



## DECEMBER, 2018

### **President's Message**

Our fall semester is winding down, with only a few classes left --- but we have a great spring semester of new classes coming up! Spring catalogs should arrive in early December and registration will begin December 10 at 9:00 am, both online and with paper registrations. We will have a Registration Open House on December 10, from 9 to 12, in B&E 134, for those who choose to come out to the campus to register. Classes will begin January 16, 2019.

We'd love to hear from you about the classes you enjoyed --- and even about those that you were not so fond of. We encourage you to come to curriculum committee meetings to make your wishes known -- and to help us find other great courses and instructors to bring to our classrooms. The curriculum committee is really the lifeblood of our program --- and we need YOU!

We also urge you to become involved at the board level of the program. All board-elect positions are open for next year -- keep an eye out for more information on this early next semester.

From our hearts to yours...HAVE A WONDERFUL HOLIDAY SEASON, AND A NEW YEAR FILLED WITH BLESSINGS AND PROSPERITY!

**Harriet Haynes, Academy President**  
[pres@aikenlearning.org](mailto:pres@aikenlearning.org)

### **Spring 2019 Semester is Right Around the Corner**

Your Curriculum Committee has put together another interesting schedule crammed with 32 short courses and three events for the upcoming term. The catalog has gone to the printer and physical copies should be out the first week in December. Electronic copies may be downloaded now from the Academy web site's Catalog page ([aikenlearning.org/Catalog.php](http://aikenlearning.org/Catalog.php)).

**Registration begins December 10 at 9:00 am. No early registrations will be accepted.**

You may register in any of three means:

**REGISTER ONLINE.** Go to the Academy's registration page at Active.com:

<https://campscui.active.com/orgs/UniversityofSouthCarolinaAiken1?season=2481806>.

If you created an ongoing account during a previous registration, you'll be logging into that account, so be prepared to enter your password or to go through the online process to obtain a new one. This page will not be active until registrations open at 9am on December 10.

You may download our **ONLINE REGISTRATION TUTORIAL** if you need assistance.

**REGISTER BY MAIL.** Fill out the registration form found in the catalog and mail it, along with your payment, to the address on the form.

**REGISTER IN PERSON.** Fill out the registration form found in the catalog and bring it to the Business and Education Building on the USCA campus, room 113.

In addition, there will be a **Registration Open House** on December 10 from 9am to noon in Room 134 of the USCA Business and Education Building. USCA personnel will be on hand to assist with your registration.

### **Holiday Reception – RSVP Date Extended**



This semester's courses have just a few sessions left, but there is still one new event to wrap up this term.

Our annual **Holiday Drop-In Reception** will be held December 11 in B&E 116 from 2:00 pm to 3:30 pm.

There is no charge for this event for current registered members, however an RSVP is required for planning purposes. Members may bring a guest for a charge of \$15.00. Please RSVP, even if you selected the event during registration, to let us know you still intend to attend. Our food service has allowed us to **extend the RSVP cutoff date to December 4.**

### Some Handicap Parking Relief



A number of our members need and use handicap parking spaces but open handicap spaces are not always available when parking on the USCA campus. The Continuing Education department has reached an agreement with the campus police which permits those with handicap permits to park in yellow-lined Faculty and Staff spaces in all campus lots *when no handicap-designated spaces are available.* You **MUST** have your handicap permit on display. In the unlikely event that you receive a ticket for doing so, bring it to the Continuing Education business office (B&E 113) for handling.

### New Administrative Assistant

*The Spiral* has just learned that the Continuing Education Department has completed their selection process and that Katie Cromer will be filling the position left vacant by Abby Grizzle's departure last summer. She will be moving over from her current position in the USCA Business Services office in mid-January.

### October 18 Board Meeting

[The minutes of the October 18 Board meeting were approved by the Board at their November 12 meeting.]

The meeting was called to order at 2:03 PM by President Harriet Haynes.

Present: President Harriet Haynes, Past President Jan Van Slyke, Secretary Doug Wilson, Treasurer Joel Aitchison, Curriculum Chair Kathy Rachick, Publicity Chair Jeanmarie Bronson

#### MINUTES

Minutes of the prior Board meeting, held September 17, were approved.

#### TREASURERS REPORT – Joel Aitchison

The campus PeopleSoft reporting program giving access to our operating account on the USCA books was down so Joel could not prepare a Treasurer's Report. He will prepare and forward

a copy to the Board when the system comes back up.

#### CURRICULUM COMMITTEE REPORT – Kathy Rachick

The Committee is working on 34 classes and 3 out-trips for the Spring term. Kathy has received roughly 90% of the information needed for the catalog. Joel did not think this load of classes will give us problems scheduling classrooms, mostly in B&E. As usual, most of the instructors are requesting dates in the first half of the semester, before April.

