

D-R-A-F-T

Cannon Valley Elder Collegium

Minutes of Board Meeting

May 16, 2018

The meeting of the CVEC Board of Directors took place on Wednesday, May 16, 2018, at FiftyNorth, formerly the Northfield Senior Center. Members present were Joan Drenth, Phil Eaves, Mary Emery, Mike Harper, Jean Haslett, Mary Ho, Ed Lufkin, Jerry Mohrig, Peg Morrison, Eric Nelson, Bob Speckhals, Dale Talley, and Dan Van Tassel. Also in attendance were staff members Perry Mason, Rich Noer, Dale Sommers, and Kathy Sommers as well as newly appointed Registration and Finance Director Bill Rizzo. Confirming a quorum, Chair Dale Talley called the meeting to order at 3:45 p.m.

1. Chair Dale asked if there were any additions or changes to the previously circulated minutes from the Board meeting of April 8, 2018. There being no suggested changes, a motion to accept the minutes as circulated was made, seconded, and carried.
2. Executive Director Rich Noer reported that summer voting for Board and officer nominees will take place as planned both online and, when necessary, by mail, as listed in a previously circulated calendar of dates for each step of the process. Also, he announced that the retired head of audio visual at Carleton will be pleased to oversee CVEC technology services beginning this fall, while he continues on a part-time basis to head up similar services at Carleton. The hourly rate he will charge, \$40 per hour, is half of what others contacted had indicated they would charge. Also, Rich noted that at the suggestion of Mike Harper, he has assembled an index for the Bylaws and Policy Manual, which he plans to put online in the coming weeks. He invites suggestions from users for improvements to expand its coverage. References to the Bylaws will be in red ink and those to the Policy Manual in black ink.
3. Operational Director Dale Sommers reported that a record of 250 students were enrolled in Spring 2018 classes. The range for term enrollment in recent years tends to run between 210 and 230.
4. Curriculum Director Perry announced that the course offerings for 2018-19 have been reviewed and approved by the Curriculum Committee. While the course description for Poetic Forms is yet to be expanded as called for and the course on Islam and Judaism could, and perhaps should, be expanded to cover an 8-week format, and is likely to draw

maximum enrollment, at this point Fall term would accommodate 299 students if all courses were filled to the max.

5. Financial Director Kathy Sommers reported that budget matters are sound, with sufficient fund balances to meet expenses and maintain reserves. Information requested regarding the level and number of contributions received this year will be made available after July 1.
6. On behalf of the Nominations Committee, Phil Eaves introduced the slate for 2018-19 elections, as previously circulated. He expressed delight over the professional and wide cultural background of the candidate Karolyn Bertelsen for the open board seat and, as well, of the new member nominated for the Nominating Committee, Gordon Olson.
7. Chair Dale called for a motion to elect Board member Phil Eaves as chair of the Nominating Committee, a role he has been judiciously, albeit unofficially, fulfilling the past several years. The vote was unanimous.
8. Rich pointed to the previously circulated proposed Policy Manual amendment pertaining to courses with facilitators and multiple instructors (included with these minutes as Attachment A), representing the crafting work of a partnership with Perry following a discussion of the topic at last Board meeting. Inasmuch as the root matters of the proposed amendment were pretty well thrashed out at the April Board meeting, Chair Dale recommended that it be considered as the second reading. Accordingly, a motion was made and passed without dissent.
9. Operations Director Dale spoke to the previously circulated proposed amendment to the Policy Manual concerning registration procedures (Attachment B), which amendment detailed procedures for handling enrollment in oversubscribed courses. Again, Chair Dale asked that, in view of the extended discussion of the matter at previous Board meetings, this reading and consideration be considered as constituting a “second” reading and only a “fine tuning.” The assembly acquiesced and promptly voted approval of the amendment.
10. Following a brief presentation by Chair Dale and desultory discussion by members of the recent history of annual meetings, a consensus was reached for removing the pre-meeting social half hour of the last three years, and having the traditional pie and punch served prior to the start of business on the agenda and any scheduled program or talk. One Board member could be assigned to each table, to encourage exchange of

attendee introductions and backgrounds. Dale suggested that sometime after this, the first Fall annual membership meeting, it would be good to set up a committee to reflect on the meeting and plan for such events in the future.

11. Eric Nelson updated the group on planning for the 2018 Film Festival. He's succeeded in getting presenters, of whom he'll gladly be one (especially with the film *Sunset Boulevard*). Dale Sommers will have the registration form available online and at the CVEC table at FiftyNorth by June 10.
12. Business concluded and the time barely 4:30, Dale called for and together members responded with audible appreciation for services rendered by departing Board members Mike Harper and Mary Emery and staff directors Dale and Kathy Sommers. The chair's magic then revealed three varieties of cookies and a cooler full of petite bottles of spring water, the day's outside temperature having peaked at 86 degrees. Members adjourned themselves for the farewell party and conversation.
13. Note: The next regular meeting is scheduled for Wednesday, September 19, 2018.

