

## LLI Council Minutes 18 September 2017

**Council Members Present:** Al Becker, Linda Bouchey, Eugene Burns, , Tom Esposito, Carol Goss, Susan Hirsch, Oliver Johnson, Jill Lundquist, Chuck Mishaan, Martha Nickels, Dan Peterson, Cathy Reinis, Linda Stanley, Anne Sunners, William Tuel, Jan Wallen, Donna Warner

**Council Members Absent:** none

**Also Present:** Dorothy Baran, Joyce Carter Krawczyk, Mary Deady, Irene Esposito, Maddy Watterson

**Call to Order:** The regularly scheduled meeting was called to order by President Tom Esposito at 9:33 AM in room 214 of the Bertelsmann Campus Center.

**Minutes:** The minutes of the August 21, 2017 meeting were approved with one correction.

**President's Report:** Tom Esposito said that the beginning of the new semester went well, including the Class Manager meeting, the New Member Orientation, and the Annual Meeting. With 140 in attendance, the Annual Meeting was a very full room; we will consider other venues for the May Annual meeting. He thanked Carol Goss and Maddy Watterson for their work with Class Managers, Gene Burns and Mary Deady for the luncheon arrangements and the speaker, Bob English and Donna Warner for their work with the mentoring program and Linda Stanley for the New Member Orientation, and especially noted the excellent Power Point presentation created by Deborah Lanser. Tom added that the new website is shaping up really well and thanked Mary McClellan for her work. Joyce Carter-Krawczyk complimented Tom and the Council on all the great changes; Tom thanked her for starting the changes when she was the President. He added that Chuck Mishaan is the "man of the hour", turning out great reports – and now we need more people who can run the systems.

**1<sup>st</sup> Vice President's Report:** Reporting for Planning & Evaluation, Donna Warner said that PE met on Monday, September 11 to review what went well and what problems have surfaced with the new initiatives, especially since June. Among LLI's new initiatives--the following were identified as successful: the new website, the new Communications transition team, the new member application form, the mentor program, the new member Orientation program, and the new online registration form. Twenty-eight Mentors also played a key role in identifying and resolving new member glitches. In terms of problems, challenges arose with the new member acceptance and registration processes, due in part to tight timing and some unforeseen outcomes. A higher than expected number of members dropped out (46), and this required some verification. Surprisingly 15 of 71 new members accepted did not enroll. This led to extending deadlines, which in turn stressed the system. Also it was difficult to detect some roster errors, and considerable time was spent to vet new and returning member lists. Lastly, there was no pre-established communication protocol for trouble-shooting. The mentor program, in particular, was not formally connected to Registration to report and resolve new members' problems.

The following areas were identified for further study and change recommendations:

- Rules and rule bending practice, if not policy
- Timing of new member admissions for next year and payment—hopefully well in advance of registration
- Timing of returning member renewal and payment—again, well in advance of registration

- Priority policy and practice
- Issues with registration systems; in particular, “live-body” quality control of lists produced by auto-tech is needed; procedures for error tracking and resolution are needed
- Distribution of lists
- Filling Vacancies—three kinds (elected officials, chairs, committee members)

PE will hold an extended meeting on October 16, noon to 3:00 pm to (a) assign issues that need work to the appropriate teams/committees that have the experience to address the issue. Taking a long view, PE will (b) discuss a transition plan to the new bylaws Council structure; (c) review all teams: how they are working and whether we have the right mix of representation on each team and (d) review role of PE.

Discussion: Admissions should happen well before Registration, with payment at admission; an unexpectedly large number of accepted people did not register – did the fee increase discourage people? We will survey non-returning members.

**2<sup>nd</sup> Vice President’s Report:** Jill Lundquist said that LLI now comes under the aegis of the Center for Civic Engagement, as a community outreach program, and Tom has appointed her as our liaison to CCE; CCE has put her on their Advisory Council. CCE programs include Brothers at Bard, the student-led outreach under Trustee, Leader, Scholar and many others. Currently, TLS and Vassar College are collecting clothing, especially for children, for refugees in the Albany area. Jill added that Planning and Evaluation is working on the transition to our new committee structure, as authorized by the Bylaws that are now in effect, and that the transition will be challenging. Planning is also underway with Marist for a regional, more focused meeting of LLIs. She reported that we received thank you letters from the BHSEC students whose summer internships were subsidized by LLI.

