



February 18, 2015

324 Outreach Building, University Park

1:00 p.m.

Executive Committee Minutes

Attendees: Ken Thigpen, Chair; Sueann Doran, Paula Milone-Nuzzo, Francis Achampong (by Polycom), and Judy Wills, recorder

Unable to attend: Diane Chamberlin, Pat Shope

1. Ken Thigpen called the meeting to order.
2. The group approved the minutes from December 17, 2014, as submitted.
3. Review of updated schedule of special presenters for remaining 2014-15 meetings:
 - March 18-** Anna Griswold, Student Aid update with information from her October IR Interest Group presentation, “Examining Affordability at Penn State;” Janet Schulenberg, Gen Ed Task Force update, and Renata Engel, Enhanced Educational Pathways Committee update.
 - April 15-**Preparation for meeting with sponsors, Engaged Scholarship for Adults-Careen Yarnal; and Access and Affordability Task Force Report. As reminder, we will have an adjusted meeting time in April to accommodate our representatives and sponsors who will attend Faculty and Staff Awards Reception. The full CAL meeting will run 10:00-11:30 a.m.
 - May11-** Dinner meeting with sponsors at the Nittany Lion Inn. Jodi Harris, Outreach Analytics and Reporting will present updated Adult Learner Profile data, and the Access and Affordability Task Force will present their recommendations report to sponsors. Committee chairs should send year-end reports to Thigpen for compiling the overall presentation of accomplishments by April 30.
4. Continued business from full Commission meeting
 - a. Follow-up from conversation with Dr. Barron. The group agreed to invite President Barron to attend at least one meeting per year.
 - b. Topics elevated during meeting discussion or in committee reports
 - i. Martha Jordan provided information related to Dr. Pangborn’s mention of requiring high school transcripts for adult learners. Jordan will share updates as they become available.
 - ii. The group discussed the history and frequency of adult learner surveys. Scholarships for adults and other initiatives have been implemented based

on past findings.

5. New Business

- a. Review of the 2016-17 Chair nomination slate timeline and procedures.
 - i. Per our bylaws, the past chair, and outgoing members will comprise the nominating committee.
 - ii. The nominating committee should identify candidates to be placed onto the ballot. Members may also self-nominate.
 - iii. Wills will provide Paula Milone-Nuzzo with list of outgoing members to form the committee and will send a call for recommendations or self-nominations to the CAL email group.
 - iv. The slate will be presented at the March meeting. Members will be allowed ten days to vote and results will be announced at the April meeting.
- b. To accommodate representatives and sponsors who will attend the Faculty Staff Awards reception, the group voted to hold the April executive committee meeting before the adjusted full CAL meeting on April 15: Executive Committee 9:00-10:00 a.m., full CAL meeting 10:00-11:30 a.m. Both meetings will be held in 324 Outreach Building.
- c. Budget requests for approval.
 - i. The committee agreed the proposed registration fee structure proposed by the planning committee. Registration will be \$80.00 per person. Presenters and volunteers will receive complimentary registration.
 - ii. The committee approved the quote from Penn State Public Media for development of the Financial Literacy web site. The committee would like to review the URL when it becomes available.
 - iii. The group approved using the gift cards offered by Student Affairs to incentivize participation in the planned military and veteran student survey.

6. Thigpen adjourned the meeting at 1:45 p.m.

Submitted by Judy Wills