



CAAHE

CONSORTIUM FOR THE ADVANCEMENT
OF ADULT HIGHER EDUCATION

**Institutional Representative Meeting January 14 and 15, 2010
Ritz-Carlton Phoenix**

The Consortium for the Advancement of Adult Higher Education (CAAHE) held its annual Institutional Representative (IR) business meeting on January 15, 2010, in Phoenix, Arizona.

– 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. Clara Brennan, Cardinal Stritch University | |
| Dr. Bridget Aitchison, Indiana Wesleyan University | |
| Rebecca Henriksen, Institute for Professional Development | |
| William A. Vensel, Ohio Dominican University | |
| Dr. Carl Ericsson, Shorter College | |
| Dr. Richard Harris, Belhaven College | |
| Dr. Irene Rios, Albertus Magnus College | |
| Dr. Susan Lindahl, Baker University | |
| Dr. Mohamed Latib, Gwynedd-Mercy College | |
| Dr. Jean Thornbrugh, St. Gregory's University | |

Absent

Kendall Carter, Averett University
Dr. Barbara Baderman, University of Phoenix
Deborah D. Wright, Montreat College
Nathan Hartman, Thomas More University
Dr. Lee Bash, William Penn University
Dr. Mick Carroll, Benedictine University

Dr. Robert Simpson, Cornerstone University

Quorum

It was established at 8:36 a.m. that a quorum of members existed and CAAHE business could be conducted.

INTRODUCTION

Dr. Toni Pauls provided background information regarding Google Apps management system, specifically Google Docs. Dr. Pauls suggested that using Google Docs should reduce problems with e-mail accounts getting inundated with enrollment updates. Dr. Pauls also mentioned that Google Docs will allow users to share and collaborate on information for those with a need to know. Google Docs is Web accessible and makes the roster process more efficient. Dr. Pauls advised the IRs to speak with their contract directors regarding the Google Apps tools available to them. The new CAAHE logo was also revealed on the CAAHE Web site.

SECRETARY/TREASURER REPORTS

Secretary's Report

The 2009 leadership meeting minutes were distributed; Dr. Carl Ericsson proposed acceptance of the minutes; Rebecca Henriksen seconded the motion; and the minutes were approved by unanimous vote.

Treasurer's Report

The 2009/2010 budget was distributed; Rebecca Henriksen questioned the promotional budget; Dr. Dietrich elaborated on the Paul E. Hoffner Award; Dr. Bridget Aitchison proposed acceptance of the budget; Dr. Carl Ericsson seconded the motion; and the minutes were approved by unanimous vote.

VOTING OF OFFICERS

Dr. Pauls presented the slate of officers as the following:

- Dr. Toni Steffensen Pauls—Chair
- Dr. Clara Brennan—Vice Chair
- MariaElena Hernandez—Secretary/Treasurer
- Dr. Fred Bolton—Past Chair

Dr. Carl Ericsson motioned to accept the slate of officers; Dr. Bridget Aitchison seconded this motion; and the slate of officers was approved by unanimous vote.

BIENNIAL CONFERENCE

MariaElena Hernandez provided an update of the CAAHE 2010 conference. Ms. Hernandez mentioned that they were in the process of securing the National Collegiate Athletic Association (NCAA) Hall of Champions, the hotel contract was signed, and the initial announcement would soon follow the IR meeting. Dr. Mohamed Latib questioned whether spouses could attend the conference. Dr. Dietrich said that spouses typically do not attend the conference, but they are welcome to attend the dinners and other organized activities.

JANUARY 2011 IR MEETING

Dr. Dietrich provided the history and importance of this meeting. January 13 and 14 were suggested as possible dates for the 2011 IR meeting. MariaElena Hernandez said she would check the rates with the Ritz-Carlton.

LEADERSHIP MEETING

Dr. Pauls questioned a location for this meeting, which would be the same venue for the 2012 conference. Dr. Latib proposed Philadelphia as the location for the 2011 Leadership Meeting and 2012 Biennial Conference, and also mentioned that Gwynedd-Mercy College would serve as host to the conference.

ADJOURNMENT

The CAAHE business meeting adjourned at approximately 9:26 a.m.

Respectfully submitted,

MariaElena Hernandez
Secretary/Treasurer