

LLI Council Meeting Minutes
August 20, 2018
9:33 AM to 11:07 AM

Council Members Present: Linda Bouchey, Al Becker, Mary Deady, Susan Hirsch, Oliver Johnson, Jill Lundquist, Chuck Mishaan, Cathy Reinis, Deborah Schwartz, Anne Sunners, Jan Wallen, Donna Warner, Maddy Watterson

Council Members Absent: Tom Esposito

Also Present: Carol Goss

Call to Order: The regularly scheduled meeting was called to order by 1st Vice President Jan Wallen at 9:33 AM in room 214 of the Bertelsmann Campus Center.

Minutes: Moved by Ollie Johnson and seconded by Maddy Watterson, the minutes of the July 16, 2018 meeting were approved. Passed unanimously.

President's Report: Tom Esposito was not in attendance, and 1st VP Jan Wallen reported that there was no President's report.

1st Vice President's Report: Jan Wallen reported that she is working on the annual member survey. No date for the mailing of the survey has been established yet.

2nd Vice President's Report: Jill Lundquist continues to work with Communications and P & E Committees. Jill reported that there will be no regional LLI mini-conference this year due to the lack of people to organize and head up the conference. Donna Warner and Jill served in that capacity last year.

Jill reminded the Council of the upcoming concert celebrating our own Joan Tower on Sunday, Sept. 16 at 3 pm in the Fisher Center. Three world premieres of new Joan Tower pieces will be performed. The concert is a benefit for the conservatory scholarship fund in Joan's name. Link with information and ticket purchase is: <http://fishercenter.bard.edu/events/joan-tower/>

Correspondence: Linda Bouchey reported that LLI received 3 copies of the Bardian (Spring 2018). They were passed around at Council meeting.

Treasurer's Report: Susan Hirsch reported that there's not much of note for July on the expense side. Susan had expected the coffee set-up for the last week of SummerFest to have been paid, but it didn't appear on the report from Bard. Also she expected the bills from each of the outside contractors who work on the catalog to be paid. But only one was billed in July. The other will be paid in August. On the income side, membership fees, an explanation might be in order. Unlike other years (when membership fees were paid by everyone after the start

of the new fiscal year, July 1), this year the current members paid in June. But for our purposes Susan did not report the June payments last month. So membership payments are broken down on the attached spreadsheet separately for June and July. Especially for registration purposes Susan thinks that makes it a little clearer.

After the reporting last month for June, 2018 Susan received a revised report for the month. An additional expense was added to the Hospitality/Coffee line of \$391. This was for two SummerFest set-ups. She adjusted the year end report for 6/30/2018 to reflect this. This report was emailed to Council.

Discussion: Susan asked that when Tom returns efforts be made to remedy the problem that Bard has not pay funds for several months. Susan has been told that items have been recorded, dated, approved and sent to accounts payable. However, there is a lag (1-2 months) in getting them out to people. It was suggested to bring this situation to Jonathan Becker's attention. Susan asked people to let her know if they are getting their checks.

Motion: Moved to accept the July budget report. Passed unanimously.

Standing and Ad Hoc Committee Reports

Standing Committees

Planning and Evaluation: Donna Warner reported that the Planning and Evaluation Committee held its monthly meeting August 13. Members each presented a brief update on their areas of responsibility. Several special topics were addressed as follows:

- Executive Committee will make decisions about special member cases, e.g. someone who misses a renewal or registration deadline.
- VP Wallen will review annual member surveys from past two years and make recommendations for timing and content of the member survey for this year and beyond.
- Parking for Sept 7, the fall semester, and the future was discussed. Membership Development will prepare an email detailing parking options and prohibitions for Sept 7 and the fall semester.
- Membership Development was also charged to form a parking task force to address future parking options, under current member levels and future increases.
- PE recommends that special guests (such as Jonathan and Stuart) receive the regular Fall Luncheon invitation without the link for payment. An RSVP asking for yes or no response should be included. There should not be any pressure or obligation for special guests.
- PE made changes to the annual calendar. Linda emailed the revised calendar to Council. The date when members are notified of their classes was changed to August 22. Drop/Add courses online will be August 22-September 21. Spring and Fall 2019 were also adjusted accordingly.

