



# Penn State

## Commission for Adult Learners

**Executive Committee Meeting Agenda Date: November 16, 2022**

**Time: 12:00 – 1:00PM**

**Jeff Warner, Chuck, Greggs, Biddy Brooks, Bill Fritz, Kelly Wolgast.**

### **Welcome – Jeff Warner**

- Motion to approve minutes from September, October 2022 came from Kelly Wolgast all approved ( Bill Fritz 2<sup>nd</sup> motions)
- [Teams](#) sites is still repository for meeting minutes and recordings.

### **Budget Review Hendrick Update**

- Jeff thanked Kelly for putting him in touch with Charlie. Budget method is changing. It is shifting to reimbursement structure. We can use the current money we have and they are working on reports that Jeff should receive next week to see how much money we currently have. Once that is used everything we spend will be spread equally among the 5 sponsors and they will all be asked to contribute.
- CAL was unaware of this change and if we had not reached out we would not have been aware of these changes. Post-Reimbursement rather than money upfront.
- Charlie is aware of changes in Hendrick and that sponsors will be contributing. He (Charlie) will work with finance office to determine how to do that piece of reimbursement for the Conference. We are confident it will get funded but not sure of the logistics of how it will get funded.
- Kelly suggested to Jeff that he summarize the conversation he had with Charlie and send it to all the sponsors so they are aware of changes and how it will impact them. Jeff will share this with the sponsors. So they are all aware that budget changes also effect CAL.
- Kelly suggested that we check the by-laws to ensure that funding language is still appropriate. Jeff did this during the meeting and it appears that we are still in alignment with by-laws.
- Chuck update on Hendrick
  - Has started the conversation with Conferences and Institutes and will have more information after he meets with them.

### **Future CAL Planning**

- Attendance policy for CAL – you are only permitted to miss a few meeting till you are determined to be not in compliance with CAL by-laws. Kelly suggested that fatigue is contributing to these absences. The executive committee should send out an announcement that allows people to step back from CAL if they cannot fulfill their responsibilities.
- Jeff will announce in December verbally as a reminder about the attendance policy and then send out an email reminder including the by-law language to remind people of the policy.
- Attendance seems to be dropping off for the meetings.

- How do we make sure we are setting ourselves up for future success? We want to be smart about what we are doing. Groups(Committees) still seem to be in action mode instead of brainstorming/envisioning mode. Group leaders need to keep everyone broad and overarching instead of tactical.
- Make sure we are not jumping into the “do” and are focused on the broader picture. CAL should focus on what the future role of the AECs. Others at the university may not understand the AEC role came out of CAL recommendations. Who is responsible for this role? We need clarity on this? There is no one who oversees this role. CAL is all volunteer but the AEC role should have this in their job responsibilities.
- Every campus has to have a military certify official- but there is only 1 campus who has this as an official role. Every other campus has it but included in other roles. Should these people be the ones who are AECs?
- Bidy is the central person at Erie for adults. But she also maintains a lot of other roles.
- Who is responsible for driving the role of AECs? Should there be a boilerplate email sent out to all AECs? Sending out timelines/dates to AECs? This may be part of the solution. Come up with semester points of contacts with adult students to bring consistency to the role. These should be a CAL recommendation- not the doing of the actual work. Invite all sponsors to February meeting to give updates to make sure we are going in the correct direction. Give sponsors written recommendations from each committee. Perhaps 2 pages of written recommendations provided to sponsors that identify gaps that CAL could address. The sponsors have the authority to approve/endorse CAL to be the ones to do the actual work for the university.
- We would like to have all sponsors but we need to see if Renata can be the one to attend.
- Can we appoint an AEC as a lead or a chair that would be responsible for driving the strategic plan for the AECs? Group recommendation would be to develop an AEC plan of communications structure that allows Commonwealth campus, WC, UP AECs to communicate and devise plans for the AECs community. This would be an excellent recommendation from CAL. Jeff suggested that a paid position be created that coordinates this? This may be a “big” recommendation. No one is in charge of the AECs right now. There need to be structure in place to oversee this role. Kelly asked Bidy how input from her committee has been? IF they are invested and providing good ideas. Bidy shared that “yes” they are providing good ideas and input. Kelly asked Chuck the same idea about Hendrick and he echoed that everyone is providing good input. Michele is chair of Barriers group. She is at CEAL conference so did not attend CAL this month. Today's CAL meeting was not well attended.

**Comments for the Good of the Order Adjournment (no later than 12:50pm)**

- Kelly – remind suggested that we people what our purpose is and to hang in there. This will be a year of disruption.
- Jeff Thanked attendees