

LLI Council Meeting Minutes
July 16, 2018
9:34 AM to 11:52 AM

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

Council Members Absent: Jill Lundquist

Also Present: Bill Tuel

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:34 AM in room 214 of the Bertelsmann Campus Center.

Minutes: Moved by Donna Warner and seconded by Ollie Johnson, the minutes of the June 18, 2018 meeting were approved. Passed unanimously.

President's Report: Tom Esposito reminded the Council that this is the first meeting of the fiscal year under the new LLI Council configuration. Standing Committees Chairs will be reporting for all their subcommittees. Communication within the respective Standing Committee is critical.

Tom reminded Council that priority registration as defined in the Policy Manual PROG 06/18 states: *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.*

Tom reported that checks issued by Bard College are sometimes delayed anywhere from six weeks to three months. Susan Hirsch and Tom will be meeting with Bard processing to resolve this problem. Tom learned that although it is possible to set up an endowment account through Bard for LLI members to contribute, such an endowment needs to start at \$100,000. The Finance Committee will pursue other ways of building awareness of LLI member contributions to Bard.

Discussion: Donna Warner reminded Council that AV-IT is no longer a separate Ad Hoc committee. AV is under Program Support, and IT is under Administration/Infrastructure.

1st Vice President's Report: Jan Wallen reported that as 1st VP currently her task is to complete the Workflow Project. This will be discussed later in the meeting.

2nd Vice President's Report: Jill Lundquist's report was read by Linda Bouchey. Most of Jill's work this past month has been with the Communications Committee, working particularly on the newsletter in its new incarnation on MailChimp, and with P and E, working on the LLI annual calendar, enrollment recommendations for this fall, and our comprehensive workflow project. Details on these will all be reported by other committee chairs.

As 2nd VP, Jill also functions as the liaison between Bard LLI and Road Scholar, the national organization of LLIs of which Bard LLI is a part. Road Scholar has recently completed a survey of all member LLIs. They plan to issue a summary in another month.

On Friday, July 13, Jill attended a full afternoon session of the Advisory Board for the Bard Center for Community Engagement. She sits as the liaison between LLI and CCE. Jill will report any pertinent takeaways from this meeting to the Council. She provided Council with a document that details CCE's work for the year and goals for next year.

Both documents referred to by Jill (Road Scholar Survey and CCE work and goals) will be emailed to Council members following the Council meeting.

Correspondence: Linda Bouchey reported that there was no correspondence to share.

Treasurer's Report: Susan Hirsch reported that June's treasurer's report is also the report for the end of the fiscal year. Please note there are two pages this month: the first page is the usual report for the month, and the second page is a comparison of the projected year end estimates given in the report presented at the Annual Meeting with Actuals. The second page also gives information on our Fund Balance.

Susan explained that there are two categories to note. First, the category called Prof. Services - Individual refers to the editing and layout professionals who work on our catalogs. Last year their bills for the Fall catalog were billed in June. This year these bills did not come through before the end of the year. So, while the figure in this category is low, next month we should see these bills paid in the new fiscal year.

Printing/Copying bill was a surprise. On the report Susan received from Bard there is a charge from Bard Copying for \$386. LLI hasn't been billed anywhere near this amount in the past. Susan will continue her efforts to track down the source of this bill through her contacts at Bard. She will look to obtain an actual bill, not just a total amount paid.

Susan stressed the importance of her being told when and how much anyone charges for any LLI services. She reminded Council that Bard doesn't give a breakdown of charges, and she needs to be kept in the loop by those doing the charging. This will avoid any surprises in the budget.

Discussion: Donna Warner thanked Susan for a nicely done, readable and understandable report. Donna suggested that the Reserve account be referred to the Finance Committee to determine an appropriate amount of funds to be held in reserve.

Chuck Mishaan requested that membership income reconciliation be done. Susan will do this as soon as possible.

Motion: Moved by Maddy Watterson, seconded by Jan Wallen, to accept the July budget report. Passed unanimously.

Standing and Ad Hoc Committee Reports

Standing Committees

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

Curricular committee met on July 10. They reviewed final changes, and the Fall schedule is now done. At the next meeting they will review course registration and over-enrolled courses. Bill Tuel brought the committee up-to-date on the introduction of Google Suite. The committee spent the remainder of the meeting accepting courses for the Spring semester.

