

DRAFT
LLI Council Meeting Minutes
September 21, 2020
Via Zoom
9:35 a.m. to 11:17 a.m.

Council Members Present: Robert Beaury, Tom Esposito (Ex Officio), Robert English, Nanci Kryzak, Deborah Lanser, Jill Lundquist, Emily Michael, Ann Miller, Chuck Mishaan, Marge Moran, Cathy Reinis, Deborah Schwartz, Linda Stanley, Anne Sunners

Council Members Absent: Maddy Watterson

Also Present: Barbara Burns, Fran Myers, Michael Scudder, Navin Sharma, Patricia Valusek

Call to Order: The regularly scheduled meeting was called to order by President Nanci Kryzak at 9:35 a.m. She welcomed the guests to the meeting, and asked Council members to introduce themselves.

Minutes: Upon a motion Linda Stanley and seconded Jill Lundquist, the minutes of August 17, 2020 were approved unanimously. Upon a motion by Cathy Reinis and seconded by Emily Michael, the minutes of August 24, 2020 were approved unanimously.

Executive Committee Reports

President's Report: Nanci Kryzak

Nanci has accepted the resignation of Robert English as chair of Membership Development effective as of the end of this meeting. She thanked him for his impressive and creative work in the committee. Linda Still has stepped forward to serve as committee chair with Robert serving as co-chair. Linda Stanley expressed confusion over the term "co-chair," which suggests equal responsibility.

Action point: P&E will discuss different terminology for the position.

Motion: A motion by Nanci and seconded by Anne to accept Linda Still as chair of Membership Development was unanimously approved.

As of 9/21, there have been no cases of Covid-19 at Bard. The college has done an extraordinary job of minimizing the risk by testing 400 members of the community each week.

All Council members receive copies of the committee reports each week, and much of what they contain can be understood simply by reading them. Nanci would like to spend Council meetings focusing on items that need to be discussed and actionable items. This approach should shorten Council meetings.

Nanci wanted to thank the session managers for their willingness to work with Zoom to set up our classes.

First Vice President's Report: Linda Stanley

Linda had nothing to add to the report she submitted for review.

Second Vice President's Report: Cathy Reinis

Cathy thanked Nanci for undertaking the workflow task concerning requests to record classes.

Correspondence: Deborah Lanser

Deborah reported receiving an acknowledgement and thank you from Bard College for our contribution to the Bard Student Emergency Fund. We also received a flyer from the Dutchess County Office for the Aging and correspondence for Josette Lee from the Foreign Policy Association.

Treasurer's Report: Robert Beaury

Robert asked whether any member had questions about the report. No one did.

Motion: Upon a motion by Cathy and seconded by Marge, Council voted unanimously to accept the report.

Standing and Ad Hoc Committee Reports

Planning and Evaluation: Jill Lundquist

Jill said most of the points she would make will probably be raised in other committee reports. She will speak up at the end of the meeting if anything is overlooked.

Administration/Infrastructure: Deborah Schwartz

The tech team is working overtime to ensure a smooth transition to ProClass and Zoom. Some session managers are comfortable with the new technology while others are really struggling. The goal was to pair an experienced manager with a new one for each class, but that did not always work out. Rehearsals have shown that some aren't ready to handle the technology, and some changes in personnel are likely.

ProClass is going fairly well, although there are a lot of requests for technical assistance. Linda Still has been calling people who generally have difficulty with technology. Most requests are answered within 24 hours.

Deborah will be training Council members in how to access the back end of ProClass, with view-only privileges. Council members will be able to look up members' contact information and the courses they have taken. She has scheduled two training sessions, on Tuesday, September 29, and Wednesday, September 30. She will send out a Zoom invitation with log in credentials. Council members are encouraged to immediately change the password they have been sent. Michael Scudder reinforced the importance of changing passwords to protect member privacy if unauthorized people access the ProClass information.

LLI members should again be encouraged to get an LLI email address so no one has access to their personal email address.

Chuck asked why we are still collecting mailing addresses. Deborah S agreed this seems unnecessary and added that a significant number of members have not shared that

information. Robert I added that knowing the town where members reside provides useful information when setting up mentor-mentee meetings, and it may be useful if we have classes off campus to be fair in terms of travel distance.

Action point: Refer the question of collecting mailing addresses to P&E for discussion.

Curricular: Anne Sunners

Anne noted that given the number of new session managers, there is some degree of angst during the first week of classes. Nevertheless, she expects the classes will generally go well. For the sake of this meeting's guests, she added that Intersession will be held online.

