

Cannon Valley Elder Collegium Board Minutes, November 20, 2013

The Board of Directors of CVEC met at the Northfield Senior Center on November 20, 2013. A quorum being present, Board Chair ReJean Schulte called the meeting to order at 3:44 P.M.

1. ReJean asked the Board to approve the agenda that had been circulated to the members of the Board prior to the meeting. Upon motion duly made and seconded, the agenda was approved.
2. ReJean next asked that the minutes of the October 16, 2013 meeting of the Board be approved in the form circulated prior to the meeting. One change, the deletion of the word “apparently” in paragraph 3, was discussed. A motion to approve the Minutes in the form circulated but with the suggested deletion was duly made, seconded and approved unanimously.
3. ReJean announced that the annual CVEC Holiday gathering was scheduled for 2 to 5 P.M. on December 8th, at her home. She asked members of the Board to RSVP promptly.
4. Executive Director Rich Noer reported that, in response to concerns raised by Gary Wicks at the October Board meeting, he had spoken to CVEC’s insurance agent at State Farm. The agent confirmed that CVEC has a liability policy that should cover any injuries suffered in connection with CVEC activities. The policy covers medical costs and general liability up to \$2 million per claim and up to \$4 million per year.
5. Operations Director Dale Sommers discussed winter registrations. Two hundred eighteen registrations were received the first day, but 9 had to be turned away because of space limitations for the Carleton/St. Olaf museum collections course. The heavy first day registrations resulted in seven of 14 courses being filled and closed after the first day. Dale asked whether our various classrooms can accommodate significantly more than 15 students. The Board discussed the fact that faculty preferences, as well as facility limitations, should be considered in setting class limits.

6. Dale said that course evaluations for Bruce Roberts' fall class were sent by email. Sixty percent responded, which is in line with recent response rates. Dale suggested that in the future, all students ought to be given the option of evaluating courses via email, but that those who prefer ought to be able to complete hardcopy evaluation forms. Dale described the difficulty of handing out and collecting evaluation forms for 12 to 14 courses, and asked whether members of the Board would sign up as volunteers to deliver and pick up the forms, so that Dale could deliver most of the forms at meetings of the Board. This idea was received with enthusiasm, and a sign-up sheet was circulated.
7. Curriculum Director Ed Langerak reported that two winter term instructors had given talks at the Senior Center. The talks were well attended – 20 and 34 attendees – and enthusiastically received. It is not clear whether the talks resulted in additional course sign-ups, but there was consensus that they were a success and constituted “good marketing” for CVEC.
8. Ed and Dale briefly discussed scholarships. For the winter term, just under 5% of registrants were granted scholarships, which is in line with past experience. Dale said that no investigation was made in connection with the granting of scholarships; if the scholarship box was checked on a course sign-up sheet, a scholarship was granted.
9. Ed reported that 11 instructors have committed to teach in the spring term, for a total of 12 courses. Mike Harper said that Ambassador Burt Levin had offered to teach a short course in the spring, when he will be in Northfield to teach his Carleton statesmanship course. Several members of the Board know Burt and agreed with Mike that this ought to be pursued.
10. Ed then discussed a revised evaluation form that had been circulated to members of the Board. Board members suggested several additional variations, among them, a form where the course name is left blank, for the student to fill in, and where all the questions are at the top, leaving the space below available for whatever comments students might wish to make. The Curriculum Committee will continue to work on this.
11. Finally, Ed opened up a discussion of honoraria. The Curriculum Committee suggested that the standard honorarium for a single speaker

ought to be \$100, with a maximum of \$200 per course. As before, the Curriculum Director should have discretion to increase honoraria. On motion made, seconded and unanimously approved, the Board revised CVEC Policy Section 9.7 in accordance with the Curriculum Committee's recommendation.

12. Finance Director Barb Jenkins briefly discussed the two financial reports that had been circulated to the members of the Board before the meeting. The \$14,000 increase in value of the securities account was consistent with the strong performance of the securities markets. The financial reports were generally approved, but without formal action.

13. ReJean Schulte reported on two committees recently established by the Board. One, formed to consider classroom technology generally, had not yet met, but ReJean intended to call a meeting before year-end. The other, formed to consider technology to aid people with limited hearing, had met once to organize. ReJean anticipates progress reports at the January Board meeting.

Upon motion duly made and seconded and without discussion, the meeting was adjourned at 4:54 P.M.

Respectfully submitted

Michael H. Harper, Jr.
Secretary