



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

**Institutional Representatives Business Meeting  
January 24-25, 2008  
Scottsdale, AZ**

**– MINUTES –**

**In Attendance:**

**Institution**

Albertus Magnus  
Averett University  
Aquinas College  
Baker University  
Belhaven University  
Cardinal Stritch University  
Cornerstone University  
Gwynedd Mercy College  
Indiana Wesleyan University  
Montreat College  
Shorter College  
St. Gregory's University  
University of Phoenix  
Warner Pacific College  
IPD  
IPD  
CAAHE  
CAAHE

**Representative**

Rosette Dubois  
Dr. Fred Bolton  
Pam Dunn  
Steve Cohen  
Richard Harris  
Dr. Carla Brennan  
Dr. Robert Simpson  
Joe Coleman  
Dr. Bradford Sample  
Laura Hankins for Deborah Wright  
Sandra Terry  
Dr. Jean Thornbrugh  
Barbara Baderman  
Dr. Toni Pauls  
Dr. John Lopez  
Deanna Boe  
Sue Salter – as CAAHE Executive Director  
Diane Cook Canade – as CAAHE  
Secretary/Treasurer

**Not Present:**

**Institution**

Benedictine College  
Ohio Dominican University  
Olivet Nazarene University  
Southern Wesleyan University  
Thomas More College  
William Penn University

**Representative**

Dr. Eileen Kolich  
Bill Vensel  
Ryan Spittal  
Dr. Keith Iddings  
Nathan Hartman  
Dr. Lee Bash

## **Opening**

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Fred Bolton opened the conference at 8:30 am, giving a brief overview of the agenda and welcoming CAAHE Institutional Reps and several IPD representatives. Rob Simpson, Sue Salter and Pam Dunn, members of CAAHE Executive Committee, gave brief updates of CAAHE 2007 successes. Each IR then provided updates on prior year initiatives, which ranged from Shorter's successful growth in their education programs to aggressive capital campaigns at several colleges, to a new approach at Belhaven to provide assessment and development of students.

## **CAAHE Business**

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Minutes of the prior year's IR meeting (Jan 2007) were unanimously approved. Toni Pauls advised that the minutes from the June 2007 Leadership Meeting incorrectly listed Toni as being in attendance. NOTE: The June 2007 minutes were corrected to reflect that Toni Pauls was not a participant at the Leadership Meeting.

Rob Simpson conducted an internal review of the CAAHE bank accounts. His recommendations are: 1) A CAAHE Board Member needs to review and sign off on the CAAHE financial transactions every Quarter; and, 2) create a system/process that can verify that every CAAHE partner institution pays annual dues every year. Financial processes and approvals discussion will continue with the CAAHE Executive Board during Board teleconference this year.

CAAHE budget policies were explained by Fred Bolton regarding benefits of creating a 'non-profit' entity for CAAHE. Currently we are considered a 'for-profit' entity because we are an 'exclusive membership' organization. The discussion was tabled, but Fred requested that Diane Cook Canade contact the CAAHE CPA to check on the benefits or consequences of such action.

## **IPD AIS Management Team Presentations**

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The AIS management team shared information about numerous new initiatives and services available to CAAHE member institutions, including the product WritePoint and SIMS, which are web-based case simulations available for a large number of course areas. Cindy Hewitt, SMARTHINKING, joined the group via teleconference to discuss potential partnership with CAAHE to offer discounted tutoring services to CAAHE members.

## **Discussion Topics**

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Discussion topics were identified by each CAAHE representative for Friday's agenda, such as: organizational structure and academic governance, use of advisory boards in program development, testing and placement of under-prepared students, full-time faculty in the adult programs, managing software systems, accreditation, Certification programs, financial aid issues. Topics were discussed in greater detail at Friday morning's session, as time permitted. Financial Aid and were tabled until the next IR meeting in June at the CAAHE Biennial Conference.

## **Treasurer's Report**

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Diane Cook Canade presented the FY08 CAAHE (Revised) budget and Financial Statements for FY07. Barb Baderman motioned to approve the FY08 budget, Sandra Terry seconded the motion. Budget motion approved.

## **Membership Options**

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Discussion referencing whether only CAAHE members should have voting rights and CAAHE affiliates should remain non-voting members. The Executive Committee will discuss and provide options to the IRs to consider. The representatives decided to challenge Jack Colaric, CAAHE's CPA, to find out if it is possible for CAAHE to qualify for non-profit and still retain its limited membership. If so, how will CAAHE re-structure the organization? Diane Cook Canade will contact Mr. Colaric about researching the possibility and will report to the IRs at the June conference.

## **June 2008 Biennial Meeting Update**

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The upcoming conference agenda items and theme was discussed in detail. The theme was confirmed as "Expanding the Reach". Agreement was reached that the theme is broad enough to address current issues such as student and faculty recruitment, corporate and community collaboration and partnerships, global opportunities, and positioning higher education for sustainability through its systems and processes.

## **Upcoming Conferences**

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2009 IR Meeting – Unanimous voting approved the next IR conference dates of Jan 22-23, 2009, at either the Tempe Mission Palms or the Marriott Scottsdale Suites Old Town with the same meeting agenda format. Diane Cook Canade will check pricing at both locations and prepare the contract with the chosen hotel. The suggestion to hold the annual IR meeting in a mid-western State was unanimously rejected.

## **Adjournment**

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The meeting was adjourned at 12:00 noon, Friday, January 25, 2008, by Dr. Fred Bolton, motioned by Rosette DuBois, and seconded by Steve Cohen.

Respectfully submitted,

Diane Cook Canade  
Executive Committee  
CAAHE Secretary-Treasurer

Reviewed by Sue Salter  
CAAHE Executive Director  
May 2, 2008