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UNIVERSITY of WISCONSIN GREEN BAY

Board of Directors Meeting

Lifelong Learning Institute

Date: April 26, 2025

8:00 AM – Zoom

Members present: Norm Schroeder (President), Rob Miller (Vice-President), Kris Lewins (Treasurer), Kay Pascoe (Secretary), Mary Cook (Publicity and Promotions), Bob Srenaski (P&P), Steve Lenz (Curriculum), Liz Koehler (Curriculum: Man/Sh), Gary Hanna (Technology), Dean Cherry (Technology), Karen Carvenough (Social), Gary Lewins (At-Large), Mary Gajeski (At-Large), Lou Norsetter (At-Large), Heidi Leiterman (Program Specialist), Kerry Winkler (Program Adviser).

Members excused: Loraine Kloptic, Julia Wallace

Guests: Jess Lambrecht, Lynn Gerlach, Sue Sorenson, Bob Cook and Wes Carvenough

The meeting was called to order by President Norm Schroeder at 8:00 am.

1. Changes to Agenda

- There were none.

2. Approval of February Minutes

- Moved by Gary Hanna, seconded by Dean Cherry to approve the minutes of the meeting of March 24, 2025. Motion carried.

3. Program Specialist's Report – Heidi Leiterman

- Heidi noted that the office is in the process of finalizing the Fall Catalog. Recruiters have one week left to add classes.
- Presenters were asked if they were willing to live stream their classes as well as present in person. If yes, there will be two **separate** listings in the catalog: one for in-person and one for live streamed. Classes can be live-streamed in RH 220 and 230 and the Christie Theater. Location of class will be dependent on attendance.
- Heidi reminded committee chairs to send metrics for the Dashboard to the office.

4. CE&WT Executive Jess Lambrecht

- Norm noted that two documents Jess had drafted, the former Memorandum of Agreement now changed to Collaborative Guidelines with Appendix A and an additional summary document of

those changes, also called LLI Collaborative Guidelines, were sent to all Board members and Jess is here to explain those changes. The President and Vice-President both ceded their time on the agenda to accommodate this discussion. By-laws are not being addressed at this time.

- LLI has been operating under a governing board structure but LLI is not an independent entity; it is a program within the University. One of the distinguishing factors between a governing board and an advisory board, which is the route we have to go, is the financial liability of the entity. As LLI does not provide its own liability coverage but is under the umbrella of the University, it is an Advisory Board and thus, the documents need to be changed to reflect this status. This Board can **advise** department staff on policies, procedures and services but does not govern the process. Jess noted that the guidelines she drafted will document and simplify that process and insure an understanding of the obligations on each side. The revised documents also reflect the Department's name change since the MOA was drafted. In addition, the Department has been asked to review all documents to insure compliance with guidelines set forth by the Board of Regents. The committee structure will be reviewed at a later date. The current agreement will become null and void as of July 1st.
- This led to considerable discussion among the Board members. There was concern as to how this affects committees and whether this new structure is a good fit for us. There was also concern that we had not been brought into the process earlier. Jess noted that we will have an opportunity to modify the guidelines but that the move to an advisory structure is not optional. We have until July 1st to make recommendations.
- It was noted that collaborative is really a misnomer as applied to these documents as the Department will have total control of the money and will have veto power over any action we take, including setting membership fees.
- It was noted that this agreement will have little effect on the Social or Curriculum Committees, seems to eliminate the need for a Finance Committee and definitely impedes the work of the P&P Committee, which has already faced roadblocks in trying to implement its marketing plan. Jess indicated that the P&P Committee can go ahead with the video project already in process but that the University will own the video and have the final say over its release. P&P was assured that they still have editorial input.
- It was suggested that written comments and suggestions be sent to Kerry, who will organize and collate those comments. Also this discussion should be taken back to each committee for discussion and reported back to the Board.
- The possibility of "spinning off" LLI as a separate entity was brought up but it was noted that all the data, such as membership rolls, is the property of the University, not LLI, so that a new entity would be starting from scratch. There was some discussion of LLI operating as a separate non-profit in conjunction with the University. Jess was asked to explore this with the Vice-Chancellor of Compliance.
- It was also felt that if LLI goes along with becoming a program of the University, we would be breaking faith with those who established this organization almost 40 years ago as a peer-led organization. We grew into what we are today with very little help from the University and possibly could do so again.
- It was noted that LLI has donated considerable financial resources to the University and that we are now compelled to pay for University services that we previously did on our own as volunteers. Considerable frustration was expressed.

