

LLI Council Meeting Minutes
September 17, 2018
9:34 AM to 11:15 AM

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

Council Members Absent: Al Becker, Ollie Johnson

Also Present: Marge Roberts

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 Cathy Reinis and seconded by Maddy Watterson, the minutes of the August 20, 2018 meeting were approved. Passed unanimously.

President's Report: Tom Esposito congratulated everyone involved in the planning and carrying out of the Fall Luncheon. Attendees commented that they loved it all – speaker, food and the event! There has been a request to make the speaker's talk available. Kathy OConnor attended the event and recorded the presentation. Chuck will contact Kathy to determine the feasibility of posting the talk on the website. Then Gene Burns will be asked to contact the speaker to seek her approval. A subcommittee of PE will meet to iron out any hitches related to the Fall Luncheon.

With the new governance Tom stressed the need for clear communication between all committees involved in a specific event. Tom recommends an organizational meeting of everyone involved be held prior to an event to make sure everyone knows their responsibilities. Jill Lundquist noted that the operations manual needs updating. Once Jan Wallen's workflow is done, Jill will be updating the operations manual.

Unfortunately, Bard is not paying bills timely during the summer months (June – August). Therefore, LLI needs to take this into consideration (i.e. put in requests for gift certificates earlier than normal). Finance Committee needs to check on issues with PayPal.

Marist CLS and Vassar LLI have asked Bard LLI to join them as sponsors for a READ 650 event which will be held in October. They are requesting the use of our name in support of the event – this involves no money obligations. Also they are asking for us to put it on our website. READ 650 is an event where 12 writers write 650 words on a particular theme and then present their writing to an audience. The theme this year is "Lessons Learned". Event will be held in Blodgett Hall at Vassar.

An inquiry has been made regarding the feasibility of a bus trip to NYC to see the play "Anastasia". Trip is related to a course being offered at Bard LLI. Concern was expressed about liability issues and financial needs of such trips. This topic was referred to Programs for further discussion and investigation as to whether LLI wishes to sanction such trips.

1st Vice President's Report: Jan Wallen thanked Donna Warner for providing her with information on past member surveys. Timeframe for distribution of surveys is important. Council agree that April would be best time. Jan will draft and bring survey to PE for review.

2nd Vice President's Report: One of Jill Lindquist's responsibilities as 2nd VP for LLI is to be the liaison with the Bard High School Early College Program. For quite a few years LLI has supported four high school students each year from the BHSEC Manhattan Program by subsidizing some of their summer expenses (\$500 for each student), enabling them to complete impressive summer internship programs. This past summer the four recipients of our grants were:

Eliya Ahmad

Eliya will intern at the Institute for Contemporary Psychotherapy assisting with the provision of mental health services and exploring a longstanding professional and scholarly interest in psychology.

Olive Amdur

Olive will develop her interest in education in general and foreign language instruction in particular by interning at the International School of Brooklyn, which offers dual-language immersion programs in Spanish, French and English. She will make use of her native English and classroom proficient Spanish in this program.

Samantha Drach

Samantha will pursue three projects, working as a lab assistant at the NYU High Throughput Laboratory, an intern at Jews for Racial and Economic Justice, and a doctor "shadow" at the Downtown Women OB GYN offices. These activities will allow her to combine her interests in scientific research, women's health and social justice.

Adib Rahim

Adib will pair with a senior resident physician at NYU Bellevue to explore his interest in a medical career. He will assist in the office and the exam and operating rooms. Adib comes to an interest in medical sciences through a desire to improve access to medical care to the people of Bangladesh. [Adib ended up working on astronomy and teaching this summer instead due to personnel changes in his original internship site]

Letters of appreciation from the students were received by LLI at the end of the summer. In a September 9 mailing from the Secretary, they were sent to Council members.

Mention of this program will be included in our October newsletter, with links to the four letters.

