitments	202-506-6000 ext 193
J. Toscano	Communications/Public Affairs	202-506-6000 ext 277
Kenn Allen	Communications/Public Affairs	202-223-9186 ext 106
Carolyn Berkowitz	Logistics	202-223-9186 ext 124
Cynthia Scherer	Youth	202-223-9186 ext 113
Chad Mayer	Youth	202-223-9186 ext 204
Carolyn Timmins	Host	202-223-9186 ext 123
Stuart Lord	Executive Director	202-223-9186 ext 221
Gardner Humphreys	Assistant to the Chairman	202-223-9186 ext 196
Ginger Morris	Administrative Assistant	202-223-9186 ext 216

Following is the agenda for the conference call:

- each person should report progress in their area;
- report on whether their project work plans will be done by the 30th of October (due to Stuart);

-2

- submit requests for decisions on their project. What decisions do you need made to assist you in your work;
- when do you need these decisions by;
- fax a list of questions if possible after the meeting.

I will give a progress report on the project.

Points of Light Foundation 1737 H Street, NW. Washington, D.C. 20006

FAX

Date:

Oct 24, 1996

Number of pages including cover sheet:

3

To:

Avelina

Phone:

006-5000 ext 394

Fax phone:

565-2784

CC:

From:

Ginger Morris

Phone:

202-223-9186 ext 216

Fax phone:

202-223-9256

REMARKS:

☐ Urgent☐ For your review☐ Reply ASAP☐ Please comment

Avelina,
Thanks for your help
Ginger

ROUTING SLIP

To:

Date:

Stinley
Terry
DeBore

10/7

_____ Prepare response Prepare recommendation _____
_____ Please discuss with me Please handle _____
_____ For your information File appropriately _____

NOTE: Attached is a draft memo
for Harris. I expect he'll
want to meet about it.
How soon can we get a
meeting with him about it?

From the office of:
Susan Stroud
Director of Learn and Serve America &
Domestic Policy Initiatives
1201 New York Ave., NW
Washington, DC 20525
(202) 606-5000 ext. 169

Shurkey

for Fri, Nov 1
3:00pm mtg

MEMORANDUM

TO: Harris Wofford
FROM: Susan Stroud
SUBJECT: National Service-Learning Cooperative ("NSLC")

DATE: October 8, 1996

This memo provides the background and the recommendation from staff and consultants regarding the renewal or recompetition of the Learn and Serve America clearinghouse currently operated by the National Youth Leadership Council.

Background

In 1993, the Commission on National and Community Service awarded a cooperative agreement to the National Youth Leadership Council (NYLC) to operate a National Service-Learning Cooperative (NSLC). NSLC consists of primarily two components - a national service-learning clearinghouse with an 800 number and a partnership of national and regional technical assistance providers. The original award was for two million dollars for a three year period, which ended in June 1996. We have awarded some additional funds to keep NSLC operating until the Corporation made a decision on whether to recompute the NSLC cooperative agreement. A Corporation working group and two consultants are handling this matter.

Consultants to the Corporation have conducted financial and management reviews of NYLC (final reports attached). These reviews raised numerous concerns to which we subsequently requested NYLC to respond. The Corporation working group, after thoroughly reviewing the response, believes that the response is inadequate and recommends that the NSLC operated by NYLC be recomputed. NYLC would be eligible to compete for funding in this new competition. Additionally, we recommend separating the clearinghouse and the training and technical assistance functions and conducting competitions for each. This memorandum provides the rationale for our recommendations.

