

CVEC POLICY MANUAL
[Approved October 18, 2023]

SECTION 1 – STUDENTS

- 1.1 There are no formal education prerequisites for participants in CVEC classes.
- 1.2 The program is designed for students fifty years of age or older and their spouses of any age, with registration open to those younger on a space available basis.
- 1.3 Tuition for courses will be calculated according to the number of weeks being scheduled:

<i>Courses</i>	<i>Tuition</i>
4-week	\$30.00
5-week	\$35.00
6-week	\$40.00
7-week	\$45.00
8-week	\$50.00

Books, other materials and travel, when specified for a class, are extra, and may be included in the course fee at the time of registration.

- 1.4 Financial assistance is available by request to the CVEC Registrations Director. Scholarships are limited to one per student per term, and scholarship students are limited to one course per term.
- 1.5 If a course is canceled, full refunds are made.

SECTION 2 – FACULTY

- 2.1 Generally, instructors are retired professional educators, but may also be others with extensive experience or knowledge.
- 2.2 Faculty compensation is a modest honorarium per course, based on the number of weeks scheduled:

<i>Course</i>	<i>Honorarium</i>
4-week	\$300.00
5-week	\$350.00
6-week	\$400.00
7-week	\$450.00
8-week	\$500.00

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 there are fewer than five students and the course is taught (see Section 3.7), 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.

2.3 For eight-week courses offered jointly by two instructors the stipend is \$300 per instructor. In other courses with more than one instructor, the division of the normal instructor's honorarium among the co-instructors must be discussed and agreed to before the course is presented to the Curriculum Committee for approval.

2.4 A facilitator is someone who helps set up a course, either in its design or in securing its instructor(s), but does not actually participate in the teaching. Such a person (1) is not listed in the course publicity, and (2) ordinarily receives no payment, though in a special case where unusual efforts are involved the Curriculum Director may authorize a stipend of no more than \$150 (with an annual total of all such cases not to exceed \$500). Any such payment must be discussed and agreed to before the course is presented to the Curriculum Committee for approval.

2.5 Prospective instructors of new courses shall present a course proposal to the Curriculum Director. Those who have not taught in CVEC before should first consult with the Curriculum Director. Proposals shall specify course format (seminar, informal lecture, lecture and discussion, etc.), text(s), cost, and amount of reading or other out-of-class work involved. A provisional syllabus, consisting minimally of a class-by-class list of topics planned for discussion, is required before approval. After approval it will be made available as part of course publicity. For approved courses, a formal description and an instructor's bio are also required for course publicity, and are subject to restrictions on length.

2.6 Instructors shall make arrangements for purchases by students of books, CDs, and/or other materials needed for a course.

(a) When necessary (e.g., when a suitable book is not available), these may include a "course packet" of locally produced materials. Instructors shall make arrangements for producing, costing, and supplying these materials to class members; their cost shall be announced in registration materials and will ordinarily be included in the course fee.

(b) Normally the total price of student purchases for a course should not exceed \$60; exceptions are to be discussed with the Curriculum Director in advance of registration.

(c) Instructors are reminded of the need to obey copyright laws when duplicating materials for students' use.

2.7 Instructors are not expected to personally cover any reasonable course expenses. Such expenses not covered by Section 2.6 above (e.g., occasional duplicated materials not part of a course packet) will be reimbursed by the Collegium; if more than \$5.00 per enrolled student is anticipated, needs shall be discussed with the Curriculum Director before expenses are incurred. (See also Section 3.8.) Requests for payment are to be made to the Finance Director no later than two weeks after the final class.

2.8 Instructors who wish to invite guest speakers should discuss their plans with the Curriculum Director. Honoraria will normally be no more than \$100 per speaker, and should not exceed \$200 per course, except by approval of the Curriculum Director. Total payments for speakers during an academic year may not exceed \$1200 unless approved by the Board or the Executive Committee.

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

2.10 To honor our instructors for their dedication, professionalism, and service, the following recognitions will be awarded:

(a) At the annual membership meeting, instructors who have taught 5, 10, 15, ... courses shall be publicly recognized and presented with a special letter of commendation. The Board Chair will sign these letters.

(b) At any time, special commendation may be given to other instructors at the discretion of the Board.

SECTION 3 – COURSES

3.1 There are three terms per year, each eight weeks in duration. Classes normally meet once a week for two hours, with a brief (5-10 minutes) break near the midpoint. Most courses are eight weeks in duration; the normal minimum length is four weeks or its equivalent.

