

Cannon Valley Elder Collegium Board Minutes, January 20, 2016

The Board of Directors of CVEC met at the Northfield Senior Center on January 20, 2016. Board members Jean Haslett, Dan Van Tassel, Randy Cox, Jerry Mohrig, ReJean Schulte, Peg Morrison, Joan Drenth, Phil Eaves, Mary Emery, Judy Mason, Ed Lufkin, Eric Nelson, Dale Talley, Anne Aby and Mike Harper were present. A quorum being present, Board Chair Jerry Mohrig called the meeting to order at 3:45 P.M.

1. The meeting agenda had been circulated to the members of the Board prior to the meeting. Jerry asked if there were any additions or changes to the agenda. There were no suggestions for additions or changes.
2. Jerry next asked that the minutes of the November 18, 2015 meeting of the Board be approved in the form previously circulated by email. A motion to approve the Board minutes in the form circulated was duly made, seconded and approved unanimously.
3. Rich Noer gave the Executive Director's report. First, he explained that the course registration form has been revised as it relates to the "registration period." For purposes of clarity, the registration period is henceforth to be defined as the period starting with the date the registration forms are made available and ending on the first day registrations are processed and class assignments made. Registrations may also be received and acted upon during the "late registration period," that is, after the end of the registration period and until classes are scheduled to commence. The CVEC calendar will be revised to reflect these new definitions.
4. Next, Rich reported that class times for classes held at the Senior Center will revert to 9:30 to 11:30 (morning classes) and 1:30 to 3:30 (afternoon classes), commencing with the spring 2016 classes.
5. Rich announced that members of the Board are to be photographed at the next Board meeting, and their photos will be posted on the CVEC website. Ed Lufkin will take the pictures. Board members who do not want their pictures taken may opt out.
6. Rich discussed staff turnover and succession. Rich reported that at the suggestion of the Executive Committee he had met with each staff member to discuss succession. The expectations are as follows: Barb Jenkins will

continue as Finance Director for one additional academic year (i.e. until summer, 2017). Dale Sommers will continue as Operations Director for at least two years. Ed Langerak will continue as Curriculum Director for two or three more years. Rich expects to continue as Executive Director for two to three years. Discussion of staff reorganization can be put off until the next academic year in view of these expectations.

7. Jerry said that in light of our stable financial situation the Executive Committee recommends that we delay any discussion of an increase in course fees until next academic year.
8. Operations Director Dale Sommers asked that members of the Board agree to deliver course evaluations to winter term classes. He circulated a sign-up sheet for that purpose. Dale also reported on winter term registration results. As of the meeting date, 10 of 13 classes were full, with 225 student registrations. Nineteen people were notified by phone that they would not be able to register for courses due to oversubscription. Over the last five terms, 125 people have been so notified; of those, only 18 have chosen to take other courses.
9. Curriculum Director Ed Langerak reported that the Curriculum Committee had met the day before and had voted to approve a list of spring term courses. The list was circulated to the members of the Board. Several Board members thanked Ed and the Committee for the excellent courses scheduled for the spring.
10. Ed went on to say that he had contacted instructors who had taught recently and asked whether they had been invited to give “Collegium Invitational Talks” to local churches or other organizations. None had been invited except by the Northfield Library, which would welcome such future talks by CVEC instructors. Because of the lack of institutional response, Ed said that CVEC will no longer send lists of courses to organizations, except the library.
11. Peg Morrison gave the financial report. The operations report indicates that CVEC did well financially over the 2015 calendar year, and its “bottom line” is ahead of budget due to the number of student enrollments and an increase in gifts. Peg noted that the expense line item for instructional materials has increased. She asked that instructors submit their requests for reimbursement within two weeks following the end of their classes.

12. Jerry discussed developments in Faribault. He said that two sessions of the course on Islam will be presented this spring, due to anticipated demand. He said that the Mills on the Cannon course will probably be offered again next fall, as that course was oversubscribed last fall. He also reported that members in Faribault will be meeting together to discuss potential course offerings and instructors.
13. Rich described the decision of the Technology Committee regarding purchase of an AV Rover cart-based audiovisual system. A description of the system and of the optional equipment to be included had been circulated to the members of the Board before the meeting. There was very little discussion. Jerry asked for a vote authorizing the purchase of the AV Rover, and the following resolution was made, seconded and unanimously approved:

“Resolved that the Board approves the purchase of an AV Rover audiovisual cart and associated equipment, substantially as described in materials circulated to the Board in advance of this meeting. The purchase price, not to exceed \$4,000, is to be paid from CVEC’s reserve funds.”
14. Phil Eaves, chair of the Nominations Committee, asked that each member of the Board submit names of people qualified to serve on the Board. He had placed a short form at each Board member’s place in the expectation that names and very brief qualifications could be submitted to him. The Nominations Committee was scheduled to meet in two days, and its recommendations to the Board are due by the March Board meeting.
15. At an earlier Board meeting, it had been reported that unexpected and significant gifts had been received as memorials to former CVEC student Greta Smith. Barb Jenkins read a letter written by Greta’s daughter that praised CVEC as a wonderful part of her late mother’s life.

The meeting was adjourned at 5:00 PM.

Respectfully submitted,

Michael H. Harper, Jr., Secretary