Rationale for Recommendation

1. The decision to recompute is consistent with the Corporation's decision to re-compete all grants once their grant period ends. Also, NYLC's projected amount of funds needed for the cooperative agreement reflects a significant increase, increasing from two million dollars for a three year period to 3.75 million-4.5 million for three years. This sizable cost increase indicates a need to re-compete, in order to ascertain that we are getting the "best price" the marketplace offers for the services to be provided.
2. Under the current cooperative agreement, NYLC is handling the training and technical assistance function while contracting with the University of Minnesota to operate the clearinghouse function. This arrangement has been problematic with heavy staffing, confusion of roles and responsibilities, lack of clarification of reporting lines and supervision, and delays in finalizing sub-contracts. After reviewing this situation and re-evaluating our need for a service-learning clearinghouse and service-learning training and technical assistance function, the working group believed that each component is substantive and can stand on its own. Also, we have concluded that the two functions need not be awarded to the same organization and that a re-competition could establish whether

both functions should be awarded to one organization or separately awarded to two different organizations.

3. The timing is ripe to recompet the cooperative agreement. The service-learning field has significantly advanced since the award was originally made. Also, since that time, 25 national training and technical assistance cooperative agreements have been awarded by the Corporation's Training and Technical Assistance Office. Now is the opportune time to fit the cooperative agreement into an overall Corporation's training and technical assistance strategy. Recompeting the cooperative agreement would give us the opportunity incorporate the state of the art in the service-learning field.

4. Finally, NYLC was given the opportunity to respond to the issues raised in the financial and management reviews of the cooperative agreement. We were disappointed with their response. NYLC failed to adequately address several major issues. The issues are:

- as stated earlier, the increase in cost is significant;
- proposed staffing level is unjustifiably heavy;
- staff structure is still confusing with some staff located at NYLC and others at the University of Minnesota;
- staffing level for the regional training and technical assistance partners is still unclear ;
- roles and responsibilities of the regional training and technical assistance partners still does not provide enough specifics;
- need to fund national specialists with Corporation funds is questionable and costly;
- the clearinghouse has been under-marketed, receiving only 6-10 calls per day;
- lack of definitive plans to market the clearinghouse;
- lack of specific and measurable information on the role and possible re-configuration of the regional partners;
- failure to address how NYLC will award sub-awards in a timely manner;
- lack of definitive information on sustainability plans; and
- need for more clarification on the relationship of NYLC grants from the Kellogg Foundation and how they relate to the cooperative agreement;

The Corporation's Grants Office has indicated that a a competition could occur and selection of the Clearinghouse provider and the training and technical assistance provider could occur by February 1997. If the process takes a little longer, we would grant NYLC an extension to cover this period so that services would not be interrupted.

Knowing of your personal interest in this issue, I have set up a meeting for you to discuss the situation with the staff and consultants involved.

Thompson, Avelina

To: Butler, Frances
Cc: Hudson, Melinda
Subject: RE: Senior Corps and Private Sector

Fran, unfortunately, we have to **move** this meeting from Tuesday, October 15 at 4:00 p.m. in 8501 **to Friday, October 25 at 3:00 p.m. in 8501**. We apologize for the inconvenience, but matters relating to the President's summit must take priority for now.

Melinda, may I impose on you to send out the e-mail? I am not sure who is involved and what is next. Thanks.

From: Butler, Frances
Sent: Wednesday, October 09, 1996 2:42 PM
To: Thompson, Avelina
Subject: FW: Senior Corps and Private Sector

Hi Avelina. Kia Moreland asked me to send this to you.

From: McGowan, Andrew
Sent: Tuesday, October 01, 1996 6:00 PM
To: Butler, Frances
Cc: Hudson, Melinda
Subject: Senior Corps and Private Sector

Fran,
Melinda asked me to e-mail you regarding a meeting with Terry and Shirley regarding Senior Corps and the private sector. Avelina said that a good time for both of them would be Tuesday October 15th at 4pm. Is this good for you and for those you would like to bring? Just let me know and I'll get back to Avelina. Thanks!
-Drew

