Minutes of the OLLI-CSUCI Steering Committee 8/14/2014

The regular meeting of the Steering Committee was called to order at 10:05 Thursday August 14, 2014, at VCCF, the Ventura County Community Foundation, 4001 Mission Oaks Blvd. in Camarillo. All voting members but Saul, and incoming standing committee chairs were present. Also present were John and Laura Behjan and Dan Murphy.

General Agenda Items

Consent Calendar:
- The agenda and the minutes of the 7-10-14 meeting were approved as amended

Program Director:
- Nick and the special committee reported on their work; and on Nick’s conversations with Gary Berg about the new position Nick and Gary were proposing.
  - At our first meeting, Nick supplied the committee with a first draft of the position description. The committee suggested some wording changes, and made it clear that we wanted a person with the skills and experience to be the primary contact person, under Nick’s direction. We suggested trying for a ¾ time person instead of half time, so that we could attract someone of that caliber, adjusting our share of Nick’s compensation to reflect the additional time he would have to devote to his other responsibilities, and providing us with money to help fund the new position.
  - Nick made the recommended changes to the position description and took our suggestions to Gary Berg who responded by rejecting any changes in Nick’s compensation for now. He will consider options in light of the results achieved in first year, but all costs for the new position must be funded out of our existing budget, at least for this year.
  - While disappointed with this intransigence, the committee decided to recommend that we pursue the half-time position while indicating to the interviewees what our longer-term vision was, and that they would be in a position to apply for that if and when it happened. While part of our discussion had been to consider calling for a fundraising campaign to help cover the new position, we decided to recommend pulling back from that offer until the EU is willing to contribute.
  - A document entitled “An alternate task description proposal for a contracted position’ produced by the Curriculum Committee with suggested criteria for the position was distributed and discussed. Nick said that he would look it over and see how its recommendations can be worked into the position description developed by the special committee. It was moved by Pat and seconded by Arlene to expand the special committee to include a representative from the CC. The motion passed without dissent.
  - It is difficult for the SC to adopt a policy on the new position without a better grasp of the costs involved. Nick indicated that the costs vary greatly, depending upon the classification of the position that is assigned by HR. It was suggested that we consider
interviewing for a consultant, like Marty, who would be willing to work the longer hours with no benefits.

Gary C. moved, and Randy R. seconded, to request that Nick research the costs for a half-time person with benefits on a “higher” level of responsibility and a “lower” administrative assistant level, and for a contract person, and that these figures be provided to the Finance Committee to make recommendations to the SC at their September meeting. After considerable discussion to clarify the motion, Diana offered an amendment to remove the “lower” level option. The amendment was accepted by Gary and Randy, and the motion was passed without dissent.

Ongoing and New Business:

- **Membership Council meeting, September 19th**
  - A possible change of date to September 10th was rejected.
  - The agenda (supplied to the SC as a separate document and attached to these minutes) was approved with the addition of a greeting by Nick to open the meeting. (Note: after the meeting, the location was changed and Nick learned he could not attend. The necessary modifications have been made to the agenda and without objection will be accepted as the approved agenda.)
  - Diana suggested that Gary could prepare a summary of the Bylaws changes that could be distributed with the documents before the meeting.
  - The delaying or re-scheduling of class start times to accommodate the meeting has yet to be done. Nick has taken responsibility for contacting the instructors.
  - Arrangements for lunch: Carol reports that a sandwich, chips, cookie and water will cost us $10 per person, so we need to get an RSVP to have an idea how many to order. Assuming 75 attendees, that is $750, which, with the additional set-up fees, eats up most of the $1000 authorized for the event.
  - Randy reports that the electronic voting will be beta-tested no earlier than two weeks before the meeting, but that Bill is quite convinced it will work.
  - Publicity: We will want to do a “save-the-date” email the Friday before the first week of classes, with all the documents attached:
    - The agenda,
    - The Bylaws (Diana suggested that a summary of changes to the bylaws be included as well)
    - The candidate statements and pictures (including candidates planning a floor nomination?)
  - The evite should go out a week before, on the 10th, and we should push the event in every class.

- **Agenda for the Steering Committee organizational meeting in September**
  - It was decided that, to allow plenty of time to complete the electronic vote, the meeting will be on Monday afternoon, September 29th, 3:30 in the conference room of the VCCF.
  - **Preliminary agenda Items:**
    - Confirmation of electronic vote
    - Election of new officers
    - Report of New Position special committee
    - Appointment of replacement Member-at-large

Standing Committee and individually submitted items:

**Finance:**
The quarterly and annual Financial Report for the fiscal year ending June 30, 2014 was distributed by Gary C. and received with thanks from the SC to the Finance Committee for their outstanding job of making the report complete and understandable, with easy to follow explanatory notes. All who have served on boards in business or for non-profit organizations agreed that this was a major accomplishment. Gary noted that Ron Slifka and Elaine Sweet were the primary contributors to the report.

