Minutes of the OLLI Steering Committee Meeting

October 22, 2015, at 1:00 at Broome Library

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

Other OLLI Members present: Diana Brookes, Laura Behjan, Geri Gretan, Carol Evans, Jean Nesper, and Irene Seda

Election Results Announced:
Randy announced the results of the recent elections for new members of the Steering Committee. The two new members are Jerry Clifford and Dan Murphy. Congratulations to both individuals.

Elections for Steering Committee Offices:
Chariman: Gary Collins was nominated and elected.
Vice Chair: Diana Troik was nominated and elected.
Secretary: Andy Armstrong was nominated and elected.

Steering Committee Minutes:
The minutes of the SC meeting on September 2, 2015 were approved without any additions or corrections.

Other Committee Minutes:
There were no comments on either the minutes of the Curriculum Committee or the minutes of the Marketing and Outreach Committee.

Review of OLLI Calendar:
Gary has identified several updates that need to be made to the OLLI Calendar, so the updated calendar will be provided later for review and comment.

Future Committee Meetings:
Marketing and Outreach Committee: November 12, 2015 at 10:00 am, at Marin
Curriculum Committee: November 9, 2015 at 3:15 pm, at VCCF
Steering Committee: November 19, 2015 at 1:00 pm, location is TBD
Finance Committee: TBD

Report of OLLI Director Nick Fuentes

Nick reported on his observations at the recent OLLI Conference that both he and Gary attended:

1) The classes presented in our OLLI program seem to have greater academic content than many OLLI programs, some of which include recreational classes, e.g., line dancing.

2) Some OLLI organizations have programs that pair OLLI members with college students after an interview process that assesses mutual compatibility. These programs provide an opportunity to
discuss life experiences and perceptions. Such discussions could be beneficial to both parties. Nick recommends that we consider establishing such a program both to help the individual participants and to contribute to the larger CSUCI community.

3) Nick believes that the OLLI volunteer program should be formalized to a greater degree, including having documentation that explains to potential volunteers the roles and responsibilities of the various positions within the organization. He is going to work with the Strategic Planning Committee which currently has this as one of the goals in its priority list.

4) The issue of fund-raising was discussed. Nick believes that we need to establish a fund-raising committee. Diana suggested that the establishment of the committee should be part of the strategic planning process that was started this year. Gary stressed that fund-raising may be necessary to keep the OLLI Program “accessible and affordable,” which is an important Osher goal.

Nick initiated discussion on several other issues:

1) An OLLI volunteer is needed to participate in the interview process for the OLLI Program Analyst. (No one volunteered during the meeting.)

2) There is a new video available to help people log onto myCI. People can contact Donna in the office if they do not know their student ID numbers. Use of the Blackboard capability within myCI will help reduce the cost of reproducing handouts for individual classes. Jerry offered to help instructors who are unfamiliar with Blackboard so that they can use it effectively.

3) No more classes will be scheduled at Ventura College because of negative student and instructor experiences there. We are looking at other locations in the Ventura area, including the Ventura Adult Center.

4) Hiring an OLLI Program Analyst. The hiring by the Extended University of a program analyst to support the OLLI Program precipitated an extended discussion. Importantly, information and questions had been provided to Nick in advance of the Steering Committee Meeting. The information and questions provided to Nick, as well as his responses, were included in the Steering Committee meeting agenda.

The information, questions, and responses follow below:

OLLI Program Analyst
Our understanding is that the Steering Committee is the governing body of the OLLI program (per our bylaws) with the OLLI Program Director responsible to the Steering Committee and Extended University for ongoing operations and business management. It would seem appropriate that a major decision with financial implications would be brought to the Steering Committee for discussion and possible approval. This is the essence of the bylaws of the OLLI program and reflects how decisions have been made for the program since 2012. We believe a vote of the Steering Committee on this proposal is appropriate. The following questions would help SC members in the decision process.

