

LLI Council Meeting Minutes
December 17, 2018
9:34 AM to 11:13 AM

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

Council Members Absent: None

Also Present: Carol Goss, Dave Jutton

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 Al Becker and seconded by Cathy Reinis, the minutes of the November 19, 2018 meeting were approved. Passed unanimously.

President's Report: Tom Esposito

Tom Esposito thanked Jill Lundquist for hosting the December 10 PE meeting (in absence of Donna Warner who was ill). Today was Donna Warner's last Council meeting. Tom presented Donna Warner with a gift certificate in appreciation for her many years of service and dedication to LLI. Donna served as chairs of both the Long Range Planning and Planning & Evaluation Committees. Additionally, she has been recognized by other area LLIs for her valuable advice and support.

Next month David Shein (Associate Vice President of Academic Affairs and Dean of Students) will be contacting LLI regarding the Senior to Senior Tea and the Bard 7 or 8 student nominees. Each year LLI sets aside \$3,750 for student project reimbursement.

Tom noted that we are preparing for upcoming LLI elections – 2nd VP, Secretary, and 2 Members At Large. Potential nominees should be suggested by Council in January and then the 1st week of February by LLI members.

Tom noted everything is in place for January Intersession.

1st Vice President's Report: Jan Wallen

Jan Wallen acknowledged and thanked everyone involved in LLI's development of improved technology and the new organizational structural. The progress made is making a huge difference and is an example for other LLIs.

2nd Vice President's Report: Jill Lundquist

Jill Lundquist noted that she was PE Chair at the December 10 meeting due to Donna Warner's absence.

As 2nd VP Jill's task is to update the Operations Manual. She is waiting for the information from the Workflow Project before starting the task. Once again Jill requests that Standing Committee Chairs ask their sub-committee chairs to look on the website and to change/amend their respective descriptions, if needed.

Correspondence: Linda Bouchey

Linda Bouchey reported that there was no correspondence.

Discussion at meeting: Tom Esposito shared a November 1st letter from Karen Unger (Assistant Vice President, Office of Institutional Support) regarding LLI contributions to Bard programs and activities. Susan Hirsch questioned the donation to one of the programs and will follow up with Bard.

Treasurer's Report: Susan Hirsch

Susan Hirsch reported the following donations to the Bard community which have been made since July 1 of the current fiscal year: \$5500 to CCE, \$3000 to Joan Tower Composition Scholarship, and \$1500 to the Fund for Visual Learning. Since these amounts directly benefit Bard students, they are listed under Scholarships; total is \$10,000.

Additionally, contributions were made to: The Mellon Challenge - Bard Conservatory \$3000 and Montgomery Place \$2500. The \$2000 approved last month for the Math Department has not come together yet, but it will eventually.

There is a problem with one of the expense categories: PayPal fees. This amount was not budgeted for last May when the budget was prepared. This is the first year we have been using PayPal. Susan knew there would be some expense, but at that time she didn't have a good handle on the total. Therefore, she didn't put an amount in the budget. There is always leeway in the budget so Susan was not concerned. The October's report from Bard came after our meeting last month since Pat, the Bard accountant who does our work, was on vacation. That report showed \$7525 of income which Susan knew wasn't LLI's and \$3332.55 of PayPal fees. Susan questioned both. The extra income was acknowledged to be an error and was corrected on the November report. There have been emails back and forth between Susan and Bard accounting office, but so far there has been no correction. Here's Susan's summary of the situation: she asked for LLI's percentage rate that PayPal charges (it varies depending on amount of transaction) and multiplied by our transactions for SummerFest, Registration, and Fall Luncheon. The amount charged should have been \$1710 +/- . We were charged \$3333. So LLI was overcharged by \$1600+. Susan was told the \$7525 on the October report was all PayPal transactions, but not even the fees associated with this incorrect posting were removed. This is too much money to let slide. Susan will keep contacting Bard accounting, but from past experience she does not think her efforts will be enough.

Discussion at meeting: Susan Hirsch shared a friend's positive comments about the generosity of LLI as well as the operations of our organization. Also, she was recently thanked by an individual from Montgomery Place for our recent donation and noted that we are welcome to come to Montgomery Place to see their archives.

Susan is feeling frustrated. Tom Esposito and Susan will set up a meeting with Jan Brown of Bard accounting to discuss concerns. Chuck Mishaan suggested that if LLI set up their own bank account, particularly for PayPal, many of the problems would be resolved. Tom will look follow up on that suggestion.

Motion: Moved by Maddy Watterson, seconded by Ollie Johnson, to accept the Treasurer's report. Passed unanimously.