Jill brought also up under "new business" a proposed revision to our policy re. use of member emails, addresses and telephone numbers by other LLI members. See new business section of these minutes.

Correspondence: Linda Bouchey reported that a letter was received from Karen Unger, Assistant Vice President, Office of Institutional Support, thanking LLI for the \$3000 contribution in support of the Tower Composition Scholarship Fund.

Treasurer's Report: Susan Hirsch reported that she did not do an updated spreadsheet for August. The August income and expenses will be included with next month's report. On the income side: there were the \$10 charges paid for the Fall Luncheon. Like the membership fee, this was paid through PayPal. And also, like the membership fee, there seems to be a problem with an accurate deposit to our fund balance. Problem is being worked on. By next month Susan should be able to report the total luncheon fees collected more accurately. On the expense side there were only four payments: postage - \$47; supplies, folders - \$209.55; Contractor for catalog layout - \$840; and lastly Joan Tower Scholarship donation - \$3000.

Discussion at meeting: Susan stressed the importance of letting her know when one has received payment of money owed her/him.

PayPal is working okay, but it appears Bard office has problems processing payments. PayPal is a manual operation with a number of steps involved.

To alleviate some of the problems, Chuck suggested LLI get its own bank account so that LLI doesn't have to always go to Bard. Tom reminded Council that \$100,000 is required to set up a separate account within Bard's system.

Tom and Susan will speak to Jonathan Becker and/or with Jim Brudvig, VP of Administration and Finance, regarding the problems and issues involved.

It has come to light that oversights were made involving the gift cards to Bard people who work closely with LLI. To avoid such problems in the future, the list of recipients needs to be checked and updated. Cathy Reinis has purchased cards for those individuals missed recently.

Standing and Ad Hoc Committee Reports

Standing Committees

Planning and Evaluation: Donna Warner reported that Planning and Evaluation held its regular monthly meeting on Monday, September 10. Its October meeting was moved to October 2, due to Columbus holiday. Members of PE who chair committees or subcommittees will report separately to Council. The following items of general interest were addressed:

- The Annual Calendar is done and was approved by Council last month. Communications will publish a version for general membership.
- PE reviewed the very successful September 7 activities and applauded those responsible. A subgroup of PE will review logistics for the luncheon and recommend improvements.
- PE recommends a review of gift cards made to Bard staff, as it seems several staff we work with closely were overlooked.
- Tech and other volunteer needs are being fulfilled; both current and new members are stepping in.

- A discussion of LLI policy/practice on responding to funding requests will be referred to the Finance Committee. PE also recommends that the Finance Committee create a long-range financial plan and determine a responsible reserve fund for LLI.

Discussion at meeting: Donna reminded Council that everyone needs to be mindful of the importance for good cross-committee communication under the new governance structure.

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

Curricular committee: The committee met on Tuesday September 11. Positive comments were received about the Luncheon. The committee discussed the Fall schedule and what changes are to be made to meet the needs of LLI members. The committee will work on finding 6 courses for 2nd, 3rd And 4th period. They will also work on the feasibility of having a pool of back up presenters to fill last minute presenter cancellations. The November meeting will be an Open House for members. Coffee and Danish will be served. The committee hopes to finalize the Spring schedule at the next meeting. The deadline for Spring course descriptions is October 28.

Discussion at meeting: Last Friday's Bard campus power failure brought to attention a couple of issues: getting people on 2nd and 3rd floors safely down to 1st floor using stairs when several members typically need to use elevator and what to do regarding makeups of classes cancelled. Makeups for 4th & 5th class periods are yet to be determined.

Cancellations of 4 courses this fall semester brings to light the need to have a pool of courses (people) that could be called on to do a course at the last minute if a similar situation happens another time.

