

Reports to LLI Council April 16, 2018

The LLI Council meeting on April 16th was a brief meeting followed by a closed workshop. Therefore, Committees were asked to submit their reports to be distributed. Below are those written reports.

1st Vice President's Report: Donna Warner reported that the PE Committee held its regular monthly meeting on Monday, April 9th and addressed four topics: technology updates, cross-committee workflow, recognition of Joan Tower at our May 18th Annual Meeting, and plans for the April 16th Council Workshop. Details will be included in other Committee reports.

A decision of interest to the full membership is that LLI hopes to have electronic payments in place for membership renewal/new member payment via PayPal. Members will need a credit or bank card but do not have to have a PayPal account. LLI will pay a fee charged to use this. Also, LLI will maintain its current registration system for fall 2018 class. However, the Tech team will assess two new registration packages for implementation in Spring 2019. Jan Wallen will jump start a project with the PE Committee to document cross-committee information workflow. This workflow is needed by the Tech/website team to build out the new website and web-based data systems.

2nd Vice President's Report: Jill Lundquist reported that we are now "officially" listed as an educational program under the umbrella of Bard's Center for Civic Engagement and appear on their website. This is something LLI has wanted for a long time, and it feels great to be a recognized Bard program. You can see the link here: <http://cce.bard.edu/education/lifetime-learning-institute/>

Over the past month Jill has worked with several committees on a variety of initiatives:

1. Worked with Communications Committee, writing about our relationship with CCE for the newsletter, helping to edit the newsletter, and making plans to publicize SummerFest which is open, for pay, to non-LLI members.
2. Worked with Deborah and a small committee to advance plans for the new website she is constructing so ably.
3. Worked with the Planning and Evaluation Committee to review and advance all the many initiatives that have been undertaken by various arms of LLI over this past year.
4. Worked with Donna, Cathy, and Tom to plan and implement the Council workshop on the new LLI governance structure taking place on Monday, April 16th.

Jill shared that LLI Council needs to amend the policy prohibiting video and photography in classes, making an exception for members of the communications video/photo team who are officially documenting classes for LLI purposes. And this needs to be communicated to all class managers.

After the workshop is concluded, Jill will begin working with a small committee to update our Operations Manual to reflect our new governance structure, which goes into effect officially on July 1st.

Correspondence: Linda Bouchey reported that LLI received a letter from Karen Unger (Assistant Vice President, Office of Institutional Support at Bard College) acknowledging and thanking LLI for the grant award of \$3,000 received on March 21st in support of the Bard College Audio/Visual Department and \$2,500 received on February 20th in support of the Bard College Conservatory Mellon Endowment Challenge.

Treasurer's Report: Susan Hirsch presented the budget for 2018-2019 at the regular Council meeting held on April 16, 2018.

Standing and Ad Hoc Committee Reports

Standing Committees

Catalog: Bill Tuel reported that SummerFest catalog preparation is underway. It is expected to be 4 pages, similar in format to the Intersession catalog, with a table of courses and registration information on the last page. A few copies will be printed at Copycat (for presenters, producers and members without Email); otherwise the catalog will be on-line in both PDF and registration form.

The due date for Fall 2018 proposals is April 30th. Several have been received already. Fall dates have been approved by Bard.

Class Support: Carol Goss reported that the beginning of the Spring 2018 semester had a few glitches. There were some last minute room changes that had to be dealt with. They also had to replace 2 class managers due to unforeseen circumstances. The drop/add procedure did not run smoothly with regards to letting the class managers know who was involved. She will work out a better system for next Fall. The Committee has gotten some new people who are interested in serving as class managers for the summer and next Fall. Class Support Committee met on March 30th to begin to work out assignments for the upcoming sessions.

Communications: Cathy Reinis reported that the Committee included emergency information in the April newsletter and will add the link to all future newsletters. Felice Gelman will make stick-on labels with the emergency number for members' badges and place them in the Hospitality Room. The Committee planned for the very crowded May newsletter and strategized publicizing SummerFest because we recognize that we have a robust program that can benefit from a robust outside participation. Deborah Schwartz briefed the Committee on the new and old website progress and the planning of the Website Core Team. Mary McClellan has agreed to be the point person to create

the new Mail Chimp newsletter as of June, with Margaret Shuhala supporting her for content and Deborah Lanser as our primary editor.

Curriculum: Anne Sunners reported that the Committee met on April 10th. SummerFest schedule has gone to the Catalog Committee. The Fall schedule was finalized at the meeting, and course schedules are due on April 30th. The committee spent considerable time reviewing the Spring courses - what went well and problems that need to be addressed. They also discussed attendance issues and the possibility of increasing enrollment to allow for drop-outs.

Anne reported that the Program Committee is finalizing plans for the Annual Meeting. Joan Tower has agreed to be our featured guest. Before the Business Meeting there will be students from the Conservatory playing music. The Committee's next meeting is April 20th.

Hospitality: Martha Nickels reported that Hospitality is working in two rooms this semester-- Olin 301 and Olin 303.

Member Services: Linda Stanley reported that Member Services Committee posted the class schedule in Olin, Hegeman, Bard Hall, etc. before the start of classes. They handled a change in class rooms for the first day of classes due to painting in Hegeman. The Committee will meet on April 24th to work out a change in leadership and on the new structure under the new Bylaws.