Standing and Ad Hoc Committee Reports

Standing Committees

Planning and Evaluation: Donna Warner

PE held its regular monthly meeting on Monday December 10, 2018. Donna Warner was absent. The minutes are found below. The respective Standing Committee Chairs will likely report in detail about their topics.

Update on Workflow project - Jan Wallen

Jan Wallen provided an update on the Committee's Workflow project.

Each Standing Committee will have a spreadsheet similar to the one that Jan distributed at the PE meeting. Each Standing Committee Chair will be responsible for updating their respective committee's spreadsheet. Sub-committees will report to their Standing Committee Chair. For easy access to the Standing Committee Chairs, it is recommended that Google Sheets be used rather than Google Drive – this will eliminate the need for lengthy Google Drive training.

Jill Lundquist reminded PE that for updating the Operations Manual, she needs to know what each Committee does. Jill asked that each Standing Committee Chair read the description on the website for their Committee. If changes or additions are required, Standing Committee Chairs should let Jill and Deborah Schwartz know as soon as possible. If no changes are needed, let Jill and Deborah know that as well.

Soon Chuck Mishaan will be starting the Spring Registration. Chuck needs a workflow so that he knows who needs what and when – ie list of new members, survey info, evaluations. It was decided that on the registration form individuals will be asked to provide LLI with an emergency contact number.

It was agreed that the process for requesting data, email, or other information from Chuck or Deborah will be as follows: sub-committee will let his/her Standing Committee Chair know what is needed; Standing Committee Chair will request said information from Deborah or Chuck; Deborah and Chuck will respond to Standing Committee Chair and the requester. However, if request goes directly to Deborah or Chuck, they will respond (with cc to Standing

Committee Chair). Also individual will be reminded that in the future one should request information through his/her Standing Committee Chair.

There was a brief discussion regarding AirTable access. It was agreed that Standing Committee Chairs and sub-committee chairs could have access to AirTable.

Volunteer reception event (continued discussion) – Anne Sunners

It was agreed that volunteers will be publicly recognized at the May annual meeting rather than at a separate event.

Social activities are an important part of LLI. It was suggested that a social activity for LLI members be held next year in the spring or early summer. Social activities are the responsibility of Program Support, and a committee will be created to work on planning this social activity.

Update MailChimp (process of mailings) – Deborah Schwartz

Deborah Schwartz reported that things are going well. She noted that if someone sends her a request who is not a Standing Committee Chair, she refers it back to the Standing Committee Chair for approval.

To help increase LLI visibility it was recommended that LLI expand their newsletter mailing list. Deborah asked that Standing Committee Chairs send her a list of individuals to add to the current mailing list. There is an unsubscribe opportunity on the newsletter if people prefer to not receive the newsletter.

Nominations – possible names for governance positions

In the Spring LLI members will be voting for 2nd VP, Secretary, and 2 Members At Large. Potential candidates will be interviewed by Ollie Johnson. There was a discussion on advantages/disadvantages of having a slate of candidates versus contended positions.

Leadership Development – ideas, discussion

Donna Warner was not in attendance. Donna plans to come to the January PE meeting to discuss the research that she has done on Leadership Development.

Update on Parking Survey – Mary Deady

At the meeting with Bard Security, Security agreed to come up with 10 additional accessibility parking spaces for Fridays. That means a total of 22 spaces.

Mary Deady stressed the need for members to use their LLI parking tags when on campus. Also Mary requested that on the registration form that there be an opportunity for members to share their need for accessibility parking.

Discussion at meeting: Donna Warner will attend the January PE meeting to share some research on Leadership Development. In actuality Donna noted that LLI's VLD is the beginning of Leadership Development.

Donna praised Communications for the professionalism of their newsletters. She also commented that Bard LLI is a professional organization!

Curricular and Special Programs: Anne Sunners

Anne Sunners reported the following from her sub-committees:

Curriculum Committee

The Curriculum Committee met on December 11. Two new members who had attended the last meeting returned. The Committee reviewed the committee description on the website and suggested some changes. They will forward the suggested changes to the Communications Committee in January. Evaluations have been forwarded to all producers, and they are in the process of being distributed to the presenters. All attendance sheets were received, and the Committee will individually review the hard copies. The Committee continued to work on SummerFest and Fall courses.

Special Programs

The Intersession catalog has been sent to the members and posted on the website.

Discussion at meeting: Anne Sunners clarified that Social activities are opportunities to get together socially, talk with others, etc. Therefore, they are under Program Support and not Special Programs.

Program Support: Mary Deady

Mary Deady reported the following from her sub-committees:

AV submitted by Dave Jutton:

Dave Jutton completed an interview and photos with Gary Miller for LLI newsletter article about AV supports. Article was directed toward encouraging LLI members to participate as "in class" AV volunteers.

