



Penn State

Commission for Adult Learners

Executive Committee Meeting Agenda

Date: April 16, 2025

Time: 11:30 – 12:00

Attendees: JoAnn Kelly, Bill Fritz, Check Greggs, Jessica O’Brien, Nadia Richardson, Biddy Brooks, Michele Rice, Michelle Wiley

Welcome

Minutes Approval

- Motion: Chuck Greggs
- Second: Michele Rice
- Approved

Discussion

- **Administrative Support Transition**
 - Jessica expressed the need to transition some responsibilities due to workload constraints
 - Delegated tasks could include recording meetings and, due to access limitations, SharePoint, Listservs, and the Hendrick Award processing
- **Professional Development Follow-up**
 - Jessica reminded the team about the professional development initiative
 - Confirmed financial approval and will coordinate registration with JoAnn and Michele R.

Adjournment