

*Cannon Valley Elder Collegium*

Minutes of Board Meeting

April 18, 2018

The meeting of the CVEC Board of Directors took place on Wednesday, April 18, 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, 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 March 21, 2018. Two corrections were proffered: "Registrar," in #2, line 13, should read "Registration," and "waved," in #5, paragraph 2, line 4, should read "waived." A motion to accept the minutes as corrected was made, seconded, and carried.
2. Executive Director Rich summarized progress so far in developing a plan and securing qualified staff to provide technical support for instructors. The plan is threefold: offer a general training session prior to each term, put in place a method for handling on-the-spot assistance when needed, and contract for troubleshooting service as well as repair and/or replacement of computer related equipment as required. He is following up with a number of qualified individuals and will be working up a proposed budget for compensating tech persons or teams. One aspect of on-the-spot assistance which has been tried and proved helpful in a couple of recent courses is to recruit a student volunteer in each class in which audio-visual technology will be used. This student works with the instructor as needed to address equipment issues as they crop up. Rich will continue with the planning and negotiating and will report back to the Board at the May meeting with a recommendation and various options for consideration.

Rich relayed Jean Haslett's observation that two versions of the CVEC motto, one "a questioning mind never retires" and the variant "a questioning intellect never retires," are currently co-existing in our publicity. It appears that the "mind" version was first promulgated but both versions have regularly appeared over the past several years. They recommended and the deliberative body present concurred that the *mind*

version was the better, more apt version and will be the exclusive form of the motto going forward.

3. Operational Director Dale Sommers reported that the current total enrollment of 249 students for the present Spring term stands as a new record, 10 students over the previous record of 239 in Winter 2014. Since Fall 2008, CVEC students have come from 44 different zip codes, with Northfield being the primary draw and Faribault the next most represented. Additional demographic data is included in the previously circulated Registration Summary for Spring 2018.

Dale summarized his 2-page addition to today's agenda entitled "Thoughts on the Evolution of the Registration Process," pointing out how the lottery system for over-subscribed courses has been handled in recent years. While options for managing instances of demand exist, concomitant drawbacks and advantages seem to argue against departing markedly from present practice. Germane to this issue, Dale will return with a recommendation for the Board to respond to at the May meeting.

A motion was invited, made, seconded, and passed to approve the proposed 2018-19 CVEC Calendar (as circulated with the agenda and included with these minutes as Attachment A).

4. Curriculum Director Perry announced that the course offerings for 2018-19 have been considered by the Curriculum Committee. They are in various states of refinement, but it is anticipated that the Fall offerings will be ready for final consideration and approval at the committee's May meeting, making way for reporting the same to the Board at its next meeting and including the course descriptions in the forthcoming newsletter. It is anticipated that Fall Term 2018, which presently includes 10 courses in Northfield and 4 in Faribault, will provide 275 slots. Perry and the committee are pleased with the array of courses planned. The proviso that instructors supply a syllabus has resulted in winnowing out courses that wouldn't have met CVEC expectations and in improving the fuller development of courses suited and attractive to our constituency. Some discussion ensued regarding ways to enhance enrollment through multiple sections of courses promising to be in high demand and increasing the limits in certain courses where a larger class would be in keeping with the subject and presentation, all at the discretion of the instructor in consultation with the Curriculum Director.

5. Financial Director Kathy Sommers, referring to figures in the previously circulated Operations Report (dated 4/10/2018) and accounts of Fund Balances (as of 3/31/2018), reported that the financial status of the Collegium remains sound. The total account balances are sufficient to meet expenses remaining in the fiscal year.

Dale Sommers made one correction to the circulated operation report: under topic Expenses, line item Technology, it should read (\$96.95 of \$174.51).

6. Chair Dale pointed out that the status of the Policy Manual amendment concerning the new Registration and Finance Director position (Attachment B) is that of a second reading and, accordingly, is open for discussion and a vote. There being no further discussion, the motion to approve was made, seconded, and carried.
7. Rich introduced the (previously circulated) Policy Manual amendment concerning cancelling low-enrollment courses (Attachment C). Following a brief account by Rich of the history of this matter and expressions by several members of satisfaction with the clarification herein provided, a motion to approve was made, seconded, and unanimously carried.
8. As a starting point for a discussion of the role of facilitators and the disposition of honoraria among multiple instructors, Rich relayed the recent case of a course on Japanese dolls. The four-week course had three instructors, with one teaching two of the four classes, and a facilitator whose brainchild was the course, who arranged for the instructors, but who was not present during the course. It was decided that the honorarium would be divided among the three instructors in rough proportion to instructional time, and that the facilitator would receive no compensation.

