OLLI Steering Committee Meeting Minutes
November 10, 2014, 2:30 at VCCF

Members Present: Andy Armstrong, Gary Collins, Carole Evans, Geri Gretan, Arlene Miro, Su Part, Elaine Sweet, Diana Troik, Randy Richardson, Program Director Nick Fuentes

Other OLLI Members present: Judy Gaviati

Consent Calendar:
The minutes of the Steering Committee (SC) meeting on October 13, 2014 were approved without corrections or additions.

Other Committee Minutes
There were no questions concerning the following committee meeting minutes:
Marketing and Outreach dated October 6, 2014
Curriculum Committee dated October 13, 2014

Review OLLI Calendar
The calendar currently indicates that registration for Winter 2015 classes will start on November 15. This needs to be changed to December 1. Nick confirmed that he can send out the course information on December 1, to be followed later by the brochure. Despite the delay in the brochure, registration can start on 1 December.

It was agreed that the start of Spring registration will be moved from January 26 to February 16.
The date of the OLLI Fest needs to be added to the calendar.
The start date for The Taste of OLLI, which is currently May 20, 2015, needs to be reviewed. A meeting will be scheduled with Arlene, Pat and Gary to discuss this revision.

**Future Committee Meetings-Review Meeting dates**

A motion was approved that the SC will hold its meetings on the third Monday of each month.

**Future Meetings**
- Steering Committee: December 15, 2:30 pm, at VCCF
- Curriculum Committee: November 17 and December 8, 1:00 pm, at VCCF,
- Marketing and Outreach Committee: December 4, 10:15 am, at VCCF,
- Finance Committee: November 24, Sage Hall, at 1:00 pm

As a note, the SC calendar will be place in the drop box once the drop box is fully operational.

**Report of OLLI Director Nick Fuentes**

Nick and Randy reported on meetings with Leisure Village personnel. There is an opportunity to increase the number of courses taught at Leisure Village, but we need to attract larger numbers of Leisure Village residents.

For OLLI e-mail notifications, Nick agreed to use an address database that includes those students who have participated in OLLI during the preceding two years.

The MOU remains with the Provost for review and signature,

**Review of OLLI Office Position by Director**
Geri reviewed the differing views concerning the scope of the new position and noted that there has not been agreement to date on the job's scope.

There were discussions on the impact of the declining number of OLLI students on the potential position’s scope and the willingness of CSUCI to contribute to helping absorb the 80% cost of Nick’s increasing job responsibilities. Gary had included in the packet a graph which shows that there is not a decline in enrollment, but there are fluctuations in enrollment each term. Winter, 2013 had about the same enrollment as Fall, 2014.

Elaine pointed out that we cannot currently afford to pay for an additional person, especially if we will have a continuing obligation in future years to pay the salary and benefit costs.

Nick suggested that the job’s scope would best be defined within the context of the OLLI strategic plan that is going to be initiated. Discussion continues.

**Review of past minute motions to be included in Policy and Procedure Manual:**

Five General Policies, which were drafted to codify decisions that had been made at earlier SC meetings, were reviewed and approved. These will ultimately be included in a Policies and Procedures Manual that will help ensure transparency and continuity.

The five policies were approved as drafted. (See Attachment.)

**A Motion** which directs the Steering Committee to request a proclamation from the city of Camarillo, as well as other cities, in recognition of OLLI's 10th anniversary was made, seconded, and approved.
The following Motion was made, seconded, and approved:
Without paying, OLLI students may bring a friend one time to a regular class meeting or audit one class period if the class is not full.

Standing Committee Report

Finance-

Review of Quarterly Report for 1st Quarter shows a profit of approximately $32,000. There was a reduction in income in the 1st Quarter due to a reduced number of classes.

Curriculum Committee-

The Winter 2015 Schedule of Classes includes three new instructors: Teasdale, Booth and Ginell

OLLI is going to have only two lectures in 2015 as part of the Camarillo Library Lecture Series: March 8 and July 12 (no specific topics yet).

Thank-you note cards will be sent to all the instructors who taught in the Fall semester

A list of “instructor expectations” is being drafted to help provide information to new instructors

The OLLI Winter Catalogue has been reviewed and suggested changes documented. These will be coordinated with Nick.

Marketing and Outreach-

Ads will be run in the Camarillo and Thousand Oaks Acorns for two weeks to coincide with Marketing Program for Winter 2015 classes
Nick requested that ads to be run in local papers be coordinated with him so that he can respond to CSUCI management about any questions

OLLI Fest will most likely be held at the Los Posas Country Club. **A Motion** was approved authorizing a charge of up to $10 per attendee to help defray the costs of the event.

*The meeting was adjourned at 4:30.*
General Policies
Whenever possible, the OLLI Logo will be on OLLI documents. Program Logo consisting of the OLLI Logo with stylized CSUCI Dolphin leaping over the top, Separate “Curiosity Never Retires” slogan and full name spelled out.
From: SC minutes 4/11/13

Permission is required from the Steering Committee to use the copyrighted CSUCI OLLI Logo.
From: SC minutes 5/9/13

People wishing to participate in 2nd Tier Activates and who are not presently enrolled in regular session classes can become a member in good standing by paying a yearly fee of $25.
From: SC Minutes 2/7/13

The Office will maintain current email and phone numbers in the office. At the 1st meeting of each class during a new term, a roll sheet will be passed around which will have name, email address and phone number and a place to make corrections. Each ambassador will make sure the updated roll sheet gets to the office.
From: SC Minutes 3/5/13

Each new OLLI is given a student ID # by the school. Members are encouraged to obtain a CSUCI Student ID Card.
From: SC minutes 7/9/13