The year-end cash balance was $115,140.09, which includes $43,274.72 in the operating reserve fund but still represents a sizable reserve. A discussion ensued as to our use of this to pay for the new position, and was agreed that this is in part what the reserve is for; but that calculations, informed by a more accurate statement of the cost, are needed before that course of action can be recommended.

Gary moved, and Randy seconded the motion to accept the financial report, which passed without dissent.

Marketing/Outreach:
- Discussion of status of survey process: Gary was commended for creating the initial framework of surveys. It was mentioned that the summer programs were based on those results. Marketing/Outreach Committee reviewed the data from last year's survey and discussed some additional possible questions in regard to our activities, but felt that we needed more time to do this and that it was important that each committee go through that process. A process and timeline should be developed and brought to the Steering Committee so that we can send the survey out in February or March.
- Update on committee archives: Millie is working with Bill to provide storage space on the website for archived documents
- Class Ambassadors: A sign-up sheet was passed around for more volunteers to cover the ambassador duties in various classes. There was agreement all around that the ambassadors should get a little “tutorial” on their responsibilities. Nick will do as many first class meetings as possible, Stan seems likely to be the man for the Ventura classes and Pat is covering Ojai.
- Outreach to let the public know about the upcoming fall classes includes advertising in the various newspapers as well as OLLI participation at the Sr. Expo at the Ventura Co. Fairgrounds on 8/23. We will be represented there with the tablecloth, us, cookies, and teaser bags. (The latter will be shown as incentive to join.)

Curriculum:
- Pat raised the question of a shuttle from the bus stop for night courses on campus. Nick said that none was planned as yet, and the comment was that there would be plenty of parking.
- There is a question as to the availability of classroom space at the Marin campus during the winter and spring terms – needed before RFP’s go out to prospective instructors at the end of September. Nick said that we should have confirmation of availability in time to meet that deadline.

Nominating:
- Report on SC candidates:
  - As of now, declared candidates to be nominated by the committee include: Diana Troik, Andy Armstrong and Camille Sindell. Elaine Sweet, who is a member of this year’s Nominating Committee, has agreed to be nominated from the floor.
  - Randy has asked all candidates to supply a picture and a statement of 25 words or less covering a brief bio and what they would bring to the SC.

Members-at-large:
- Carol Evans
Follow-up on MOU. What has happened? Nick took the document to Gary, who has forwarded it to the Provost for signature.

Carol distributed copies of CSUCI Academic Senate document SP 03-13 for possible follow-up discussion at the September meeting.

Gary Collins

Gary moved, Geri seconded a motion to increase the number of catalogues from two to three by removing spring from winter/spring catalogue and producing a separate spring catalogue. The motion passed without dissent. In discussion it was recommended that the SC take a larger role in the design of the catalogue. The Chair requested the MOC and CC chairs to confer on the makeup of a special committee to be appointed to this task.

Policies and Procedures Manual: Gary provided a document describing a proposed process for establishing SC Policies and procedures. Gary moved that the Steering Committee develop and maintain a Policy and Procedure Manual, and that a procedure be adopted as follows:

"Prior to an SC meeting, the originator of a proposed new policy or procedure will share it with SC members for their review and comments. At the SC, the proposed policy or procedure will be reviewed, modified, passed or rejected. When passed, it will be added to the policy and procedure manual."

Geri seconded the motion, which was passed without dissent.

Saul Lessler

Proposed procedure for handling over-subscribed classes: Saul was unable to attend today's meeting, so the item is continued over to the September meeting.

Adjournment

The meeting was adjourned at 12:30. Next meeting will be at the same VCCF location, 3:30 p.m. on Monday, September 29th.

Addendum: Agenda for Membership Council Meeting as approved and modified by circumstance:

Agenda for the General Meeting
11:30 a.m. – 1:30 p.m. Thursday September 18th
Malibu Hall, Room 100
CSU Channel Islands

11:30 – 11:45 Assembly, lunch available during the meeting

11:45 - 11:50 Call to order, Greeting by Extended University Vice President Dr. Gary Berg

11:50 – 11:55 Adoption of agenda and approval of minutes of prior meeting.
11:55 – 12:00    Consideration of the resolution moved by Steering Committee to submit previously distributed revision of the Bylaws to electronic vote

12:00 – 12:20    Nomination of candidates for election to two seats as members-at-large on the Steering Committee.

Consideration of motion moved by Steering Committee to submit election to electronic vote


12:45 – 1:00    Questions and comments, motion to adjourn.