Minutes of the OLLI Steering Committee Meeting

November 19, 2015, at 1:00 at VCCF

Members Present: Andy Armstrong, Jerry Clifford, Nick Fuentes, Judy Gaviati, Arlene Miro, Dan Murphy, Su Part, Elaine Sweet, Diana Troik and Randy Richardson. Gary Collins was on vacation; Diana, as Vice Chair, conducted the meeting.

Other OLLI Members present: Geri Gretan and Carol Evans

Steering Committee Minutes:
The minutes of the SC meeting on October 22, 2015 were approved without any additions or corrections.

Other Committee Minutes:
Curriculum Committee (C/C) Minutes
Jerry suggested that a visit to Janet Egiziano at the Marin Campus should be a Steering Committee (S/C) action rather than a Curriculum Committee action. Nick pointed out that there have been recent discussions between Gary Berg and Janet, and requested that the meeting with Janet be postponed until after the first week of classes in the Winter term. This will allow time to assess the impact of these discussions. Nick concurred that the meeting, if necessary, should be an S/C action. He also indicated that for the Spring term, OLLI will be limited to Monday, Wednesday and Saturday classes at Marin. OLLI will be limited to 40 parking spaces during the week, and 60 on Saturday. These restrictions are based upon agreements with the building owner, which are designed to allow adequate parking for all of the building’s tenants.

The C/C minutes mentioned a glass artwork available at the OLLI Fest. The recipient of the artwork will not be decided based upon an “auction.” Nick is the actionee to determine how, within the regulations of CSUCI, monies can be collected for this portrait.

Review of OLLI Calendar:
Nick pointed out that a March 28 start date for the OLLI Spring term will cause problems with graduation activities on the CSUCI campus. Based upon these discussions, a decision was made to start the Spring term on March 21.

The January 22nd and April 8th entries for the last days to add/drop/change classes should be deleted, as they are not relevant for OLLI participants.

Randy pointed out that from May 23rd to August 28th the last Vista bus will leave campus at 5:45 p.m. and that the library will close at 4 p.m.

Due to the number of changes required, it was decided that the calendar will be revised and the updated calendar will be presented at the next S/C meeting for approval.
Future Committee Meetings:
Marketing and Outreach Committee: December 10, 2015, at 10 am, at Marin
Curriculum Committee: December 15, 2015 at 10 a.m., at VCCF
Steering Committee: December 21, 2015 at 1:00 pm, at VCCF
Finance Committee: TBD

Report of OLLI Director Nick Fuentes

Nick reported on several items:

1) On-line registration. The on-line registration system currently used by the CSUCI is being modified to accommodate OLLI registration. OLLI-unique prefixes will be added to course numbers to make it clear which courses are for OLLI participants only. The system will be used to establish the maximum number of students for each individual class and to manage class wait-lists. OLLI participants will be able to select classes and to pay for them on-line. The system should be available for Spring or Fall registration. Some procedures, such as how to drop classes, are still being defined.

2) Assistance for those with hearing and/or vision impairment. Nick and Jerry are going to work together with CSUCI to investigate technology that can be obtained to help OLLI participants with hearing and/or vision loss.

3) New employee. Judith Rodriguez, a newly-hired student, will work with Donna in the OLLI office.

4) Winter catalogue. Nick passed out copies of the Winter 2016 catalogue. The catalogues will be mailed out November 19th. Over 100 people have already called the office to register for Winter courses.

5) Hiring an OLLI Program Analyst. Six applications for the program analyst job have been received. Nick is going to extend the posting for an additional week or two to increase the size of the candidate pool. The position is listed as an Extended University position, not a position solely in support of OLLI. Elaine pointed out that the correct amounts for the OLLI Program’s “profits” for 2013-2014 were $5,903, and for 2014-2015 were $45,117, not the $44,000 per year used in the October S/C meeting discussions. Diana pointed out that, during the discussions with Gary Berg, he was confident that funding short-falls, if any, could be covered by other Extended University programs.

