Minutes of the OLLI-CSUCI Steering Committee 7/10/2014

The regular meeting of the Steering Committee was called to order at 10:10 a.m. on Thursday July 10, 2014, at the home of Gary Collins, 85 Bradford Ave, Camarillo. Our thanks to Gary for once again generously offering his home for the meeting. All voting members were present except Pat O'Neill. Also present were incoming MOC co-chairs Su Part and Judy Gaviati and incoming CC chair Arlene Miro, plus welcome guest Grace Robinson.

General Agenda Items

Consent Calendar:

• The agenda was approved as modified to move up the consideration of Legacy giving to accommodate our visitor.
• The minutes of the 6/19/14 meeting were approved

Ongoing and New Business:

• Legacy and other capital giving: Do we have records and/or control?
  ✓ Grace Robinson, Legacy Resource representative from CSUCI described the resources the University provides to assist with plans to provide for the OLLI-CSUCI Institute in your will. Tom McKiernan has established such a trust, and wants to visit classes in the fall with Grace to explain and advocate for the process.
  ✓ Questions were raised as to how OLLI-designated gifts to the University endowment fund would be separated out to show the principal as an Institute asset and allow interest to show as a growing asset under control of the Institute. Tom’s legacy is a case in point: where is it recorded, and where do we have it in writing how the income from it will be applied?
  ✓ For that matter, just to raise a hypothetical, if we were to raise capital funds and invest them in the CSUCI endowment with expectations of using the income, what are the safeguards to ensure that our Committee retains control of the use of that income? Or do we?
  ✓ It was decided to ask Grace to confer with the Finance committee to help clarify these and other possible questions (like how the donors’ specific bequests are honored) before making the appeal to the general membership. We hope to have a report back from them in the fall.
  ✓ Gary made note of the new people on the University finance team who have been helpful to the Finance Committee’s ongoing search for clarity and accountability, and honored Elaine and Ron’s ongoing work with them as increasingly fruitful.

• Report of the Bylaws revision committee
  The draft Bylaws as prepared by the Special committee on the revision of Bylaws was distributed with this agenda and the committee moved its adoption.
  ✓ A substitute description was provided by the CC and modifications of their description offered by the MOC, plus other minor changes.
A vote on the amended draft will be made by email within a week of the time the revised text is made available. It should be sent out together with the draft of these minutes with a request for a response within a week of this meeting.

**MOU Committee**

- Nick responded to the latest wording of the proposed Memo of Understanding between OLLI and the University by replacing the word "exclusive" with "preferred" when referring to our right of refusal for the use of the Broome Library room we have furnished.
- He went on to say that other University departments have special rooms that are used exclusively by them because of the equipment setup their subjects require, but even those rooms are used for other purposes when they are available. No agreement granting "exclusive" rights will be signed by the University.
- Carol brought it to the attention of the Committee that this is less than what we were asking for, but as it is all we can get, it was approved as amended and will be sent to Gary Berg for signature.

**Membership Council General meeting**

- When and where: 9/18 Thursday 11:30-1:30 with consent of professors affected by the time shift. Nick will research a location within Broome that can handle larger meetings.
- Program: Beyond the required adoption of Bylaws changes and election, the program will likely consist of reports from the standing committees.
- Authorization of funding for the event was raised from $500 to $1000 to cover the expense of providing a light lunch.
- It was decided to extend the electronic vote on Steering Committee members-at-large to include the approval of the Bylaws revision, with the note that the revisions (which become effective on a provisional basis when passed by the SC) will remain in effect until the results of the e-vote are published.

**SC Policies and Procedures Manual**

- Gary presented an informative document describing a proposed procedure for making policy decisions, with an example.
- After a discussion of the difference between policies and procedures and the need (now added to the bylaws) to have both collected for reference, the matter was postponed to the August meeting for further discussion.

**Steering Committee Chair:** Jack announced that he will not seek another term as SC chair.

**Standing Committee and PD Items:**

**Program Director:**

- Catalogue status: Ready to print with submitted corrections included
- Why won't Randy's Dolphin card work? (How widespread is the problem, and what's the fix?)
  - Only the earliest OLLI students got Dolphin Cards with all the student privileges, such as WIFI access, checking out books and using the copiers in the library. A decision was made in recent years that we are not matriculated, credit-seeking students, and thus do not “need” these privileges. This is why people like Randy, who got his card more recently, are denied them.
  - Nick says that this all in review and that there is hope of reversing the decision, but that it will take time.

**New Staff Person!**

- It was at a meeting of the Finance committee that Nick first mentioned that he and Gary Berg have been discussing the addition of a half-time administrative staff person for OLLI, and
Nick was asked to come up with a cost analysis for the proposed position. Nick made the announcement to the SC today.

- Partially in response to questions raised in recent discussions with the standing committee chairs about chronic communication and follow-up difficulties, it has become clear to both Nick and Gary that the 20% of Nick’s full-time position we pay for is no longer enough to meet the needs of the growing and changing Institute. Despite Nick’s dedication and desire, he needs help!

- The Steering Committee greeted this news with enthusiasm and suggested that we might want to explore ways to expand the position into a managerial level job that would relieve Nick of many if not most of the detailed work that now takes up his time.

- In response to our offer to help in framing the job offering and consider ways to help financially, Nick said it would be good to meet with a small group for that purpose. Geri Gretan and Saul Lessler agreed to join the Chair on the special committee, which was appointed with the advice and consent of the SC.

Finance:
- No items submitted

Marketing/Outreach:
- Possible archive on the website for standing committee records: This seemed like a good idea, and was referred back to MOC to confer with Millie’s subcommittee for feasibility. MOC will return with a proposed procedure for making this happen.
- Approval of guidelines for submission of information to the website. (Included in May minutes) The guidelines were reviewed and enthusiastically approved.

Curriculum:
- In addition to the brochure, there should be special notification about the change in bus transportation.
  - An email blast (with a flyer Geri is designing) will go out right away, with the call for registrations, and again just before the start of classes.
- Approval from SC to explore with a sub-group the possibility of a grant to assist with direct bus transportation from Camarillo to the Library.
  - The subgroup is authorized to pursue possibilities, but any further action, including Nick’s conferring with Campus Parking about allowing an outside bus to deliver people to the library, will await the results of the shuttle we authorized from the new bus stop.
- Consider hiring a graphic art student for 20 hrs. per month to design posters and flyers promoting OLLI sponsored events. Examples of events are, but not limited, Taste of OLLI, Library Lectures, Road Trip and other PLA activities. They would work under the guidance of the CC committee.
- Discussion raised questions as to whether the CC would have 20 hours of work every month. Carol suggested that maybe the new staff person we are considering adding should be expected to do help with some of graphics work, but whoever it is should be responsible to Nick, not one committee.
- Diana said that the CC and MOC chairs had met and worked out a “symbiotic relationship” on communications, and it was noted that by prior action of the SC, each chair had been authorized to use up to $500 for use at their discretion, subject to review by the SC.
- No action was taken by the SC on the situation.

Nominating:
- Report on SC candidates:
  - As of now, the list of declared candidates for SC consists of Diana Troik, Margaret Nesbit and Ron Sifka.
✓ Nobody has heard from Margaret. Randy will be sending out requests for bios and pictures for the General Meeting and e-vote, which may help clarify her status.
✓ Under the revised bylaws, which will take effect on a tentative basis when passed by the e-vote of the SC, Elaine Sweet will become eligible and has expressed interest.

NEXT MEETING
10:00 a.m. Thursday, August 14th, once more imposing on the hospitality of Gary Collins