Another anomaly was that of a recent CSI course which involved two police officers as instructors. Because they were not permitted to receive our normal honorarium (\$150 each) for their work in the course (it being considered outreach), the officers suggested that we donate their honoraria to charities they would name. The facilitator of the course did not receive any pay. The Board voted unanimously to authorize this resolution of the matter.

Other Board members shared their thinking on the subject of the role of course facilitators, whether and how much compensations is warranted, and the nature of the interplay between course facilitator(s) and

instructor(s). Clearly, the Curriculum Director, in consultation with the particular instructor, is pivotal in such decision-making. Time running out and no consensus emerging, the chair announced that Perry and Rich would refine a proposal regarding a range or maximum amount to be budgeted per course and as a total sum per term or academic year. They will bring the proposal to the May board meeting for further discussion and approval.

9. The chair, pointing to the clock, whose hands were gesturing the close of our meeting, took the privilege of delaying adjournment to allow Eric Nelson to provide an update on the 2018 Film Festival. Fortunately, the professor had a handout. Both he and it provided a summary of the progress in planning. The focus will be *Film Noir*. Headway has been made in getting suitable presenters for the films, which have not yet been selected. Kudos to Eric for facilitating yet another promising film festival.
10. The time being 5:10, the Chair adjourned the April Board meeting, noting that the final item on the agenda (planning for Fall membership meeting) would be carried over to the next regular meeting, which is scheduled for Wednesday, May 16, 2018.

Respectfully submitted by Dan Van Tassel, Secretary

**2018-2019 CVEC Calendar**

FALL TERM September 10 – November 2, 2018

Formal registration period ends\* August 20, 2018

WINTER TERM January 7 – March 1, 2019

Formal registration period ends\* December 10, 2018

SPRING TERM March 25 – May 17, 2019

Formal registration period ends\* March 4, 2019

ANNUAL MEMBERSHIP MEETING – October 21, 2018

**2018**

July 10	Start of Film Festival (July 10-11, 17-18, 24-25, 31- August 1)
July 30	Fall Term materials posted on website and newsletter mailed
August 20	Formal Registration for Fall classes ends*
September 10	Fall Term begins
September 19	Board Meeting
October 17	Board Meeting
October 21	Annual Membership Meeting
November 2	End of Fall Term
November 21	Board Meeting
November 19	Winter Term materials posted on website and newsletter mailed
December 10	Formal Registration for Winter classes ends*

**2019**

January 7	Winter Term begins
January 16	Board Meeting
February 11	Spring Term materials posted on website and newsletter mailed
February 20	Board Meeting
March 1	End of Winter Term
March 4	Formal Registration for Spring classes ends*
March 20	Board Meeting
March 25	Spring Term begins
April 17	Board Meeting
May 15	Board Meeting
May 17	End of Spring Term

\* Late registration possible

## Policy Manual amendment concerning the new Registration & Finance Director position

### SECTION 8 – ADMINISTRATION

#### Current version:

- 9.1 The current staff – Executive Director, Curriculum Director, Finance Director, and Operations Director – conduct the administration of CVEC. Each Director receives an annual salary set by the Board. As of July 1, 2017, the salary for each of the four Directors is \$3000/year.
- 9.4 The Directors' responsibilities include the following:
- c. The Finance Director's responsibilities include
    - (1) managing the financial system, including payroll, income recording and payments,
    - (2) preparing financial reports for review by the Executive Director and Treasurer,
    - (3) preparing and submitting reports to state and federal governments as required to maintain CVEC's non-profit status,
    - (4) attending Finance Committee meetings, and
    - (5) working with the Executive Director and Operations Director to maintain CVEC operations.
  - d. The Operations Director's responsibilities include
    - (1) managing class registration,
    - (2) managing the database,
    - (3) working with the Executive Director on administrative and program decisions, and
    - (4) managing the operation of CVEC classroom technology.

And many passages with simple mention of Operations Director.

