Minutes of the OLLI Steering Committee Meeting

January 6, 2016 at 1:00 at VCCF

Members Present: Andy Armstrong, Gary Collins, Jerry Clifford, Arlene Miro, Dan Murphy, Su Part, Elaine Sweet, Diana Troik and Randy Richardson.

Other OLLI Members present: Geri Gretan, Jean Nesper, Ann Lewin and Vickie Engard

Steering Committee Minutes:
The minutes of the SC meeting on November 19, 2015 were approved without any additions or corrections.

Review of OLLI Calendar:
During the review of the calendar, Gary pointed out that, during the first two weeks of OLLI classes, the Broome Library will be open until 6 P.M. during the week only. Gary will send an e-mail to Nick asking him about the location for classes on Saturday for the first two Saturdays in January. Gary will also ask Nick about Vista bus coverage during these two weeks.

Jerry pointed out that the Steering Committee had agreed to March 21 as the start date for the Spring term, not the March 14 date reflected on the calendar. Also, because the campus will be closed for Cesar Chavez Day, Thursday classes will have to be extended by an additional week. Gary will modify the calendar to reflect these two changes and send it out for approval.

Future Committee Meetings:
Marketing and Outreach Committee: January 7, 2016, at 10 am, at Marin
February 3, 2016 at 10 am at Marin

Curriculum Committee: January 14, 2016 at 3:15 pm at VCCF
February 11, 2016 at 3:15 at VCCF

Steering Committee: February 18, 2016 at 3:30 pm, at TBD location
March 17, 2016 at 3:30 pm, at TBD location
April 19, 2016 at 3:30 pm, at TBD location

Finance Committee: TBD

Report of OLLI Director Nick Fuentes

Nick was not present. On the “Committee Questions to the Director,” the following information was available:

1) Hiring an OLLI Program Analyst. Gary reported that Nick is still accepting applications for the open position.
2) On-line registration. Jerry is going to meet with Nick to obtain the current status of this initiative.

3) Use of the Broome Library during the Winter classes. Gary to contact Nick.

Standing Committee Reports

MOC

Diana suggested that the MOC should be involved in the design and preparation of course catalogs from the beginning of the process. Arlene said that CC concentrates primarily on the course descriptions and times; it would be helpful if other people participated in developing the catalog’s content. Jerry recommended that we maintain a consistent catalog structure to make publication easier. Gary is going to ask Nick to invite someone from MOC to participate in the catalog preparation process.

There was a discussion of the appropriate way for OLLI to acknowledge the death of an OLLI member or a close family member. It was decided that those that had died should be remembered and honored by requesting a minute of silence during the OLLI Fest. A motion to that effect was made and passed (see below.)

Diana expressed the opinion that the letter that is sent from OLLI to new members forms an important first impression and, currently, the letter is very casual. Diana suggested that the letter be redrafted to be more professional. Randy accepted the action to redraft the letter and to present his draft to the Steering Committee.

Preparations for OLLI Fest were discussed. There will be a suggested $10 donation for participants. Funds received for a glass artwork available at the OLLI Fest were discussed. Jerry suggested that we await Nick’s decision on how to handle these funds. To advertise the OLLI Fest, Jerry also suggested that a one-half page handout be distributed at OLLI classes. Geri is going to prepare the handout which will then be provided to class ambassadors for distribution at each class.

For classes at Marin, Gary wants to get the number of students who actually park at the Marin parking lot during each class. If there are significantly fewer than 40 cars because students car pool, we can use that as justification for increasing class size above the current limit of 40.

CC

Arlene reported that the Spring catalogs were in their first draft. The catalogs are due to be sent out in February, so they are currently on schedule.

Finance

Elaine presented summary financial reports for the last five OLLI fiscal years. She noted that there was no drawdown on the Osher Endowment for FY 2013-14, but that the drawdown in FY 2014-15 was about double the normal annual drawdown. The balance of the reserve account as of 1 July 2015 was $88,391. Andy asked if these funds were available for the acquisition by OLLI of capital equipment (e.g., hearing assistance technology.) The answer was, “No.” Such equipment must be acquired through the CSUCI capital acquisition process, and it would be easiest to plan the acquisition as part of CSUCI’s normal annual budgeting cycle.
Strategic Plan

There was a discussion of the major areas of responsibility for a volunteer coordinator. The coordinator’s responsibilities could include recruiting volunteers, placing volunteers on various committees, leading orientation at OLLI’s annual meeting and annually recognizing volunteers and their contributions. Diana suggested that these responsibilities be more carefully defined after the selection of the volunteer coordinator.

In reference to Strategic Goal number 6, Objective number 1, “University Relations: Develop a plan for how OLLI and its staff representatives can deepen awareness of OLLI and connections between OLLI and the university”, Arlene recommended that we wait to see the skill set of the OLLI Program Analyst hired as a result of the currently on-going hiring process.

There was a discussion of the best time during the academic year to recognize volunteers. Ideas included recognition during OLLI Fest and recognition at the end of the year. No decisions were made.

Gary mentioned that we need to establish a date for a meeting to update the Strategic Plan.

The Steering Committee Meeting of November 19, 2015 approved a motion that the recommendations of the “Geographic Service Area” subcommittee be implemented. These recommendations included adding three additional classroom locations to serve three different geographic locations. Diana suggested that a subcommittee be established to evaluate and to recommend the additional classroom locations. Dan suggested an Operations Committee be established to perform this task as well as additional tasks that are not in the area of responsibility of extant committees (e.g., technology.) Dan accepted the task of drafting a list of responsibilities of the proposed committee. Gary pointed out that the establishment of an Operations Committee would require an amendment to the by-laws. Diana pointed out that, because of the time required to amend the by-laws, in order to meet the goal of additional classroom locations for Fall, 2016 we should establish a subcommittee. Gary expressed his belief that we already researched several potential locations. Jerry suggested that selecting just one location would make the process of expansion easier, and Arlene said that it would make it easier to add instructors. No final decisions were made. However, Gary, Randy and Diana are going to review the information that we currently have and recommend a course of action to accomplish the organizational growth plan to which the Steering Committee has already agreed.

Annual Survey of OLLI members in February:

Gary is going to find the survey that was used during the last two years. Diana will revise the survey as necessary.

Bus Problems for evening classes:

Randy will contact Nick about the problem that the last Vista bus will depart the CSUCI campus at 5:45 pm during the first two weeks of OLLI classes.

Other Issues:

Hearing issues:

As individuals, Gary and Jean are going to the CSUCI Office to see if they can obtain equipment that will help hearing-impaired individuals during classes. In parallel, Jerry is working with Nick to represent OLLI as a group that has a significant portion of its membership with the same need.
Registration:

Gary reported that, as of the current dated, 68% of the available seats for the Winter term are filled. This represents a total of 829 seats that are filled.

OLLI Representation:

MOC will have representatives at the Goebel Adult Center in Thousand Oaks during the Goebel Center’s Wellness Fest on Wednesday, January 20, 2016.

Motions:

The following Motion was made, seconded, and approved:
During the OLLI Fest, a minute of silence will be requested in memory of OLLI members and their family members who have died during the year. Individual names will not be listed.

The meeting was adjourned at 5:40.