Discussion: we have LLI members who belong to two or three other LLIs and are active with them but not with us. Bill Tuel pointed out that he teaches at more than one, as do several other LLI presenters.

**Correspondence:** Linda Bouchey reported that there was no correspondence, aside from the thank you letters from BHSEC students. Bill Tuel asked if we could change our email title to include “at Bard,” since he also receives mail from the Lifetime Learning Institute at SUNY New Paltz.

**Treasurer’s Report:** Susan Hirsch noted that we have budgeted a total of \$15,000 in donations to Bard this year and paying them is more complicated. We will begin with donations of \$2,500 to the Conservatory and \$1,500 to the Studio Arts program. We also hope to move the upgrade of the “Red Room” in the Campus Center forward.

It was noted that we have two LLI members speaking on a panel related to the current Ken Burns program on Vietnam, another example of LLI-CCE working together.

## **Standing and Ad Hoc Committee Reports**

### **Standing Committees**

**Catalogue:** Bill Tuel reported that the due date for course proposals for Spring 2018 is September 30. The completed catalog is scheduled to be printed by Bard just before the Christmas break and posted on-line in early January. The registration deadline date for Spring 2018 needs to be established, as it will appear in the catalog. On the first page, the

left column describes LLI; the Communications committee needs to do an edit to conform to current information.

**Class Support:**

Carol Goss reported that the Orientation for class managers and presenters went well. Scheduling needs to be reviewed, as several mentors are also class managers. The first day of classes was hectic as usual. The drop/add process seemed to be the biggest area of concern, since they did not have updated lists – or slips allowing entry. Updated lists will be sent as soon as possible. The time between the end of registration and the beginning of classes was much too rushed, as noted above. We need to review the schedule. The committee will be meeting in early October to work on tasks for the upcoming semester. The Faculty Lounge has been reserved for Nov. 10 for the “wine reception”. This is possibly the last such event to be held in that venue.

**Communications:** Cathy Reinis reported that the committee had received positive feedback on the September newsletter and the continuing work on the new website. They have planned the October newsletter and developed a plan for generating newsletter content that can become part of the information on the website. Needs for additional members have been defined, and the committee has divided tasks for moving forward. Newsletters will continue monthly for the immediate future, and a new feature will be added: *Council Doings*, an informal summary of Council meetings that will be more timely than the one-month delay for posting minutes.

**Curriculum:** Anne Sunners reported that the Fall semester got off to a good start. Members appeared to be happy with the Saturday schedule, particularly with the ease of parking! The committee is preparing course descriptions for the September 30 deadline. Next month they will focus on the Summer schedule. Evaluations are going out to members after each multi presenter session. Anne thanked everyone for their support.

**Hospitality:** Martha Nickels reported that on the first day of class the hospitality room appeared to be okay. There were several volunteers, and a new signup sheet made by Linda Stanley with several people volunteering to bring food and many contributing to the money jar.

**Member Services:** Linda Stanley reported she sent welcoming letters to the new members in late August and held an Orientation for the 60 new members on September 6. They received folders with current information and their name tags. Donna Warner and Deborah Lanser assisted with orientation and created a Power Point. New Member lists were sent to Security and Central Services so new members could get their Photo IDs and car registrations. There were several glitches, which have hopefully been corrected. New member problems with IDs and registrations are being resolved. She thanked Bill Tuel for printing member IDs. It was noted again that the timing is now too tight for all the orientations.

**Registration Committee:** Dan Peterson reported that Friday did go well, and there were no complaints. Classes seemed to be under-attended, but we will look at the reports. Drop/Add ends September 23. He emphasized that we must resolve the payment issue; much time was wasted dealing with paper checks. (It is expected that Bard will have an electronic payment system by next September.) Dan said he would like to stay on the

Registration committee, but he feels a Chair more comfortable with technology would be a better fit. A repeat Kaatsbaan program is scheduled for Spring; the description will emphasize that this is a repeat so people do not re-enroll.

