

## **Cannon Valley Elder Collegium Board Minutes, March 19, 2014**

The Board of Directors of CVEC met at the Northfield Senior Center on March 19, 2014. A quorum being present, Board Chair ReJean Schulte called the meeting to order at 3:46 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 unanimously, with one addition.
2. ReJean next asked that the minutes of the February 19, 2014 meeting of the Board be approved in the form circulated prior to the meeting. A motion to approve the Minutes in the form circulated was duly made, seconded and approved unanimously.
3. ReJean then introduced Ronnie Deschamps, who has been proposed as a new member of the Board and Treasurer. Ronnie attended the meeting to acquaint herself with the Board.
4. Executive Director Rich Noer reported that the Book Art session hosted by the Northfield Arts Guild went well, with about 15 CVEC members in attendance. Rich also reported that he had met with Patsy Dew, of the Senior Center, about the series on sustainability. They discussed ways of improving communications between the Senior Center and CVEC when organizing such co-sponsored events. Patsy was pleased with the financial contribution by CVEC. The first two sessions of the series went very well and were “worthy of our support.”
5. Operations Director Dale Sommers discussed spring registrations. As of the date of the Board meeting, there were 176 registrations for eleven courses. Dale then discussed course evaluations received for the winter term. Overall, the response rate was about 60%, and of those responding, about 60% used paper evaluation forms. The percentage using paper forms varied significantly from class to class. Dale circulated a sign-up list and asked members of the Board to volunteer to be responsible for delivering and picking up evaluation forms at courses taught during the spring term.

6. Curriculum Director Ed Langerak circulated a preliminary list of courses to be offered for the three terms of the 2014-2015 academic year. For the fall term, there were eight “certain or likely” courses, plus two “possible” ones, and the numbers for the winter and spring terms were similar. CVEC prefers to offer about twelve courses each term, so there is still room for more. Ed asked members of the Board to be on the lookout for potential instructors for all three terms.
7. Finance Director Barb Jenkins briefly discussed the operations report that had been circulated by email in advance of the meeting. The report shows a healthy excess of revenues over expenses for the winter term, 2014. She noted that CVEC is generally “flush” at the start of the year, in part due to the November fund drive, but runs a deficit for the spring and fall terms. Jerry Mohrig suggested that this year the fund drive should stress the probable acquisition of new technology; he noted that donors are sometimes more likely to give when aware of a specific organizational need.
8. ReJean discussed the “Proposal for Board Meetings and Agendas” that was circulated before the meeting. A copy of the proposal is attached to these Minutes. The proposal is intended to improve efficiency and assure that Board members’ concerns are addressed in a timely fashion. The proposal met with general approval; there was no formal vote approving the proposal.
9. Rich discussed class size. As reported at the last Board meeting, the Curriculum Committee had agreed that CVEC ought to drop the “standard” 15-person class size, leaving the upper limit up to the instructors, subject to classroom capacity limitations. Accordingly, “Proposed Policy Manual Changes” were circulated. A copy of the circulated document is attached to these Minutes. Dale Sommers reported that he had followed the proposed revised procedures in connection with spring term registrations, and that this had taken some of the pressure off of himself and instructors and had generally worked satisfactorily. After a brief discussion, and upon motion duly made, seconded and unanimously approved, the proposed revisions to Sections 5.3 and 6.3 of the Policy Manual were adopted. No change was considered necessary to the Policy Manual provision relating to minimum class size.

