



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

**Institutional Representative Meeting January 21 and 22, 2009
Tempe Mission Palms Resort**

CAAHE held its annual Institutional Representative Business meeting on January 22, 2009, in Tempe, Arizona.

- MINUTES -

In Attendance:

Name	Office
Pam Dunn, Aquinas College	Chair
Fred Bolton, Averett University	Past Chair
Toni Pauls, Warner Pacific College	Vice Chair
Sue Salter, IPD	Executive Chair
MariaElena Hernandez, IPD	Secretary/Treasurer
Tanesha D.H. Pittman, Benedictine University	
Dr. Clara Brennan, Cardinal Stritch University	
Dr. Robert Simpson, Cornerstone University	
Joseph Coleman, Gwynedd-Mercy College	
Dr. Bradford Sample, Indiana Wesleyan University	
Rebecca Henriksen, IPD	
William A. Vensel, Ohio Dominican University	
Dr. Carl Ericsson, Shorter College	
Dr. Jean Thornbrugh, St. Gregory's University	
Barbara Baderman, University of Phoenix	

Absent:

- Dr. John Donohue, Albertus Magnus College
- Marvin Hunt, Baker University
- Richard Harris, Belhaven College
- Deborah Wright, Montreat College
- Ryan Spittal, Olivet Nazarene University
- Keith Iddings, Southern Wesleyan University
- Nathan Hartman, Thomas More University
- Lee Bash, William Penn University

It was established at 9:00 a.m. that a quorum of the members existed and that the business of CAAHE could be conducted.

SECRETARY/TREASURER REPORT

Secretary's Report

2008 Biennial Conference IR meeting minutes were distributed; Joe Coleman advised that he was present at the meeting; Institutional Representatives agreed, and minutes were approved by unanimous vote. NOTE: The June 2008 minutes were corrected to reflect that Joe Coleman was a participant at the Biennial Conference.

Treasurer's Report

A statement of the CAAHE account for FY 08/09 was distributed, which showed a balance on January 19, 2009, of \$38,360.20 and was approved by unanimous vote.

June 2009 Leadership Retreat/Biennial Conference Update and Pre-Planning

Sue Salter proposed that she and Toni would facilitate a workshop focusing on higher education leading change. Carl Ericsson requested more information regarding commissions. Pam questioned financial aid, and mentioned a need for awareness especially for student services. Student services personnel should know important federal regulations. Ideally, an integration of financial aid, accounting, and student services is necessary to create positive synergy. Clara Brennan mentioned that CSU has had meetings pertaining to adding financial aid presentations available to its staff. Sue followed up and mentioned that Teresa Corno and Deanna are creating Online Moodle Courses for student services regarding financial aid.

The agenda times for the Leadership Meeting were changed to reflect the new workshop that would be facilitated by Sue and Toni. Deanna mentioned that Teresa e-mailed her with the idea of combining the Financial Aid and Student Services Conference. Pam asked for entertainment and dinner activities for the Leadership Meeting. Sue suggested keeping in mind that the Leadership Meeting event would be a test for the biennial conference. Toni suggested having a future conference in Portland, Oregon.

January 2010 IR Pre-Planning

Pam suggested having the IR meeting half a day on Wednesday, and a full day on Thursday. The group suggested January 13–14, 2010. Most important aspects of the hotel include shuttle and Internet services.

Topics of Discussion for the next CAAHE meeting:

- Pam will look into extracurricular/social activities for Adult Programs.
- Barb Baderman will provide information on alumni student mentoring and how to build resilience, persistence, and self-efficacy.

The CAAHE Business meeting adjourned at approximately 11:50 a.m.

Respectfully submitted,

MariaElena Hernandez
Secretary/Treasurer