Minutes of the OLLI Steering Committee Meeting May 18, 2015, 2:00 at VCCF

Members Present: Andy Armstrong, Gary Collins, Carole Evans, Nick Fuentes, Judy Gaviati, Arlene Miro, Elaine Sweet, Diana Troik and Randy Richardson. Other OLLI Members present: Irene Seda.

In Su Part’s absence, Judy Gaviati voted on behalf of the Marketing and Outreach Committee

Steering Committee Minutes: The minutes of the SC meeting on April 20, 2015 were approved without any additions or corrections.

Other Committee Minutes:

Curriculum Committee (CC) Minutes dated May 11, 2015 Marketing and Outreach (MOC) Minutes dated May 7, 2015 There were no questions concerning either set of minutes.

Review of OLLI Calendar: No changes are required.

Future Committee Meetings:

Marketing and Outreach Committee: June 1, 2015 at 2:00 at VCCF Curriculum Committee: June 15, 2015 at 10:00 pm, at VCCF Steering Committee: June 15, 2015 at 2:00 pm, at VCCF Finance Committee: None Scheduled

Report of OLLI Director Nick Fuentes

Nick reviewed a meeting at Ventura College concerning classroom space. Nick and Gary looked at a classroom in the ELC Building which can easily accommodate 35 people, and up to 41 if necessary. There is ample parking nearby, and the closest road is about 50 feet away. The college is investigating obtaining a lock box that would contain a spare key to ensure that we have access to the classroom if it has not been opened before the start of class. Additionally, the college is investigating issuing long term parking permits so that students do not have to obtain parking permits before the start of each class. It was agreed that OLLI will have access to this classroom for afternoon classes in the Fall, 2015 semester. OLLI will need to acquire a speaker system that can be stored in the classroom when not in use.

Nick reviewed the capabilities of a software package that the CSUCI IT Department has tentatively agreed to establish and to support. The software system has several advantages that will both ease the registration process and make communication with OLLI members and staff easier. First, the system can be used to store individuals’ credit card information so that students can pay their registration fees on-line and the OLLI Office no longer needs to handle credit card information. After students have selected and enrolled in courses, they can pay the enrollment fees using either credit cards or e-checks. Second, students can easily correct their e-mail addresses, which should significantly reduce the number of misdirected e-mails. Instructors will be able to communicate with their students using Blackboard. OLLI members will be issued individual ID numbers to use this software. The system will probably be available for use for the Winter, 2016 semester.
Finance – Elaine Sweet and Garry Collins

The financial status for the 3rd quarter of FY 14 and YTD were reviewed. For the 3rd Quarter, the OLLI Program generated a total income of $44,155 and had expenses of $70,125, for a net loss for the quarter of $25,970. However, on a YTD basis, OLLI has a net income of $40,812. At the present time, we are projecting a net loss for FY14 of $10,616. However, at the beginning of FY14, the program had a total of $115,140 of unspent funds from previous fiscal years, so the projected FY14 loss is covered by these unspent funds. A motion to approve this 3rd quarter report was later made, seconded, and approved (See “Motions” below.)

Gary presented the FY15 proposed budget and discussed some of the assumptions used to make the budget, including Taste of OLLI participation and increase in the benefit rate for CSUCI personnel. Included in the FY15 budget was the expenditure of approximately $6,000 for the acquisition of two hearing loops that could assist some people with hearing disabilities to hear the lectures more clearly and thus improve their OLLI learning experience. This proposed expenditure led to a discussion about its wider ramifications.

Andy Armstrong expressed the opinion that we needed to better understand three interrelated issues: 1) What are OLLI’s obligations under the Americans with Disabilities Act (ADA) to accommodate the various disabilities of our actual and potential students? 2) Since we conduct classes at four different venues (two of which are under CSUCI), where do OLLI’s obligations stop and those of the individual venue’s owner begin? 3) Does taking an action which responds to the needs of one group with unique disabilities prejudice the answers to 1) and 2) above?

After much discussion, a motion to obtain an opinion of the CSUCI Risk Management Department on these issues was made, seconded, and approved (See “Motions” below.) A motion to approve the FY15 proposed budget with the $6,000 acquisition of the hearing loops removed was made, seconded, and approved (See “Motions” below.)

It was approved with a vote of seven for and one against. Gary voted against the motion.

Strategic Plan – Diana Troik and Randy Richardson

There is a meeting scheduled for Thursday, 21 May, to review the status of action plans.

Classroom Problems None reported.

Motions
1) The following Motion was made, seconded, and approved: The 3rd Quarter Financial Report is approved.
2) The following Motion was made, seconded, and approved:
The CSUCI Risk Management Department will be asked to:
A) Clarify OLLI’s obligations under the ADA to accommodate students with disabilities;
B) Clarify what are OLLI’s obligations versus those of the owners of the venues at which OLLI lectures are held; and,
C) Assess if obtaining equipment to help students with one type of disability could create an obligation to help other disabilities even if OLLI has no legal obligation under the ADA.
3) The following Motion was made, seconded, and approved:
The FY15 proposed budget with the $6,000 acquisition of the hearing loops removed is approved. As noted above, the motion was approved with a vote of seven for and one against.

Standing Committee Reports Curriculum Committee:
Arlene showed the handouts that will be distributed to each of the students who attend a Taste of OLLI class. These handouts should increase the awareness of students about available OLLI classes. Arlene reviewed the August 2015 Colloquium lectures. There are lectures scheduled for three days – 5 August, 12 August, and 19 August. The last set of lectures may require a larger classroom because of the expected number of participants. Nick is going to check on the cost of the Grand Salon for the 19 August event. The intended audience for the colloquium series (i.e., whether it is for OLLI members or the larger CSUCI community), as well as the related issue of ticket prices, will be decided in the future.

A draft of the schedule of classes for Fall 2015 was reviewed.

Gary requested that the Fall 2015 “Curiosity Never Retires” postcard be reviewed before it goes to print. There are now two scheduled trips to NOAA – 18 June with 37 people and 25 June with 40 people.

**Marketing and Outreach:**

MOC manned a table at the Camarillo 50+ Expo. Thirty-eight people asked for information about OLLI. MOC obtained their addresses and will forward information to them.

**Bylaws:**

Diana asked that everyone review the set of bylaws to identify any changes that need to be made based upon our experience since the latest set of bylaws were drafted.

**Volunteers:**

The issue of how to deploy the volunteers that wish to help the OLLI Program was tabled.

**The meeting was adjourned at 4:26.**