Attendees: E. Wright-Chair; T. Spevak, A. Adams, P. Staskiel, A. Adolph, D. Smith, recorder
Unable to attend: R. Hart, J, Campbell, J. Wills

1. Announcements and vote to approve October 17, 2018 minutes. Staskiel moved to approve the minutes, Adams second. Approved.

2. Continued business
   a. CAL committee composition for 2019-2020 (CAL bylaws and committee composition/structure)
      Discussion of what offices/programs are represented on CAL. Membership represented offices currently include Smeal, A&A, EMS, University College, DUS. Not represented HHD and Engineering. Is this a gap?
      Offices represented UE, Admissions, World Campus, Commonwealth Campuses, Student Affairs, Office of the President, Faculty Senate
      Not represented is the Office of Business and Finance (e.g., Bursar)
      Bi-laws don’t specify what offices should be present (outside of Veteran Affairs and Faculty Senate).
      Going forward, especially if CAL is leaner, what offices/programs should be present on the Committee?
      Affiliates vs. membership
      What will the mission/goal be going forward? How do you ensure membership is aligned in a way to accomplish goals?
      Wright will talk with Renata Engel to gain more insight/guidance from sponsors on how we might make CAL a leaner organization.

3. New Business
   a. Items escalated during CAL meeting
   b. Budget items
      i. Hendrick keynote speaker funding:
         Requesting honorarium of $3,000 and $1,000 for travel ($4,000 in total).
         Spevak is still working on speakers; one possibility is to look for high profile speakers. Staskiel motions for a vote; Adams second. All vote in favor to allow up to $4,000 for speaker at the conference.
      ii. Hendrick complimentary registration funding: Discussion and vote
         Incentive to make final session better attended
         Motion by Adams to approve giving complimentary registration for 2020 to all attendees of the final session. Approved.
c. Preparation for December meeting for President Barron
   What do we want to provide to President Barron’s office in preparation for
   his comments to CAL?
   Last Executive meeting had a robust discussion of these ideas. This included
   how One Penn State 2025 and Engage Penn State apply to adult learners.
   Additionally, we will provide summaries of current committee work.
   Advocate that our members start thinking about what questions they want to
   ask President Barron during his visit. Reminder for them to be prepared
   Ashley recommended us identifying themes that we might use to frame the
   issues that we would want members to ask about

4. Action items for next meeting-- Progress reports from committee chairs due to Wright by
   December 14.

   *Zoom dial-in options:
   https://psu.zoom.us/j/831320473

   Or Telephone: +1 669 900 6833 (US Toll), Meeting ID: 831 320 473

   Or H.323/SIP room systems:
   H.323: 162.255.36.11 (US East); Meeting ID: 831 320 473
   SIP: 831320473@zoomcrc.com

Executive committee members extended a warm thank you to Liz for hosting CAL at Hazelton.

Meeting adjourned.

David R. Smith, Ph.D.