Respectfully submitted by Dan Van Tassel, Secretary

Proposed Policy Manual amendment re courses with facilitators and multiple instructors

SECTION 4 – FACULTY

- 4.1 Generally, instructors are retired professional educators, but may also be others with extensive experience or knowledge.
- 4.2 Faculty compensation is a modest honorarium of \$500 per eight-week course, \$300 per four-week course, and corresponding amounts for other kinds of courses. Course stipends will be paid after completion of the first week of each course. The full honorarium is paid when five or more students enroll. If there are fewer than five students and the course is taught (see Section 5.7), the honorarium will be the total of the student tuition payments. If substitute instructors are needed they will be paid on a pro-rated basis from the instructor's stipend. For eight-week courses offered jointly by two instructors the stipend is \$300 per instructor.
- 4.3 (new) In other courses with more than one instructor, the division of the normal instructor's honorarium among the co-instructors must be discussed and agreed to before the course is presented to the Curriculum Committee for approval.
- 4.4 (new) A facilitator is someone who helps set up a course, either in its design or in securing its instructor(s), but does not actually participate in the teaching. Such a person (1) is not listed in the course publicity, and (2) ordinarily receives no payment, though in a special case where unusual efforts are involved the Curriculum Director may authorize a stipend of no more than \$150 (with an annual total of all such cases not to exceed \$500). Any such payment must be discussed and agreed to before the course is presented to the Curriculum Committee for approval.

(Following subsections to be re-numbered.)

- 4.5 Getting courses approved
- 4.6 Deciding on books, packets, copyright
- 4.7 Instructor expenses
- 4.8 Guest speakers
- 4.9 Class lists
- 4.10 Honoring instructors

Proposed amendment to Policy Manual concerning registration procedures

New text is in red. Much of the wording in section 5.10 has been rearranged.

5.10 Registration procedures will be **handled as** outlined on the Registration Form. In general **it** will state:

The **formal** registration period extends from the publication of this form until [announced date on CVEC calendar]. Registrations will then be accepted on a space-available basis.

Registrations may be mailed to **FiftyNorth** or deposited in the registration box there. **Include the course fee (tuition and, in some cases, fees for materials) payable to CVEC, or check the financial assistance box. Books, other materials, and travel, when specified for a class, are extra.**

All registrations received by 6:00 pm on [announced date] will be treated as arriving at the same time. Random selection will be used to fill any oversubscribed courses. After [announced date], class availability and enrollment numbers will be updated periodically at cvec.org and posted at **FiftyNorth**. Confirmation of registration will be sent by email or postcard.

If your course is oversubscribed, you will be notified promptly by email or phone. If you register by 6:00 pm on [announced date] and are not admitted to an oversubscribed course: **you may register for another course or receive a refund**; you will be given priority for admission if the same course is offered again and you again register for the course by 6:00 pm on the final day of that registration period.

If you successfully register for a course that fills to the class limit and then find that you will not attend, please notify the Operations Director promptly so another student may take your place.

5.11 **When one or more courses are oversubscribed, students are normally admitted to each in the following order (using random selection when necessary):**

- (1) all students who registered for a previous offering of the same course but were not then admitted by random selection;**
- (2) students registering for their first CVEC course, as long as they fill less than half of the places in that course;**
- (3) other registrants, except that normally no student will be admitted to more than one oversubscribed course.**

5.12 Class cancellation procedures...

5.13 Coffee policy...

Explanation of revisions –

Space on the registration form is at a premium and efforts have been made over time to make language more concise. Much of the revised wording in section 5.10 simply reflects edits that have occurred on the registration form.

The new section 5.11 explicitly states administrative details based on previous board discussions. They apply in limited situations with some exceptions. They would be included in the Policy Manual but not the registration form.

a) *normally students registering for a first CVEC course will be given priority in admission to an oversubscribed course*

The exception that comes to mind that justifies the qualifier “normally” is the case when there are enough “members with priority because they were previously not admitted to the same course” to fill the class. They would take priority over new members. That has happened.

b) *when more than one course in a term is oversubscribed and filled by random selection, normally no student will be admitted to more than one such course.*

Present practice has been to allow *two* such courses.

There are two exceptions that come to mind that justify the qualifier “normally”:

- 1) If there are two courses, each oversubscribed by one or two, and there are several people who registered for both of the oversubscribed courses, then we may reach the class limit in each class without eliminating all of those people from a class. That has happened in the past.
- 2) If a person is entitled to priority for admission to two oversubscribed courses “because they were previously not admitted to the same courses,” they should be admitted to both. This has happened once in the past.