**Special Events:** Gene Burns reported that the inclement weather resulted in a number of "no-shows". Therefore, the four members on the waiting list were able to attend. The food order was reduced by 10 fewer than the actual numbers, but the amount of "left overs" was about the same as last year. So further reductions will be tested. Assigning two volunteers to oversee the lunch service at the buffet tables worked well; the process was organized, quick, and orderly, thanks to Mary Deady and Anne Brueckner. The talk by Professor Bagwell was very well received. For the January 2018 Intersession Program, Presenter Proposal Forms have been sent to the Producers and are due by the end of the month.

### **Ad Hoc Committees**

**AV-Tech:** Chuck Mishaan reported that the Drop/Add online system is working well. Members are cooperative and using the system appropriately. New Member Applications, Class Registrations, Class Evaluations and Drop/Add are now online. All have been met with widespread acceptance and satisfaction with the move, even as it has been a rapid transition. Updated Class rosters will be distributed to Class Support. The Fall 2017 online New Applicants and Member Class Registrations went fairly smoothly, with a few glitches that needed to be ironed out. There is a lot of personal handholding that can be improved with separating admissions and registration and with online payment. All members, new and existing, have been assigned membership numbers and new ID badges will include the number. Chuck proposed separating the Tech Committee from the AV Committee, as their functions and skill sets are very different. Several experienced staff have been added to the Web committee which should now move to the auspices of the Communications Committee. Chuck is recruiting skilled AV members to appoint a new head of AV. The plan for the Registration database is to streamline and tweak the system based on the experience and lessons learned in the Fall semester, and then to move the database online for management and maintenance by the Tech and Registration committees. Clarification is needed on what information is needed by various committees; a workflow workshop was discussed.

Jan Wallen reported on the Calendar for our new Website. Chuck will show her the Calendar App on the website, now that registration is completed. She will then add events to the Calendar and to the Upcoming Events section. The objective is to have the website be the "Go-To Source" for all LLI Bard information. Requests for dates should be referred to the website. Jan listed the items that will be listed on the calendar and recommended that instructions and information about renewal, the new member application, and registration dates be added to the website.

**Volunteer and Leadership Development:** Donna Warner reported that the VLD Team met on Tuesday 9/12 to review and critique new VLD initiatives—the online application, review of new member applications for critical skills, the Mentor program, and September 6 new member Orientation in collaboration with Member Services. All worked well; mentors resolved issues relating to admission/registration. VLD will be featured in the October newsletter. Two new co-chairs will be appointed by the LLI President—Mary Deady and

Maddy Watterson. Maddy and Mary can update Council next month on VLD proposed work from now to June. A shift to leadership development is anticipated. Donna noted that VLD is not responsible for filling vacancies on committees but can support the process in four ways: (1) sharing lists of new members who expressed interest in each Committee; (2) culling vacancies and helping to post on the website monthly; (3) fielding a survey with all members on skills and committee interests; and (4) hosting a reception on October 27 for new members, their mentors and all Standing Committee Chairs, plus AV/Tech. A reception on October 27 will include the Committee chairs and new members offering a chance to identify volunteers. Chairs should identify their vacancies, the responsibilities and the time commitment.

### **Old Business**

**Policy Review:** The current items (3 items listed below) found in the Finance section of the policy manual are being referred to the Finance Committee for revision.

FIN 05/15-A. LLI at Bard contributes \$2000 annually for four (4) \$500 annual scholarships for students of the Bard High School/Early Colleges (BHSEC) program.

FIN 05/15-B. LLI at Bard contributes up to \$3750 to Bard College annually to support senior students' projects. This program is known as "Dean Stuart Stritzler-Levine Seniors-to-Seniors Scholarships."

FIN 11/13. There shall be no cash reserve requirement for LLI account

**Motion** by Cathy Reinis, seconded by several, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:42 a.m.

Respectfully submitted,

*Cathy Reinis*

On behalf of

*Linda Bouchey,*

Secretary

**Next Meeting:** Monday, October 16, 2017, 9:30, Campus Center Room 214