

Minutes: *September, 2010, Meeting of CVEC Board and Staff*

Sayles-Hill Hall, Carleton College Hill Lounge

Members not present: All members present

Call to Order

President Jane McWilliams called the meeting to order at 4:04 p.m. Following a brief welcome by the president, each Board and Staff member gave a similarly brief self introduction.

Approval of Agenda

Underscoring the necessity of holding a brief business meeting, President McWilliams asked for "...any changes to the agenda?" Hearing none, the president declared the agenda approved "..as circulated."

Approval of May 19, 2010, Meeting Minutes

Charles Carlin moved approval and Jerry Mohrig offered the second. Before the "Call for the Question" a brief discussion ensued regarding CVEC minutes: 1) the desired length; 2) the possibility of web site posting. The consensus was for "brevity" over "mellifluousness" and for an abbreviated posting. Call for the Question: May 19, 2010, minutes approved unanimously.

Directors Reports

Curriculum: Jim McDonnell Jim reported that course offerings for the winter trimester were nearly complete and noted that the descriptions initially sent were intentionally abbreviated to "fit one page." He then raised an "issue," namely the frequency with which an instructor may offer a course. Typically, he noted, an instructor may teach one course each academic year. One instructor teaching this fall has offered to teach the winter session as well. Jim indicated that, unless necessary, this offer would be held "...in the wings." Carroll Flaten raised a concern that she had previously raised earlier this year, namely that every course instructor 1) be fully familiar with the technology he/she uses; 2) be in the classroom well in advance of start time to check on the "readiness" of the technology to function properly. Carroll's concern will be addressed at a future Board and Staff meeting.

Operations: David Halsor David reported that enrollment numbers "...started slowly and didn't improve." Our final enrollment number for fall courses: 149. Even though Labor Day intervened, David could not offer a specific reason why our numbers declined. Furthermore, no course was dropped for lack of interest.

President McWilliams added that she hoped this drop was but "...an aberation."
Note: Because of illness, Jim Walker's course was cancelled.

Finance: Judy Cederberg and Barbara Jenkins Copies of the CVEC FUND BALANCES (September 13, 2010) had been distributed electronically prior to the meeting. Additional copies were available at the meeting. Citing the drop in enrollment numbers, Rich Noer raised the question on how that might impact CVEC finances, particularly when course instructors are offered a \$500. stipend. Barb responded by reminding the Board and Staff how a \$50. tuition fee multiplied by roughly 150 enrollees generates more than \$7,000. With 11 instructors receiving a \$500. stipend, the enrollment drop does not have an adverse effect on CVEC's overall financial health. Barb then called attention to several important items on the report concluding with "We're doing just fine." Jerry Mohrig moved approval of the report; Shirlee Madow offered the second. The president called the question. The financial report was approved unanimously.

Announcements

1. Our next meeting will be on October 13th, a second Wednesday. This week-earlier shift was made to allow the Board and Staff to address any last minute concerns prior to the Annual Fall Meeting scheduled for the 17th. Even with the fall meeting now cancelled, there was no move by the Board to shift the October meeting to its usual slot: the third Wednesday of the month.
2. President McWilliams underscored the need for a by-laws committee and indicated that she soon would be contacting individual Board members to serve.
3. Our start time for regular monthly meetings will be at 3:45. Our meeting location: Northfield Senior Center
4. Monthly meeting dates for 2011 will be an agenda item for October's meeting.

Adjourn

President McWilliams declared the business portion of today's meeting closed at 4:45 p.m.

SPECIAL NOTE: The purpose of a later start time, a lengthened meeting, and a change in venue was to facilitate the Board and Staff to engage in SWOT, a process frequently used by various organizations to do an overall assessment of the organization, to do strategic planning, etc. The acronym SWOT stands for: STRENGTHS; WEAKNESSES; OPPORTUNITIES; THREATS. Leading the CVEC Board and Staff through this process was newly-elected Board member ReJean Schulte.

SWOT

ReJean began by laying out more fully the several purposes of this four element assessing process. She concluded by reminding us that this was both an individual and a group process and, as such, laid out the procedural plan for the evening:

**Step One: Individual work on strengths, weaknesses, opportunities, threats
Step Two: Small group work to arrive at perceived, agreed-upon strengths, weaknesses, opportunities, threats**

Dinner Break: Please note the secretary will not report either on what members wore or on who poured.

Step Three: Group-as-a whole in which each small group reported its greatest single strength, weakness, opportunity, and threat.

As the promised end time of 7:00 was at hand and little time to explore or otherwise discuss each group's "best choices," our group leader and president promised to gather up each small group's work, distill the material into a single document for the Board and Staff, and deliver their distillation at the next Board and Staff meeting. This document will then serve as discussion material for the CVEC Board and Staff as they move forward. A round of applause thanked ReJean for her work on behalf of the CVEC and its Board and Staff.

Respectfully submitted,

Jon D. Rondestvedt, Board Secretary