Minutes of the OLLI Steering Committee Meeting

February 18, 2016 at 3:30 at CSUCI Marin Campus

Members Present: Andy Armstrong, Gary Collins, Jerry Clifford, Vicki Engard, Dan Murphy, Su Part, Elaine Sweet, Diana Troik and Randy Richardson (Nick Fuentes and Arlene Miro were absent. Vicki represented the Curriculum Committee.)

Other OLLI Members present: Geri Gretan and Carol Evans.

Steering Committee Minutes:
The minutes of the SC meeting on January 6, 2016 were approved without any additions or corrections.

Review of minutes:
There were no comments on the two sets of Marketing and Outreach Minutes dated January 7, 2016 and February 3, 2016, or the Curriculum Committee Minutes dated January 14, 2016.

Review of OLLI Calendar:
Diana requested that a date be established for a review and update of the strategic plan. After discussion concerning several dates in May, Thursday, June 2, was set as the tentative date. This date will be confirmed by Diana.

Jerry Clifford discussed the benefits of having an OLLI two year calendar that provides both class dates and venues during these two years. Such a calendar would facilitate planning by both OLLI and potential instructors. A motion was made, seconded, and approved to develop a two year calendar (see below.) Jerry volunteered to develop a draft for approval.

Future Committee Meetings:
The date for the Steering Committee meeting in April was changed from April 19 to April 21, 2016.

Marketing and Outreach Committee: March 9, 2016, at 10 am, at Marin

Curriculum Committee: March 10, 2016 at 3:15 pm at VCCF

Steering Committee: March 17, 2016 at 3:30 pm, at Marin
April 21, 2016 at 3:30 pm, at Marin

Finance Committee: None Scheduled

Report of OLLI Director Nick Fuentes

The Osher Foundation has increased its grants to some programs (e.g., UCLA OLLI) that have exceeded the threshold of 1,000 students. Although the CSUCI program has not yet exceeded this
threshold, Gary is going to draft a letter that documents the CSUCI OLLI Program achievements and provides the information required by the Osher Foundation for grants.

On the “Committee Questions to the Director,” the following information was available:

1) Hiring an OLLI Program Analyst. Four people will be interviewed for the position during the week of February 22nd. Diana will be among the people who are interviewing the candidates. She requested that people provide questions that they thought were appropriate for the interview. Dan stressed that the person’s past experience is critical because of the broad responsibilities the person will be expected to assume.

2) On-line registration. Nick is continuing to work to get on-line registration for the Spring or Fall session; however, no one is currently working on the required software modifications at the software vendor. Jerry took the action to set up a training session to help OLLI participants become comfortable with the registration process. Jerry also noted that in 2017 CSUCI will be on the two semester format, and we will have to devise a method to use on-line registration for the shorter OLLI sessions within the CSUCI format.

3) When will the lights in the Broome Library classroom be fixed? Nick provided no response.

4) Site locations for Taste and Fall session classes.

• Nick has met with the Channel Islands Art Center, and OLLI can have classes at the center for $1,000. A decision to use the center has not been made.

• Nick is trying to set up a meeting with the Health Care District to look at available space.

• Agoura location. There has been no meeting with the Agoura.

• Ventura senior center site. There is nothing new to report.

• Nick’s opinion is that OLLI should add one site at a time as we proceed through 2016 and 2017. Jerry believes that the Steering Committee should make the decision as to site locations and timing. There was a discussion of how to facilitate the process of establishing the new sites. A suggestion was made that we obtain a contract from Agoura, complete it, and provide it to Nick for his review and necessary coordination within CSUCI. Gary took the action to follow-up with Agoura to obtain such a contract. We will attempt to get a venue at Agoura established, and then address the Health Care District.

5) Soliciting for support of political initiatives during OLLI classes. People participating in OLLI classes should not solicit support for political initiatives during the classes.

5) Confirmation letters for Spring session classes. Nick thought that people could obtain confirmation of their enrollment in Spring session classes by looking in their myCI site. Given that not everyone is on myCI, an e-mail confirmation is the best way to ensure that students know in what classes they are enrolled and if any classes have been cancelled due to low enrollment. A motion to request such an e-mail notification was made, seconded, and approved (see below.)

6) Gary provided enrollment numbers for the Spring session as of February 16, 2016. As of that date, 55.4% of available seats were taken.
Standing Committee Reports

MOC

The OLLI Fest total expenses were $3,411. These expenses were offset by donations at the door of $1,465. The opportunity drawing of Fran Elson’s artwork added $660, for a net cost to the program of $1,286.24. This amount will be shown in the third quarter financials. There were 125 participants.

Su reported on the results of the OLLI new member survey. According to the survey, most new members heard about the OLLI Program directly from their friends.

CC

Vicki reported on the planning effort for the Fall session. Requests for proposals (RFPs) have already been sent out to potential instructors. In addition, CC is planning an outreach effort to identify new instructors. Currently, the RFPs do not have the specific dates for the Fall session, and that needs to be provided to potential instructors. Jerry is doing an outreach effort to potential instructors whom he knows.

A discussion took place concerning classes sponsored by individuals. Even if an individual sponsors an OLLI class, the class still needs to be part of the CC planning process and standard enrollment process. If an individual sponsors a class and pays the $1,500 for the instructor’s salary, OLLI will pay the rental charges associated with the class. The sponsor or sponsors (up to two people) will not be charged tuition for the class that they have sponsored. A motion to that effect was made, seconded, and approved (see below.)

Finance

Elaine presented the financial report for the second quarter of FY 15 (September 30-December 1, 2015.) For the second quarter the OLLI Program had a net loss of $20,147. However, for the year-to-date the Program had a net income of $28,824. The net worth (cash) at December 31, 2015 is $204,322. This amount will be reduced by liabilities attributable to income included in the accounts for the second quarter for a total of $55,565, thus reducing the net worth to $148,757. The Finance Committee has produced a forecast taking into account actual income and expenses to January 31, 2016 and projected income and expenses for February to June 2016. This forecast shows a net loss for the fiscal year of $6,000. The projected expenses include $11,600 for the Program Analyst position, which is under consideration with the Program Director.

Donations of $3,455 were received in the second quarter.

By-laws

Dan presented the potential amendments to the bylaws that would be needed to add an Operations Committee as a standing committee. There was a discussion of the committee’s potential responsibilities and the feasibility of recruiting people to work on the committee. The scope of the committee’s responsibilities will be addressed further during the process of updating the by-laws.
Motions:

The following Motion was made, seconded, and approved:
A calendar will be developed and published which provides the planned dates and venues for classes during the two years following the date of the calendar. The purpose of the calendar is to facilitate planning by OLLI members and potential instructors.

The following Motion was made, seconded, and approved:
For each student who has attempted to enroll in a scheduled OLLI class, an e-mail will be sent to the student that: 1) confirms their enrollment; or, 2) notifies them that the class had been filled before their attempted enrollment; or, 3) notifies them that the class has been cancelled for whatever reason.

The following Motion was made, seconded, and approved:
If an individual sponsors an OLLI class and pays the $1,500 for the instructor’s salary, but not the classroom rental charges, OLLI will pay the rental charges associated with that class. The sponsor or sponsors (up to two people) will not be charged tuition for the class which they have sponsored.

The meeting was adjourned at 5:30.