Minutes of the OLLI-CSUCI Steering Committee 4/10/2014

The regular meeting of the Steering Committee was called to order at 3:07 p.m. Thursday April 10th, 2014, in Broome Library OLLI classroom. All voting members were present, plus welcome guests Joyce Childress, Vickie Engard, Arlene Miro and Bob Newman.

General Agenda Items:

Consent Calendar:
The agenda was approved as distributed plus the addition of an item from Saul: “Donor recognition and family participation in field trips”

- The minutes of 3/3/14 meeting were approved as amended and last distributed.

Nominating Committee:
- Randy extended the welcome of the Steering Committee to Joyce Childress, one of the two candidates who have declared for Steering Committee. Three candidates were invited to attend today’s meeting and see what we do. Of the other two candidates, Margaret Nesbit was unable to attend and the third person has decided not to run.

Ongoing and New Business:
- Report of the Strategic Planning retreat special committee (Diana and Gary.) [15 min]
  - To review: at the March 13 meeting of the Steering Committee, Diana provided a written outline (attached to those minutes) of the strategic planning process she was recommending, and expanded on it by saying that the April 26th date we had tentatively set in her absence might not work because we had yet to find and vet a consultant who would be available that day. A motion was adopted at that meeting to authorize up to $2500 for the consultant and the special committee was tasked with reporting back at the April meeting.
  - Just prior to today’s meeting the proposal offered by the Oertel Group was distributed by email. Oertel was one of the two firms Diana had found that worked in our area and had experience in non-profits, and while their estimated cost of $4500 (plus $1750, if follow-up consultations are desired) is more than double the amount authorized, she pointed out that the figure first quoted and authorized had been clearly labeled as a guess and most likely low. The other resource she had pursued worked at so much higher a rate than the Oertel Group, she did not consider it worth getting a quote. The April 26th date is no longer a viable option due to the needed lead time. The earliest possible time is in June, which poses problems with people going away for the summer, or the fall, which will be after the Membership Council meeting at which we had hoped to present our findings and recommendations.
  - Pat moved that we accept the Oertel proposal, and Diana seconded. An extended discussion followed, in the course of which extensions of the discussion time were voted three times, to take 55 minutes in all. Gary said that the unexpected doubling of the cost caused him to “choke,” but that we should authorize the whole package if we are going to do it, and maybe not have to do the extra consulting part. Pat and Jack both spoke in favor of the process as a good tool for the job of continuing to shape our very young organization, but Jack questioned the timing. Randy suggested that it would be good to have the incoming SC members and committee chairs involved in the process. Diana stressed that we need a place to begin the process as others have done, that we have done everything ad hoc.
  - Gary moved an amendment to the motion, seconded by Randy, to delay the process to the fall. Saul said that the cost vs. benefit calculation made him “choke,” and he wanted to postpone consideration for a year. Geri supported a fall schedule while respecting the difficulties it poses for the Curriculum Committee and for the new Board settling in. Randy’s amendment was withdrawn, and Pat’s motion was defeated 4-3 with one abstention. The sense was that we will want to revisit this idea next year.
Refining the organizational structure (Gary and Jack) [15 min] Gary referred back to his email (attached to the minutes of the March 13 minutes) pointing out the need to re-structure the Bylaws concerning the Steering Committee and standing committees to reflect the realities encountered since last August. Examples were provided of the structural issues facing the organization and ideas for possible “fixes” that have been floated to date:

- To provide better continuity in leadership, extend the term of SC elected members to three years. Specify that officers are chosen by the new SC each fall from among the elected members.
- Allow for joint chairmanships of the standing committees but retain the single SC vote per committee.

Gary and Jack propose the appointment of a Bylaws special committee made up of volunteers from the Steering Committee and from the Membership Council, by way of a general email blast to be sent out next week. The committee is to be tasked with proposing changes to the structure of the organization, including the possible start of a Standing Rules document embodying the standards, policies and procedures for what we do.

Without objection from the SC, Gary was appointed chair of the special committee, which is to report back monthly and have final draft of recommendations ready for review by the June SC meeting. Randy, Saul and Diana volunteered for the committee and Jack will participate ex officio.