3.2 Classes are normally organized to encourage student participation in each session's activities. Even lecture courses should build in time and consideration for student input, discussion, comment, disagreement, and/or communal reflection.

3.3 Courses are to be at the first-year college level in terms of the degree of intellectual sophistication assumed. We assume our students are at least literate high school graduates or the equivalent. In general, there should be no further expectations of expertise in any academic discipline.

3.4 Courses will be in the liberal arts tradition. In particular, they will not consist of how-to-do-it instruction.

3.5 To promote student engagement and learning, courses should ordinarily encourage students' preparation for each session. Without this, class discussions can be superficial and unfocused.

3.6 Class size limits are set to allow maximum enrollment, consistent with room capacity (as determined by the Curriculum and Registration/Finance Directors) and the course format chosen by the instructor. Classes that consist mainly of lectures will normally be limited only by room capacity; classes that consist primarily of discussion ordinarily need a smaller group to be effective. Whereas discussion classes may have a limit of 20 students, predominantly lecture classes may have enrollments of over 30. Other factors (e.g., out-of-class activities like field trips) may also dictate a smaller class size.

The decision to set a limit smaller than the room capacity is made by the instructor in consultation with the Curriculum Director, and the agreed limit is announced before registration

begins. With the permission of the instructor and Curriculum Director, and in accordance with any rules of the class venue, a small number of students in excess of the announced class limit may be admitted to a particular class.

3.7 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 2.2). In contrast, if at least five students enroll in a course, the instructor is normally obliged to teach it.

3.8 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. These may include collections of duplicated materials that take the place of class texts (“course packets”); if so, they are to be sold at cost to enrolled students (see Section 1.3).

3.9 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, Executive Director, and Registration/Finance 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.

3.10 Procedures to be followed in the event that a class session needs to be cancelled (e.g., due to bad weather or instructor illness): Before the course begins, the instructor should encourage students who have email access to check for possible messages of class cancellation before leaving home for each class. In the event of a cancellation:

(a) The instructor shall send an email to all class members having email addresses, as far in advance of class time as possible, informing them of the cancellation and requesting an immediate email reply confirming receipt of message. If any students have not confirmed receipt within a reasonable delay, the instructor shall try to contact them by phone.

(b) The instructor shall try to contact by phone any class members without email addresses.

(c) The instructor shall call the contact person for the classroom (shown on the class list). This person will put a note on the classroom door and also inform people who call in that the class has been cancelled.

(d) If the instructor does not have access to a class list, the Registration/Finance Director (or Executive Director if the Registration/Finance Director is unavailable) must be alerted to carry out (a) - (c) above on behalf of the instructor.

(e) The instructor should inform the Curriculum Director and the Registration/Finance Director as soon as possible of the cancellation. They can help reschedule the session.

3.11 Coffee will not be provided by CVEC or by the class venues. Students are welcome to bring their own coffee, water, or other beverages to class, subject to venue restrictions.

3.12 Course sessions, whether conducted as videoconferences or in person, may not be recorded, neither by the instructor nor by any other participant. All class sessions, whether in-

person or on video, are private and operate so as to encourage participation by all attendees. Recording those sessions by any means would lower that level of privacy and so might discourage open and free participation. In addition, the existence of recordings of sessions in which copyrighted materials are displayed could fall outside the realm of best practices for the fair use of such material.

SECTION 4 – REGISTRATION PROCESS

4.1 Registrations may be submitted online by going to CVEC.org. A paper registration form (an attachment to the newsletter or available at FiftyNorth) may be mailed to CVEC at P.O. Box 861, Faribault, MN 55021 or placed in the CVEC drop-box at FiftyNorth. Registrations submitted on paper should include a check covering the course fee (tuition and, in some cases, fees for other materials) payable to CVEC, or should check the box for financial assistance. Books, other materials, and travel, when specified for a class, are extra.

4.2 In general, CVEC will have a six-week registration period before the start of each term, divided into two periods of approximately three weeks each. The first three-week period is called the "initial registration period." All registrations received by CVEC by 6:00 p.m. on the last day of the initial registration period are treated as arriving at the same time, so they will have the same time priority.

4.3 If at the end of the initial registration period more people have requested a course than there are spaces available, then that course is over-subscribed. In that event, CVEC will fill the course according to the following principles:

(a) In keeping with CVEC's mission, courses are generally available only to persons age 50 or over, and their spouses of any age. Persons younger than 50 may attend with express permission as spaces are available.

