

Cannon Valley Elder Collegium

Minutes of Board Meeting

April 19, 2017

The meeting of the CVEC Board of Directors took place on Wednesday, April 19, 2017, at the Northfield Senior Center. Members present were Joan Drenth, Phil Eaves, Mary Emery, Mike Harper, Jean Haslett, Steve Kelly, Ed Lufkin, Peg Morrison, Judy Mason, Perry Mason, Eric Nelson, Bob Speckhals, Dale Talley, and Dan Van Tassel. Also in attendance were staff members Barb Jenkins, Ed Langerak, Rich Noer, and Dale Sommers. Confirming a quorum, Vice Chair Dale Talley called the meeting to order at 3:45 p.m.

1. The Vice Chair asked if there were any additions or changes to the previously circulated agenda. There being none, the Vice Chair proceeded to invite any additions or changes to the minutes from the Board meeting of March 15, 2017. There being none, a motion to approve said minutes was made, seconded, and approved. In similar fashion the minutes from the Annual Membership meeting of March 26, 2017 were approved.
2. In his report as Executive Director, Rich Noer provided an update on Jerry Mohrig, informing us that Jerry , “on his own steam,” had moved back to his dwelling in the VOC, is making gradual progress with therapy, and looks forward to sharing lunches with his wife, who has relocated to Millstream for needed assisted care. For an update on Perry Mason, Rich deferred to Perry, who said he was very happy to be in attendance and is much improved following gall bladder surgery. Perry expressed his enthusiasm for moving forward with his upcoming responsibilities as Curriculum Director.
3. Operations Director Dale Sommers reported that, owing to the cancellation of two classes due to instructors’ illness, enrollment for the present Spring Term is the lowest for that term since 2013. Nonetheless, the trend continues for overall enrollment to increase. Dale also remarked on the anomaly of our having the fewest requests for scholarships this year since 2009-10.
4. Curriculum Director Ed Langerak reported that preliminary progress on solicitation of courses for upcoming Fall and Winter terms looks promising and that the slate of courses and their full descriptions for Fall Term 2017 can be expected to develop as further engagement takes place between the Director and the cadre of instructors intending to offer courses during the coming academic year. So far from Faribault, Ed noted, only Diane Hagen has expressed her intention of offering a course there this fall. Bob Speckhals reported that he too has been priming the Faribault committee and is confident that additional offerings will be forthcoming.
5. Financial Director Barb Jenkins and Treasurer Peg Morrison had nothing to report, all systems advancing as expected.

6. Dale Talley called for and received a motion and a second to approve a proposed amendment to section 4.2 of the Policy Manual, as discussed at the March Board meeting and circulated prior to today's meeting. Brief discussion ensued and the motion, involving calculation of compensation for faculty choosing to teach a course in which the enrollment is shy of the minimum five students required for the faculty to receive the full honorarium, passed unanimously. Dale then called for and received a motion and a second to approve the proposed amendment to section 5.1 of the Policy Manual, as modified in accordance with the discussion at the March Board meeting. After brief discussion, this motion, specifying a normal minimum course length of 4 weeks or its equivalent, also passed unanimously. The text of these amendments is included as an attachment to these minutes.
7. Dale Talley and Rich invited group discussion of the Publicity Chair position, which will need to be filled now that Ed Lufkin has decided to retire from the position, which he has filled so capably for a decade. Rich reiterated the three components of the job description, as outlined in an attachment to the agenda. He suggested that the position could be streamlined by separating out the part pertaining to chairing the Publicity Committee and seeking to fill it with a Board member, perhaps one already serving on the committee. The group endorsed that suggestion. Another aspect of the job description that could be handled separately is the responsibility for sending email "blasts" to the membership. The discussion of that component—to the Board's good fortune—resulted in Joan Drenth's volunteering to serve in that capacity. The remaining part and core of the Publicity Chair's responsibilities is the production of the Newsletter for each term. Each issue of the newsletter contains a lead article, that term's list and description of courses, a Registration Form, and an account of the registration procedures. The work involves inserting the prepared Word pages into a Publisher template; conveying that file (manually or electronically) to a print shop for production of copies, which entails collating, stapling, and folding; and finally addressing and mailing. An announcement of the position opening, the job description as refined, and the desired qualifications will be prepared and posted on the CVEC website and disseminated shortly. Ed will be available to facilitate the transition when a new chair is selected.
8. Dale Talley and Peg Morrison spoke to the issue of whether to move the Annual meeting from Spring to Fall and invited those present to discuss the pros and cons. While it was observed that the turnout for the recent Annual Meeting, held in March this time rather than later in the spring as usual, was not significantly increased, the enthusiasm seemed greater this time. One problem arising with an annual meeting occurring in the spring is that the year to sum up is still not over financially, academically, or in terms of Board meetings for the year. One matter that would make a September date for the annual meeting awkward is that of soliciting and voting on nominations. Perhaps a fall date for

the annual meeting would be best. Since the next annual meeting would then occur in the fall of 2018, there is ample time for deliberating and reaching a decision. Meanwhile, the Executive Committee will take the matter up and prepare a proposal for future board consideration and action.

9. Note that our next regular Board meeting is scheduled for Wednesday, May 17, 2017.
10. The meeting was adjourned at 4:37.

Respectfully submitted by Dan Van Tassel, Secretary

Attachment: Policy Manual amendments approved 4/19/17

Section 4 – Faculty

- 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 fewer than five enroll, the instructor may cancel. If there are fewer than five students and the course is taught, 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.

Section 5 – Courses

- 5.1 There are three terms per year, each eight weeks in duration. Classes normally meet once a week for two hours. Most courses are eight weeks in duration; the normal minimum length is four weeks or its equivalent.