

Cannon Valley Elder Collegium Board Meeting 2020-2021 Academic Year

3:45 PM, Wednesday, 17 March 2021
Via Zoom Video Conference, Carol Rutz, Hosting

Members Present: Barbara Crouter, Sue Evans, Carol Rutz, David Norman, Steve Kelly, Colleen Vitek, Jill Ballard, David Peterson, Perry Mason, Peggy Sheldon, Bob Nyvall, Dan Van Tassel, Bill Rizzo, Karolyn Bertelsen, Art Higinbotham, Nicole Barnette

1. The meeting was called to order at 3:47 PM by CVEC Chair, Dan Van Tassel.
2. The Minutes for the February 2021 Board Meeting were presented and approved as read.

3. Staff Reports:

a. Carol Rutz, Executive Director

- A committee has formed to interview for the opening for a new Curriculum Director. Art, Carol, Barbara, Dan, and Ed Langerak will comprise that committee. All Board members need to actively recruit likely candidates for the position. Question: could the position be shared? Perry said no, that would add hours rather than make the job more efficient. The job involves finding 45 excellent courses per academic year, scheduling, securing venues, helping instructors, and much more.

b. Perry Mason, Curriculum Director

- Perry referenced the list of prospective classes for the next academic year. Already there are 25 projected courses, by far the fullest list ever by this point in the year. We really don't know about venues yet, but assume that most Fall Term classes will be on Zoom.

- Winter course evaluations were returned at a higher than usual level, with about two thirds of participants responding. Responses were overwhelmingly favorable, with students indicating that the "best things" included the strong knowledge of subject matter and the ability of teachers to teach in an engaging way. Very strong marks here! When asked what could be improved, there was only one courses that engendered some complaints, primarily because of issues with Zoom. In general Zoom classes were very much appreciated, especially in the winter. There were a large number of students from distances far outside of Northfield who would not otherwise have been able to attend the classes. Several responses indicated that people felt better connected to fellow students on Zoom than in the classroom, and actually preferred Zoom to in-person classes. Perry concludes that the Board made the correct decision when deciding to offer some Zoom classes even after we are able to meet in person.

•Perry indicated that we hired Rich Noer this winter to help train instructors in Zoom, which was immensely helpful. Colleen asked if there could always be someone designated to help students who have difficulty entering a class. Perry has asked that instructors keep him informed of all Zoom difficulties as they occur so that he can help with problem solving. Yes, it would be helpful to have someone staffed each semester as the Zoom expert. Art indicated that he personally contacted Aldrich Technologies for assistance with things like screen sharing and use of DVD's over Zoom. He found that very helpful.

c. Bill Rizzo, Registration and Finance Director

• Online registration worked very well, and of 136 students registering for courses, 91 used the online option.

•Operations Report—we have collected most of our income for the fiscal year. A few expenses remain, but we are in good shape. Colleen commented on the \$196 fee for the use of credit cards and questioned whether there might be less expensive or free options available to us. Bill will look into that and report back.

•Fund Balances—there were no transactions in February and no outstanding payments. We are in good financial standing.

4. Committee Reports

a. Barbara Crouter, Chair of the Nominating Committee

•Barbara presented Board candidates David Sauer and Kristi Wermager to the Board for approval. Both candidates were given enthusiastic, unanimous approval and will appear on the ballot for the vote by CVEC members in the fall. New Board members will be introduced at the October Annual Meeting.

5. The meeting was adjourned at 4:49 pm. The next Board Meeting will be April 21, 2021.

Respectfully submitted,

Susan Evans, Recording Secretary