Special Events Committee is researching possible speakers for the Fall Luncheon. Arlene Becker has agreed to chair the Art Show. Invitations for the Fall Luncheon will be sent out in August. Deadline for the \$10 payment is yet to be determined. The room only allows for 140 paying members. Committee is researching for a new Recognition Program site, and dates are yet to be determined.

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

AV: Dave Jutton reported as far as Summerfest, a couple of things stand out.

1. They need input BEFORE room assignments about the computer/presenter needs.
2. Most rooms need SOME adjustment/setup help prior to each class. (Rooms seem never to be left ready by last user.) AV support person needs to arrive in class early to get things started.
3. They will need to do training on each room for the AV support person who gets a seat in the class as AV support.
4. They need to have available AV support above the assigned class room person so the contacts with Bard AV staff channel through a couple of people. Then unresolved room problems can be addressed by Bard staff.
5. They need a list of backup rooms, that they can move an AV dependent class to on short notice, if the assigned room is unexpectedly out of service.

Committee is going to ask more of the class room AV support person than has been done in the past. This includes having contact with all presenters for the class they are assigned. Also, they need to get to the class early to set up, identify problems and have a willingness to get trained on the room.

Catalog: Bill Tuel reported that the Fall 2018 catalog is complete. In the past, copies have also been sent to selected Bard staff, but that list is being pruned, and the recipients are being

asked if they prefer a soft copy. The catalog is scheduled to be printed the week of July 16. An order of 100 printed copies will be produced by Bard Central Services.

Upon approval from Tom Esposito, Mary Deady sent an email to a number of Bard personnel who had been receiving a printed copy of the Catalog informing them that LLI has gone digital and the Catalog is available on our website. If they want to receive a printed copy, they should respond to Mary and one will be mailed to them.

Due to late changes, the on-line PDF version of the catalog will be slightly different than the course descriptions accompanying the registration form, but we hope that it won't impact registration decisions. The on-line PDF version goes up on July 19.

A production schedule for the Intersession and Spring 2019 catalogs is being prepared, it will be sent to all stakeholders for their information and approval. The assumed deadline for Spring 2019 course proposals is September 30.

The copy editor, Debby Mayer, has resigned after completing the Fall 2018 catalog. Her resignation note suggests that LLI's inability to pay her promptly is a factor in her decision.

Class Support: Carol Goss reported that the preliminary catalog was sent out on June 18 with responses due by July 2. 42 have responded so far. Class managers will be placed at the July 17 meeting and be informed of their placement soon thereafter. Carol will send this information to Registration so priority can be given to the managers placed in each class. After registration the remaining class managers will be determined. It is crucial that Class Support receive updated class rosters as registration proceeds.

Class Support needs:

- Must have AV list by Orientation (Sept. 7) so they can connect class managers to AV people
- Need to have class rosters as soon as possible so that they can find CMs for the deficient classes
- Multi-presenter surveys as well as all surveys need to be generated and dispersed by Curriculum, not CMs.
- Drop/Adds need to be seen by Class Support as they come in so that they can inform CMs and update their rosters.

Hospitality: Irene Esposito is the chair for Hospitality effective July 1. She is already planning for the Fall Luncheon and the Orientation on Sept 7th. She just received the cost breakdowns from last year and will contact Chartwell this month.

Administration/Infrastructure: Deborah Schwartz reminded Council once again of the critical need for more technical help. Deborah will train people who are willing to pitch in. Discussion followed on how to get people; suggestions included website posts, training sessions, more marketing at luncheon and orientation, new members and outside sources.

Deborah reported the following from her subcommittees:

Communications: Subcommittee chair, Cathy Reinis, reported that the July newsletter was the "credits" issue. This is always difficult, and presented new challenges as the committee figured out how to "lay out" the names in groups in the new Mail Chimp format. The committee is a test group for the new GSuite Team Drive capability, and they are having a learning experience as they work with it; 10-minute "training" sessions will be held in future meetings. The committee has formed a video production team that will combine video and print interviews on volunteering. The "print" interview will be part of the August newsletter with links to the videos, and the videos will remain on the website.

Communications Subcommittee currently is working on Presenter Letters, to be signed by President Tom Esposito and Jonathan Becker. Letters are to be mailed out July 20.