(b) All students who registered for a previous offering of the same course but were excluded from the course by random selection will have first priority.

(c) Students registering for their first CVEC course will have second priority.

(d) For students attending by Zoom, preference will be given to those students residing in CVEC's traditional geographic area (about one hour's drive from Northfield).

(e) For all other students, available seats will be assigned by random selection.

4.4 Registrations received after the initial registration period will be accepted in chronological order as received, subject to space availability.

4.5 Confirmation of registration will be done by phone, email, or postcard. Persons excluded from an oversubscribed course will be notified promptly by email or phone, and may register for another course or receive a refund. Students who successfully register for a course that fills to the class limit who later find that they will not be able to attend should notify the Registration/Finance Director promptly so another student may take their place.

4.6 CVEC reserves the right to alter, interpret, or otherwise modify these procedures as may be appropriate, including increasing or decreasing class size. CVEC may cancel a course due to under-enrollment or other factors beyond CVEC's control.

SECTION 5 – ADMINISTRATION

5.1 The Staff, consisting of the Executive Director, Curriculum Director, and Registration/Finance Director, will conduct the administration of CVEC. Each Director receives an annual salary set by the Board.

5.2 The Executive Committee may conduct annual reviews of Staff, with input from the Executive Director as appropriate, and shall discuss the results with Staff as the Executive Committee may deem necessary or appropriate.

5.3 The Executive Director's responsibilities include:

- overseeing the day-to-day operation of the Elder Collegium and its Staff,
- fund-raising,
- community relations, website and publicity, including working with senior living facilities, classroom venues, and other organizations with whom CVEC engages,
- working with the Board of Directors and attending its meetings,
- working with the Executive, Curriculum, Finance, and Marketing Committees and attending their meetings,
- working with the Curriculum Director on course scheduling and planning,
- working with the Registration/Finance Director on program decisions, and
- working with the Registration/Finance Director on finance and budgetary matters.

5.4 The Curriculum Director's responsibilities include:

- chairing the Curriculum Committee,
- developing the course curriculum based on recommendations from the Curriculum Committee, the Board, faculty, and members,
- working closely with these groups to select an appropriate mixture of courses for each of the three terms,
- submitting a slate of courses for each term to the Curriculum Committee for approval, and notifying the Board of the slate of courses,
- managing course scheduling and planning, and
- working with the Executive Director and the Registration/Finance Director to provide for the effective operation and promotion of the CVEC curriculum.

5.5 The Registration/Finance Director's financial responsibilities include:

- managing the financial system, including payroll, income recording and payments,
- preparing financial reports for review by the Executive Director, Treasurer, and Board,
- preparing the annual budget,
- preparing and submitting reports to state and federal governments as required to maintain CVEC's non-profit status,
- attending Finance Committee meetings, and
- working with the Executive Director to maintain CVEC operations.

- 5.6 The Registration/Finance Director's operational responsibilities include:
- managing class registration,
 - distributing class lists to students and instructors,
 - reporting to the Board on registrations,
 - processing on-line course evaluations,
 - managing the database, and
 - working with the Executive Director on administrative and program decisions.
- 5.7 The Directors shall report to the Board on a regular basis.

SECTION 6 – FINANCIAL

6.1 The financial books and records may be reviewed from time to time as determined by the Board, by a qualified person not a member of the Board, staff, or Finance Committee.

6.2 The following are approved for signing checks: Executive Director, Registration/Finance Director, Treasurer, and Chair of the Board. No officer or Director can sign a check for payment to himself or herself. The Treasurer and the Executive Director will have access to monthly bank statements; the Treasurer will review all transactions. Appropriate documentation is required for all disbursements except for those under \$25, for which an explanatory notation is sufficient.

6.3 The Executive Director is authorized between meetings of the Board of Directors to spend up to \$500 for CVEC operations and activities without prior Board, Executive Committee, or Policy Manual authorization. Such expenditures over \$50 must be reported at the next regularly scheduled Board meeting.

6.4 CVEC Endowment Policy

(a) **Definition.** The Cannon Valley Elder Collegium endowment consists of funds received through grants and gifts and included in the endowment by action of the Board, as well as any income or growth in the value of assets in which such funds have been invested.

