Minutes of the OLLI Steering Committee Meeting

February 23, 2015, 3:00 at VCCF

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

Other OLLI Members present: John Behjan, Judy Gaviati, Merle Ruiz and Irene Seda.

Other OLLI Member Comments: John Behjan introduced Merle Ruiz. Merle is a potential candidate for a member-at-large position on the Steering Committee during up-coming elections.

Steering Committe Minutes:
The minutes of the SC meeting on January 8, 2015 were approved without corrections or additions.

Other Committee Minutes
There were questions concerning the following committee meeting minutes:
Marketing and Outreach minutes dated January 8 and February 2, 2015
In discussions of the plan for marketing the Spring Term, Su Part indicated that there is a need to determine what is the most effective advertising method for OLLI. MOC is placing ads in the Star for the Spring Term. Also, they are trying to get free ads. Judy Gaviati added the MOC was going to focus on the Taste of OLLI because that would be the most effective way to use the limited budget. Judy also mentioned the need to have members of the Steering Committee act as “ambassadors” for the Spring classes.

Curriculum Committee minutes dated February 9, 2015
Arlene reviewed the timeline for the selection of classes for Taste of OLLI, Summer and Fall sessions. Nick will send out Requests- For-Proposals (RFPs) to potential instructors on 2 March. Some of these potential instructors have not taught at OLLI before, and we want them to conduct either Taste of OLLI or Colloquium classes. This is not mandatory, but we would like the opportunity to see new instructors teach before they start regular sessions. The proposals from potential instructors are due back to Nick by 15 April.
In the Spring catalogue, there was a problem with the dates for Bill Garlington’s course at CSUCI. This and other scheduling problems will be addressed at a meeting of the Curriculum Committee.
Arlene proposed a motion to establish a subcommittee to work on the course catalogue. (See below.)
Future Committee Meetings.
Steering Committee: March 16, 2015, 3:00 pm, at VCCF
Curriculum Committee: March 9, 2015 at 3:30 pm, at VCCF,
Marketing and Outreach Committee: March 2, 2015, 3:30 pm, at VCCF,
Finance Committee: None scheduled.

Report of OLLI Director Nick Fuentes

The following issues are being addressed with Nick:

1) Problems at Ventura College relating to opening classrooms and AV issues. Nick will call Ventura College and ask about the room being opened on time. Gary has requested that any incident at Ventura College be noted and sent to him to consolidate a request to remedy the situation. OLLI pays $600 a course and there should be better service.

2) Shuttle issues.
Nick knows that there was a problem where someone was left without a ride. This happened to coincide with an emergency on campus where police, fire and ambulance were involved. Parking is apparently understaffed right now, and they told Nick they called all hands to help with the emergency - including our shuttle driver. They are working on hiring more student staff to ensure this won't happen in the future.

3) The status of getting more money from Osher.
If we are going to apply for a second endowment, we need to show that we have 1000 plus active members in an academic year, e.g., Summer 15-Spring 16. Nick has heard that there are no more $1,000,000 endowments being awarded. He will contact the director at the Foundation to get latest information.

Motions:

The following Motion was made, seconded, and approved:
A subcommittee will be established to work on the design, preparation, and publication of the course catalogues for each up-coming academic term.

Standing Committee Report

Finance Committee-

Elaine reviewed the OLLI financial reports for the second quarter of FY14, which ended on 31 December 2014. For FY14 year-to-date, we have a net income of $66,783, and a net worth of $187,973. The balance in the OLLI Endowment Fund is $937,092. Gary went over the budgeting process used by OLLI to track financial performance. There are three types of budgets that
are used in monitoring OLLI’s financial performance: the approved budget for the FY, the adjusted budget as the year progresses, and a forecast budget.

Curriculum Committee

The March 8 library session at Camarillo Library has been cancelled.

Marketing and Outreach

Information on the OLLI Fest was provided last month, but Su Part suggested that participants should be asked what they thought of the event. Gary suggested that a poll be taken of the participants.

Special Committee Report

Strategic Plan

Diana Troik reports that an e-mail survey had been sent out to members of the Steering Committee, and responses are needed by 8 March. A survey of the general OLLI population is being prepared for distribution on 3 March. The strategic planning meeting will be at Marin on 23 March from 9:00 to 4:00. If anyone has a particular question that should be asked during the session, the question should be provided to Gary.

Nominating

John Behjan has been working to get OLLI members to run for the member-at-large positions on the Steering Committee. He has talked to Diana Brookes, Patricia Distad and Merle Ruiz about running for office.

Electronic Communication Problems

Irene Seda gave an interim report on her efforts to resolve the recurring problems we have had sending electronic communications to OLLI students and instructors. She presented a detailed flow chart that depicted where personal information, including e-mail addresses, is stored (a PeopleSoft database.) There are presently only two people who can update the database of personal information. Further, when e-mails are to be sent out, a query is made to the system for current e-mail addresses. There is ample opportunity for a timing problem between database updates and any particular query.

There are additional problems in the flow of data and maintaining data integrity. Irene is going to continue to work these problems and identify improvements.

Additional Discussions:
Two other issues were discussed which were not on the agenda.

1) During the opening day of registration, the OLLI office was overwhelmed with classroom requests. The major problem was that over 170 members wanted to get into Bill Garlington’s classes. Over 50 members were not able to get into the classes. As long as we use paper enrollments, there is no quick solution to this problem. Nick has stated that we will be going to on-line registration in the future. Gary is going to talk to Gary Berg to see if he can help to move along the process.

2) The second issue concerned the VISTA bus driver. There is a new bus driver on the Camarillo-to-campus route. To some people, this driver does not seem to be very “service-orientated.” Additionally, the new buses are difficult for handicapped people to navigate. The bus driver is not very helpful. Geri has contacted Stephanie in the office and she has passed on complaints to Ray in operations.

The meeting was adjourned at 5:30.