Thompson, Avelina

From: Talbot, Nancy
Sent: Friday, October 18, 1996 7:08 PM
To: Stroud, Susan@CNCS MS Mail Ser; Stevens, Barry; Russell, Terry; Sagawa, Shirley; Jospin, Debbie; Kenefick, Mike@CNCS MS Mail Se
Cc: Gale, Jeffrey; Josephson, Markus@CNCS MS Mail; Thompson, Avelina; Miller, Amy R.
Subject: Higher Ed Demos

There will be a meeting Thursday morning, Oct. 24th, from 11:00 - 12:00 to discuss policy issues related to Higher Ed demos. Room TBA. Sometime on Wednesday you will receive a memo which will present the issues and Higher

Ed staff recommendations. We need to make final decisions at this meeting since the Higher Ed application guidelines must go to senior staff and GPO as soon as possible.

Memo To: ✓ Terry Russell
Shirley Sagawa
Diana Algra
Mike Kenefick
Barry Stevens
Deb Jospin

Memo From: Nancy Talbot

Subject: 1997 Higher Ed Demonstration Policy Issues

Date: October 23, 1996

Attached is the memo I just received from Hugh by fax concerning Higher Ed demo policy issues. Please review this before our meeting tomorrow at 11:00 so that we can make final decisions. The meeting will be held in 8414.



Memorandum

TO: Terry Russell
Shirley Sagawa
Debbie Jospin
Mike Kenenick
Barry Sanders

FR: Susan Stroud
Hugh Bailey

SUBJ: Learn and Serve America: Higher Education Demonstration programs with AmeriCorps Members

DATE: October 22, 1996

Learn and Serve America: Higher Education Demonstration Programs, were developed to meet the service-learning capacity building objectives of LSHE and the direct service requirements of AmeriCorps. The objective of the Higher Education program is to create opportunities for faculty and students to be actively engaged in service and service-learning. The application guidelines attempted to create a clear understanding of how the programs are expected to accomplish both objectives. Once the programs were funded however, we began to experience conflicting interpretations in the policies for conventional AmeriCorps programs and the Higher Education demonstration programs. The challenge in making this a viable and meaningful opportunity for college student participants was to create policy complimentary to the intent of the higher education program.

Presently staff is in the process of developing new application guidelines for fiscal year 1997 and would like to solicit proposals that utilize AmeriCorps Member in campus based settings. That being the case, we realize the need to resolve many of the conflicting issues that have complicated the monitoring and management for the demonstration programs. In this memo we will illustrate those issues and propose solutions.

Cost per FTE limitations

The cost per FTE limitation on AmeriCorps programs was implemented without consideration for the Higher Education demonstration programs. The typical model for demonstration programs involves a corps of approximately 15 - 25 members serving part-time over a period of two years. In this model, all the member are considered .25 FTE. This inherently drives the cost per FTE up. We have encouraged programs to have all part-time members complete their 900 hours in the course of one year. This attempt has been marginally successful. Many programs are unable to meet such a demand because the participants are full-time students. Additional factors that contribute to increased cost per FTE figures are costs for service-learning activities. As a Learn and Serve America: Higher Education Program also, they still are responsible for activities such as; faculty training, curriculum development, subgranting and other infrastructure building related activities. In the past year, the program and grants staff have devised an arbitrary method of subtracting or "backing out" the costs associated with service-learning but that approach is not affective in all cases.

Recommendation

Due to the nature of activities we suggest that demonstration programs provide separate their budget submissions into two components. One budget will describe the programmatic costs necessary to support typical Learn and Serve America activities and the second will describe costs associated with the AmeriCorps component and will be subject to established cost per FTE limits.

Direct service definition

Language and definition have always been challenges for the demonstration programs. The most difficult language barrier has been around direct service. In conventional AmeriCorps programs direct service is understood to mean hands on service delivery (e.g., tutoring school-aged youth or cleaning polluted streams).

