



## Commission for **Adult Learners**

### **September 19, 2018 Executive Committee Minutes**

Attendance: E. Wright, Chair; A. Adams, A. Adolph, J. Campbell, R. Hart, T. Spevak, D. Smith, P. Staskiel, J. Wills, recorder

1. Call to Order-E. Wright called the meeting to order at 12:30 p.m.
2. Items escalated during full Commission meeting  
The group discussed tentative data needs for 2018-19 including rethinking data points to report to sponsors in May.  
Do AECs share the monthly reports Hart prepares and sends? If yes, how?
3. 2018-2019 Strategic planning
  - a. Hendrick Award Criteria:  
Discussion points
    - i. Should scope be broadened?
    - ii. Receiving award more than once—How to track? Time limit?
    - iii. Awarding current members
    - iv. Process when we would not award from the poll
    - v. Looking at how stipend compares to other awards at Faculty/Staff level.

The group voted to broaden the scope of the award to include all employees add language to allow for an individual to win the award more than once, include language stating that current CAL members cannot nominate another active CAL member during their term, and include language stating that the Commission may opt out of giving the award for a given year.

Wright will look over current language on web site and edit per the revised criteria.

Call for nominations to go out in October with nomination deadline of November 30.

b. Tentative topics and presenters for monthly meetings

- i. October—Invite Melissa Kunes to provide a financial aid update and Clark Brigger to report on the Transfer Credit project.
- ii. November—(Hazleton), Penny Carlson
- iii. December—Pres. Barron tentatively scheduled. This meeting will be held in 404 Old Main.
- iv. February—Prov. Jones tentatively scheduled.
- v. March—
- vi. April—
- vii. May—Data and report back to sponsors.

c. Budget Update and Vote—

Wright reported that the sponsors recommended a flattened budget beginning in 2018-19, no carry over from prior years.

This aligns with how other groups had operated.

Will provide boxed lunches at the exec committee due to duration of both meetings.

For November, Hazleton chancellor will provide morning refreshments.

Wright requested approval to provide lunch from CAL budget. Wright presented quote from Food Services for 25 attendees of \$316.25.

Members approved providing lunch to all attendees traveling to attend the meeting in Hazleton.

d. ALEC and AEC network

Wright asked members to think about future of the AEC network and appropriate naming of the group to define its function.

Currently there is disconnect following decision not to fill Martha Jordan's former position as Senior Director of Adult Learner Advocacy.

Perhaps consider shifting the reporting mechanism from chancellors to DAAs.

e. Long range planning

Wright relayed that sponsors recommend reducing the size of the

group and ways to accomplish drawn down membership size. This aligns with Equity Commissions.

The 2018-19 executive committee will continue to discuss to provide advice to sponsors of what the CAL's composition should be going forward, demonstrating not just challenges but also potential solutions.

Comment that if CAL get smaller, it could make the AEC role more important.

Working within allocated support hours, committee members may be called on to assist with facilitating, timekeeping, or notetaking at meetings.

Wills reminded committee chairs to share rights to their respective Box folders with committee appointed members and volunteers and to submit report from their committee meetings by Monday, October 15.

Wright adjourned the meeting at 1:30 p.m.