

**UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute**

**Board of Directors Meeting
Date: Monday, Sept. 23, 2019
8:00 AM – CL 125**

Members present: Weston Carvenough (President), Karen Carvenough (Social), Fred Delie (Vice President), Kathy Nielsen (Treasurer), Kay Pascoe(Secretary), Barb Derenne (At-Large), Pati Wiegand (Coordinators/Travel), Sue Sorenson (Curriculum), Bill Zoelle (Publicity & Promotions), Jason Mathwig, (Advisor), Susan Pike (Office Manager)

Members Excused: Don Berg, Patty Payette, Dean Cherry

1. Call to Order – President Wes Carvenough at 8:00 am.
2. Changes to Agenda – None
3. Approval of August 26, 2019 BOD Minutes
 - Sue Sorenson moved to approve the minutes; Kathy Nielsen 2nd: Motion carried.
4. Treasurer's Report – Kathy Nielsen
 - Cash Balance is \$183,231, mostly allocated. There were no unusual expenses.
 - Sue Sorenson moved to accept the Financial Report; Karen Carvenough 2nd. Motion carried.
5. Advisor's Report – Jason Mathwig
 - The University is moving forward with the technical upgrades to Rose Hall 220 and 230. The goal is to have the equipment installed and running for Spring Semester.
 - Jason and Susan are working on a position description for the new position requested by LLI. The request is for a 20 hour/week position without benefits. If filled, the person would be an employee of the University and not LLI.
 - Wes is working with Jason to resolve issues with the Curriculum Committee.
6. Office Manager's Report – Susan Pike
 - Shirts will be ordered at the end of this month.
 - We have 1,073 members this semester; 130 are new members.
 - Soundarya is no longer with us. The new intern is Emma, who has been with Continuing Ed for approximately 1 ½ years. She will be graduating in May and Susan will be looking to hire a replacement early in the Spring so the new hire can cross-train with Emma. Emma will be introduced at the Fall Kick-Off and an announcement will go in the next newsletter.
 - We now have a small office on the Manitowoc campus for curriculum committee and coordinators to use. We also have a mailbox and the ability to make copies on that campus. We

do not need an office on the Sheboygan campus but we do need a mailbox and the ability to make copies on campus.

- Susan had previously been authorized to purchase a portable microphone for use by outdoor classes. The University IT Department has given Susan a recommendation and she now will go ahead and order it. The cost is \$335.
- Susan will advise the Board when she has a pre-planned day out of the office. She is not in the office on Fridays if she has already met her 40 hours.

7. Vice President's Report – Fred Delie

- Fred wondered if consideration has been given to having an Open House to recruit members for the Curriculum Committee. The purpose would be to show the process of setting the curriculum. It will be discussed at the Curriculum Committee Meeting.

8. President's Report – Wes Carvenough

- The Fall Kick-Off will be held this coming Wednesday.

9. Committee Report

- Social Committee – Karen Carvenough
 - Committee is preparing for the Fall Kick-Off on September 25th. 120 members are registered to attend.
 - Dates for 2020 events are: Spring Fling, May 6; Volunteer Appreciation, May 21; Fall Kick-off, September 23; New Member Welcome, August 26; Holiday Social, December 2.
 - Karen was excused to work in the office.
- Publicity & Promotions – Bill Zoelle
 - Newsletter will be assembled in the Office just as the Alumni Newsletter is. Content will still be LLI's responsibility. Prior to the newsletter, an e-mail should go out to all members requesting contributions for the newsletters. Committee minutes will not go in the newsletter but committees should promote their activities through the newsletter. A Calendar of Events, including committee meetings, should be included as well as a short message from the President.
- Curriculum – Sue Sorenson
 - The Spring Catalog is in process. We have 181 courses for Spring: Continuing 13 (7%); New 63 (36%) and Repeat 105 (57%). 79 Courses (43%) are in Rose Hall and 102 (57%) are off-site.
 - Work on the Fall Catalog starts in January. This is a good time for new members to begin learning how the curriculum is processed. This Committee is in dire need of new members.
 - Wes is working with a previous member to set up an LLI in Fargo, ND.

- Technology Committee – Dean Cherry (Fred)
 - John and Scott (University IT) are extremely busy but have everything they need for the Rose Hall technology upgrades.
 - There were some problems in Rose Hall partially due to a presenter bringing their own laptop. Presenters should be strongly discouraged from bringing their own laptops.
 - Due to limited staffing, there is no guarantee that a University IT intern will be available to set up equipment prior to every class. Calls to University IT often go to the answering machine and this causes problems for the coordinator. Fred suggested that someone from the Technology Committee may have to fill in.
 - There were also problems at the Mauthe with the audio channels. Presenters need to let Judy know what they need prior to the presentation. The Technology Committee is planning to meet with the technical staff at the Mauthe.
- Coordinators/Travel – Pati Weigand
 - Jan Rickert has officially retired.
 - Coordinators are set for the Spring Semester.
 - There is an on-going need for more coordinators.

Old Business

- Policies and Procedures

The Committee on Policies and Procedures will start in October to review Policies and Procedures, including the policy on Scholarships. Jason researched the legal problems of requiring a copy of the Homestead Credit. The Finance Committee would also like the policies on scholarships to reflect actual practice and feels that there should be more flexibility in the awarding of scholarships. All of this will be considered by the Committee and they will make recommendations to the Board.

Other

- A meeting will be set up with Judy and Mike at the Mauthe.
- Kathy noted that we have not received a bill from the Mauthe for last spring's classes.
- A question came up about the date of the December meeting. It is possible we will not need a meeting that month.
- Coordinators may need to meet prior to next semester to train on the new equipment, although many classes are scheduled later in the semester.
- There was a suggestion that no classes be scheduled at the Mauthe the first 3 weeks of September because of the parking but this may lead to a scheduling problem.

Next meeting: Monday, October 28, 2019 8AM CL125

Meeting adjourned at 9:10 AM

Minutes submitted by Kay Pascoe/Secretary