

Cannon Valley Elder Collegium

Minutes of the Board Meeting

March 20, 2019

The meeting of the CVEC Board of Directors took place at FiftyNorth on Wednesday, March 20, 2019. Members present were Dale Talley, Phil Eaves, Bob Speckhals, Peg Morrison, Joan Drenth, Steve Kelly, Eric Nelson, Ed Lufkin, Dan Van Tassel, Jean Haslett, and Mary Ho. Also in attendance were Carol Rutz and staff members Rich Noer, Bill Rizzo, and Perry Mason.

1. Confirming a quorum, Chair Dale Talley called the meeting to order at 3:49 p.m.
2. Dale asked if there were any additions or corrections to the previously circulated minutes of the Board meeting of January 16, 2019. There being none, a motion to accept the minutes as presented was made, seconded, and carried.
3. Dale introduced Carol Rutz, approved at the January Board meeting to be the next Executive Director of the CVEC, upon the retirement of Rich Noer at the end of June 2019. Carol talked about how she learned of the position, her experiences with Elder Collegium classes, and her discussions with Rich before applying for the position.
4. Dale announced that the following are the members of the Faribault Committee: Bob Speckhals, Sue Carlson, Tim Madigan, Diane Hagen, Jerry Mohrig, Pat Rice, and Perry Mason.
5. Rich took some time to discuss his previous work with incoming Executive Director Carol Rutz, particularly when both were affiliated with Carleton College. Regarding preparation for Carol's transition to the Executive Director role, Rich said that they are meeting periodically and will continue to do so until his retirement, and that after that time he expects that he will be available to assist with the CVEC website and newsletter if the need arises. Rich also reported that he had been to the remodeled senior center in Faribault, now know as Buckham West, and that he was very impressed with the updated audiovisual equipment and the large meeting space which could accommodate CVEC classes. Rich concluded his report with the information that the planned work in the Weitz cinema will not occur until August, and so the CVEC film festival can take place at its usual time in July.
6. Bill Rizzo first reviewed the Winter 2019 registration summary, which showed 206 registrations and 184 students, which he said is about average. He noted that there were four oversubscribed courses, representing 33 students. He said also,

that the 41 students from communities other than Northfield was a somewhat fewer than usual. As for Spring registration, which is in process now, there are 203 registrations so far, most courses are nearly full, and only one was oversubscribed.

7. Perry Mason reported on courses for 2019 - 2020. He said that he has commitments for 26 courses for the upcoming year, with 9 for the Fall (7 in Northfield and 2 in Faribault). In an effort to recruit additional faculty, Perry noted that he has contacted 85 past faculty and has already heard back from forty-three.
8. Bill Rizzo and Peg Morrison reported that CVEC income and expenses are as budgeted, and that the fund balance report circulated to Board members reflects the recent closing of the CVEC savings account at Community Resource Bank and the transfer of the balance to the Schwab equity fund on January 18, 2019.
9. Eric Nelson lead a discussion regarding the annual CVEC film festival and its importance to the Elder Collegium. He noted that the films were very well attended last summer, although there were fewer persons in attendance at the follow-up seminars than in previous years. He said that the seminars serve as an additional educational component of the festival, and that the tuition collected helps to cover the costs of presenting the films. Board members were very supportive of the festival continuing in the current format, and Peg said that the Finance Committee is aware that the Elder Collegium might have to cover some costs beyond what is collected as tuition from those attending the seminars, and that the Committee does not see this as a problem. There was some discussion of asking film attendees for a free will donation, but no action was taken on this. Eric said that the film festival committee is planning to meet with some past seminar presenters to discuss themes and films for summer 2019. He will report back to the Board at an upcoming meeting.
10. Rich presented the proposed 2019 - 2020 CVEC Calendar. With one correction, moving the November 18 item so that it appears before the November 20 Board Meeting, approval of the calendar as presented was moved and seconded. The motion carried.
11. Dale introduced the topic of maintaining gender balance on the Board. Members agreed that this was important, if it could be achieved while adding strong, involved members. Phil Eaves said that the Nominating Committee will have a slate of candidates to put forward that will consist of 7 women and 6 men, if we add two men and one woman to the Board. He also highlighted the role of CVEC courses in fostering relationships between students, some of which continue on after a course has ended.
12. Peg reported that she, Ed Lufkin, Bill, and Rich had a lunch meeting with the Dekkers, and that they are very supportive of the idea of using the funds donated

in their names for classroom technology. Also, they are pleased that the funds will be spent rather than being reserved for future needs. The following motion was then moved and seconded: That the Dekker Fund be used for technology and related support to benefit the classroom, and that a technology committee be created to formulate a plan for spending the funds until exhausted. The motion carried unanimously. Dale is recruiting members for the technology committee, and she said that Steve Kelly has already agreed to serve.

13. Two proposed amendments to the Policy Manual were circulated to Board members prior to the meeting, and are attached to these minutes: Section 5.7 on the timing of cancellation of low enrollment courses; and Sections 5.9 and 11.2 on the disposition of course evaluations. The proposed amendments were moved and seconded and both motions were approved.
14. The meeting was adjourned at 4:52 p.m. The next regular meeting is scheduled for Wednesday, April 17, 2019.

Respectfully submitted,

Mary Ho, Secretary

Proposed amendments to the Policy Manual

Recent questions about course operations reveal that section 5 (“Courses”) of our Policy Manual is mute about two issues. Added wording, shown in red below, would mainly formalize what has been informal practice.

1. When is a decision made to cancel a low-enrollment course?

- 5.7 The normal minimum class size is five students. If fewer than five **have enrolled by the end of the formal registration period**, 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.

Comments: Bill asked, at the end of the 19W registration period, for guidance about the two under-5 courses (one with 3 and the other with 4 registrants). The 4 course picked up a fifth in 3 more days and was continued; the 3 course was cancelled after 11 days with no change. The new wording allows this flexibility (with the retention of the following “may”), but is intended to discourage indefinitely postponing a difficult decision.

2. What happens to course evaluations after they are submitted, and who gets to see them?

- 5.9 At the end of each course, students will be asked to complete a course evaluation, and to make suggestions about subjects and instructors for future course offerings. **These evaluations will be retained as confidential records by the Curriculum Director, who will send those for each course to its instructor. They are not shown to others, though they may also be discussed in summary form with the Curriculum Committee.**

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 Curriculum Director shall be responsible for preserving course evaluations.**

...

[Before “**Student registrations.**” :]

Course evaluations. *These shall be preserved electronically for 10 years*

Comments: Retained evaluations can be useful to a present or future Curriculum Director when a particular course or instructor is again considered for a future term. Confidentiality has been generally assumed in the past, but never explicitly stated as policy.