Dave is working on setting up bard.lli.edu active email for himself and Gus Pedersen to continue LLI's movement away from personal email to the new standard LLI email.

Dan Peterson will provide AV "mentor" level support for the 2019 Intersession with help from any of the LLI "mentor" team on campus for Intersession classes. No "in class" AV volunteer will be recruited as Weis Cinema is under control of Bard AV staff for most issues. LLI AV volunteers can help with lights, window shades, and to some limited extent with in room computer issues. Also, no registration for classes means they have no clear way to reach out to LLI members to take on "in class" volunteer status. This same issue needs to be examined for the SummerFest as those classes in Olin did need significant LLI AV support.

Sadly, Dave reported that Joe Kavaky (long time LLI member, friend, and AV volunteer) died at the end of November after a battle with cancer. Joe had been active with the AV team up to the middle of the 2018 Fall LLI semester.

Catalog submitted by Bill Tuel:

The Intersession Catalog was posted online as scheduled.

The Spring Catalog course descriptions are being proof-read. Work on this has been delayed due to family concerns in the committee, but Bill Tuel expects to have copy ready for

the layout editor by Christmas and usable course descriptions to Class Management and Newsletter by the end of this week (December 14). Overall, the Spring Catalog should be ready for posting on schedule.

Class Support submitted by Carol Goss:

On December 3 Carol Goss sent out the recruitment email to 100 potential class managers. So far she has received 39 responses, most of them positive. The letter will be resent on December 10 to those who haven't yet responded. Carol needs to have the preliminary catalog sent to her in PDF form by December 17 so that she can send that out to the potential class managers. A response will be expected by January 2. The Class Support Committee will be meeting on January 10 to place class managers.

Maddy Watterson has been working on getting all the handouts ready for the Spring "orientation" on March 15. The committee is considering calling it a "briefing" this time around.

Hospitality submitted by Irene Esposito:

Irene Esposito worked with Chartwell to provide appetizers for the presenters, producers, and council recognition celebration in November. 58 people attended.

Discussion at meeting: Mary Deady reported that a sub-committee for social activities is in the process of being formed.

Dave Jutton shared news of the death of LLI volunteer, Joe Kavaky. This will be published in the LLI newsletter. Also on behalf of LLI Cathy Reinis will send condolences to the family.

Administration/Infrastructure: Deborah Schwartz

Deborah Schwartz reported that the Administration/Infrastructure Standing Committee continues refining their processes for serving other committees through the use of communications and technology. Please let them know of any upcoming communications requests so your deadlines can be met

Communications:

The Communications Committee continues using G Suite applications in developing the monthly newsletter. They have documented the process for writing and reviewing articles, developing the MailChimp newsletter, and then giving it a final review.

For the MailChimp list, it would be helpful for all Standing Committee Chairs to provide Communications with a list of Bard recipients to the LLI newsletter. The newsletter is a way to let others on campus know what LLI does.

At the monthly meeting, Communications discussed upcoming articles for January and the importance of having a bank of articles ready when needed.

Photographer Gary Miller discussed ways of categorizing pictures and made suggestions on layout. They hope to encourage other LLI members to submit pictures for the LLI website, newsletter, and other Bard activities

Registration:

Technology will be working on the LLI course registration process and developing the type of data that should be stored in AirTable. Chuck will document the current course registration process so others can fill in if needed.

Technology:

Technology is hoping to schedule a meeting in the near future to discuss outstanding technical issues.

Deborah Schwartz provided initial training on G Suite to the Membership Development Committee on December 11.

Website:

The new form for submitting MailChimp email requests to LLI members has been added to the LLI website under Membership>Participating Members>MailChimp Email form. When an email request is submitted, Deborah Schwartz receives the email. She will confirm receipt of the request with the appropriate Standing Committee Chair and will notify the Communications Committee.

Discussion at meeting: Deborah Schwartz received a request from a Bard student to volunteer for LLI. Deborah inquired if LLI is allowed to have Bard students volunteer. It was suggested that Deborah speak with Student Activities (Ms. Betts) to learn if it is okay with Bard College. Deborah will contact the student to learn more about him. PE will discuss this at their January meeting.

Chuck Mishaan commented that Registration is waiting for the Spring Catalog. Chuck noted that LLI is capable of doing class attendance online. Information would go directly into AirTable. It is planned to try this with a couple of small courses. It would require that at least one of the class managers for a course be computer savvy.

Membership Development: Maddy Watterson

Maddy Watterson reported that the Membership Development Committee met on Tuesday, December 11, 2018. They addressed the following topics.