For demonstration programs, however, there is an added dimension to their service. Maintaining the integrity of Learn and Serve America, Members in demonstration programs work with faculty members to develop service-learning courses, serve as service-learning coordinators in K-12 schools, act as liaisons to community agencies to ensure that students develop service as well as academic components to their projects. While these activities are not direct service they are increasing the quality and number of service opportunities for college students. Furthermore, above and beyond these "capacity building" activities they also provide direct service.

Recommendation

This difference is already recognized in the grant provisions for demonstration programs. However the current provisions require that 65% of their time is used for direct service and capacity building activities and 35% is used for training, education, reflection, and capacity building activities.

In order to more closely align the hourly requirements with AmeriCorps policies we recommend that 80 per cent of service hours completed by demonstration program AmeriCorps Members would be direct service and capacity building activities. Similar to conventional AmeriCorps, the remaining 20 per cent would be reserved for training, education and reflection.

cc: Peg Rosenberry
Nancy Talbot
Diana Algra

Sagawa, S. Jey

Thursday, October 24, 1996

S	M	T	W	T	F	S
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7:00	
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8:00	
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9:00	9:15 a.m. Tracy & Terry re FTE's
:30	
10:00	Louis Blair & Stacy Bradenburg, Truman Foundation (202) 395-7432) 8501
:30	
11:00	Susan S/Terry/Nancy T/Barry S/Deb J/Mike K & HE staff to discuss HE demos 8414
:30	
12:00	Lunch w/Myung L
:30	
1:00	12:45 Sr. staff mtg
:30	
2:00	Gregg P & others at POLF, 1737 H Street NW
:30	
3:00	
:30	
4:00	
:30	Coffee w/M at 14 & NY
5:00	Clara Shin 415-326-3988 (she will call and stop by -- she free only after 4:30 p.m.)
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

Other appointments:

6:00AM-6:30AM
n

To Do (Active):

3 FLU SHOTS starts on Thu 10/24/96, ends on Thu 10/24/96.

*Flu shots
1:30 - 3:30 pm*

4

Thompson, Avelina

From: Talbot, Nancy
Sent: Tuesday, October 22, 1996 2:14 PM
To: Jospin, Debbie; Russell, Terry; Sagawa, Shirley; Stevens, Barry; Stroud, Susan; Kenefick, Mike
Cc: Gale, Jeffrey; Miller, Amy R.; Thompson, Avelina; Josephson, Markus
Subject: RE: Higher Ed Demos

I agree that everyone needs the policy issues and staff recommendations in advance in order to think through the issues and discuss with other staff if necessary. Because we are on such a tight timeline for the application guidelines, I set the meeting when we could get all the relevant parties together. However, Susan and the Higher Ed staff were on their way to Utah for the program directors' meeting, and they needed time to develop the memo. Hugh returns to the office tomorrow. I will make sure people receive the memo as quickly as possible.

From: Kenefick, Mike
Sent: Monday, October 21, 1996 10:38 AM
To: Jospin, Debbie; Russell, Terry; Sagawa, Shirley; Stevens, Barry; Talbot, Nancy; Stroud, Susan
Cc: Gale, Jeffrey; Miller, Amy R.; Thompson, Avelina; Josephson, Markus
Subject: RE: Higher Ed Demos

You are arranging a meeting six days in advance without defining the issues.
i need a memo before the last minute. If we know the issues enough to
require a meeting, some advance definition would be most helpful.

From: Talbot, Nancy on Fri, Oct 18, 1996 7:47 PM
Subject: Higher Ed Demos
To: Stroud, Susan; Stevens, Barry; Russell, Terry; Sagawa, Shirley; Jospin, Debbie; Kenefick, Mike
Cc: Gale, Jeffrey; Josephson, Markus; Thompson, Avelina; Miller, Amy R.

There will be a meeting Thursday morning, Oct. 24th, from 11:00 - 12:00 to discuss policy issues related to Higher Ed demos. Room TBA. Sometime on Wednesday you will receive a memo which will present the issues and Higher Ed staff recommendations. We need to make final decisions at this meeting since the Higher Ed application guidelines must go to senior staff and GPO as soon as possible.