6) OLLI Volunteers. The Strategic Planning Committee is trying to define the roles and expectation for the various positions within the OLLI organization. In furtherance of this effort, Nick expressed the belief that, when we put out calls for volunteers, we should request the volunteer’s help for a specific position that has a defined responsibility. This would assist potential volunteers in making their decision. When an individual becomes a volunteer, they should receive an orientation that will help them understand the organization and their individual position.

7) Annual Report. Nick has provided the information requested by Osher on the CSUCI OLLI Program. This annual report is a “Survey Monkey” request to which the individual OLLI programs provide the requested data, e.g., number of participating students.

8) Class sizes for Winter term.
   Marin - 40 during the week, and 60 on Saturdays
   Vace - 45
   Ojai has a room with an accordion door that opens up larger. If we use just the small
portion of the room, it holds 20 people. If we have a class that enrolls more people, they open the accordion door and accomodate up to 60 people.

Meeting with Gary Berg
Diana reported on the meeting with Gary Berg. A summary of this meeting has already been provided by e-mail, but Diana wanted to stress the fact that Gary would like to meet with OLLI representatives on a quarterly basis. Additionally, he is willing to come occasionally to our S/C meetings.

Standing Committee Reports

Finance
Elaine presented the financial report for the first quarter FY 2015 (1 July through 30 September, 2015). The OLLI Program has a net income of $48,971 in that fiscal quarter. Expenses were $58,220. The difference was deducted from reserves, with the reduced reserves now being $126,005. The program has received donations of $60 so far this fiscal year. Carol suggested sending out a letter to OLLI participants requesting donations. Jerry is going to work with Nick to draft such a letter. Nick noted that donations raised by OLLI could be “silied” for OLLI use only.

MOC
Geri reported that MOC will contact people who showed an interest in the OLLI Program courses during the recent “Senior on Campus” presentations. Nick requested that he be provided names and addresses of the people who expressed an interest, and he will have catalogues sent to them.

CC
Arlene reviewed the “OLLI Course Proposal Form” that is available on-line. Potential instructors can complete this form electronically to propose courses for up-coming terms. The Curriculum Committee then evaluates the proposed courses. It was noted that Instructors need not complete information of credentials and degrees if they have been OLLI instructors previously.

Data on Fall 2015 and Fall Taste of OLLI 2015 was reviewed. During the Fall term, 439 paid students were enrolled in 26 different classes. Of these 439, 118 were new students. For the Taste of OLLI, there were 145 paid students, of whom 23 were new students.

The importance of addressing the needs of students with hearing impairments was discussed. Instructors should be reminded to repeat the questions posed to them during class so that everyone knows the question. Ambassadors should help instructors with proper use of the microphone. We still need to find a technical solution to help overcome impairments.

Strategic Plan
Diana summarized the report of a subcommittee formed as a result of the OLLI Strategic Planning Committee. The subcommittee, the “Geographic Service Area” subcommittee, was tasked to analyze the demographics of the individual cities in Ventura County and to recommend a growth strategy for the OLLI Program. After reviewing the demographics (e.g., overall numbers of people over age 50, gender, income, and education) of the cities in the county, the subcommittee provided its recommendation to the S/C. In summary, the subcommittee recommended that the OLLI Program focus its growth efforts on the 101 corridor with Ventura as the western anchor, Camarillo in the middle and the Conejo Valley (Ventura County and Los Angeles County cities) as the eastern anchor. The subcommittee also pro-
vided recommended actions to increase classes in all three key areas by Fall of 2016. These actions are:

1. Double the number of classes offered in the Conejo Valley, acquiring classroom space outside of the Marin campus that offers free parking and easy accessibility.

2. Add a class at the Community Center in Camarillo as a first step in offering a variety of classes in Camarillo off campus, thereby providing easy access and ample parking.

3. Increase classes at VACE and the Senior Center in Ventura

Motions:

The following Motion was made, seconded, and approved:
The financial report for the first quarter FY 2015 (1 July through 30 September, 2015) is approved.

The following Motion was made, seconded, and approved:
The Recommendations proposed to the Steering Committee by the “Geographic Service Area” sub-committee are approved.

The meeting was adjourned at 3:00.