Discussion: Class support will receive class lists by August 31. Lists will be updated continuously through AirTable.

- Curricular Programs Committee presented thoughts on events to replace presenter reception and to recognize other volunteers.
- PE will address our policy or practice of responding to funding requests at their September meeting.
- Donna Warner will retire as PE Chair, and from Council, in December.

Curricular and Special Programs: Anne Sunners reported the following from her subcommittees:

Curricular Committee: The curriculum committee met on Tuesday August 14. They reviewed the Fall enrollments. Several courses are over enrolled - Anne and Chuck are continuing to work on this problem. The committee adjusted some maximum numbers, but others will have to be done by lottery. The committee continued work on the Spring semester and will use a new presenter form.

Special Events:

Proposed Event to replace Presenter Reception: Anne, Irene Esposito and Tom visited possible Bard locations, including Manor House, Blithewood and Montgomery Place. Their conclusion is that Blithewood suits LLI needs best for such an event. Event would be held once a year on the Friday following the last day of classes in November (possibly November 17 this year) from 5-7 pm. Invitees would include presenters, producers, curriculum committee members, and Council. Presenters of the previous spring semester and the recent fall semester would both be invited. Event would be held on the first floor of Blithewood in the main entrance hall and dining room. It would be a standup affair to allow for crowd mingling. A few chairs would be available around the room. Whether a shuttle service is needed for guests remains to be decided. Cost for building use would be minimal - one guard to lock up house.

An informal volunteer member reception in the spring is also being considered.

Discussion: Tom noted that at Blithewood there is a large conference room which could possibly be used for Friday classes by LLI. This should be investigated further.

Fall Luncheon: This year's luncheon will take place in the MPR of Bertelsmann Campus Center on Friday, September 7th. Notices will be sent by email to the membership on or about Monday, August 20th. Our guest speaker will be Dorothy Ehrlich, who has served as the Deputy Executive Director of the ACLU in Manhattan for the past 12 years. Prior thereto, she served as the Executive Director of the ACLU of northern California. Once again, there will be a strict occupancy limit of 140 people. In light of this occupancy limitation, advance registration, with payment of the \$10 fee, will be required.

Intersession, 2019: The eight presenters for this year's program have been selected, and presenter's outline sheets are being sent to each of them this week. The presenters this year include Mark Isaacs, Lou Trapani, Kati Garcia-Renart, Anne Richey and Felice Gelman.

NOTE: Anne shared that Bill Tuel fell at his home and is hospitalized. Linda Bouchey will mail a card to Bill on behalf of Council.

Program Support: Mary Deady reported the following from her subcommittees:

AV: Submitted by Dave Jutton

Chuck Mishaan and Dave met to develop a list of AV support people to assign to each of the Fall 2018 classes. They were able to make an assignment to most classes. They will be sending out an email request to members of the classes to solicit volunteers interested in training to help with AV support. The plan is to do room specific training for an AV support person assigned to a class. Then they can assist the presenter(s) and reach out for help if things go wrong. SummerFest reinforced that you really can't count on an assigned room being ready from week to week. Consequently, the AV support will need to be at class early each session to trouble shoot or call for help.

Chuck spent a good deal of time helping Dave understand the AirTable data base. Dave can access it now, but all modifications still need to go through Chuck. The table will now include notations on the AV status of each room and will identify the AV support person assigned to each class.

Chuck is obtaining an LLI chrome book computer so that we have backup to use in the Bard rooms that have no in class computer. AV is getting a couple of additional LLI remote pointer/slide controllers for presenters to use if needed.

Chuck will be off campus at Bard for first and second period and is teaching fourth period. Therefore, Gus Pedersen and Dave will be the main contact points for AV issues this Fall. Decision is that text messages will work best, as they are both in classes and will need a quiet way to be contacted. Dave's contact number is 845-389-1157. Gus can be reached at 646-391-1133.