#### PUBLICITY COMMITTEE REPORT – Jeanmarie Bronson

Jeanmarie's October article was included in the October 17 *Mature Times* supplement to the *Aiken Standard*. The topic was "It's never too late to learn". She plans an article covering the Academy's event at the Fall Steeplechase.

Jeanmarie was tasked with contacting the *Aiken Standard* to ask about advertising rates for various size ads from full page to 1/8 page.

At the end of the meeting, after Jeanmarie had left for another commitment, it was also suggested that we should look into placing an ad in an Aiken Chamber of Commerce brochure that is used by the Chamber to promote Aiken. USCA and McGrath already do this. It is not known whether we can do this without becoming Chamber members. Jeanmarie will be asked to look into this also. [Editorial comment: *The Secretary's brother, who is a past Chamber President, says that USCA is a member. He doesn't think membership is required to advertise, but he thought members might receive a discount. We can probably do this through the University. He thinks the Chamber would be receptive to this as senior education is something people may be seeking when they relocate so this would help promote the area.*]

#### OLD BUSINESS

##### Mailing Lists

##### Email lists

There are two email lists. One is generated by our Active Network class management software and includes everyone registered in the system in the last two semesters; it has around 300 entries. A second list is around 700 entries long, and appears to be the mailing list from before we went to Active Network for the Spring 2018 semester. Joel runs a filter so that only one email copy goes to addresses that are on both lists. It may be that people on both lists but with different email addresses will receive two copies.

There is a small number of people for whom we have no email addresses. When we send out broadcast emails announcing class time/date/building changes, these people are contacted by telephone. When there are classroom changes within the same building no phone calls are made and the change is communicated by signage in the building.

##### Paper catalog mailing list

This list is sent to our printer, who mails out the individual catalogs. It has somewhere around 460 addresses, and Joel believes it is a carry-over and update from the list maintained by Laura Anderson several years ago. It is unclear how many on this list were submitted to the printer, as we've heard from a number of members who expected to receive a paper

catalogs this semester but did not. Mailing costs are not great as they are sent via a bulk postal rate.

*Editorial comment: To put costs in perspective the Secretary went back through recent Treasurer's Reports. The only mentions he could find regarding catalog costs were:*

Date	Printing	Mailing	Total
8/2016	\$598.60	\$93.01	\$691.61
8/2017	\$598.60	??	??
8/2018	??	??	\$763.00

*These were all listed as outstanding expenses, so apparently the Spring '17 and '18 catalogs were billed and paid in December before the January Treasurer's Reports were created.*

Harriet requested that USCA provide the Board with the paper catalog mailing list for our review.

#### *Second Microphone and Speaker Purchase*

Purchase of a second microphone/speaker setup was approved at last month's Board. Joel will remind Justin to purchase this, if the order has not gone in already.

#### *Relief for Doug Wilson*

At the last meeting concern was expressed for the load being carried by Doug Wilson who acts as Board Secretary, Newsletter Editor, and Webmaster. Since Doug was not present at that meeting the topic was tabled until he could be present.

Board Secretary – Doug took over this position mid-semester in Spring 2013 and has held it ever since. If we could find somebody dedicated to doing this job he would be willing to give up this position. All we really need is someone with word processing skills who agrees to do the minutes in a timely fashion.

Newsletter Editor (non-Board position) – Doug became editor of *The Spiral* in February 2008, with the death of his predecessor William Scott. Doug enjoys doing this and would like to continue in this position. He's not too worried about succession, as he thinks anybody with word processing skills should be able to take over this job if necessary.

Webmaster (non-Board position) – The recent situation with announcements needing to be made regarding campus closings and classes being rescheduled at a time when Doug was out of town and could not update the website really emphasized our vulnerability when there is only one person who can do the job. Doug would feel much better if there were somebody on board to share the responsibility and act as a backup, although finding somebody qualified might be difficult. If somebody with the requisite skills wanted to take over as Webmaster Doug would be willing to turn it over and move into the backup position, although he doesn't mind continuing.

#### *Meet with Advancement re Scholarships*

Harriet requested from Mary Driscoll that she or a delegate attend today's Board meeting to assist in setting up our scholarship contributions for this academic year, but she received no response. As it turns out, Jeanmarie had an AAUW meeting

scheduled that same day following ours which Mary was supposed to attend for the purpose of discussing scholarships. Jeanmarie will extend to Mary our request that she or her delegate attend our next Board meeting on November 12.

#### NEW BUSINESS

##### *Instructor Pay System*

USCA wanted to have all our non-Faculty instructors go through the same qualification process as though they were being hired as USCA employees. This entails lots of paperwork and a background check which costs \$150 per instructor. An ad hoc meeting was held on October 4 between the Board, Karen Edgington, and Brenn Hartley to discuss less onerous alternatives. Several options were proposed which for which Karen would try to get USCA acceptance.

Joel reported today that USCA had agreed to our suggestion of having our non-faculty instructors be considered as vendors and that they could be paid by submitting invoices for their services. No background checks will be required. They will need to submit a W9 form each semester to get into the vendor list. USCA will create a standard invoice form that non-faculty instructors then can submit.

