



CONSORTIUM FOR THE ADVANCEMENT OF ADULT HIGHER EDUCATION

**Institutional Representative Meeting June 3–5, 2009
Downtown Indianapolis Marriott**

CAAHE held its annual Institutional Representative (IR) business meeting on June 5, 2009, in Indianapolis, IN.

– MINUTES –

ATTENDANCE

Present

Name	Office
Dr. Toni Pauls, Warner Pacific College	Chair
Dr. Sue Salter Dietrich, Institute for Professional Development	Executive Director
MariaElena Hernandez, Institute for Professional Development	Secretary/Treasurer
Dr. Robert Simpson, Cornerstone University	Past Chair/Pro Tem
Tanesha D.H. Pittman, MBA, Benedictine University	
Dr. Clara Brennan, Cardinal Stritch University	
Dr. Bradford Sample, Indiana Wesleyan University	
Rebecca Henriksen, Institute for Professional Development	
William A. Vensel, Ohio Dominican University	
Dr. Carl Ericsson, Shorter College	
Dr. Barbara Baderman, University of Phoenix	
Dr. Richard Harris, Belhaven College	
Dr. Irene Rios, Albertus Magnus College	
Dr. Marvin Hunt, Baker University	

Absent

- Deborah D. Wright, Montreat College
- Dr. Ryan Spittal, Olivet Nazarene University
- Dr. Keith Iddings, Southern Wesleyan University
- Nathan Hartman, Thomas More University
- Dr. Lee Bash, William Penn University
- Dr. Jean Thornbrugh, St. Gregory’s University
- Joseph Coleman, Gwynedd-Mercy College

Quorum

It was established at 11:00 a.m. that a quorum of members existed and CAAHE business could be conducted.

SECRETARY/TREASURER REPORTS

Secretary's Report

The 2009 IR meeting minutes were distributed; Dr. Marvin Hunt proposed acceptance of the minutes; Tanesha D.H. Pittman, seconded the motion; and the minutes were approved by unanimous vote.

Treasurer's Report

CAAHE adjusted and proposed budgets for FY 2008–2009, and budgets for FY 2009–2010 were distributed. Dr. Sue Salter Dietrich explained the reallocation of funds for FY 2008–2009 and the necessary changes for the FY 2009–2010 budget. Dr. Marvin Hunt questioned the components of dues, so Dr. Dietrich detailed the increase in base dues, the percentage paid by Institute for Professional Development, and the sliding scale. As budget changes were discussed, Dr. Dietrich proposed an Outstanding Student Award, in addition to the Paul E. Hoffner Outstanding Staff Service Award and the Paul E. Hoffner Outstanding Faculty Service Award; each institution would nominate a student for the national Outstanding Student Award. Dr. Toni Pauls proposed increasing the sliding scale to \$5,000, rather than using previous years' calculations. After discussing means for sponsors, Dr. Pauls suggested to wait on making changes to the budget until needed. All voted, and, through unanimous decision, the adjusted FY 2008–2009 and proposed FY 2009–2010 budgets were accepted as shown in the attachment.

CAAHE BYLAWS

MariaElena Hernandez distributed changes to the CAAHE bylaws. Articles discussed were Membership; Officers: General; Specific Officers; and Directors and Committees.

- Membership—Dr. Carl Ericsson questioned the process of a school's deactivation from CAAHE. Dr. Dietrich explained a scenario for deactivation; said such deactivation was an informal process; and emphasized that CAAHE's goal is to maintain 100% participation.
- Officers: General—Dr. Dietrich explained the business aspect and importance of CAAHE in Phoenix. The wording in section 5.02 was changed, so IRs could not vote in new officers knowing their contracts may not extend with IPD. Dr. Pauls questioned the time necessary as Past Chair and suggested that every person who voted as an officer should have at least 4 years left in their contracts with IPD. The wording was changed from *fulfillment of the term of officer* to *fulfillment of the immediate term of office*.
- Specific Officers—Some changes made for this section were *three (3) months* to *one (1) month*; the mentoring program was removed; and the wording on Past Chair assuming the role of an Acting Chair would occur in the vacancy of the chair. Also, clarification was made on the positions on Chair, Vice Chair, Secretary/Treasurer, and Executive Director.

- Directors and Committees—Changes discussed were within the following subsections: Executive Committee/Directors, Nominating Committee, and Biennial Conference Planning Committee. *Executive Director* was added to subsection 7.01; additional appointments were removed from subsection 7.08; and *Biennial* was added to subsection 7.14.

Dr. Barbara Baderman motioned to accept the changes to the bylaws; William Vensel seconded this motion; and the bylaws were approved by unanimous vote.

VOTING OF OFFICERS

Referencing an e-mail she sent on June 2, 2009, Dr. Sue Salter Dietrich provided the names of persons nominated to fill open positions. Dr. Toni Pauls moved into the position of Chair as Past Chair, and Deborah Wright was nominated for the Vice Chair. Dr. Sue Salter Dietrich asked for new nominations, and Rebecca Henriksen nominated Tanesha D.H. Pittman, as a write-in candidate for Vice Chair. Rebecca Henriksen motioned to vote on Tanesha D.H. Pittman, as Vice Chair; Dr. Robert Simpson seconded this motion; and IRs voted Tanesha D.H. Pittman, as the new Vice Chair.

CONTINUED TOPIC DISCUSSION

Rebecca Henriksen questioned whether IRs would like CAAHE institutions to be branded on a Web site for military personnel. Rebecca Henriksen stated that she would follow up with an e-mail to all IRs.

ADJOURNMENT

The CAAHE business meeting adjourned at approximately 12:16 p.m.

Respectfully submitted,

MariaElena Hernandez
Secretary/Treasurer