Class room training and review for AV people has been arranged for 9/7 following the Fall meeting. They still need confirmation that the class rooms will be open and empty.

They have a request to use VHS tapes by a presenter, and thus far they have not identified any room at Bard capable of playing VHS tapes. They are still checking but seems unlikely they will be successful.

A "Dear Presenter" email has been sent to all presenters requesting that they email Dave with the AV needs. Dave will be sending each class assigned AV support person a copy of any emails received from presenters requesting help.

Catalog: Submitted by Bill Tuel

After several last minute changes, the Fall 2018 catalog was published on the Bard LLI website and successfully integrated into the registration form. The "vanity" catalog was printed at Bard Central Services and was mailed to presenters, producers, and selected Bard staff.

In reviewing the Spring 2019 registration schedule, it was decided that an extra month is available for catalog preparation. Therefore, the deadline for Spring 2019 Course Proposals will be Friday, October 25. An online form, using the same technology as the

registration form, is being prepared for use in capturing the catalog information for the Spring 2019 catalog.

The Intersession Catalog schedule is unchanged; proposals for Intersession are due on September 27.

The copy editor, Debby Mayer, has resigned, citing increased workload and dissatisfaction with the Bard payment process. The Catalog Committee will decide soon whether to seek a new outside editor or to do copy editing in-house. Our layout editor, Karen Spencer, will continue. A detailed preparation schedule will be generated and circulated for approval by stakeholders.

Class Support: Submitted by Carol Goss

On July 17 the committee met and worked on placing class managers. As of today's Council meeting, they need only 1 manager.

They are working on the Orientation invitation and plans for the event. They need to know who is speaking besides Maddy and Carol. Rooms have been verified. Folders purchased.

They need to have whoever is handling the drop/adds be informed that said information needs to be sent to Carol. Carol will then forward information to Ann Miller, CS committee member. When will this information be gotten to Carol?

Maxine Kamin has almost finished the cover letters. She will complete them when she returns from vacation on August 30.

Hospitality: Submitted by Irene Esposito

Irene met with Alan/Chartwell to review all the planned Fall LLI events that would need services from Chartwell. She specifically ordered the coffee service for the New Member Orientation and discussed new food choices for the Fall Luncheon.

Additionally, Irene provided Chartwell with the class dates for the ongoing coffee service for the Fall semester. Wine has been purchased at a substantial discount for the LLI events.

Other LLI members and Irene have investigated event spaces on campus. This included taking into consideration the space available, parking, and restroom facilities.

A meeting with subcommittee regarding the weekly Hospitality Room was held, and they discussed recommendations for improvements.

While Irene is on vacation from August 19 to Sept 3, Martha Nickels will provide final count for Fall luncheon to Chartwell in Irene's absence.

Administration/Infrastructure: Deborah shared that the team continues with the roll-out of GSuite, both with training committee chairs and getting trained themselves. More and more committee members are using the tools, and feedback has been positive.

A new email address has been set up info@lli.bard.edu; while the old lli@bard.edu account is still available; over time they hope to put this new address on all communications. It has been updated on the website.

Deborah reported the following from her subcommittees:

Communications: The newsletter went out via MailChimp again this month, and it seems to have gotten a positive response from members. It was sent to 296 member recipients, and as of August 15, 2018, 230 (78.5%) recipients opened it.

The Volunteer Video (3 minute video - Spirit of LLI) by Gary Miller is now on the website, and they hope it will be shown at the upcoming luncheon and orientations. Link is <https://lli.bard.edu/volunteering/>

Discussion: Council agreed that playing Gary Miller's video at upcoming Fall Luncheon and orientations is a great idea.

Cathy Reinis voiced Communications needs: 1) workflow from Jan; 2) Standing Committees should send Cathy and Jill items to be reviewed before sending them to Deborah for posting on the website. Communications will be creating a Communications Calendar based on the updated LLI Calendar.