Special Programs Committee: Fall luncheon: The luncheon was held on Friday, September 7th, along with the Annual Art Show, in the MPR of Bertelsmann Campus Center. The luncheon attendance came in at 125, and the Art Show was also well attended. The guest speaker at the luncheon was Dorothy Ehrlich, Deputy Executive Director for the national office of the ACLU in Manhattan. Ms. Ehrlich spoke about the history of the ACLU, her 40+ years of service with the organization, and the significant challenges to a number of important constitutional protections which have arisen since the presidential election of 2016. The talk was followed by a very spirited and informative Q and A session.

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

AV: Submitted by Dave Jutton

The goal was to have AV "in class" volunteers assigned to all classes this semester. All classes have been assigned "in class" coverage. Training sessions were held after the Orientation meetings on 9/7, and we had 12+/- in attendance in Olin and 6 +/- in RKC. Oversight support for the class room AV volunteers has been divided among the 5 members of main AV support team (Dave Jutton, Gus Pedersen, Fred Roe, Dan Peterson, and when

available Chuck Mishaan. First day of classes will be busy for the "in class" volunteers and the main AV support team.

Catalog: Submitted by Bill Tuel

The Intersession Catalog schedule is unchanged. Proposals for Intersession are due on September 28. Proposals for Spring are due the last Friday in October. Producers are encouraged to familiarize themselves with the online proposal form. Grace Murphy has agreed to be the copy editor for the catalogs. Bill expects to be able to monitor the catalog process remotely.

Class Support: Submitted by Carol Goss

The Class Manager Orientation was attended by approximately 40 class managers. Producers and Presenters also attended. Break-out sessions were held for the individual classes.

Producers were informed that they should alert their presenters that they need to register their car with Security even though they have a parking pass.

Drop/Add information has been sent to class managers by Ann Miller. Ann will update this information at the end of each week for the first 2 weeks of classes. All classes have class managers. Additional class managers were recruited from the cancelled classes to assist the managers for the high enrollment classes.

Hospitality: Submitted by Irene Esposito

A successful luncheon was held on September 7th. 125 members paid to attend. The menu included chicken, grilled vegetables, salads and desserts.

Next event is the New Member Wine and Cheese reception on October 19th in the Faculty Dining Room. The Presenter Reception is scheduled for November 16 and details need to be worked out regarding who will be invited, menu, etc.

Administration/Infrastructure: Deborah Schwartz reported the following from her subcommittees:

Communications: The Committee continues to work with Team Drive and MailChimp and are working on improving our processes to get the newsletter out. For September, the publication date was postponed from September 7 to 11 so pictures of the orientation meetings could be included in the newsletter. Based on the MailChimp statistics, the newsletter was delivered to 297 members, and 74% of recipients opened or clicked the articles.

As a Committee, it would be helpful to have more descriptive and unique event names, especially in light of all the "Orientations." At P&E on September 10, it was agreed to change the name of the October new member event to "New Member Reception" and that has been updated on the website.

The four thank you letters from the BECHS interns will be included in the October newsletter and as a post on the website.

Discussion at meeting: Deborah and Cathy Reinis suggested that additional names (particularly those Bard offices that support LLI) be added to mailing list to receive LLI newsletters. Council agreed that was a great idea.

Registration: Despite the last minute course cancellations, Chuck pulled off another miracle in getting LLI members registered for classes. There were some disgruntled members, especially since the Chekov course had 55 requests and could only handle 20 participants. Members with priority, who chose Chekov as their one priority course, were registered. The remaining slots were filled by lottery.

Airtable is working well for committee members to read registration data. However, searching for registration software remains on the table for the future.

Discussion at meeting: Chuck shared that links to evaluations have been posted on the website. Also evaluations have been provided to people on class lists. Chuck also congratulated AV Co-Chairs (Dave Jutton and Gus Pedersen) for their efforts in creating a methodology for AV support to classes.

Technology: Chuck, Deborah, Susan, and Pat will meet with Bard CIO Dave Brangaitis and Bard GSuite Classroom expert on September 17 to discuss the best way to roll out GSuite to other committees and LLI members.