Points of Light Foundation

1737 H Street, NW.

Washington, D.C. 20006

FAX

What
time is
this
week?

Date: 10-23-96

Number of pages including cover sheet: 2

To:

Mary Short
565-2784
Corp. for Natl Service

Phone: 606

Fax phone:

CC: See Below

From:

Gina Parks
P.O.L.F.

Phone: 202-223-9186 X-118

Fax phone: 202-223-9256

REMARKS:



Urgent



For your review



Reply ASAP



Please comment

Mary - Please distribute to the following:
 Harris Wofford
 Tracy Gray
 Steve Waldman
 again, Please call me to let me know you
 have received this fax

Mary -
 as to a Summit deal -
 let me know if I
 attend - just
 put it there
 into agenda

~~What time is this week?~~
 Thanks! Melinda

Harris calendar to I'll check up Shelly -

POINTS OF LIGHT

F O U N D A T I O N

Agenda

Summit Program and Agenda Committee

Thursday, October 24, 1996

I. Update the current state of the program

II. Group discussion - Getting Organized

1. What realistically can we do between now and the Summit? What are our priority activities?
2. Is what we can do sufficient to insure the success of the Summit?
3. What resources do we need to do our work?
4. How do we best organize ourselves to get our work done?

III. Group Discussion

What is the substance and purpose of the national gathering and what are the elements of the agenda?

IV. Next steps

Sagawa, [redacted] ey

Wednesday, October 23, 1996

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7:00	
:30	
8:00	
:30	
9:00	Matt's appt.
:30	
10:00	
:30	
11:00	Sue Lehmann
:30	
12:00	Lunch w/Alexandra Rollins xl28
:30	
1:00	After school forum strat planning session
:30	***FLU SHOTS 1:30-3:30 P.M. (Nurse-1200 K NW)
2:00	
:30	
3:00	
:30	
4:00	Jess M/Tracy G/Terry R re Subtitle H funds 8501
:30	
5:00	
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

To Do (Active):

3 1:30-3:30 FLU SHOTS, 1200 K STREET NW starts on Wed...

12:15 - Hadd Thai - reservation under Sagawa

Thompson, Avelina

From: Spitale, Nicole
Sent: Tuesday, October 22, 1996 4:08 PM
To: Sagawa, Shirley; Stroud, Susan@CNCS MS Mail Ser; Connolly, AnnMaura; Hudson, Melinda; Murphy, Nancy@CNCS MS Mail Ser; Hallerman, Karen; Ekstrom, Jim; Feezel, Charlie; Ostberg, Anne; Castanuela, Ava; Bastress, Jennifer L.; Levin, Marci; Spitale, Nicole; 'Hinkle, Donna'; 'Chang, Jennifer'; 'Lombardi, Joan'; 'Wilhelm, Susan'
Cc: Thompson, Avelina; Josephson, Markus@CNCS MS Mail
Subject: Strategic Planning Session for After School
Importance: High

pReminder -- this meeting will take place tomorrow, Wednesday, October 23 (1-4pm) at the Corporation HQ (1201 New York Avenue) in room 8410. If you have any questions, please contact me at the Corporation (202-606-5000, x484). Thank you.

Thompson, Avelina

From: Spitale, Nicole
Sent: Wednesday, October 09, 1996 1:47 PM
To: 'asf'
Cc: Thompson, Avelina; Josephson, Markus@CNCS MS Mail; Lane, Paul E.
Subject: Welcome/SAVE THE DATE

For those of you receiving your first e-mail on the After School Forum (asf) listserv,

WELCOME!!!

This listserv has been created by the Corporation for National Service for the purpose of planning and preparations for the After School Child Care Forum which will take place on December 4-6 in Washington, D.C. The list is moderated by Nicole Spitale (nspitale@cns.gov) at the Corporation.