The approved Bylaws revisions and Standing Rules will be distributed to returning students with the call for fall registration, and again with the call for the Membership Council general meeting in August.

First draft of Annual calendar (Jack and Gary) [3 min] This item was passed over for lack of time. Summary of report and action:

The draft was made available to SC members and will be part of the materials used by the Bylaws and Standing Rules committee.

MOU Committee (Carol) [5 min] This item was passed over for lack of time. Summary of report and action:

In conversations with Gary Berg, Carol pointed out that no formal Memo of Understanding (MOU) exist between the Membership Council of OLLI-CSUCI and the University for the use of University facilities. Dr. Berg has encouraged us to draft such a memo for him to carry to the university administration.

Carol has been appointed as chair of a special committee to draft an MOU and bring it to the SC for review. Saul and Pat have volunteered for the committee, and Jack will serve ex officio. A report is expected by our June SC meeting.

Standing Committee Items:

Curriculum:

- Fall Course Selection report (Pat) [15 min]
  There were 30 proposals of which 24 were selected: 10 on campus, 4 at Ventura College, (1:00-3:00), 2 at VACE, (1:00-3:00), 2 in Ojai, 2:00-4:00, 5 in Marin 5 M-Th 6-8 p.m./Sat 10:00-12:00, 1 Leisure Village (Time & day TBD.). There are 8 new instructors
- Taste of OLLI: 8 weeks, Saturdays, 10:00-12:00 at Marin, Parallel program in Ventura, (Location, time & day TBD.)
- Proposed summer session: 5 week/CSUCI instructors “Special Topic Colloquy” based on the CSUCI Guest Speakers Series. Proposed for Saturdays, June 5-July 10 on campus in Del Norte, $15/session, or $50 for the series.
- Saul moved that the Curriculum Committee report be accepted and forwarded to Nick for implementation. Gary seconded the motion, which carried unanimously.
Finance:

- Saul reports that the bid for blinds in the OLLI room in Broome Library is $3240.00. We must then utilize this provider due to CI restrictions, thus another bid was not sought. It was moved by Gary and seconded by Randy that we accept the bid. Passed with one abstention.

Special order of business:

At 4:45 the agenda was suspended and the meeting was recessed to allow for congratulations, a gift and a wedding toast to our newly-wed Program Director, who favored us with some wedding and honeymoon pictures. Discussion resumed at 5:05 and continued until 5:45, but without a quorum, so no votes could be taken.

- Some agenda items were discussed:
  - **Transportation and access considerations**: A number of SC members toured the building located near the new bus stop that is to be renovated sometime in future into a combination Welcome Center, administrative offices and classroom, including a large lecture hall like Del Norte 15. But the time scale – no less than 5 years likely before reconstruction begins – makes this of little immediate interest to OLLI.
    - Randy reported on some research into the ADA requirements, which state that a quarter mile walk is acceptable so long as there are no obstacles. The walk from the new stop to the library qualifies. He suggests that the starting time of classes be moved back 15 minutes to allow 30 minutes to make the walk.
  - **Pay parity**: Pat says that our current $1500 stipend is not enough to draw instructors from outside the county, considering the drive, parking problems and all. Gary pointed out a disparity in the per-hour rate we pay Taste lecturers vs. full class instructors that can be rectified by a modest increase in the class honorarium. This needs further discussion.
  - **New TO Satellite Campus**: Nick mentioned that a new site is being researched for the CSUCI satellite campus, with better parking, larger facilities and eventually a shuttle to the main campus. The objective is to increase the university presence in East Ventura County.

Agenda Items postponed to the May Agenda

(Action item: a summary report and/or request for an E-vote can be offered for inclusion in this month's minutes if you want. Please submit such item within the week –i.e., before Monday 4/21)

Program Director

- OLLI class adds/drops [5 min]
- Fall catalog timeline [3 min]
- OLLI Conference [3 min]

Marketing/Outreach:

- Access to list of students (Diana) [5 min]
- Recruit class ambassadors from beyond the M/O and Steering committees [5 min]

Addenda:

- Donor recognition and family participation in field trips (Saul)

NEXT MEETING: THURSDAY MAY 8TH, 3:15 P.M. BROOME LIBRARY