• How would we pay for the OLLI Program Analyst?
  o We have been putting an average of $44K per year for the last 2 years into “reserve”. We are about to put another $45k into our income/expense budget. This is the amount of the annual invasion we are required to make and spend from our Osher Foundation gift. The estimated cost of the position to our OLLI budget including benefits and salary is $35K/yr. We can pay for this position and still put $10k/yr into reserve.
• What changes will there be in the director's duties, if the Analyst position is filled?

• Will OLLI continue to pay 20% of the director's salary?
  o Yes as well as the portion of Donna’s salary/benefits we currently pay

• Each OLLI committee has interacted with the director. The Analyst position job description has an all-encompassing description of duties. Who do we go to answer questions and conduct business?
  o The short answer to this is – I have not decided yet. We are an ever evolving organization with many changes in volunteer personnel, classroom sites, faculty and more. The position description was written with this in mind. Various personalities and skillsets will require different methods and styles of communication to be the most successful. We will determine the best methods of communication as we evolve and change. As I said before, I am the director. I am ultimately responsible for running the program. I will need to determine the best way to do that given the personalities and abilities present at a given time.

• Who will attend SC meetings? Director or Analyst

• Is the student assistant position going to be replaced?
  o EU is in the process of hiring a new student assistant to assist with all EU programs including OLLI

  (During the Steering Committee Meeting itself, Nick said that his responsibilities will remain the same and that both he and the analyst will attend as many Steering Committee meetings as possible.)

During the Steering Committee Meeting itself, the extended discussion focused on essentially three issues:
1) What is the role of the Steering Committee in the management of the OLLI Program?
2) What are the OLLI Program’s current financial reserves and at what annual rate are they increased?
3) What are the fiscal constraints imposed upon the OLLI Program, as a “stand-alone” program?

In summary
1) The OLLI Program is one of several programs organizationally grouped under the CSUCI Extended University. The Extended University has the ultimate responsibility for the successful execution of these several programs. The OLLI Steering Committee provides advice to the Extend University.
2) There was disagreement about the amount of funding in the OLLI reserves and the rate of accumulation of these reserves.
3) In the event of a funding shortfall by the OLLI Program in a particular fiscal year, the Extended University has the authority to move funds among its several programs to cover shortfalls in particular programs. Hence, the OLLI Program is not a “stand-alone” financial entity.
The Extend University has made the decision to hire a program analyst and is proceeding with this plan. Randy made a motion to support the hiring of a program analyst. The motion died for lack of a second. The OLLI Steering Committee has requested a meeting with Gary Berg to discuss these issues.

5) We need to provide requests to VACE for our classroom needs for Spring and Summer. At Marin, scheduling problems are becoming more difficult as classes are moved from the main campus to Marin.
Standing Committee Reports

Finance
No quarterly report.

MOC
No report.

CC
There will be a meeting on Wednesday, 28 October, in Nick’s office on the Spring 2016 Course Catalog.

Strategic Plan
Diana announced that there will be a meeting on Tuesday, 27 October, of the subcommittee that is assessing the demographics of the County of Ventura and its cities in order to better target OLLI’s growth plans. In addition, a meeting of the Organizational Structure subcommittee will be scheduled.

Technical Support Subcommittee
Gary noted that for a long time we have been discussing various actions and technical approaches that could help those with hearing loss to get the full benefit of the OLLI presentations. Gary is going to start the process of establishing a technical committee that can help identify and obtain current technology to aid the hearing-impaired. Jean Nesper explained some of the many challenges that hearing–impaired persons confront, especially with some instructors who are not sensitized to the situation and use presentation styles that make hearing more difficult. Jerry recommended that OLLI work with the CSUCI Office that deals with disabilities, but request their help to find a solution for a group of students who have a similar disability (e.g., hearing loss), rather than present them with numerous individual problems. Randy suggested that we work with this office to address the needs typical of many of our members, including hearing impairment, vision impairment and mobility restrictions.

The meeting was adjourned at 3:00.