

**LLI Council Meeting Minutes**  
**June 18, 2018**  
**9:34 AM to 11:40 AM**

**Council Members Present:** Al Becker, Tom Esposito, Susan Hirsch, Oliver Johnson, Martha Nickels, Cathy Reinis, Anne Sunners, William Tuel, Jan Wallen

**Council Members Absent:** Linda Bouchey, Eugene Burns, Carol Goss, Jill Lundquist, Chuck Mishaan, Linda Stanley, Donna Warner

**Also Present:** Mary Deady, Deborah Schwartz, Gus Pedersen

**Call to Order:** The regularly scheduled meeting was called to order by President Tom Esposito at 9:32 AM in room 214 of the Bertelsmann Campus Center.

**Minutes:** Moved by Cathy Reinis and seconded by Jan Wallen, the minutes of the May 21, 2018 meeting were approved. Passed unanimously.

**President's Report:** Tom Esposito reported that a few members are paying by check. A question raised in Planning and Evaluation (PE) about Fisher Center tickets has been clarified. LLI members receive a general discount of 20% and do not pay processing fees. The \$5.00 student tickets are for undergrad and grad students under 25 and are subsidized by a generous alum. Tom also reported extensive discussions in the Program committee about holding a celebratory event for presenters and volunteers.

**1<sup>st</sup> Vice President's Report:** Donna Warner reported by email that **The PE meeting was held on June 11, 2018 and all members were present. The following items were covered.**

**Updates and troubleshooting.**

Deborah Schwartz applauded the communication committee's excellent job in transitioning to MailChimp for the newsletter. Chuck reported that both the new application and renewal processes are functioning fine. Bob English and other members of VLD are receiving copies of the applications for review. Anne reviewed the issue of presenter recognition, raised at last Council meeting, including the history of presenter recognitions over the years and continuing efforts to improve presenter and volunteer recognition.

**LLI technical environment.**

Deborah and Chuck reported on progress with our LLI technical environment. LLI has gained free access to Google's G-Suite for Education, with significant assistance from Dave Brangaitis, Bard Chief Information Office. Deborah and Chuck will discuss the benefits to LLI in their Admin/Infrastructure report to Council. Our current registration system is working fine and will be used for fall course registration. However, Registration Chair and Committee is critically needed.

### **Critical skills needed**

Registration Chair and Committee members are needed. Technical critical need is a webmaster. Donna and Linda reported that no other committees reported critical needs.

### **LLI Calendar through June 2019**

Due to time constraints calendar will be addressed at future meeting

### **PE Composition for 2018-2019**

Current members will continue the Committee. Susan Hirsch has joined the PE committee. Most heads of Standing Committees are represented on the committee except for Program Support and Membership Development. Therefore, Mary Deady will be invited to join PE.

**2<sup>nd</sup> Vice President's Report:** Jill Lundquist continues to have ongoing work with PE and Communications.

**Correspondence:** Cathy Reinis reported for Linda Bouchey reported that we had received the resignation of one of our member presenters.

**Treasurer's Report:** Susan Hirsch presented the monthly budget report for May. Susan commented that there is frequently a long delay in the delivery of checks from Bard to reimburse LLI expenses. A meeting with the Controller will be scheduled as it seems to be a simple processing issue. Cathy Reinis thanked Susan for personally expediting the checks to BHSEC students.

**Motion:** Moved by Al Becker, seconded by Bill Tuel, to accept the May budget report. Passed unanimously.

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

### **Standing Committees**

**Catalogue:** Bill Tuel reported that the Fall 2018 catalog is in layout phase, but there are changes pending due to course additions and cancellations, the work is being paused until those changes are finalized. This should not jeopardize the planned July 20 availability of the catalog. Course descriptions (as of that date) were sent to Class Management to aid in recruiting class manager. The Bard staff distribution list for the "vanity" catalog was pruned, and prior recipients will be notified of the availability of the on-line catalog. This is the last report by the Catalog Committee directly to Council.

