Minutes of the OLLI-CSUCI Steering Committee 5/8/2014

The regular meeting of the Steering Committee was called to order at 12:45 p.m. Thursday May 8, 2014, at the home of Gary Collins, 85 Bradford Ave, Camarillo. (Thank you, Gary!) All voting members were present except Geri and Carol, plus welcome guest Vickie Engard.

General Agenda Items:

Consent Calendar:
The agenda was approved as amended to add items from Saul, and the minutes of 4/10/14 meeting were accepted as read.

Ongoing and New Business:

- **Report of the Bylaws revision committee** 12:50 p.m. (Note: times listed are when we completed the item)
  
  Gary reported that the Bylaws committee had gone over several issues and hoped to have a marked-up revision ready next month – no later than the July meeting.

- **MOU Committee** 12:55
  
  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 preliminary report is expected by our June SC meeting.

- **Annual calendar** 1:00
  
  The draft previously made available to SC members and updated was reviewed and sent back to Pat and Nick for clarification and further report in June.

- **Hearing Impairment Issues:** 1:05
  
  Saul suggested that we look into an augmented hearing system for the classroom that involves an antenna that broadcasts to many hearing aids, or to headsets. Jack will get information from the OLLI conference workshop on the same subject, including the pros and cons of a number of alternative approaches, as soon as it is posted on the OLLI website.

- **Prior survey results:** 1:10
  
  Gary requested that results of the survey conducted recently be posted in the website archives and that an email make its availability known. The matter was referred to the Website subcommittee of the Marketing/Outreach Committee.

Standing and Special Committee Items:

Finance:

- **OLLI-CSUCI third quarter FY 2013 financial report:** 1:20
  
  The clear and complete report on the finances of the Institute was presented and explained by Saul and Gary. Our special thanks to Ron Sifka and Elaine Sweet for producing this useful and professional report. The report is attached to these minutes and is to be posted on the website.

- **Donor recognition:** 1:25
  
  Saul reminded us that we agreed to recognize our donors in the catalogue, and Gary pointed out that we had voted to do this in the October, 2012 minutes!

- **Family participation in field trips** 1:40
  
  On a recent field trip, a member had paid the $25 associate membership fee and brought a child. It was noted that OLLI membership is restricted to those 50 and better, and suggested that we amend the Bylaws to specify that this applies to both regular and associate memberships.
• **Fee structure for fall catalogue** 2:20
  Gary presented a proposal lowering tuition fees across the board as follows:
  - Single classes: Four week: $40  Six week: $60  Eight week: $75
  - Two eight week classes: $140
  - Five eight week classes: $200
  - Fifteen eight week classes taken in any combination during the three school year terms: $500
  The matter was fully discussed. The argument against was that we were making this substantial change in our revenue before doing the strategic planning process that may lay out the need for increased staffing or other expenses related to expansion. The response to this was that we are running a considerable surplus, and that this should be used to lower fees and thus attract more people now. Saul moved the proposal as written and it was seconded and passed with a vote of 4 to 2

**Marketing/Outreach:**
- **Access to list of students:** 2:25
  In response to Diana’s difficulty in getting information on new students for the committee to call, Nick clarified that there should be no further problem.
- **Recruit class ambassadors from beyond the M/O and Steering committees:** 2:28
  It was agreed that we could ask people in general, either in an email blast or on the first day of class. An ambassador recruiting poster was suggested.
- **$2000 budget request for OLLI FEST for next year:** 2:30
  As previously discussed, the proposal was moved, seconded and passed without opposition.
- **Is it OK to use volunteers to stuff newcomers’ OLLI bags with inserts?** 2:32
  Nick says that union agreements mean that the office staff must do it for the fall term but volunteers are OK for the rest of the year
- **Create systems for checking on accuracy of member data:** 2:36
  Nick says that much of the garbling of student info can be traced to the confusion of people dropping and adding courses well into the term. He wants to limit adds and drops to the first two weeks of classes – after that no refunds will be processed. The procedure was accepted without a vote, and authorized for inclusion in the fall catalogue.

**Curriculum:**
- **In the light of the recent medical emergency in the Broome classroom, should we have detailed emergency procedures posted in the classroom?** 2:40
  After checking with the campus police, Nick says that the one emergency procedure should be to call 911 on the classroom phone at once. The library is considering having a portable defibrillator in the building, but the campus police carry one with them as well. We should look into having “ICE” information: “In Case of Emergency” contact number – as part of everyone’s file.

**Nominating:**
- **Report on SC and NC candidates** 2:42
  We still have two people interested in running for SC.

**Site Location and Suitability special committee:** 2:50
- Randy distributed a handout summary of what has been discovered about off-campus venues. It was received with thanks for all the work that clearly went into it, and the options that it gives us to explore.
• **Bus stop - Randy’s report:**
  This is not simply an OLLI issue and impacts all students, workers, and residents in the University Glen neighborhood. The campus needs to improve the bus stop with benches and a covered shelter. They also should place benches along the walkway. Campus shuttle - who do we need to meet with regarding the campus shuttle that would be operated by the work study student. Consideration needs to be given to the start of class times to provide for the longer walk to the bus stop. The bus stop issue pertains to all students at CCUCI. Should this information be discussed with the student council? There was discussion on a number of these issues, and the suggestion made that a resolution to the bus situation needed to be found so as to be included in the fall catalogue.

• **Capital Improvement Program – Randy’s initiative:**
  Should we have a plan to identify classroom improvements, new computer equipment and projectors, sound equipment that can be used in satellite classrooms, and other costly items? This could be a multi-year program that considers the probable life of the item rather than reacting when an item breaks or becomes obsolete.
  ✓ Example: Ceiling fans in classrooms. When the air conditioning is off the air in the classroom is hot and stagnant. (Nick says this is just not going to happen.)
  ✓ Is there a list of all OLLI owned equipment? (Nick says there is not, and that anything we buy and install becomes university property.)

**Program Director**

• ***Fall catalog timeline***
  We are on track to have the fall catalogue out by the end of June

• ***OLLI Conference***:
  Nick was struck with how many institutes were actively looking for direction, pursuing strategic planning and trying new models of program direction.

**Steering Committee Chair**

• Reflections on the OLLI conference: What we learned and what we didn’t. The resources that are available and how to access them
• Reflections on Steering Committee functions in light of conference learnings
• Ongoing need for strategic planning process – in the fall with new members?
  A written report (which will be attached to the minutes) was distributed and discussed, but no actions were requested or taken.

**Meeting adjourned at 3:15**

**Next Meeting: June 19 - Same time and place**

Again, our thanks to Gary for making the generous offer of his home for two meetings on the same day, plus hosting the potluck lunch! Please let him know if you plan to bring something to share.