- Jess noted that her goal is to make this a stronger organization while still working within the University system and the requirements put forth by the Board of Regents and she is very hopeful that we can find a way to move forward together.
- Other issues that may need refinement are the requirement for a contingency fund, how the Future Fund is handled and the requirement for an annual report from the Finance Committee when the University is handling all finances
- Norm noted that the core of LLI is our classes and social events and he does not see anything in these documents that would change that.
- Jess also noted that she would not tolerate personal attacks that cause toxicity in the group and it would be her obligation to call it out and that members could be removed.
- Communication should be funneled through her and Kerry as much as possible and not into other areas of the University.
- Jess will work with Norm, Kerry and Kris to evaluate the cost/effort of staff and how this fits into the overall financial picture.
- Jess noted that the University is working toward recognition as an Age-Friendly University and is aware of the richness and contributions of LLI and will be expanding efforts in that direction.

5. Treasurer's Report/Finance Committee – Kris Lewins

- The next financial report will cover March and April.
- Kris presented an Income and Expense Comparison for the 9 months of the current and past fiscal years for presentation as part of the Annual Meeting. There was no objection.
- Kris noted that the University reports are not as detailed as those she received previously. The University will have a new system in the next 2-3 months so reports will change. Kris feels reports to the Board should remain on a monthly basis.
- The WISER Balance is \$70,038. It is expected that we will have a positive fund balance at the end of the fiscal year.
- HR operations and financial operations of the University are moving to a new platform called WORK DAY. Learning this program will be time consuming so transition time may be extensive. The reporting format will change.
- The Foundation Balance is \$61,758 and includes Future Fund contributions of \$45,009.
- Kris also presented a budget for FY 25/26. Given the changes coming, she is unsure of how relevant this budget will be but we do need a budget to work with. Moved by Kay Pascoe, seconded by Gary Hanna to accept the budget. Motion carried

6. Advisor's Report – Kerry Winkler

- Kerry noted that they are working with Rennes to provide classroom space in Marinette.
- Kerry is working with Gary on microphones for Rose Hall. Some of the equipment may need to be replaced.
- Coordinators will be trained on live-streaming. It was noted that upgrades have made the process incredibly easy. The manual may need to be updated.
- Kerry noted that even if LLI volunteers are not in the office, there is coverage until 4:30 Monday through Thursday. Per a study done, volunteer coverage is not needed on Friday.

7. Committee Reports

- Publicity and Promotions Committee – Mary Cook
 - Mary noted that our Dutch Treat Breakfasts have been very successful and that we have outgrown the back room of the Bay Family Restaurant. Starting in May, the breakfasts will move to the Village Grill on Hoffman Road. Wes will be coordinating the breakfasts.
 - Considerable time has been devoted to developing our video. We have a tentative script and shooting schedule for the video. There have been a number of difficulties working with the University and this really is an area that needs to be addressed.
 - Norm noted that Mary is leaving the committee after 18 years and thanked her for her many years of work.
- Curriculum: Steve Lenz
 - This is the final week of recruiting for the Fall schedule. Members will then take a break and meet again on July 7th to begin recruiting for Spring 2026.
 - Recruiters are still needed.
- Technology Committee – Dean Cherry/Gary Hanna
 - Information has been covered earlier in the meeting.
- Social – Karen Carvenough
 - Everything is ready for the Spring Fling and Annual Meeting to be held at the Tundra Lodge on May 7th. Reservations are open until April 30th.
 - The Program for the event is ready to go.
 - The UWGB videographer will be shooting at the Spring Fling.

8. Old Business

- Ballots have been e-mailed to members and must be returned by April 30th. Results will be announced at the Spring Fling.
- Mary Gajeski will be going off the Board and Norm thanked her for her participation.

9. New Business

- The contract for Shift Visuals to produce a promotional video has been approved and is in the works.
- Norm thanked Lynn Gerlach for all she done on this project.

There being no additional business, there was a motion by Gary Hanna, seconded by Kay Pascoe to adjourn the meeting. The motion passed and the meeting adjourned at 9:30 am.

Next meeting: **8:00 am, June 9, 2025.**

Minutes submitted by Kay Pascoe, Secretary.