



April 15, 2009
324 Outreach Building, University Park
University Park
12:30 p.m.
Executive Committee Meeting

Attended: Sharon Christ, Martha Jordan, Sandy Gleason, Leslie Laing, Theodora Jankowski, Bob Farrell, Bidy Brooks (by phone), Judy Wills (Note taker)

Unable to attend: Keith Hillkirk

- 1) Sharon Christ called the meeting to order.
- 2) The minutes from March 18, 2009 meeting were approved by voice vote.
- 3) Action items from Commission meeting-
 - a) Bidy Brooks will seek out feedback from AECs on how campuses handle FTCAP and general orientation, including how information is sent out, summer events that are held, etc.
 - b) Leslie Laing will email the Hendrick conference flyer to Commission members with a request to post visibly.
- 4) Committee updates-

The Executive committee approved the dates proposed May 10, 2010 and May 16, 2011 Hendrick conferences. These were the only dates available at the Penn Stater. Feasibility of having future conferences at other venues was also discussed.

Sandy Gleason will remain on the Faculty Engagement committee in 2009-10 for follow through on the handbook appendices and survey currently in progress.

The AEC committee will review the 2009 annual awards nominations next week. There had been a technical glitch in the online submission process and a few letters of support are still outstanding. Reminders have been sent to nominators with incomplete nomination packages. Judy Wills will forward to the AEC committee all nomination materials received to date by April 17.

Sandy Gleason will chair the nominating committee. She will send a note to outgoing members asking for recommendations for new members. Sharon Christ will email the Commission membership asking for recommendations for members for 2009-10. S. Gleason will send the suggestions to Keith Hillkirk and copy Martha Jordan for invitations to be issued. K. Hillkirk will work with the Faculty Senate to identify who would best serve as liaison to the Commission for 2009-10.

- 5) Other discussion topics-The committee agreed to accept the proposed dates for holding 2009-10 meetings on the second Wednesday of each month from 10:30 a.m.-Noon in 324 Outreach Building for 2009-10 with a kick-off and wrap-up at the Penn Stater in September 2009 and June 2010 respectively. Dates will be presented to the Commission at the June meeting.
- 6) The meeting was adjourned at 1:30 p.m. The next meeting will be **June 3**, at the Penn Stater Conference Center Hotel.

Respectfully submitted,
Judy Wills