New Member Survey: Drafts of the survey were sent to Cathy Reinis and Jill Lundquist for review. The Committee aims to send the survey out to new members the week of December 17 and request responses by the week of January 7, 2019. It is still to be resolved where the response data will be made accessible for the Committee.

Volunteer Engagement: Kathleen Evans reported that she is still looking for AV/Tech, Hospitality, Editors, and Photographers. Despite great responses at the Snack and Chat reception, she is having difficulty getting members to respond to emails and phone calls. It was suggested that at Intersession the Standing Committee Chairs who wish to address the attendees speak to their needs at the beginning of the class (2 minutes) and be available outside Weis after the class. Maddy Watterson will take names of those wanting to speak.

Parking Survey: Nanci Kryzak, Mary Deady, and Maddy Watterson met with Bard Security head, John Gomez, last week. They presented the survey results highlighting that the Task Force Committee now knows that LLI has at least 35 members who have accessibility hangtags. John agreed to look into creating 10 more dedicated spots for the Spring semester. Nanci was informed that Henderson Circle would be available to us during the semesters. More clarification is needed in just where and how parking will be done and if there are 10 additional spots. Only members with accessibility hangtags will be informed of this availability. The committee will continue to communicate with members to get them to register that they have accessibility hangtags.

Sub-Committees Reports: The sub-committee chairs were asked to check on the website for their committee information and send any needed changes to either Maddy Watterson or Mary Deady. Then information would be forwarded to Deborah Schwartz.

Announcements: Mary Deady will step down in March, and Robert English will replace her. Maddy Watterson will step down at the end of June as Robert assumes Standing Committee Chair of Membership Development. Carol Kleban will become the Mentor Program Chair. Both Mary and Maddy will continue to be on the Membership Development Committee.

G Suites: Deborah Schwartz graciously attended the meeting and gave them an initial tutorial on the purpose and use of the G Suite program.

The next meeting will be on Tuesday, March 11 at 1:00 P.M.

Discussion at meeting: Chuck Mishaan agreed that the Member Survey can be put on AirTable. Standing Committee Chairs Susan Hirsch, Chuck Mishaan, Ollie Johnson, Cathy Reinis, and Deborah Schwartz would like the opportunity to address Intersession attendees regarding the needs of their respective committees.

Governance: Tom Esposito

Tom Esposito asked Ollie Johnson to speak on upcoming Nominations and Elections. Typically, Ollie reported that we have about 60% participation in voting. However, there is a need to do better as far as getting candidates interested in running for positions. Opportunities are 2nd VP, Secretary, and 2 Members At Large. Potential nominees should be suggested by Council in January and then the 1st week of February by LLI members. Publicity will be done through LLI newsletters and talks at Intersession. Also, Council members are asked to "talk up" elections. Then interviews of nominees will take place to inform the potential candidates of the responsibilities of the positions and to learn if the nominee meets qualifications. In March candidates' bios and photos will be published. Elections will be held in April, and results will be announced in May.

Ad Hoc Committees

Workflow: Jan Wallen

The P&E Workflow Project has moved to the next phase.

Phase I was Information Gathering. They now have Information about the respective Standing Committee and sub-committees' workflow, documents produced and required for them to do their work, communications between committees, and recommendations to streamline the processes. Phase II is to start putting the flow and processes into operation and into the technology. That is now underway.

Old Business

Cathy Reinis' proposal for revising Policy ORG 04/17:

ORG 12/18. Admission to LLI is by lottery with three exceptions: applicants who presented a full course in the previous academic year, applicants who are scheduled to present a full course for the fall semester, and applicants with critical skills needed to run LLI who qualify for and are committed to a specific task or priority.

Motion: Moved by Anne Sunners, seconded by Jill Lundquist to approve the ORG 12/18 Policy. Passed unanimously.

Policy Review: Linda Bouchey read the following two policies:

ORG 12/12. Former LLI members are not given priority for membership when reapplying for membership.

ORG 04/17. The LLI Council meets on the third Monday of each month, unless that is a national holiday; in that case, the Council meets on the following day.

Discussion at meeting: Both policies were approved to continue.

New Business

Mary Deady commended Carol Goss, Dave Jutton and Maddy Watterson for their efforts and all the successes of their respective committees.

Adjournment

Motion: Moved by Donna Warner, seconded by Jan Wallen, to adjourn the meeting. Passed unanimously.

The meeting was adjourned at 11:13 AM.

Respectfully submitted,
Linda Bouchey
Secretary

Next Meeting: Tuesday, January 22, 2019, 9:30 AM, Campus Center Room 214