**Class Support:** Carol Goss reported by email that a recruitment letter was sent out to all past and possible future class managers on June 1, with a follow up on June 7. They now have 54 positive responses. The preliminary catalogue was sent to them on June 16. Class managers are asked to indicate the courses they plan to register for. The Class Support Committee will be meeting on July 17 to place the managers. That list will be sent to Registration so that they can make the

appropriate placements. The Class Support Committee met on June 13 to go over tasks for the upcoming semester. We reviewed the computer needs for each task. Once the list is compiled, it will be forwarded to the Jan Wallen. The committee has a new member - Jackie Olivet. Carol added the following:

Since this is my last meeting as a Council member I would like to thank everyone for the chance to serve and for the civility that is displayed at the meetings.

**Communications:** Cathy Reinis reported that the first electronic newsletter was published on June 7. The article most commented on was the Fall course preview. In future, the committee will have data showing how many people clicked through to read the expanded information for each article. They continue to work on establishing a photo and video library so that it will be easier to produce future issues. With Deborah Schwartz sitting on the committee, they expect to use the advantages of the Google Suite for Education to support their work. The committee also hopes to build a bank of stories for future issues.

**Program Committee:** Anne Sunners reported that the committee met Friday June 15 for their final meeting as a team. They will be re-formatted under the implementation of the new bylaws. They reviewed the Annual Meeting and felt that it was successful in the new format and new location and recommend that it be continued next year with a similar format and the minor glitches ironed out. They then began plans for the Fall Luncheon and recommend that it be held in Bertelsmann for a cost of \$10. This location is better suited to holding the Art Show and the various orientations. The committee enjoyed working together and ended with a feeling of accomplishment.

**Curriculum:** Anne Sunners reported that the committee met on Tuesday June 12. They reviewed SummerFest and agreed that it was successful. The selection was varied, more member and nonmembers registered. Evaluations will be sent out this week.

The committee is working to replace the Fall course that was cancelled at the last minute. Evaluations have been distributed to the committee and will be shared with the presenters. Thanks to Bill Tuel for doing this. They will continue to work on the Spring schedule at their next meeting.

**Hospitality:** Martha Nickels reported that the beverage service for Summer Fest has been adequate. Next year at the annual meeting a few changes will be made for the brunch but overall it seemed to work well in Olin.

**Member Services:** Mary Deady stated that Nanci Kryzak will chair the subcommittee in the new organization. Mary thanked Linda Stanley for working with Nanci to teach her the committee's work.

**Registration Committee:** Chuck Mishaan reported by email that as of Sunday afternoon, we had 242 member renewals and 37 new member applications. A reminder for both is scheduled for Monday am.

Links to the SummerFest class evaluation form are scheduled for distribution to SummerFest attendees for Monday am.

**Special Events:** Gene Burns reported, as reported by Anne Sunners, the Fall Luncheon will be in Bertelsmann Campus Center, will be for members only, and will have a \$10 fee. The committee is looking for a guest speaker or a performer and hopes to have a better picture by the end of the month.

### **Ad Hoc Committees**

**AV-Tech:** Chuck Mishaan reported by email that, despite many disruptions to class room assignments due to Bard College scheduling needs, AV chair Dave Jutton was able to satisfy the AV needs of presenters. Dave has taken on this responsibility with alacrity and aplomb. Bard's AV staff, Dennis and Jake, also made themselves available to us when some unresolved hardware and software issues arose. So, despite some confusion, SummerFest AV has been quite successful.

Next meeting is July 12 at 1:00 pm in Room 214, Campus Center.

**Admin/Infrastructure:** Deborah Schwartz reported the following:

The new WordPress LLI website became our official site on June 7, 2018. The new URL is [lli.bard.edu](http://lli.bard.edu) since we are a subdomain under Bard. Many thanks to everyone who helped with this effort: Mary McClellan for providing the basis of content, Gary Miller for all the beautiful photographs, the editing team of Jill Lundquist, Donna Warner, Cathy Reinis, and for the support of Council during this project. Please send all corrections/additions/materials to Deborah at [webmaster@lli.bard.edu](mailto:webmaster@lli.bard.edu) .