#### Proposed changes:

- 9.1 The ~~current~~ staff as of July 1, 2018 – Executive Director, Curriculum Director, and **Registration & Finance Director**, ~~and Operations Director~~ – conduct the administration of CVEC. Each Director receives an annual salary set by the Board. As of July 1, 2018, the **annual** salary for ~~each of the four~~ **the Executive and Curriculum Directors is \$3000, and for the Registration & Finance Director is \$5000.**
- 9.4 The Directors' responsibilities include the following:
- c. The **Registration & Finance** Director's **financial** responsibilities include
    - (1) managing the financial system, including payroll, income recording and payments,
    - (2) preparing financial reports for review by the Executive Director, Treasurer, **and Board**,
    - (3) preparing and submitting reports to state and federal governments as required to maintain CVEC's non-profit status,
    - (4) attending Finance Committee meetings, and
    - (5) working with the Executive Director ~~and Operations Director~~ to maintain CVEC operations.

- d. The **Registration & Finance** Director's **operational** responsibilities include
- (1) managing class registration,
  - (2) **distributing class lists to students and instructors,**
  - (3) **reporting to the Board on registrations,**
  - (4) **processing on-line course evaluations,**
  - (5) **managing the database, and**
  - (6) working with the Executive Director on administrative and program decisions. ~~and~~
  - ~~(4) managing the operation of CVEC classroom technology.~~

The passages below simply substitute “Registrations Director” in place of “Operations Director”. To keep things focused, I’ve avoided spelling out the complete title “Registrations and Finance Director” where the relevant concern was only for “operations” as opposed to “finance”. (In the same spirit, I’ve left in place references elsewhere to “Finance Director” where the relevant concern was only for “finance” as opposed to “operations”.)

3.4 Financial assistance is available by request to the CVEC **Registrations** Director...

4.7 Class rosters will be sent to instructors by the **Registrations** Director prior to the first class meeting so that course information can be sent to the students if the instructor desires. (The **Registrations** Director can also provide mailing labels and postage if needed.) The **Registrations** Director will provide a current class list to all students no later than the first class meeting.

5.6 Class size limits are set to allow maximum enrollment, consistent with room capacity (as determined by the Curriculum and **Registrations** Directors)...

9.4 The Directors’ responsibilities include the following:

- a. The Executive Director's responsibilities include...
  - (6) working with the **Registrations** Director on program decisions, and
- b. The Curriculum Director’s responsibilities include...
  - (6) working with the Executive Director and the **Registrations** Director to provide for the effective operation of the CVEC curriculum.

10.5 Payment and disbursement of CVEC funds.

The following are approved for signing checks: (1) Executive Director, (2) **Registrations** and Finance Director, (3) Treasurer, **and** (4) Chair of the Board, ~~and (5) Operations Director.~~

11.2 CVEC records management policy...

The **Registrations and Finance** Director shall be responsible for filing all documents, except the Secretary shall be responsible for filing the Minutes ~~and the Finance Director shall be responsible for filing the “Financial Records” documents.~~

*Detailed lists of students for each course may be maintained by the **Registrations** Director for so long as may be convenient, but will not be maintained with the public records.*

## Policy Manual amendment concerning cancelling low-enrollment courses

This amendment clarifies language concerning courses with enrollment near our normal cutoff of five students. Current wording (§4.2) is unclear about whether an instructor can cancel a course that registers five (or more) students. The proposed changes (lined through or added in red) remove cancellation issues from §4.2, leaving it focused on instructor compensation. A new section 5.7 is inserted to deal with course cancellation issues; the only new element here is the final sentence, “obliging” the instructor to teach a course that reaches the five-student lower limit. (To put this new section in context, I’ve indicated the topics of the other parts of section 5.)

### 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 (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.

### SECTION 5 – COURSES

- 5.1 There are three terms per year, each eight weeks in duration...
- 5.2 Classes are normally organized to encourage student participation in each session’s activities...
- 5.3 Courses are to be at the first-year college level...
- 5.4 In general, courses will be in the liberal-arts tradition...
- 5.5 To promote student engagement and learning, courses should ordinarily encourage students' preparation...
- 5.6 Class size limits are set to allow maximum enrollment, consistent with room capacity and class format...
- 5.7 The normal minimum class size is five students. If fewer than five enroll, the class may be cancelled. However, an instructor may agree to teach a class with fewer than five students (as outlined in section 4.2). In contrast, if at least five students enroll in a course, the instructor is normally obliged to teach it.
- 5.8 Titles, estimated prices, and sources of books, CDs, and similar materials that students need to purchase for a course shall be announced in the registration materials...
- 5.9 At the end of each course, students will be asked to complete a course evaluation...
- 5.10 Registration procedures will be outlined on the Registration Form. In general they will state...
- 5.11 Procedures to be followed in the event that a class session needs to be cancelled...
- 5.12 Coffee policy...