To reply or send an e-mail to everyone on the list, please address it to: asf@cns.gov

SAVE THE DATE--

The date for the next strategic planning session for the After School Forum has been set for Wednesday, October 23 -- a block of 3 hours sometime before 4:00 pm. The agenda is still being worked out, but the session will include discussions of the agenda, participants and follow-up. If you have a time preference for that day (must be before 4:00 pm), please e-mail Nicole ASAP. Thanks!

Note: We have been experiencing some first-time technical difficulties with this listserv. If you receive multiple copies of this message, I apologize. We are working on the problem.

Thanks,

Nicole Spitale
Forums Planner
nspitale@cns.gov
(202) 606-5000, x484

Thompson, Avelina

To: Marshall, Jessica
Cc: Green, Ida
Subject: RE: Sub H Budget Meeting

Jess, the next available time for Shirley & Terry would be Wed, Oct 23 from 2:30-4:30 p.m. We are checking with Tracy's agenda (Ida's e-mail is not working). Thanks.

From: Marshall, Jessica
Sent: Tuesday, October 15, 1996 2:10 PM
To: Green, Ida; Thompson, Avelina; Galea, Kerry; Spitale, Nicole
Cc: Gray, Tracy@CNCS MS Mail Serve; Sagawa, Shirley; Russell, Terry
Subject: Sub H Budget Meeting
Importance: High

I need these three in a meeting for about two hours to review the budget requests from the departments that operate on Sub H funds. Are they free anytime next week? I'm free anytime except

Monday Noon-2:00

Wednesday morning until 12:30

Thursday 11:30-1:00

(The budgets to review are: Recruitment, AC Leaders, Presidio, Public Affairs and Public Liaison. I will get copies of the budget requests to you as soon as we know the date and time.)

Thompson, Avelina

From: Rosenberry, Peg
Sent: Thursday, October 17, 1996 11:21 AM
To: Algra, Diana@CNCS MS Mail Serv; Heinaru, Peter; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie; Kenefick, Mike@CNCS MS Mail Se; Russell, Terry; Stevens, Barry; Stevens, Barry; Potter, Lance; Waldman, Steven; Chao, Mae@CNCS MS Mail Server; Wilson, Miles@CNCS MS Mail Ser; Cline, Bruce
Cc: Thompson, Avelina; Gale, Jeffrey; Harrison, Rosa@CNCS MS Mail Se; Flowers, Vivian; Green, Ida
Subject: Review of Federal Register Comments

The comment period for the Federal Register Notice we published concerning changes to the '97 AmeriCorps application guidelines just ended and we have prepared a recommendation document and summary of comments for use in making final decisions on changes. You will receive the document today. We have scheduled a meeting for Tuesday, October 22 at 10:30 - right after Extended Teamleaders - to make FINAL decisions on what recommended changes to incorporate. We need your participation. We will stay in Room 8410 for this meeting.

If you have designated someone else in your office as the primary contact on this, please be sure they have a copy of the document and are coming to the meeting with authority to act for you. You are welcome to bring others from your office to the meeting as well, but please let us know how many. After our meeting, we will take our decisions to Harris for review and approval.

Sagawa, A. J. E. y

Tuesday, October 22, 1996

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7:00	
:30	
8:00	SHIRLEY IN NY ??????????
:30	
9:00	9:15 Terry & Tracy re HE's (Terry & Tracy)
:30	
10:00	Address Indiana University School of Philanthropy 8412-14 (Melinda H & Wade G) Exec Dirss Team Leaders (expanded) 8410
:30	
11:00	
:30	
12:00	<i>Yasmina V lunch lunch at Women's museum</i>
:30	
1:00	
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:30	

