

LLI Council Meeting Minutes
October 15, 2018
9:35 AM to 10:58 AM

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

Council Members Absent: Linda Bouchey

Also present: Carol Goss

Call to Order: The regularly scheduled meeting was called to order by President Tom Esposito at 9:35 a.m. in room 214 of the Bertelsmann Campus Center.

Minutes: Moved by Al Becker and seconded by Cathy Reinis, the minutes of the September 17, 2018 meeting were approved unanimously.

President's Report: Tom Esposito noted that class managers did not have updated rosters after drop/add changes and that this was a communications problem among committees. He reminded the Council that Standing Committee chairs need to work on improving communications. Secondly, our problem-solving process should be for subcommittees to work with their standing committee chairs to recommend solutions that can then be referred to Planning and Evaluation and then to Council if necessary.

1st Vice President's Report: Jan Wallen reported that the member survey is being planned for April and that she is working with Planning and Evaluation to get it out. Workflow surveys have now been sent to the subcommittee chairs.

2nd Vice President's Report: Jill Lundquist reported that she continues to work with Communications and with P&E. She also mentioned that members still expected to be able to purchase \$5.00 tickets to Fisher Center concerts. After discussion, this was referred to the Communications committee to clear up member information about the Fisher Center and about the gym.

Correspondence: Cathy Reinis reported for Linda Bouchey that the READ 650 program has been publicized and she handed out postcards about it.

Treasurer's Report: Susan Hirsch requested that Council approve three grants to Bard programs: \$5500 to the CCE Program Community Action Projects; \$2500 to Montgomery Place to support preserving archival materials; and \$1500 to the Fund for Visual Learning. Passed unanimously.

Motion: by Cathy Reinis, seconded by Deborah Schwarta to approve the grant requests. Approved unanimously.

Standing and Ad Hoc Committee Reports

Standing Committees

Planning and Evaluation: Donna Warner reported on **PE's function and composition**. The functions of PE are to coordinate the work of standing committees, as needed and collect data to monitor operations; also, to evaluate implementation of long-range plans, other changes and new initiatives. PE is also charged to manage future 3 to 5 year plans and to organize Council workshops or retreats.

- Standing committee chairs should bring their needs or problems to PE before bringing them to Council. When timing is a problem, issues can be handled by email. To keep all Council members informed, PE minutes are now to be sent to all Council members.
- PE membership includes officers and Standing Committees. Maddy Waterson, Membership Development Chair, has agreed that Mary Deady will report for her committee. While not a Standing Chair, Chuck Mishan serves on PE because he is vital to PE because of his direct involvement in so many LLI operations.

PE also addressed the following topics.

- Resolution of issues with Sept 7 luncheon. Anne Sunners will report on this.
- Financial issues, among them LLI policy on funding requests, access to LLI reserve funds, policy on prudent reserve level, and delays in payment of LLI bills and reimbursement. Our Treasurer and President will address these.
- Workflow. Jan Wallen will report on the workflow project status
- Parking study and member survey. Maddy Watterson will report on status.
- Communications—promoting intersession/inviting the public and e-newsletter distribution topics were brought to PE. Admin Chair and Communications Chair will report on this.

Topics for next month are workflow project and annual survey, accessing reserve funds, and building a list of people to receive our newsletter.

Curricular and Special Programs: Anne Sunners reported Intersession Program is finalized and currently in the proofing stage.

The curriculum committee met on Tuesday, October 9 and spent most of the meeting focusing on the Spring Courses. Course descriptions are due October 26. The committee is planning to offer more courses to meet the needs of members. The dates for the Spring semester are posted on the website. The next curriculum meeting on November 13 is open to the LLI membership. A reception for Council, Presenters, and Producers will be held at the Levy Institute (Blithewood) on Friday, November 16 at 5 pm. A new role, "gatekeepers" will be added for events to deal with problems like members who did not make a reservation.

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

AV: Submitted by Dave Jutton. The team is working on an inventory of equipment and supplies; they need to recruit more "in class" volunteers, and they need to work with producers in advance of the term on AV needs.

Catalog: Submitted by Bill Tuel. The Intersession catalog is in production, and online proposals for Spring 2019 are coming in. Class Management will have an edited course description file in December for recruiting class managers.

Class Support: Submitted by Carol Goss. The Committee is currently rewriting guidelines for Presenters and Class Managers and preliminary planning for Spring Semester.

Concerns:

- Getting Spring Catalog in December to recruit class managers.
- Use and training of Airtable by all of the Class Support Committee if Council approves
- Presenter needs being addressed through Producers rather than directly to Merrill or class managers
- Having AV information before classes start.

Thank you letters will be sent to Class Managers which will include a chance to express concerns they may have.

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.

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 October newsletter, featuring a long article on the Curriculum Committee, went out a few days late so they could have images of committee meetings and members. The Communications Committee continues experimenting with how to best use Google Suite during the newsletter creation process. There was additional training on using Team Drives.

A few MailChimp emails to all members were sent (i.e., Hannah Arendt Conference, US-China Concert at Fisher Center).

Registration: This is currently inactive.

Technology: This committee plans to start meeting monthly to coordinate efforts, make plans for both short term and long term initiatives (such as registration software, G Suite training, use of forms), and share what we have learned in how our software applications work for LLI.

Website: We continue to keep up with requested changes on the website. It would be helpful if the Standing Committee and Sub-Committee chairs would check the website pages concerning the functions of their committees. These can be found under the Organization selection on the top navigation bar. We know some of these are inaccurate, but we need help correcting any errors.

Membership Development: Maddy Watterson reported that there is considerable concern that the responses from new members is quite low...9, and all of those members have a fifth period class. She recommends having a luncheon information meeting during the class lunch break instead. The date is November 9, in Olin room 202. Robert English will send out notices to all involved. Presentations will be limited to the two committees that have great need for volunteer support at this time, and Kathleen Evans who will present volunteer opportunities.

Kathleen Evans reported that we have a volunteer to help Susanne Thing with the phone contact group. Chairs need to send to Maddy all members who are currently involved on their committees so Kathleen can be aware of members who have been placed and in what positions. If any vacancies exist, we need to have that information for future placement.

A parking survey will be sent out shortly with a new-member survey to follow in December.

Dean Stuart Stritzler Levine comments: Dean Levine joined the meeting and commented that LLI's contributions to Bard support a good mix of things on campus and address student needs. He complimented Anne Sunners and the Curriculum Committee on the current semester's offerings.

Governance: Tom Esposito reported that LLI needs to find areas where smaller contributions can make a difference.

Ad Hoc Committees

Workflow: Jan Wallen reported that the workflow surveys have now been sent to the subcommittee chairs. She will work with them to iron out the details.

Old Business

Policy Review: Cathy Reinis read the following two policies:

FINANCES:

FIN 05/18. In the Fall semester, members who withdraw prior to the first day of class may request a refund. Requests will be considered on a case by case basis.

FIN 11/17. LLI at Bard funds additional scholarships and contributions to Bard departments and programs. Priority will be given those that partner with LLI in support of our classes and programs. The Finance committee initiates the proposals each year, which are then considered by the LLI Council as part of the annual budgeting process.

Both policies were approved to continue. In addition, Cathy read the following new policy:

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 only for their assigned volunteer needs, and not for any other purposes.

Motion by Jill Lundquist, seconded by Anne Sunners to approve the policy; passed unanimously.

Adjournment

Motion: by Al Becker, seconded Ollie Johnson, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Cathy Reinis, on behalf of
Linda Bouchey, Secretary

Next Meeting: November 19, 2018, 9:30 AM, Campus Center Room 214