Registration: Chuck continues to be sole person on this subcommittee. The plan is to continue with current registration system until after GSuite is implemented. Hopefully, they can evaluate options and be ready for spring 2019 registration with new software.

Technology: Chuck, Bill Tuel, and Deborah are working on the roll out of GSuite (a set of tools for Google). Most of Council will be trained on July 23 to login and to use Team Drives. Other training sessions for other apps plus training for other LLI committees to follow. Learning happens as they go along – this is a big change for LLI and will help members to collaborate better with updated tools. They are aiming for a single login and for Team Drives to solve the problem of emailing files around.

Please note: you must have a lli.bard.edu account to use GSuite. A few LLI members were inadvertently given permissions without lli.bard.edu accounts, and these permissions will be revoked in the next month. Contact Deborah if you (or your committee) want accounts. Include name(s), current email address as secondary address to LLI, and committees (i.e., Google Groups) that they should be added to. After training, committee chairs or their designated users will maintain their own Google Groups.

Website: Work is pretty quiet on the website, with just a few changes requested. Deborah will add the new annual calendar after it is approved by Council. Please contact website@lli.bard.edu or Deborah if you need changes. If you see typos, please notify Deborah so she can make corrections.

Membership Development: Maddy Watterson reported that the Membership Committee met on July 5th. They reviewed their name change and how they are organized into three subcommittees: Admissions, Membership Services, and Volunteer Development. An agenda for new membership services was presented in preparation for Orientation and the Fall Semester. This included name tags, lanyards, I.D.'s, parking tags, the Orientation Slides, and mentor matching with campus tours. Bob English, Nanci Kryzak, Carol Kleban, and Maddy Watterson met just prior to the meeting to go over the new member applications and made note of a few who had desired specific skills. An update from Chuck Mishaan and Donna Warner was given

re: the number of new members applied, current renewed members and those who did not renew. As of their meeting, there was a 302 combined count. Chuck Mishaan did an in-depth

presentation on the use of the Airtable Program for a variety of uses that their committee will need.

Governance: Tom Esposito reported that there is nothing new to share with Council.

Planning and Evaluation: Donna Warner reported that the Planning and Evaluation Committee held its monthly meeting on July 9 and covered 4 topics: LLI annual calendar; total 2018-19 membership; a workflow project headed by Jan Wallen; a report by Deborah Schwartz on progressive implementation of GSuite and training. PE reviewed and made revisions to a draft annual calendar for July 2018 through December 2019 developed by Donna and Mary Deady. A detailed version includes important operations dates, while a public version will be handed out for Council review today at the Council meeting. Regarding annual membership, a recommendation was made to accept all 56 new applicants, after confirming that member non-renewals were intended. It is anticipated that Fall membership will be just under 300. For the Workflow project, Jan Wallen is setting up times for Chairs to meet with her. Deborah Schwartz introduced GSuite capabilities, and it was decided that a GSuite training workshop will be held for PE committee on Monday, July 23, 2018 from 9:30-11:00 AM in room 214 of Campus Center. This workshop will include training on benefits of and how to use GSuite.

Discussion: Council reviewed the LLI calendar. Donna will revise calendar based on Council suggestions and bring back the final version to the next Council meeting. Tom stressed the calendar's importance for LLI.

Ad Hoc Committees

Workflow: Jan Wallen reported that the Workflow Project Phase 1 (Information Gathering) is under way. There are three phases to the project: 1) Gather information, 2) Design Workflow and 3) Coordinate & Implement. Jan has started interviews with the Standing Committee Chairs – the first ones are Curricular and Special Programs and Program Support. The others will be done when the Chairs schedule a time with Jan Wallen (203) 545-6104.

Old Business

No old business

New Business

Mary Deady brought up a proposal for a motion after she was approached by Bill Tuel. (Some background information: Bill Tuel and Gus were talking about "presenter relations", and Bill suggested that a presenter should be allowed to attend other periods on the day of his/her presentation. This seemed to be particularly relevant to the SummerFest.)

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: Since the meeting was running late and some Council members had left, it was decided that the Secretary would send information to Council. This will give Council members the opportunity to think about the proposal before the next meeting. The intention is that after discussion, there would be a vote on the proposal at the August meeting.

Adjournment

Motion by Ollie Johnson seconded by Chuck Mishaan, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:52 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Monday, August 20, 2018, 9:30 AM, Campus Center Room 214