Thompson, Avelina

From: Spitale, Nicole
Sent: Monday, October 21, 1996 9:53 AM
To: Sagawa, Shirley; Stroud, Susan@CNCS MS Mail Ser; Connolly, AnnMaura; Van der Veer, Gretchen; Hudson, Melinda; Murphy, Nancy@CNCS MS Mail Ser; Hallerman, Karen; Ekstrom, Jim; Feezel, Charlie; Ostberg, Anne; Castanuela, Ava; Bastress, Jennifer L.; Levin, Marci
Cc: Thompson, Avelina; Josephson, Markus@CNCS MS Mail
Subject: Weekly Forums Meeting -- TODAY
Importance: High

There is a weekly forums meeting today (Monday, October 21) at 2:30 pm in room 8501 that will cover the following items:

- I. Service-Learning Forum
 - Possible Date/Location Change
- II. ECI Post-Paper
 - Distribute Final Draft
- III. After-school Child Care Forum (Dec 4-6)
 - Distribute Draft Pre-Paper Outline for Comments
 - Need More Program Examples
 - Distribute Draft Seligson (Wellesley) Scope of Work
 - Update on Invitees
 - Discuss Agenda for Wednesday's Strategic Planning Session (1-4pm in room 8410)

Thompson, Avelina

From: Hudson, Melinda
Sent: Saturday, October 19, 1996 12:22 PM
To: Gray, Tracy@CNCS MS Mail Serve; Algra, Diana@CNCS MS Mail Serv; Kenefick, Mike@CNCS MS Mail Se; Potter, Lance; Tucker, Rina; Gatling, Wade; Sofer, Gene; Stroud, Susan@CNCS MS Mail Ser; Toscano, J; Conte, Bernard; Ekstrom, Jim; Rymph, David; Sagawa, Shirley
Cc: Green, Ida; Harrison, Rosa@CNCS MS Mail Se; Miller, Amy R.; Bradley, Karalisa; Perdue, Patricia; Josephson, Markus@CNCS MS Mail; Spitale, Nicole; McGowan, Andrew; Hartt, Marianne; Ihator, laurel@CNCS MS Mail Se; Thompson, Avelina
Subject: Sustainability meeting, Monday October 21, 5:00 pm

This is our October 17th meeting that was rescheduled ... and our last meeting before the renewal conferences and before the Indiana University presentation/working group on the 22nd. Come on time and we'll cut through these like hot knives through buttah. Room 8501

Agenda includes reports from/on:

Training and TA: The Fundraising School Conference 10/22	
Evaluation: reports from programs, trends, indicators	
Program Quality: project identifying financially vulnerable,	high quality programs
Legal: "What are the Rules on Raising Funds to Support	your Program?":
Program: is the issue well covered at the renewals and	included in the
documentation/handbooks???	
Public Liaison: banking package and Senior Corps growth	project
Anybody else? Anything from the planning retreat?	

Sagawa, [redacted]

Monday, October 21, 1996

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7:00

:30

8:00

8:15 BREAKFAST AT KOSTAS w/Peter E

:30

9:00

:30

Terry R/Susan S (by phone)/Mike K/Peg R/Calvin D/Britt Rapp & HE staff (by phone) re K-12 and HE policy issues

10:00

Management Working Group 8501

:30

11:00

:30

Senior staff 8410

12:00

:30

Gregg P/Melinda H/Kenn Allan/Stewart at POLF, 1737 H Street NW (223-9186, x206)

1:00

:30

2:00

Sandy S re renewal conferences

:30

Forum weekly meeting 8501

3:00

:30

4:00

Barry S re Presidio 8501

:30

5:00

Melinda H/Jim E/Ward G/AnnMaura C/Rhina T/Diana A/Wade G re sustainability 8501

:30

6:00

:30

7:00

:30

8:00

:30

Other appointments:

6:00AM-6:30AM
n

To Do (Active):

3 ART at 2pm CQI/Tmg 8501 starts on Thu 10/17/96, ends on Thu...

(662-9074)