##### *Brenn Leaving*

Assistant Director of Operations Brenn Hartley has accepted a position with USC in Columbia. A replacement is to be hired, but in the meanwhile his duties will be covered by Nick Bolick.

##### *Plea For Volunteers*

Kathy has drafted a note seeking additional people as members of the Curriculum Committee. This will be emailed as a broadcast to all registered members, not to the entire email list. In light of the need to recruit officer candidates, Kathy agreed to rework the note to include Board positions that need to be filled as well as the non-Board Webmaster position.

##### *Holiday Reception*

Before Abby left, one of the things she supposedly left behind was a checklist of what needs to be done to prepare for this event, which Joel says is available on their "K drive". The catalog sets a November 22 RSVP closing date so that we have a head count for the amount of food to order. There should be a notice sent to registered members in early November reminding of the need to RSVP. This will also be mentioned in the November newsletter and a reminder placed on the website.

Joel provided a price list from Aramark from which we can choose the food items to serve. He also brought a copy of last year's invoice, for which we had approximately 85 people, that broke down as follows:

Food	\$1242.98 + 8% tax =	\$1342.42 =	\$15.79/person
Beer and wine	198.00 + 8% tax =	213.84 =	2.52/person
Fixed costs (bartenders, linen)	66.00 + 8% tax =	71.28 =	0.83/person
Total	\$1506.98 + 8% tax =	\$1627.54 =	\$19.14/person

Kathy commented that last year's Chili-Lime Chicken Kabobs

were dried out and tough. They are not on this year's offerings. The Board is to go over the menu and get back to ContEd with our choices.

#### *Kauffman Luncheon*

We need to set a date for the annual Kauffman Luncheon before the Spring catalog can go to press. This has traditionally been held in April, but there was a suggestion last year that we hold this during the campus Spring Break to make it easier to find parking for the event. Spring Break is a month earlier, in March (March 10-17 this academic year). That would give us a month less to try to get a slate of nominees put together. No date was set at this meeting.

#### *Rack Cards*

It was recently discovered that our order for Fall 2018 rack cards was never printed so all we have as publicity cards around the area are from last Spring. As we are well into the semester, we asked to have a smaller quantity of the Fall 2018 cards printed. As of the Board meeting, they have not been received.

#### *Rescheduling of classes canceled by Hurricanes Florence and Michael*

Makeup sessions for the three of the four class sessions canceled by the hurricane closings have already been held. The instructor for Conversational Spanish elected not to have a make-up session, rather than extending the course into Thanksgiving week.

#### *Additional Information on Registration Form*

We would like to have a query re how the individual learned of the Academy added to the registration form. Joel confirmed this should not be a problem. Joel requests that we remind him of this when the catalog is completed and he starts creating the online registration forms.

#### *Improving Communications with Continuing Ed*

There has been frustration this semester with some requests communicated to the department falling through the cracks and not getting done. To this end a system has been set up in our B&E 113 business office involving a progress tracking board. As each task is assigned, colored sticky notes are used to track requests as "To Do", "In Progress", or "Completed", with each individual having his/her own color of sticky note.

Doug will set up a mailing list address to which our folks can address all their support requests. This will go to the people ContEd specifies, who will then assign the tasks to the appropriate people.

#### ADJOURNMENT

The meeting was adjourned at 3:23 pm. The next meeting is scheduled for November 12.



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[www.cafepress.com/A4LLL](http://www.cafepress.com/A4LLL)



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**Academy Officers:** President: Harriet Haynes; Past President: Jan Van Slyke; President Elect: (vacant); Secretary: Doug Wilson; Treasurer: Joel Aitcheson (USCA)

**Committee Chairpersons:** Curriculum Chair; Kathy Rachick; Curriculum Chair-Elect: (vacant); Publicity Chair: JeanMarie Bronson

**Ex-officio Members:** Dr. Tim Lintner, Faculty Liaison; Karen Edgington, Director Office of External Programs

**Academy on the Web:** [aikenlearning.org](http://aikenlearning.org)

ACADEMY CALENDAR – DECEMBER 2018						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2  <b>Hanukkah Begins</b>	3 <i>Health for Elderly</i> 2-4:30p [B 124]	4	5 <i>Adv. Line Dancing</i> [No Class Today]	6	7	8
9	10 <b>Spring 2019 Registration Begins</b>  <i>Registration Open House</i> 9am-12p [B 134]	11 <i>Holiday Reception</i> 2-3:30p [B 116]	12 <i>Adv. Line Dancing</i> 11a-12p [B Gym]	13	14	15
16	17	18	19 <i>Adv. Line Dancing</i> 11a-12p [B Gym]	20	21	22
23	24	25  <b>Christmas Day</b>	26	27	28	29
30	31					
[Location Codes]      B = Bus & Educ Bldg @ USCA						