The June newsletter was sent out in MailChimp, with links back to the new website. The Communications Committee has been planning this transition for many months. Feedback from members was very positive.

LLI was approved as a Google Suite for Education domain name. This took much effort on the part of Bard, especially CIO Dave Brangaitis and Dean of Bard College, Rebecca Thomas. Google Suite is free to educational institutions and will support our back office operations and committee work with shared drives, [lli.bard.edu](http://lli.bard.edu) user administration, Google classroom, and many other features. LLI members Chuck Mishaan, Bill Tuel, Susan Christoffersen, and Deborah are receiving training and setup advice from Dave Brangaitis. Deborah shared a graphic of the upcoming LLI architecture. LLI is responsible for maintaining our own Google Suite services.

**Volunteer and Leadership Development:** Mary Deady and Maddy Watterson reported that the committee did not meet this month as a full team. However on Friday, June 15th there was a Mentor Orientation in the Faculty Dining Room led by Robert English. Mary, Maddy and Nanci will also be in attendance. Notices were

posted in Olin and class managers made announcements regarding this Orientation, but attendance was disappointing.

New member applications are starting to be made available to the Admissions team. Maddy, Robert, Nanci and Cary Bell will be reviewing them and will meet on July 12, regarding their search for critical skills. Recommendations will be sent to the Council.

Robert English has accepted the chair of the Admissions sub-committee, which includes Ollie Johnson and Carol Kleban. This completes the chair positions for the three functions of Membership Development.

Workflow: Jan Wallen reported that the Workflow Project starts this week. The P&E Committee met and outlined the project. It will document the information that the Committees require to do their work effectively. Jan Wallen will contact the Committee Chairs about the information they require. After the information is gathered, Jan and Deborah Schwartz will coordinate so that the information can be available on the website to the appropriate people. Jan added that Part 1 will document the work flow of information for each committee. She asked that committees think through what information they need and how they would ideally like to receive it.

## **Old Business**

**Policy Review:** On behalf of Linda Bouchey, Cathy Reinis read the following 3 policies:

PROG 06/18. Priority in registration is given to class managers and audio-visual team members for the classes that they are assigned to support. Council members, committee chairs, committee members, and member-presenters are each given priority for one first-choice class per term. The member-presenters' priority is given for the two terms following the term in which they teach. Any remaining registrations are selected by lottery.

PROG 11/17. At registration, LLI members give their permission for their photo or video image to be used in LLI publications and communications.

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

No action was taken in September when this policy was reviewed. It was referred to Finance Committee. Linda requested and received from Johanna Bard the November 2013 minutes. The minutes say:

*Discussion regarding the current practice of maintaining a \$45,000 cash reserve: All reasons for maintaining the reserve and for removing it were thoroughly aired.*

*Motion: Henry Young moved to discontinue the \$45,000 cash reserve requirement. The motion was approved with fourteen voting aye and Treasurer Colleen Mooney voting nay.*

Discussion: The first two policies remain in effect. After reviewing the decision to make contributions to Bard, the Council again referred the cash reserve question to the Finance Committee.

### **Open Meeting**

Gus Pedersen expressed his satisfaction that the question of presenter recognition was receiving attention. Gus is now co-chair of the AV subcommittee and wants to work with other committees to improve the preparation of information for AV staff before each semester begins. This is, in fact, a workflow problem – with information from and to AV from Curriculum and Class Support. Under our future structure, AV will be part of Program Support, which should improve this workflow.

Deborah Schwartz thanked the committee chairs who are moving off Council under the new structure for all their work for LLI.

### **Adjournment**

**Motion** by Jan Wallen seconded by Maddy Watterson, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:40 AM.

Respectfully submitted,  
Cathy Reinis on behalf of  
Linda Bouchey  
Secretary

**Next Meeting:** Monday, July 16, 2018, 9:30 AM, Campus Center Room 214