



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

**Annual Business Meeting – June 2, 2005  
Nashville, TN**

**– MINUTES –**

**In Attendance:**

**Institution**

Albertus Magnus  
Aquinas College  
Averett University  
Cardinal Stritch University  
Centenary College  
Cornerstone University  
Gwynedd-Mercy College  
Hope International University  
Indiana Wesleyan University  
Montreat College  
Ohio Dominican University  
Olivet Nazarene University  
Shorter College  
St. Gregory’s University  
Warner Pacific College  
IPD  
CAAHE  
CAAHE

**Representative**

Carolyn Shiffman  
John Horn  
Lee Bash  
Gwen Rivkin for Kathleen Radionoff  
Joseph Ippolito  
Robert Simpson  
Joseph Coleman  
Michele Willingham  
Tom Griffin  
Deborah Wright  
Mike Bromberg  
Carol Maxson  
George Dupuy  
Br. Damian Whalen  
Ed Whitehead  
Deanna Boe  
Sue Salter – as CAAHE Executive Director  
Marina Aguilar – as CAAHE Secretary/Treasurer

**Not Present:**

**Institution**

Baker University  
Belhaven College  
Medaille College  
Southern Wesleyan University  
Thomas More College  
University of Phoenix  
William Penn University

**Representative**

Donald Clardy  
open  
Jenifer Bavifard  
open  
Nathan Hartman  
Beverly Downey  
Judith Richardson

**Secretary Report:** John Horn presented the minutes from the CAAHE Institutional Representatives' Meeting of January 2005. Minutes were approved.

**Treasurer's Report:** John Horn presented CAAHE's Statement of Operations through May 12, 2005 (attached). The treasurer's report was accepted.

**Transcript Fees:** Deanna Boe presented a proposal regarding transcript fees and application fees among the Apollo and CAAHE Institutions for consideration. UOP is no longer charging a transcript fee for students who apply to attend WIU, CFP or IPD partner institutions and has asked if IPD partner institutions would be willing to reciprocate with the same policy. Also proposed for consideration is to charge a one-time application fee among Apollo Group and CAAHE institutions and to discontinue charging a second application fee for students who have previously attended UOP, WIU or an IPD partner institution. Those IPD partner institutions present at the CAAHE meeting requested to take proposals back to their home institutions for discussion. Deanna Boe will email request for response from the CAAHE Institutional Reps within 2 weeks.

**Systems Review Proposal:** Deanna Boe presented the IPD Systems Reviews Proposal to the CAAHE Institutional Reps. The proposal recommends the following changes in IPD systems reviews:

1. Add peer reviewers from client institutions to the systems review team;
2. Establish a CAAHE Task Force on Best Practices.

Those IPD partner institutions present at the CAAHE meeting requested to take this proposal back to their home institutions for discussion. Deanna Boe will email request for response from the CAAHE Institutional Reps within 2 weeks.

**June 2006 Conference Update:** Michele Willingham, Hope International University, discussed plans in progress for the 2006 Annual CAAHE Conference to be held in Southern California. Michele requested recommendations for dates of the conference and conference theme ideas. Dates being considered are June 14-16 (1st choice) and June 7-9 (2nd choice). Michele is currently researching hotels that can accommodate our date requests.

Themes relating to accreditation and community service were suggested. A possible theme of "Defining and Building Adult Learning Communities" was discussed, including tracks that look at keeping alumni connected to the learning community, promoting scholarly community among our faculty, foundation and grant funding for programs promoting learning community, etc. Inviting development/alumni officers/staff from our institutions was suggested as a way for them to learn more about adult programs and our alums. Michele will email theme titles for voting to CAAHE Institutional Reps within a few weeks.

**January 2006 CAAHE Institutional Rep Meeting Update:** Sue Salter announced the dates for the January I/R Meeting – January 27-28, 2006. The meeting will be held at the Marriott Scottsdale Suites Old Town with the same meeting agenda format.