Registration: Fall registration has been going smoothly, and most members have registered for classes. Some courses are way past capacity, and the Curriculum Committee will be looking at options. The priority and class enrollments are on target to be released August 22, when drop/add starts. There are currently 296 members in LLI.

Technology: AirTable has been a very helpful tool to allow access, as needed, to the different data needed by LLI committee work. Many thanks to Chuck Mishaan for setting this up. He will be providing training on this tool.

Bill Tuel has been helpful in resolving the issue of course registration acknowledgement sent to members after they register. We should be able to provide this to members for the spring registration process.

Website: Based on recommendation from the Communications Committee, the home page slider has changed to give relevant information on what is coming up at LLI using the "above the fold" emphasis for our primary audience, our LLI members. Please check out LLI website for recent changes!

Membership Development: Maddy Watterson reported the Committee met on August 14th with a large attendance. They explained the newly emerging critical issue of campus parking restrictions for LLI members. The concerns were presented in a draft letter, drawn up by Nancy Kryzak and Mary Deady that when revised, would ultimately be sent to all members before classes begin. Committee members weighed in on suggested revisions, and the draft was sent to Cathy Reinis.

In order to further resolve parking concerns a task force was formed to be led by Cary Bell. There will be investigations regarding disability access (handicap) tags and shuttle bus transport from other campus parking lots. A map will be developed to more easily identify allowable parking. A ride share opportunity already exists in the hospitality room on a bulletin board, and this will be stressed further this year.

Discussion: It was agreed that information regarding ride sharing should be posted on the website.

Bob English, Nancy Kryzak, and Carol Kleban shared the updates on new member orientation including mentors and campus tours, name tags (returning members can pick up their new tags in the hospitality room), parking ID tags, and new member folders.

Kathleen Evans, the volunteer coordinator, identified three people who will sit at the registration table for the Luncheon in order to assure attendees are registered. A name was sent to Suzanne Thing as a possible helper in answering members' phone call questions. Irene Esposito would like a co-manager for Hospitality. She is still looking for technology and editing needs for Deborah Schwartz, Cathy Reinis, and Gary Miller.

The committee suggested that the data base identify on which committees our members are currently serving.

Mary informed us that a lli.bard.edu email address is available to all committee members, and all agreed take advantage of this in an effort to improve communication.

Next Meeting is scheduled for Tuesday, September 18 at 1:00 pm at the Bard Alumni Center.

Governance: In Tom Esposito's absence there was no report.

Ad Hoc Committees

Workflow: Jan Wallen reported that the Workflow project continues. They're using the new Google Suite technology -- Google Forms for the questionnaire that goes out to the committees to find out specifics about communication between the committees. She will continue with updates as the project progresses.

Old Business

Policy Review: Linda Bouchey read the following two policies:

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."

Discussion: Both policies will remain in effect. However, Council asked that both P & E and Finance Committees discuss both policies to develop an overarching policy to cover situations.

Motion: Non-member presenters are invited to attend classes of their choice on the days that they present, on a space available basis. The class presenter host may request that their status be observer/auditor only, or they may be permitted to participate fully in the class.

Discussion: Council agreed that at this point it is ok to do this. If numbers show cause to create a process, the matter will be discussed again.

New Business

Recently, Tom Esposito and Linda Bouchey discussed concerns about the length of Council meetings. Linda's suggestion is that she request Standing Committee reports be sent to her on or before the Thursday prior to the Council's Monday (or Tuesday) meeting. This should provide enough time for her to organize them. Then on Saturday Linda will email all the reports to Council members for their review. If Council members have read the reports prior to the meeting, the Standing Chair will only need to point out major points, problems or issues at the Council meeting. Additionally, others will be able to ask questions of the respective Standing Chair. Naturally, Linda will accept late reports and when possible email late reports to Council members prior to the Council meeting. PE agree to try this, and the process will start in September.

Discussion: Council agreed to try this and see if it works.

Adjournment

Motion by Cathy Reinis seconded by Jan Wallen, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:07 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Monday, September 17, 2018, 9:30 AM, Campus Center Room 214