10. Dale Sommers said that Helen Preddy's spring class schedule will need to be changed, as she currently appears unable to meet her class on three of the eight scheduled dates. She will announce a revised schedule at the time of her second scheduled class. In view of this, Dale asked that the usual rule, which permits students to drop courses only prior to the second scheduled class meeting, be waived in this case, allowing students to drop the course after the second session. This proposal was approved generally, but without a formal vote.
11. Eric Nelson, who chairs an ad hoc committee charged with organizing the 2014 film festival, gave a report on the committee's activities to date. A decision has been made regarding the movies to be shown this July. They are *Chinatown*, *Bonnie and Clyde*, *2001: a Space Odyssey* and *The Conversation*, all of which Eric characterized as being examples of the "Hollywood Renaissance." As in prior years, each movie is to be followed the next day by a lecture and discussion facilitated by a faculty member. The venue for showing the movies will again be the Weitz cinema. It is not yet clear that a classroom at the Weitz Center will be available for the lectures and discussions, as Carleton's schedule is not yet firm. This year, Eric proposes to give a talk about the "Hollywood Renaissance" before the start of the series, and to distribute transcripts of his talk to people who attend the first movie. The financial arrangements will be the same this year as last; that is, instructors' honoraria will be \$75 and students will be charged \$25 for the series of four lectures. There was a brief discussion of the amount of the honoraria, but a decision about this was deferred to the next meeting of the Board.
12. Dale Sommers next discussed the progress of the technology committee. Dale and his committee have met with Carleton's Jim Pierret, who is knowledgeable about the pedagogical technology in use at Carleton. Among other things, Mr. Pierret has agreed to review any proposals CVEC may receive regarding installation of new technology, and to advise CVEC as to feasibility and reasonableness of cost. Dale also reported that the committee is scheduled to meet on March 31 with Dean Sim of Sim Sound & Video at the Village on the Cannon, where CVEC intends to concentrate its efforts. Village on the Cannon's Board has voted to "guarantee" that its policy regarding classroom usage to CVEC will not change for at least ten years if an installed system is purchased for the VOC classroom.

13. Rich Noer reported on the activities of the hearing technology committee. The committee received 42 responses to its survey regarding hearing difficulties, all from persons who are dealing with such issues. Only six respondents had decided not to register because of hearing-related issues, and only two said they had stopped going to a course for such reasons. The overall response is less than 10% of all CVEC members, which Rich said suggests that CVEC not now make a major expenditure for hearing-related equipment. Rich met with Jerry Williams, founder of Williams Sound, who suggested that CVEC try out Williams' "Pocketalker", which is his invention. Mr. Williams offered to lend CVEC a few "Pocketalkers" to try out.
  
14. Finally, ReJean briefly discussed the annual meeting of the members, to be held May 4 at St. John's Church. Jon Rondestvedt, who was not present at the meeting, has taken care of various logistical issues, as usual. ReJean asked for two or three volunteers to assist with the detailed planning for the event. She asked that members of the Board think about a theme for this year's meeting.

Upon motion duly made and seconded and without discussion, the meeting was adjourned at 5:08 P.M.

Respectfully submitted

Michael H. Harper, Jr., Secretary

## **Proposals for Board meetings and agendas**

1. ReJean or I will send to all staff and Board members, about a week before each scheduled Board meeting, a request for agenda items. From the responses, we'll set up an agenda (perhaps postponing less pressing items, or arranging to handle them in some other way).
2. In general, Board members should receive (by email in advance of the meeting) written explanation of any agenda items that call for substantive Board discussion and/or action.
3. The "Staff Reports" during a Board meeting should be limited to that: reports. (For example, if I want to propose a new program that needs discussion or a vote, it should be a separate agenda item.)
4. In general, the Chair should restrict discussion to items on the circulated agenda. Only in cases of extreme urgency should items be added at the beginning of the meeting to the agenda, when those items necessitate Board votes. (Otherwise, wait until next month.)

Numbers 2, 3, and 4 reflect what we're already generally doing most of the time, but if followed more strictly would help us avoid future awkwardnesses. Number 1 is new, a move toward inclusiveness and the sharing of responsibility for proposing Board action.

R. Noer 3/11/14

## **Proposed Policy Manual Changes**

### **(Section 5 – Faculty)**

#### ***Present version***

5.3 The desired class size is fifteen. Permission of the instructor is required for more than fifteen. Occasional unlimited lecture classes with reduced tuition are also held with consent of the instructor.

#### ***Revised version***

5.3 The default class size limit is fifteen. A larger limit may be appropriate when the course format (lecture vs discussion) and room size permit. The decision to set a larger limit is made by the instructor in consultation with the Operations Director, and is announced before registration begins. To avoid any appearance of favoritism in the case of strong demand, additional students are ordinarily not admitted to a course that has reached the announced limit.

### **(Section 6 – Classes)**

#### ***Present version***

6.3 The preferred class size is fifteen.

#### ***Revised version***

6.3 The traditional class size is fifteen.