**Proposed 2005-2006 Budget:** The proposed 2005-2006 Budget (attached) was adopted by unanimous vote.

**Proposed Slate of Officers FY 2006:** The CAAHE Institutional Reps voted and approved the FY 2006 Slate of Officers. Officers voted in are:

Michele Willingham, CAAHE Chair – Carolyn Shiffman, CAAHE Vice Chair – John Horn, CAAHE Past Chair – Sue Salter, Executive Director of CAAHE – Marina Aguilar, Secretary/Treasurer.

The CAAHE meeting adjourned at 12:30 p.m.



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

**STATEMENT OF OPERATIONS**

**May 12, 2005**

# CAAHE-Balance Sheet

(Includes unrealized gains)

As of 5/12/2005

5/12/2005

Account	5/12/2005 Balance
<b>ASSETS</b>	
Cash and Bank Accounts	
A.N.B.	
Ending Balance	0.00
plus: Checks Payable	0.00
TOTAL A.N.B.	0.00
F.I.B. 30-15570	0.00
F.I.B. 31-12434	0.00
WF 0808-679005	
Ending Balance	51,034.51
plus: Checks Payable	16.50
TOTAL WF 0808-679005	51,051.01
WF 6808-197057	337.45
TOTAL Cash and Bank Accounts	51,388.46
Other Assets	
Deposits	0.00
Prepaid Taxes	0.00
TOTAL Other Assets	0.00
TOTAL ASSETS	51,388.46
LIABILITIES	
Checks Payable	16.50
TOTAL LIABILITIES	16.50
OVERALL TOTAL	51,371.96

# CAAHE-Statement of Revenue & Expenses

9/1/2004 Through 5/12/2005

5/12/2005

Category Description	9/1/2004- 5/12/2005
<b>INCOME</b>	
Dinner Meeting	45.00
Dues Income	37,595.00
Exhibitor & Sponsorship Fees	8,250.00
Interest Income	0.25
<b>TOTAL INCOME</b>	<b>45,890.25</b>
<b>EXPENSES</b>	
Uncategorized	0.00
Bank Charges	80.00
Commission	10.00
Conference Fees	
Hotel Expenses	4,097.15
Meals	329.13
Transportation	1,099.28
<b>TOTAL Conference Fees</b>	<b>5,525.56</b>
Hoffner Award	500.00
Speaker Fee	550.00
Taxes & License	104.96
Federal	4,479.00
State	2,080.00
<b>TOTAL Taxes &amp; License</b>	<b>6,663.96</b>
<b>TOTAL EXPENSES</b>	<b>13,329.52</b>
<b>OVERALL TOTAL</b>	<b>32,560.73</b>

**CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION (CAAHE)  
2005-2006 PROPOSED BUDGET  
ADOPTED JUNE 2, 2005**

<b>REVENUE</b>	<b>2005-2006 PROPOSED BUDGET</b>
Institutional Base Dues - 1/3 of total revenue shared among 22 members equally (\$1100 x 22 members)	\$24,200
IPD Dues (~ 50% of base dues)	12,100
Sliding Scale Based on enrollment	8,700
June Exhibitor Fees & Sponsorships	5,000
June conference Reg. Fees (100 x \$50)	5,000
Cash reserves - carryover from 2005	10,000
<b>Total Revenue</b>	<b>65,000</b>
<b>EXPENSES</b>	
Institutional Representatives Meeting, January 2006	3,500
Annual Conference, June 2006	45,000
Executive Board Meetings	3,000
Conference Presenter Stipends	4,000
Paul E. Hoffner Awards	2,000
Taxes	5,000
Promotional Expenses	0
Commission Expenses - Support	2,500
<b>Total Estimated Expenses</b>	<b>65,000</b>
<b>SUMMARY</b>	
Total Revenue Available	65,000
Total Expenses	65,000
<b>Net</b>	<b>0</b>