Minutes of the OLLI Steering Committee Meeting

March 17, 2016 at 3:30 at CSUCI Marin Campus

Members Present: Andy Armstrong, Gary Collins, Jerry Clifford, Arlene Miro, Su Part, Elaine Sweet, and Randy Richardson (Nick Fuentes and Diana Troik were absent.)

Other OLLI Members present: Vicki Engard and Geri Gretan

Steering Committee Minutes:
The minutes of the SC meeting on February 18, 2016 were approved without any additions or corrections.

Review of minutes:
The Marketing and Outreach Minutes dated March 9, 2016 and the Curriculum Committee Minutes dated March 10, 2016 were approved.

Review of OLLI Calendar:
Jerry gave an overview of the draft OLLI two-year calendar. Gary will put the information in the calendar format for review at the next S/C meeting.

Future Committee Meetings:
There was a discussion of moving the location of the S/C meetings from Marin to the main campus to make it easier for Nick to attend. The issue was tabled and discussion will continue at the next meeting.

Marketing and Outreach Committee: April 4, 2016, at 1:30 pm, at Marin
Curriculum Committee: April 14, 2016 at 3:15 pm at VCCF
Steering Committee: April 21, 2016 at 3:30 pm, at Marin
Finance Committee: None Scheduled

Report of OLLI Director Nick Fuentes (provided by Gary)

Confirmation emails – Emails are being sent to students to confirm their registration in their selected classes.

New Position Update – The person selected for the new position should start work on April 4, 2016. The person’s work schedule will be five days per week, six hours per day. Gary and the three committee chairs will meet with the person in an informal setting to discuss job responsibilities. Nick has concurred in this approach.
Different sites for classes (Agoura, Ventura and Camarillo) – Nick and Gary went to Agoura site and discussed with their director what is needed to get classes started in the Fall. Nick needs to develop a contract acceptable to both CSUCI and Agoura. A draft contract is currently under review by the CSUCI contracting officer. There was discussion of the number of venues and classes that should be scheduled for the near-term. The decision was made to schedule at least two classes in Agoura, and then start classes in Ventura in the future.

Spring Class Enrollment Numbers – Gary presented the current student enrollment numbers for each of the Spring session classes. Despite relatively low enrollment numbers for Hagel (19) and Kohn (15), these classes will not be cancelled.

Classroom Lights – The lights in the classroom in Broome Library have been fixed.

First week of Spring session classes - Nick has arranged for the Broome Library to stay open until 6 pm to accommodate OLLI classes during the first week of the Spring session, except for Wilcox’s Saturday class which will be taught at the Martin V. Smith Building for the first Saturday only. Students will be notified of the venue change.

Annual Report to Osher – Nick’s response on the annual report is inadequate. A copy of the report sent to Osher should be made available so that we know the data that has been provided to Osher in each annual report.

Shuttle drop-off location – There was a discussion of moving the shuttle drop-off location to make it easier for students with mobility problems. Gary is going to request that the location be changed to the other side of the Broome Library close to the walkway which serves the library’s second floor.

Effect of teachers’ strike on OLLI classes – Jerry believes the strike should not impact OLLI classes. He suggested that instructors who are primarily CSU instructors be contacted to confirm their intentions.

SC Members Agenda Items

Jerry Clifford:

On-line registration – Jerry reported that there is not a problem with implementation and that the registration system should be ready for June.

Venues – Jerry stressed that deciding upon and activating new venues is critical for effective scheduling. Nick should have our selected venues for the Fall session and the 2017 calendar year.

Over-subscribed classes – We should establish a procedure for oversubscribed classes to prevent, to the extent possible, telling prospective students that a class is filled and no longer available. The problem of oversubscription is especially acute with some instructors. For these instructors, new students do not have the opportunity to enroll before the class is filled with students presently in the program. This situation is demotivating for potential new students. The Curriculum Committee will address this problem and draft a procedure for discussion.

Working with Extended University staff – There was a discussion of the best approach to working with the Extended University staff to help relieve some current “bottlenecks.” Two of the areas where help is

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most needed are the implementation of the new venues for instruction and help with curriculum. Gary has explored these issues with Nick, and the addition of a new staff person should help.

Randy Richardson:

Randy reported that we are working to obtain a grant from the Sherwood Country Club. The people in the CSUCI Foundation Grant Office are actively helping us. The goal is to obtain funds for five scholarships of $500 each to be awarded based upon OLLI-established criteria.

Standing Committee Reports

CC
Spring Taste – There was an extended discussion on the purpose of the Taste of OLLI program. There will be an eight-week Taste program in June and July with classes conducted on Wednesdays and Saturdays. There was discussion of adding a third session each week, but Arlene expressed the opinion that most instructors would not be in favor of teaching an additional class.

Colloquium – There was a discussion of the pros and cons of having the Colloquium. At the end of the discussion, a motion to cancel the Colloquium was passed (see below.)

Summer Speaker Series – A motion to table discussion on whether to charge an admission fee for the Summer Speaker Series was passed (see below.)

Fall Term – Arlene said that proposals for the Fall session courses are not due to be received until April 25, 2016. It will require about five weeks to finalize the schedule. Catalog preparation should start about June 1, and they should be sent out the end of June. Registration for the Fall session should start in mid-July.

MOC

Agoura Tri-City Senior Event – A motion was passed to provide two $75.00 gift certificates for OLLI classes to be used in the raffle during the event (see below.)

OLLI bags – Su is going to order 500 bags to be given to new students during future sessions.

Finance Committee

Based upon the enrollment in the Spring Session and the new employee starting in April, it is projected that the OLLI program will be in the black for FY 2015.

Strategic Plan

Strategic plan meeting – The retreat for the update of the strategic plan is scheduled for June 2, 2016 at Marin.
Other non-OLLI Activities in the community that may be of interest to the members

Because of a disagreement about the appropriateness of distributing commercial advertisements, the decision to distribute an offer from the Rubicon Theater was tabled for later discussion.

Motions:

The following Motion was made, seconded, and approved:
CSUCI OLLI will not conduct a colloquium during the summer of 2016.

The following Motion was made, seconded, and approved:
The idea of charging a fee for attending the Summer Speaker Series will be discussed at a later meeting of the Steering Committee.

The following Motion was made, seconded, and approved:
The MOC will provide two $75.00 gift certificates for OLLI classes to be used during a raffle at Agoura Tri-City Senior Event.

The meeting was adjourned at 5:50.