

20220211 Minutes

Center for Lifelong Learning

Minutes of 2-11-2022 Board Meeting

Present: President Wayne Rickman, Immediate Past President Harriet Haynes, Publicity Chair Jim Tisaranni, General Interest Curriculum Chair Steve Gordy, Technology Interest Committee Chair Raleigh Daniel, Volunteer Chair Nancy Hughes, Spiral Editor Doug Wilson, Treasurer and USCA Asst. Director of Ext. Programs Michael St. John, Liz Malyszek, Secretary Ellen Wood.

- The meeting was called to order at 2:00 pm by President Wayne Rickman.
- The minutes of the 1/14/22 Board meeting were approved.

Treasurer's Report: Michael circulated report. Some figures are incomplete as expenses have not been taken out and Book Fair costs and revenues need to be included. There were several questions about how the endowments are reported. Liz noted that they will be working on developing a clearer way of presenting the information.

Review of registration stats: Wayne Rickman

- Enrollment – 361
- Sessions enrolled for – 1906
- 5.4 courses per student
- \$75 average cost per student
- 17 courses with wait list
- Course registration cutoff: one week for Technology; day before for General Interest

General Interest Curriculum Committee: Steve Gordy

Steve circulated notes from the 1/21 curriculum committee meeting. He noted that he has drafted similar evaluation forms for use by both General Interest and Technology classes. He reported that an Ad Hoc Book Fair Committee has been created, with a tentative date of Sept. 24 for the Fair.

Technology Interest Committee Chair: Raleigh Daniel

Raleigh noted that some technology classes will continue to transition to the B&E building, particularly those which are purely lecture and those with more than 12 people.

Publicity Committee Report: Jim Tisaranni

Jim distributed copies of a five-minute presentation which he, Harriet, Nancy and Doug developed. It is suitable for use as a standard promotional presentation about CLL.

Jim also handed out an update of the CLL Publicity Action Plan, Spring/Fall 2022, noting what has been accomplished and what remains to be done. Key questions include how many classroom seats are available at USCA? How much does CLL want to grow? How many USCA staff hours can be devoted to CLL?

Wayne appointed a Strategic Planning Group: Wayne (chair), Harriet, Jim, Nancy, Liz.

Volunteer Committee: Nancy Hughes

Volunteer meeting to be held mid-March to extend appreciation to all volunteers. Discussion of giving awards. Purpose? How to implement? Is this a good time to do this? Token gift? Nancy, Harriet, Wayne and Liz to pursue.

OLD BUSINESS: Wayne

- **Catalog:** Sell more ads? Michael will provide ad costs.
- **Scholarship:** general discussion of whether to follow-up with the three recipients of CLL scholarships. Wayne to email volunteers to see if any interest.

NEW BUSINESS

- **Kauffman Dinner:** Harriet Haynes

Thursday, April 21, 12:00 – 2:00 pm room 116 (Michael to double-check room availability)

Review of history of awards luncheon. Dr. Heimmermann will be asked to speak. Complimentary invitations to CLL membership (non-member spouses must pay), CLL staff, Provost Dr. Timmins, Kaufman family, scholarship recipients, family of past award winner Vicki Collins.

Discussion about changing our Policies and Procedures so that award winner can be announced in advance of event. Need to email all CLL members about history of this event.

Committees – General Interest, Technology, Volunteer – as well as any Board member may submit nominations. CLL Board determines recipient.

Other Business:

Board agreed to print new notepaper with the new CLL logo.

Meeting adjourned at 3:32 pm.

Respectfully submitted,

Ellen Wood, Secretary