Minutes of the OLLI Steering Committee Meeting

March 16, 2015, 2:00 at VCCF


Other OLLI Members present: Judy Gaviati and Irene Seda.

Steering Committee Minutes:
The minutes of the SC meeting on February 23, 2015 were approved without corrections or additions.

Other Committee Minutes
Marketing and Outreach minutes dated March 2, 2015 – No questions were raised.

Calendar
Two items were noted:
1) In the calendar’s title: “OLLI Calendar of Annual Events and Deadlines,” the word, “Annual” should be deleted.
2) The dates for the trips to Vandenberg Air Force Base had been added.

Future Committee Meetings.
Curriculum Committee: April 13, 2015 at 3:30 pm, at VCCF
Steering Committee: April 20, 2015 at 2:00 pm, at VCCF
Marketing and Outreach Committee: No meeting in April
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. Nick talked with Ventura College President Gillespie. He is aware of the problems that have occurred in opening the classroom to accommodate scheduled classes. The President has spoken with his personnel to remedy the problem. Importantly, he views these OLLI classes as an opportunity to build a relationship between Ventura College and CSUCI, and, consequently, wants us to be satisfied. He has promised that things will run more smoothly during the Spring session.

2) For the Fall session, OLLI may have access to a room in the new Science Center which is next to the old library. The Steering Committee can visit the room when it is ready.

3) Nick has been looking at electronic systems to help alleviate the problems that have occurred during registration. Other OLLI programs are using a web-based system that may be a solution. It offers a “storefront” interface that allows the potential student to select courses of interest and enroll in real time. Nick is continuing to work with CSUCI to see if such a system can be placed on the university’s computers.

4) Volunteers who help in the OLLI office during registration can have access to applicants’ credit card numbers. Nick said that, because of space constraints in the office, two volunteers at any one time is enough.

5) We can use the OLLI logo on our business cards. Nick can get the cards printed at the university’s print shop at substantial savings.

6) Nick will ask Donna to provide three alphabetized rosters of students for each class – one for the instructor, one for the CC chair, and one for the class ambassador.

**Strategic Plan – Diana Troik and Randy Richardson**

The Strategic Planning Session is scheduled for Saturday, March 21, 2015. Patty Oertel from The Oertel Group will facilitate the discussions. In preparation, the agenda, data from surveys conducted of the Steering Committee and the membership-at-large, and summaries of interviews with CSUCI leadership have been sent to the session’s participants. Survey responses were received from 293 members, so the data represents the views of a significant portion of the membership. Diana
requested that the participants read this information before the session. The survey results will be placed on the OLLI web site by Millie.

Gary pointed out that several issues have been discussed at length, and probably should not be addressed at the strategic planning session because they will use valuable time that we should spend on genuinely strategic issues. The issues that Gary recommended that we table for the session include: parking, electronic registration, problems at Ventura College, and updates to e-mail address lists. To give us perspectives that will help in the strategic planning discussions, Gary reviewed historical data about the number of classes OLLI had offered, the number of students enrolled, and average fees paid per student. He also reviewed OLLI’s 2014 income and expenses.

**Standing Committee Report**

**Finance Committee**

Gary requested that each of the committee chairs provide a budget estimate that the Finance Committee can then use to formulate a budget for the next fiscal year. Estimates should be made of costs such as the OLLI bags, the OLLI Fest, and the September annual meeting. Arlene pointed out that the committees do not know the actual costs for printing services provided by the university. Nick is going to obtain this information to facilitate the estimation process.

**Curriculum Committee**

Arlene reported on the CC’s discussions concerning six-week classes. Since they result in a two week period at the end of each eight week session during which another class cannot be scheduled, they result in unused and unprofitable classroom space. A motion was made to eliminate six-week classes (see below.)

**Marketing and Outreach**

The OLLI Fest financial report was provided. The event was under the budget allowed. Total expenses were $2,984.14. Donations were $1,431.00, so the net total cost was $1553.13. One hundred and forty people attended the Fest.
Motions:

The following Motion was made, seconded, and approved:
Beginning in the Winter of 2016, OLLI will no longer schedule six-week classes, unless there are no alternatives.

Special Committee Report

Bylaws
None
Nominating
None

Electronic Communication Problems
Irene Seda is preparing a report of her findings and recommendations.

Additional Discussions:

No classes will be cancelled this session due to small enrollments.

The meeting was adjourned at 3:55.