Minutes of the OLLI-CSUCI Steering Committee 6/19/2014

The regular meeting of the Steering Committee was called to order at 12:44 p.m. Thursday June 19, 2014, at the home of Gary Collins, 85 Bradford Ave, Camarillo. Our thanks to Gary for once again generously offering his home for two meetings on the same day.

General Agenda Items:

Consent Calendar:
The agenda was approved as modified
The minutes of the 5/8/14 meeting were approved as amended and read on-line.

Ongoing and New Business: (time is when the item was completed)

- **Welcome guest Roy Porras, CSUCI campus parking Director** (Nick) Mr. Porras spoke to us during lunch before the start of the meeting and discussed plans for the shuttle from the new bus stop to the library.
- **Report of the Bylaws revision committee** (Gary) The Special committee on the revision of Bylaws met this morning for 1½ hours and got through most of the proposed changes. They will meet again next week and hope to have a completed draft ready for the July meeting. (12:50)
- **MOU Committee** (Carol) A draft was distributed of the proposed Memo of Understanding between OLLI-CSUCI and the University regarding our having guaranteed priority in the use of the OLLI Broome Library classroom. Nick suggests that some of the requested items should be removed because they are automatically provided, and to spell them out could have the unintended consequence of putting them in jeopardy in the future. The document was referred to Nick for suggested amendments, and will be circulated by email to the MOU committee and then the SC for approval. (1:15)
- **Annual calendar** (Gary) The document, with some new additions from the MOC, was distributed and discussed. The idea was raised of maintaining a dual calendar: The working calendar should list all the deadlines for all committee and related school activities, to help of the Steering and standing committees coordinate activities and make timely decisions. The public calendar, to be posted on the website, would be an extract, showing items and dates of interest to the general membership. No proposal was made, so no vote was taken on the matter. (1:25)
- **Recognition of retiring Standing Committee chairs:** Gary presented Diana and Pat with orchid plants in appreciation for their service as the founding chairs of their committees, an appreciation that was shared by the entire Steering Committee. (1:27)
- **Hearing impairment issues:** As of the time of the meeting, the information from the National Conference session on hearing had just been posted to the OLLI website, so now it can be researched for a possible proposal that would work for us. (1:28)
- **Posting prior survey results on the website** (Gary) This is still in process. (1:29)
• **Policy consultations** (Jack, Nick) In response to questions raised about the policy consultations initiated by Jack and Nick with the chairs of two of the three standing committees, Jack presented a written brief explaining the nature and purpose of the consultations. The discussion made it evident that the process was not clearly enough explained and that the committee chairs felt they were being presented with demands while others felt that the process was exclusive.

The consultations will continue, with the committee chairs welcome to include as many of their members as they wish, with the goal of bringing policy statements to the Steering Committee that describe – to the satisfaction of the standing committees – their work and their relationship with Nick, with the Steering Committee and with one another. (2:15)

**Standing Committee and PD submitted Items:**

**Program Director:**

• **Preview of Fall Catalogue:** The draft was distributed and eagerly scanned. A general discussion of suggested changes went on for a while, until it became evident that we needed to look over the document at more leisure and make suggestions by email. Nick will email the document with the edits already suggested, and SC members will have the opportunity to offer suggestions. We are requested to make the edit responses “reply all” so that proposed changes can be discussed and debated as needed. **THIS WORK MUST BE COMPLETED BY FRIDAY, JUNE 27!!** (2:30)
• **Possible half-time OLLI staff hire:** Nick brought the exciting news that he and Gary B have been discussing the possible addition of a half-time person to act as a Program Manager (or some other title.) The consensus was that this was a big step in the direction we want to go with the Institute, and that we definitely want to be involved in the planning and selection processes. (2:35)

**Finance:**

• OLLI-CSUCI revised budget (Gary) The revised budget was distributed and discussed. It was moved by Diana, seconded by Saul, and passed by voice vote to accept the budget with thanks to the Finance Committee for their usual precise and comprehensive work. (2:47)

**Marketing/Outreach:**

• Diana submitted the following message from Millie for the record:

  “The website is a potentially valuable marketing tool for our program but it’s only valuable if we keep it updated with current, reliable information. As our website committee reports to the Marketing/Outreach committee, we would like help in establishing a more reliable protocol for information we need to update the website in a more expeditious manner:

  1. Name and time/date of activity (day trips, tours, book club, other PLAying NOW functions) or course offerings
  2. A brief explanation about the activity and the location (day trips require members to drive to museums/venues)
  3. Date of registration for activities/courses
  4. Input from committee chairs of information to be posted: finance reports, class/program surveys, minutes of meetings, OLLI Fest, other?
  5. DATE THE ITEM SHOULD BE POSTED! (many items are time sensitive)
  6. A designated "reporter" from each committee who will report these updates to the website committee chairperson for posting. (It could be the chairperson from each committee.
  7. PHOTOS (Geri can't be EVERYWHERE!)

• Since the text of the message was not available in the agenda, it will be brought back to the SC in July for endorsement as a MOC procedure that applies to everyone. Thanks to Millie and the MOC for growing the website into a valuable communications tool for the Institute! (2:57)
Curriculum:
- Requests for Policy clarifications by Steering Committee. All were approved by consensus vote:
  - Is it the sense of the Steering Committee that we want the Institute to expand in the numbers of members and the scope of the program? (the “scope” part was removed after some discussion.)
  - Is it the sense of the Steering Committee that we want the Institute to maintain academic quality of our courses at the university level?
  - Is it the sense of the Steering Committee that we are willing to fund experiments in course scheduling that may not pay off
- Request for publicity for Summer Colloquium course offering in August: Communications problems surrounding these events were discussed, then it was made known that the dates and location have been confirmed. The MOC is asked to look into publicizing the event as soon and as extensively as possible. (3:15)

Nominating:
- Report on SC candidates (Randy) As of now, candidates for SC include Diana Troik, Margaret Nesbit and Ron Sifka

Meeting adjourned at 3:20 p.m.
Next Meeting: Thursday July 10, 10:00-12:00 at Gary Collins’ home once more. Lunch is on your own this time.