

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

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**Board of Directors Meeting**

**Date: January 25, 2021**

**10:00 AM – On-line via Blackboard Collaborate**

Members present: Fred Delie (President), Bob Srenaski ( Vice-President), Kathy Nielsen (Treasurer), Kay Pascoe (Secretary), Mary Braband (Curriculum), Gary Hanna (Technology), Dean Cherry, (Technology), Bill Zoelle (Publicity & Promotions), Julia Wallace (At-Large), Ron Ross (At-Large), Vicki DeMain, (At-Large), Susan Pike (Office Manager), Jason Mathwig (Advisor), Weston Carvenough (Past President)

Excused: Ron Ross (computer issues)

1. Call to Order – President Fred Delie at 10:00 am.
2. Changes to Agenda
  - There were no changes.
3. Approval of Meeting Minutes
  - Corrections to minutes of November 23<sup>rd</sup>: under Treasurer’s Report, correct date of balance is October 31, not September 30. Motion by Wes Carvenough, second by Dean Cherry to approve the minutes of the regular Board Meeting of November 23, 2020 as corrected. Minutes were approved with date correction.
4. Treasurer’s report – Kathy Nielsen
  - Balance as of November 30, 2020 was \$103,163.06. Receipts totaled of \$375.00 and expenses were \$7,872.5. Balance as of December 31, 2020 was \$104,661.31 with receipts of \$9,387.50 and expenses of \$7,889.25 A donation was made to the LLI Foundation bringing the December 31, 2020 foundation balance to 14,687.68. This is money that can be used by LLI for scholarships or as deemed appropriate by the Board. Motion by Gary Hanna, second by Kay Pascoe to accept the Treasurer’s Report. Motion carried.
5. Advisor’s report – Jason Mathwig
  - Jason informed the Board that the LLI Office will be moving to 109 B of the Coffrin Library (across from the Garden Café). The current space will be converted to classrooms for the Engineering Dept. LLI will be joining the offices of the Continuing Education Division. There will still be a front desk for volunteers with two computer stations. The move is expected to be completed by February 15<sup>th</sup> and Sue will include information in the next Newsletter. Sue will have her own office but there is a large shared workspace that can be used as needed. Accommodations are being made for storage. The office will not have to be closed if Sue is not

available as this is a shared space with the Office of Continuing Ed. The phone number will remain the same. If a student intern is needed at some time, the office will be able to accommodate that. Jason noted that it is still uncertain when staff will be working on campus again but this shared space will give us more flexibility going forward. There will be no costs for the actual move since we are being forced to move by changes in the Engineering Dept. There will be minimal impact on our budget. We will have a copier available so we will not have to lease one. Sue and Jason are hopeful that the bulletin board can be moved but that still needs to be addressed. The LLI office will have a separate entrance. Parking will not be as convenient.

6. Office Manager's Report – Susan Pike

- This semester is off to a good start and some new classes have been added after the beginning of the semester. Links have gone out for those classes.

7. Vice President's Report – Bob Srenaski

- Bob has been exploring senior living facilities in Brown County and is putting together a spread sheet that will help to evaluate and recruit from this market segment. He has had some preliminary discussions with program directors at assisted living/nursing facilities and there is some interest in exploring our programs. There is a need to determine whether we want to provide facility programs or individual programs. Bob feels this is a very significant market segment and we need to determine the intersection of their needs and our product if we are going to market to this group. Bob noted that his research so far is very preliminary but shows promise of lining up with our target membership. If there is interest on both sides (LLI and this market), we will have to look at how best to promote to them.

8. President's Report – Fred Delie

- Fred noted that, when in-person classes are offered, we will need to determine whether we want on-campus or off-campus venues.

9. Committee Reports

- Publicity and Promotions Committee – Bill Zoelle
  - No report
- Curriculum – Mary Braband/Susan Pike
  - The committee will start recruiting in February for Fall 2021. Mike DeGrand has joined the committee and Linda Berger is a possible new recruiter, giving the committee 11 recruiters.
  - There are some retired doctors on the committee who are adamantly committed to on-line and outdoor classes only in the fall. They are concerned with presenters who are younger and may not have been vaccinated. It is possible that in-person classes would require social distancing and that would severely limit the size of classes in Rose Hall. Room 220 would be limited to 12 people and room 230 would be limited to 14 people,

which is too small for the classes we offer. At this point, the committee is recruiting for outdoor and on-line classes only but will continue to monitor the University's plans.

- We have 525 members for this spring semester.
- Technology Committee – Dean Cherry/Gary Hanna
  - No report
- Social – Wes for Karen Carvenough
  - Spring Fling is still on pending word from UWGB. Fall Gathering is still set to go. So far, we have not paid any cancellation fees and probably would not sign a contract requiring a cancellation fee. It was the consensus of the Board to wait until the March meeting to decide whether or not to hold the Spring Fling.
- Old Business
  - Fred noted that Kris Lewins, Pati Wiegand and Mary Cook have agreed to form the Nominating Committee. There was some discussion as to how the by-laws define a term. Officers are elected every year but can only serve two consecutive terms. Kathy and Wes will discuss the by-laws and report at the next meeting.
  - There is a need for a Chairperson for the Social Committee. As there have been no social gatherings this year, Karen has essentially had a year off so may serve another year.
  - MOA Task Team: Kathy reviewed the changes to the MOA. Changes were mainly to reflect updated name and to be consistent in wording and branding with the University. It was noted that there is no mention of liability in the MOA and perhaps it should be addressed in the MOA as this is the document that defines our relationship with the University. It is addressed in the By-Laws. Sue will check with the University about this. Dates also need to be updated. It was suggested that the Policies and Procedures manual may need to be updated. The manual will be sent to all Board members before the next meeting.
  - Appendix A: Kathy reviewed changes to Appendix A. Retired and semi-retired was replaced with adults; Outreach was replaced with CE&CE; other changes represent changes in responsibilities between CE&CE and LLI.
  - There was considerable discussion on whether or not to include LLI responsibility for travel in these documents. Fred will continue this discussion with Sue and Jason.
  - LLI Growth and Exploration Task Force: Bob reported under VP's report.
- New Business
  - CE&CE can provide financial aid to LLI if needed with no strings.
  - We will not have a lottery for class selection once we move to the USI software platform in the fall of 2021. The cost to design a lottery application for us would be prohibitive. LLI will be responsible for some user fees for USI but the amount is not known at this time. There was considerable discussion on the benefits of a lottery but we do not have that option at this time.
  - Bob addressed the issue of whether or not a strategic plan is needed. He noted that the role of the university versus the role of LLI needs to be defined and that we need a strategy to

market our product. This entails direction from the University on where it wants us to go and what it will support. It was the consensus of the Board that a strategic plan would be valuable but that it should be short and succinct and that the goals should be measurable. It was decided that the Growth Exploration Task Force (Dean Cherry, Bob Seranski, Julia Wallace and Kay Pascoe) should concentrate on a plan to go forward with direction from the university.

There was no additional business.

Motion to adjourn by Bob Seranski, second by Mary Braband. Meeting adjourned at 12:01.

Next meeting: **10:00 am**, Monday, February 22, 2021 On-line

*Minutes submitted by Kay Pascoe/Secretary*