(b) **Purpose.** The endowment has three purposes: (1) to allow capital expenditures for the long-term benefit of the CVEC program, (2) to provide, when needed, a modest income to help cover current operating expenses, and (3) to provide a cushion against unforeseen financial emergencies.

(c) **Investment policy.** The CVEC policy for investing endowment funds is to invest in long-term, appropriately diversified assets selected by a professional account management firm. The Finance Committee shall select the management firm and determine the acceptable level of risk for the investment portfolio. The Treasurer will report any projected changes in the professional management or the investment portfolio to the Board. CVEC will not attempt to provide day-to-day management of the funds.

(d) **Use of endowment to fund operations.** CVEC may budget and use a portion of the

endowment to fund regular CVEC operations. The amount of endowment income so used in any fiscal year shall not exceed 4.5% of the total value of the endowment as of the last day of the preceding fiscal year.

(e) Additional withdrawals. Withdrawal of larger amounts should occur only in extreme financial emergency or when there are unusual opportunities to enhance the organization's activities. Such withdrawals require the approval of two thirds of the members of the CVEC Board present at two consecutive meetings at least 4 days apart at which quorums are present.

(f) Adding to endowment. Additional funds may be added to the endowment by approval of the CVEC Board, based on a recommendation from the Finance Committee. The Cannon Valley Elder Collegium will not solicit funds directly for the endowment fund.

SECTION 7 – BOOKS AND RECORDS; PUBLIC INFORMATION

7.1 The Bylaws, Policy Manual, most financial records, and other official documents of the Cannon Valley Elder Collegium are public information and shall be made available to the membership upon request.

7.2 CVEC records management policy.

The purposes of this policy are (1) to assure that documents are retained as required by law and as may be desired by CVEC, (2) to ensure that documents are reasonably accessible when needed, and (3) to assign responsibility for maintaining documents.

Unless expressly indicated otherwise, documents may be kept in paper form, in digital form, or in both. The retention requirements set forth in this section are minimum requirements, and it is acknowledged that the same documents may be kept in a different location or in a different form. This list shall not be construed as prohibiting the retention of other documents deemed to be of interest to CVEC and its history. Unless expressly stated otherwise, prior versions of updated documents should be retained for three years.

In general, most documents of CVEC will be available for review and copying by Members and by the public as required by law and as permitted by the Board or the Executive Director; however, documents that contain personal or other sensitive information and that are not required by law to be disclosed should not be made publicly available, though they are to be kept for possible future internal use.

Staff will take reasonable measures to ensure that duplicate/backup copies of documents are created and maintained in different locations to reduce the risk of loss through a catastrophic event.

Document Description	Keeper	Retention Period
Articles of Incorporation, Bylaws, IRS tax exemption letter, Minnesota tax exemption	Executive Director	Forever
Policy Manual	Executive Director	Forever
Minutes of Board and Member Meetings	Registration / Finance Director	Forever
Newsletters or other descriptions of courses	Executive Director	Forever
Course evaluations (electronic)	Registration / Finance Director	10 years
Student registration summaries for each term and year	Registration / Finance Director	Forever
Financial records:		
Annual financial reports	Registration / Finance Director	Forever
Budgets	"	5 years
Grant proposals submitted by CVEC	"	5 years
Fund raising letters	"	5 years
Audit and financial review letters	"	5 years
Gift Reports (electronic)	"	10 years
Lists of donors (electronic)	"	10 years
Tax filings and annual reports	"	6 years
Bank and investment account statements	"	4 years
Record of checks and bank deposits (electronic)	"	4 years
Documentation supporting checks and bank deposits	"	4 years
Records of payments for course fees (electronic)	"	3 years

7.3 Sharing of the membership lists with organizations outside CVEC is authorized only after review by the Executive Director and approval by the Board. The Executive Director also reviews requests for collaboration, including requests for mailing lists from organizations outside CVEC. Whenever the request is from a cause deemed worthy, procedures will be used that guard the confidentiality of our membership. The Board will decide to act in a manner consistent with good community citizenship.

SECTION 8 – AMENDMENTS

8.1 These policies may be amended by resolution at any Board meeting by a majority vote of the Directors then in office, except that any amendment to sections 6.4(d) and 6.4(e) requires a two-thirds vote of the Directors then in office. A reading of the proposed amendment at a previous meeting is desirable but may be waived by the Board.

8.2 Staff members will review the policies of CVEC periodically and recommend any changes to the Board.

8.3 Any CVEC member may propose a policy change in writing to the Board.