Program Support: Ann Miller

Ann agreed with Deborah S about the varied comfort level session managers have with Zoom and ProClass. Her team realized fairly late that they had to develop a welcome letter. With the help of Deborah, a template was created; Cathy reviewed the draft and it went out rapidly.

Nanci applauded Ann's willingness to follow through as head of Program Support when the position changed with the need to recruit and train session managers.

Membership Development Committee: Robert English

Robert thanked Kim Sears for her work in setting up the online orientations, which everyone enjoyed. She also organized the successful online socials, which allowed mentors and mentees to see each other for the first time. He believes Linda Still will make an excellent chair. And he said it has been a pleasure serving on Council. Nanci said Robert's playful spirit has always appealed to members and thanked him for his generosity to the new members.

Governance: Nanci Kryzak

We need to start focusing on leadership development. Nanci suggested we start at the next P&E meeting on October 9. The Council members who are not part of that committee will be invited to the meeting, and the discussion will take place at the beginning of the meeting. She asked Council members to start thinking about members who would be interested in moving to a leadership position.

Jill, who is liaison to CCE, noted we receive many notices about CCE events that are open to LLI members. The notices often arrive at the last minute. Rather than sending out a number of emails to the members, we can recommend that they check the LLI and Bard websites regularly. Our home page is busy now, but perhaps we can add these events in a few weeks. The newsletter can also provide information about where to go to look for these events.

Old Business

Nanci and Robert B asked for comments on a plan they recently devised whereby any presenter who requests a recording be made of his or her class will agree to sign a release absolving Bard LLI and Bard College for any copyright infringement. The presenter would also be required to contact each member of the class for permission to be identified and recorded. The presenter would edit out any class member who does not grant permission.

Some general comments:

- Cathy said the final decision must be voted on as a policy.

- Robert I noted that there really is no legal right of privacy for someone in a classroom. He was not comfortable with giving the video to the presenter, who could distribute it at will.
- Chuck said a review of different policies from other institutions indicates the recording stands in the same situation as a classroom lecture. We would be obliged to ensure distribution is limited. We can create a folder on the G drive to store any video and ensure access is limited to members of the class, the presenter, the producer, and those who assisted with the class. He added that library copyright included the concept of fair use because of the need to make educational resources available, especially during this time. He concluded that we should either say no to the recording or put conditions in place to ensure it is managed safely.
- Robert B and Deborah L strongly recommended consulting an attorney to ensure we set this up right.
- Jill pointed out that we don't have the staff to address the enormous tech challenges of making and editing a recording. Even if we get clear legal guidance, who would record and edit the video and put it in google drive? If the video is only made available to the class, it does not serve a larger good.
- Chuck said that if a presenter wants to record their class, they can do it as a webinar, so the students aren't shown. They can comply with the fair use principle for the presented material.
- Nanci noted that session managers would have to advise class members they are being recorded. That could affect member experience of the class, since LLI is about shared experience, and knowing they may be recorded may inhibit some members from participating.
- Anne noted we need to rethink our approach to recording classes. It took a long time to establish our principles for copyrighted material. Similarly, in this case we need to take the time to create an approach we all can accept.

Where we are now:

- None of the presenters for fall has asked to have their class recorded.
- Session managers have been firmly instructed not to record their classes.
- Our current policy is that we do not record classes.
- We expect we will follow Bard's policy on intellectual property once it is approved.

Next Steps:

- Reach out to Helene Tieger for an update about Bard's intellectual property policy, which we will follow once it is established.
- Consult with an attorney. We can ask whether Bard's Counsel will discuss this with us and not charge a large fee.
- Nanci will follow up with an invitation to Council members to join a task force to review the issue.

New Business

Deborah L read two established policies for Council to consider whether revision is necessary:

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."

FIN 10/19A. In the Fall semester, members who withdraw prior to the first day of class may request a refund. Requests will be considered by the President on a case-by-case basis.

There was no discussion about either policy, and Nanci said they will both stay in place.

Some comments from the visitors:

- Navin said it was interesting and revealing to see how Council is struggling with the recording issue.
- Barbara thanked Deborah L for her excellent summary of the meeting on leadership development. She suggested members review it before any discussion of leadership development at P&E.
- Barbara thanked Robert I for always making her feel welcome at Membership Development. She thanked Deborah S for setting up mentors for the session manager program. And she thanked Nanci for giving her the opportunity to speak.

Adjournment

Motion:

Upon a motion by Cathy Reinis, seconded by Linda Stanley, Council unanimously agreed to adjourn the meeting at 11:17 a.m.

Respectfully submitted,
Deborah Lanser
Secretary