December 17, 2008
330 HUB-Robeson Center, University Park
University Park
12:30 p.m.
Executive Committee Minutes-Final

Attended: S. Gleason, K. Hillkirk, B. Brooks (by phone), S. Christ (by phone), B. Farrell (by phone), T. Jankowski (by phone), J. Wills (recorder)
Unable to attend: M. Jordan, L. Laing

1) S. Christ called the meeting to order. The following announcements were made:
   - FTCAP information for adults will be presented at the March meeting.
   - S. Christ had sent a template to committee chairs to use for committee minutes. Committee chairs should use the template for minutes. Chairs maintain a copy of minutes for internal use and send a copy to S. Christ to keep her informed as Commission chair and to J. Wills, who will maintain Commission files. Committee minutes will not be included on the Commission web site. Committee chairs will also submit written copy of committee summary reports given at the Commission meeting to J. Wills. The summary will be included with Commission minutes on the Commission web site.
   - S. Christ met with K. Schultz regarding how to best proceed with the issue e-petitions discussed at the November meeting.

2) The November 19 minutes were approved by voice vote after S. Gleason suggested updating Action items to read as follows: “The goal is to have information on the memo sent regarding HR-36 and its budget impact by the end of the academic year.”

3) Action items from Commission meeting-
   a) There was discussion on how to communicate with the Chancellors about the existence of the AEC group and its purpose. Members noted that an update to the Chancellors on the overall Commission would be more beneficial. It was decided that S. Christ will request to attend a monthly chancellor’s meeting to give an update on the Commission and its current goals and projects and to lay the groundwork for the new AEC Program Manager to give an update on the Adult Enrollment Coordinators at a later meeting. Action item: S. Christ will contact Dr. John Romano about the possibility of getting onto the agenda for a spring 2009 Chancellors’ meeting.
4) Committee updates
   a) The Faculty Engagement committee will meet two more times before the February Commission meeting to work on their survey, handbook appendices, and proposed talking points for the Hendrick conference panelists.
   b) The Hendrick conference planning committee will consider nominations for student panelists submitted by Commission members. Action item: S. Christ will contact Anita Mc Donald at Penn State DuBois, and campus AECs to invite them to submit potential panelist names to the Hendrick planning committee.

5) Other discussion topics-Suggestion was made to create a link from campus web sites to veteran’s resources. Action item: S. Gleason will contact campus DAA’s to suggest the link be created for each campus.

6) The meeting was adjourned at 1:30 p.m.

Respectfully submitted,
Judy Wills