8414

Lunch will be served

Tracy G

Free
Stic
Calendars

Sagawa, [redacted]ley

Tuesday, October 29, 1996

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7:00	
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8:00	
:30	Field staff/Unified State Plan Training, Washington, Marriott, 1221 Pa. Ave NW (202/872-1500)
9:00	
:30	<i>most appt</i> CP
10:00	Conf w/POLF & others re summit (1-800-232-1234; ID #45830) Executive Director's Team Leaders (small) 8401
:30	
11:00	Lauren Jones (202) 806-8493
:30	
12:00	
:30	Melinda H/Kenn Allen/Stewart Lord re summit (they will come here) 8501
1:00	
:30	
2:00	Deb/Donna C/Tracy G/Dave S/Gary K/Steve W/Lance P & Shirley re preparing options for program 8501
:30	
3:00	
:30	
4:00	
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5:00	<i>HWS speech</i>
:30	
6:00	<i>6-7</i>
:30	
7:00	
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8:00	
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*Avelina in Lou
has appt.*

none

Tuesday, October 29, 1996

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7:00	
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8:00	
:30	Field staff/Unified State Plan Training, Washington, Marriott, 1221 Pa. Ave NW (202/872-1500)
9:00	
:30	
10:00	Executive Director's Team Leaders (small) 8401 <i>Conf call w/ POLF & others 1-800-232-1234 (# 45830) ?</i>
:30	
11:00	Summit Conf call w/ POLF & others <i>Lauren Jones</i>
:30	<i>202 806 8493</i>
12:00	
:30	<i>Summit w/ POLF / Melinda / Kema A / Steward Lord (here)</i>
1:00	
:30	
2:00	<i>Deb J / Tracy G / Donna C / Cory K / Lance P / David S / Terry</i>
:30	<i>re "preparing a plan for program growth"</i>
3:00	<i>850</i>
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Ave
APPT

Sagawa, Miley

Wednesday, October 30, 1996

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7:00	
7:30	
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8:30	
9:00	RENEWAL CONFERENCE, WASHINGTON(cont'd)
9:30	
10:00	Needs to be after sch forum <i>cancel</i>
10:30	
11:00	Lauren Jones (202) 806-8493
11:30	
12:00	
12:30	
1:00	
1:30	<i>✓</i> POLF folks & others (here) <i>Susan Frost</i> <i>273 9186 X106</i>
2:00	
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4:00	
4:30	Appt w/doctor
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Sagawa, [redacted] ley

Wednesday, October 30, 1996

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7:00	
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9:00	RENEWAL CONFERENCE, WASHINGTON MARRIOTT, 1221 PA Ave NW, Washington, DC 20037 (202/872-1500)
:30	
10:00	
:30	
11:00	Summit Conf call w/ POLF & others
:30	
12:00	
:30	
1:00	
:30	
2:00	Carolyn Berkowitz & other / Tracy Gay on Summit (here)
:30	
3:00	
:30	
4:00	
:30	Doctor's appt
5:00	
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:30	

Meale S re after sch forum

Notes

Theme _____
Date _____ Dept. _____

Theme	Notes	OK
1	Shutlay are you	
2		
3	Free Oct 30	
4	Wed. 3:30 pm.	
5	1:30	
6	Call to	
7	I'll confirm.	
	Carol	

Sagawa, [redacted] ey

Thursday, October 31, 1996

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7:00	
:30	7:30 to 9:00 a.m. Address Renewal Conference, Hyatt Regency (Regency Room), 400 NJ Ave NW (Tel: 202/737-1234)
8:00	
:30	
9:00	
:30	
10:00	
:30	
11:00	
:30	
12:00	12-1:15 p.m. Moderator at Renewal Conference
:30	
1:00	
:30	Susan Frost 401-8450
2:00	Alan Lopatin/Fran Rothstein/Eden Fisher-Durbin/Jim Palowsky(?) (202) 244-2244) 8501
:30	
3:00	
:30	HOLD
4:00	
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Other appointments:

6:00AM-6:30AM
n