Training efforts on GSuite are a bit stalled right now. All of this takes time, and they hope GSuite will be a helpful tool to members.

Discussion at meeting: Deborah would like to train more people on GSuite and share how Standing Committees could best use GSuite.

Website: Website maintenance is going smoothly. The annual calendar, approved by Council last month, is now on the website as well as the lli.bard.edu contact list. Hopefully, a few of the new members will continue to be interested in learning WordPress and helping to maintain the site.

Membership Development: Maddy Watterson reported since the last council meeting, the MD Committee has been intensely involved in preparing for the needs of new members as they enter the LLI organization.

Robert English collected 22 mentor volunteers and assigned each 1 to 3 new members. Mentors were in contact with their mentees reminding them to register for classes, pay for their membership, and to secure their photo IDs and parking hangtags. At orientation, Robert created and presented a slide program as he welcomed the new membership. He and Nanci Krysak conducted 2 campus tours on that day.

Nanci worked diligently with Bard Staff to prepare for the new IDs and parking hangtags. During orientation she gave a thorough overview of necessary information as well as what is available to all LLI members. She, Robert and Carol Kleban worked on the new name tags for everyone and compiled the folders for new members.

Nanci was most instrumental in communicating with Bard Staff and to the committee regarding parking issues for our membership. She also told us that Bard volunteered to dedicate 11 spots for handicap parking on Orientation Day that would be blocked off in the Campus Center lot. Volunteers from LLI helped monitor the lot that day.

As Kathleen Evans is currently on vacation, the committee will get an update on volunteer needs at the next meeting.

A Parking Task Force initial meeting chaired by Cary Bell was held on August 21st and will meet again on Tuesday, September 18th immediately following the next MD committee meeting. Both meetings will be held at the Bard Alumni Center at 1:00 pm.

Discussion at meeting: Maddy reported that the next event is the Wine Reception for New Members. Maddy requested input on who speaks and who comes to event. Deborah, Susan, Maddy and AV (Dave and/or Gus) need for help on their committees and would like to attend. Entire Council will also be invited.

Maddy shared that the Parking Task Force will be sending out a survey very soon to determine needs and concerns of members.

Governance: Tom Esposito reported that Finance Committee needs to address a number of issues and will be meeting soon to do so.

Ad Hoc Committees

Workflow: Jan Wallen reported that the workflow surveys are mostly back to her. Main questions asked and answered by Chairs were: what documents does your committee produce and what committees do you communicate with? Jan will share gathered information with PE before bringing same to Council.

Old Business

Policy Review: Linda Bouchey read the following two policies:

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

FIN 06/10. LLI Council establishes need-based scholarships to LLI members for partial or full coverage of annual membership fees. The amounts of said scholarships shall not exceed the cost of registration fees per individual, and the cumulative amount given shall not to exceed \$1000 per year. Members who wish to apply for said scholarships shall petition the Council President, in writing. The President shall be authorized and empowered to award such scholarships, at his or her discretion.

Discussion: FIN 11/13 will remain in effect but is referred to Finance Committee for further discussion. FIN 06/10 will remain in effect.

New Business

Jill Lindquist brought up the need for a policy that clearly states LLI policy regarding use of member emails, addresses and telephone numbers by other LLI members. Member requests for such information should be cleared through the respective Standing Committee Chair. Then Standing Committee Chair lets Deborah Schwartz know that it is okay to give access to the member.

Jill proposed the following policy which was read and will be voted on at the October Council meeting.

PROG 09/18. LLI members who volunteer and therefore have access to our database of membership emails, addresses, and telephone numbers may use this information for their assigned LLI volunteer needs, and not for any other purposes.

Adjournment

Motion: by Anne Sunners seconded by Deborah Schwartz, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:15 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: October 15, 2018, 9:30 AM, Campus Center Room 214