Registration Committee: No report

Special Events: Gene Burns reported that the Annual Business Meeting & Spring Brunch will be on May 18th. "Save the date" letter will go out by the end of this week. Invitations will be sent by May 1st with a reservation deadline of May 10th. Bard student musicians will provide a post-brunch musical interlude from 9:30 to 10 AM in the auditorium. The Annual Business Meeting will follow from 10 to 11 AM. The second musical performance will be presented by Joan Tower and her conservatory students which will run from 11 to 11:30 AM. The last events will be the drawings for the dining room meal passes and the annual tuition award worth \$175.00. The auditorium on Olin first floor is reserved for LLI until 12 Noon.

For Intersession 2019 to date about 5 requests have been received for consideration as presenters.

Ad Hoc Committees

AV-Tech: Chuck Mishaan reported that the AV team is scheduling a review meeting to assess any AV problems that have arisen this semester and to plan new training sessions for fall. Bard has been upgrading and changing some of its AV equipment, and

LLI AV will be upgrading our skills and equipment as well.

There have been some issues with the Bard AV infrastructure, including a failing projector in Olin 204 and a non-working microphone in Olin 102. These problems have been brought to Bard AV's attention and are hopefully being corrected. These issues did, however, impact presentations in several classes.

There has been a request from an LLI presenter to video record his class lectures and possibly publish them on YouTube. The Tech Video staff would like Council to consider and advise on this matter.

Elections: Ollie Johnson reported that this year's election was conducted from March 16th through March 31st with a total of 171 votes cast. Every nominated candidate received more than 90 % of the vote in their category.

The Committee certifies that the following were elected: President-Tom Esposito; 1st Vice President-Jan Wallen; Treasurer-Susan Hirsch; Member at Large-Chuck Mishaan; and Member at Large-Cathy Reinis.

Volunteer and Leadership Development: Maddy Watterson and Mary Deady reported that Deborah Schwartz gave the Committee a presentation on the new website to help the Committee better understand how the website will impact their duties regarding the admission and orientation of new members.

The member application form will be reviewed in the next few weeks before presenting to Council for approval. This will be available from June 1-21 on the website. Donna Warner distributed the Interest Survey for current members and asked for feedback before it is sent to all current members.

VLD has made a new position on the committee – Volunteer Coordinator, who will serve as a liaison between vacancies and members wanting to become engaged.

A number of vacancies for Committee positions exist. On April 6th an informational session was held during the 40-minute break across the hall from the Hospitality Room about the needs of Member Services and Class Support Committees in order to attract new members. We had about 12 interested members attend, and 6 members signed up for more information about various committees. The Committee managers were copied on our 'thank you for attending' email. A request will be made to get the vacancies noted in the Newsletter.

Next meeting is 5/8 at 1:00 pm in Room 214, Campus Center

Workflow Project: Jan Wallen reported that she started the Committee Workflow project to document the workflow and especially the data and information that each

committee requires from the computer systems in order to do their work, as well as the format of the information. She is currently reviewing the workflow documents that the Long Range Planning Committee prepared and will speak with the Committee Chairs about their workflow.

Admin/Infrastructure: Deborah Schwartz reported that the Website migration of the current LLI WIX website to WordPress is going well. All material from the WIX site can now be found on the WordPress site. The new site has many new features that they are using, including:

- Responsive design: page layouts change depending on the viewing device of computer, tablet, or phone;
- Mega Menus: better navigation tools, especially for phone users;
- Bard branding: using Bard colors, logos, and standards to follow new Bard branding guidelines;
- Event calendar: events now include Google maps to venues at Bard and are categorized based on type of event;
- Volunteer requests: ability to add specific jobs for volunteers and to capture responses;
- New posts: there is a place for announcements and news;
- Revamped home page to hopefully make it easier for our users.

The Committee is working closely with Juliet Meyers, Bard Web Services Manager, who is providing valuable support. The WordPress site is undergoing a systematic review under the direction of Cathy Reinis. It has been reviewed at a high level by Jill Lundquist, Donna Warner, Cathy Reinis, and Chuck Mishaan. Mary McClellan, who thankfully took on the WIX web site a year ago, teaching herself the technology, is now taking on the responsibility of learning WordPress.

For the near future, they will be maintaining two web sites, both the WIX and the Wordpress site. After review, they will simply change to the WordPress site. For now, you can see it yourself at <http://blogs.bard.edu/lli> . As appropriate, Juliet will change our final domain name to lli.bard.edu.

Newsletter migration: Our LLI monthly newsletter has been emailed to members via MailChimp as a PDF attachment. The Committee always struggle to keep the content at two pages. Starting in June, the LLI monthly newsletter will be designed in MailChimp so recipients do not have to open the attachment to read the news. It will include more images and links back to our website to read entire stories. Under the leadership of Cathy Reinis, Mary McClellan (for MailChimp layout and web site integration) and Margaret Shuhala (for content and editing) will work together to make even more use of MailChimp technology.

Membership and PayPal: The Committee is hoping to use PayPal to collect membership fees from both renewals and new applicants to eliminate/minimize the issues we

experienced last year. There are a few different approaches to doing this, and ad hoc committee is being formed to examine the best short term and long term solutions.

Respectfully submitted,
Linda Bouchey
Secretary