Minutes of the OLLI Steering Committee Meeting

April 20, 2015, 2:00 at VCCF


Other OLLI Members present: Joyce Childress, Beckie Lubow, and Irene Seda.

Steering Committee Minutes: The minutes of the SC meeting on March 16, 2015 were reviewed and discussed. The motion documented in those minutes needs to have a phrase added. The motion, which read, “Beginning in the Winter of 2016, OLLI will no longer schedule six-week classes.” will now read, “Beginning in the Winter of 2016, OLLI will no longer schedule six-week classes, unless there are no alternatives.” With this amendment, the minutes of the March 16 meeting were approved.

Other Committee Minutes:
Curriculum Committee Minutes dated March 9, 2015 – Arlene reported that proposals for courses for the Taste of OLLI are still being received. It should be approximately April 24 before “Taste” classes are determined.

Review of OLLI Calendar:
No changes are required.

Future Committee Meetings:
Marketing and Outreach Committee: May 7 and June 4, 2015 at 3:30 at Marie Callender’s in Camarillo
Curriculum Committee: May 11, 2015 at 1:00 pm, at VCCF
Steering Committee: May 18, 2015 at 2:00 pm, at VCCF
Finance Committee: April 27, 2015 at 3 pm at Sage Hall
Report of OLLI Director Nick Fuentes

Arlene asked if there is any current status on the issues that Nick has been addressing:

1) Problems at Ventura College relating to opening classrooms. During the last two weeks, there does not seem to have been any problems having classrooms opened for scheduled classes. However, there was no IT support last Saturday.

2) OLLI needs to establish better communications with Theresa Johnson at VACE so that she can accommodate changes and ensure IT support. Arlene is going to work on this problem.

3) To ensure that potential instructors understand the terms of their employment, they need to be informed that they are being hired as CSUCI employees, and, hence, their gross pay will be subject to standard deductions applicable to such an employee. The exact amount of these deductions will vary depending upon each individual’s situation. A motion was made (see below) to help ensure that potential instructors understand that there will be deductions from their paychecks.

Strategic Plan – Diana Troik and Randy Richardson

Diana and Randy summarized the “Report on the Planning Retreat – March 21, 2015,” which was prepared by The Oertel Group. Although the report covered numerous aspects of the planning retreat, Diana and Randy highlighted a few critical points that will help us as we consider future actions: 1) OLLI is not a separately incorporated 501(c)(3) nonprofit organization, but a part of CSUCI which has its own requirements and protocols concerning our operations, e.g., donations and contracting with instructors; 2) CSUCI’s plans for a new campus in Thousand Oaks are currently on a hold; and, 3) Review of our mission statement was not completed at the Planning Retreat and the mission statement will need more consideration in the future.

As documented in the report, during the Planning Retreat the Steering Committee reviewed the current mission statement, and developed both a vision statement and goals that will help us to achieve this vision. The Vision Statement describes
where we want to be by June 30, 2018. The vision statement for the next three years is:

OLLI will continue the excellence of its current courses and ensure that all seniors in Ventura County are aware of its offerings and are able to attend courses at geographically convenient locations. To achieve that vision, OLLI will increase its membership to 800 by June 30, 2018. Specifically OLLI will expand its:
o partnership with California State University, Channel Islands;
o level of staff support;
o efficiency and effectiveness of its systems; and,
o financial sustainability for ongoing programs and for the successful completion of its strategic goals.

After reviewing the goals and objectives to implement this vision statement, those which are considered to be the highest priority for the coming year were identified. The following people volunteered for the committees listed to accomplish specific goals and objectives:

1) Operational Efficiency – Goal 2, Objective 1 - Determine method to enhance the current registration process. Asses the purchase and implementation of a new registration system:
   Gary Collins, Elaine Sweet, Irene Seda, Nick Fuentes, TBD member of the MOC

2) Marketing and Outreach – Goal 3, Objective 1 – Do demographic Analysis of local communities to determine growth opportunities for OLLI
   Andy Armstrong, Randy Richardson, Diana Troik

3) Marketing and Outreach – Goal 3, Objective 2 – Marketing and Outreach Plan
   Judy Gaviati, Su Part, TBD member of the CC

4) OLLI Financial Sustainability- Goal 4, Objective 2- Determine Staffing needs for OLLI Program
   Gary Collins, Nick Fuentes, TBD member of the CC

5) Steering Committee Roles-Goal 5- Objective 1-Clarify the roles of the Steering Committee and its committees
   Diane Troik, Arlene Miro
6) University and Osher Relations-Goal 6, Objective 1-Develop a plan to enhance CSUCI’s awareness of the OLLI Program and its contributions to the university
Arlene Miro will chair this committee. Nick Fuentes will participate. Carole Evans will assist.

Standing Committee Reports
None

Motions:
The following Motion was made, seconded, and approved:
When prospective OLLI instructors receive information about the terms of employment, the information will include the fact that, if hired, they will be CSUCI employees, and that their gross pay will be subject to standard deductions for such employees.

Special Committee Reports
None

Additional Discussions:
Discussions were held about the disruptive nature of the physical and learning difficulties of some students, as well as the negative reaction of some fellow-students to this disruptive behavior. Since there appears to be no single, uniform solution to these problems, and the OLLI ambassador in each class will have to attempt to minimize the disruptions and their impacts as they occur.

Any problems with the shuttle on the campus should be brought to Gary’s attention.

The issue of OLLI volunteers handling credit card information during the registration process was tabled for later discussion.

The meeting was adjourned at 4:45.