

UNIVERSITY of WISCONSIN
GREEN BAY
Lifelong Learning Institute

Board of Directors Meeting

Date: January 27, 2024

8:00 AM – Zoom

Members present: Julia Wallace (President), Norm Schroeder (Vice-President), Kris Lewins (Treasurer), Kay Pascoe (Secretary), Mary Cook (Publicity and Promotions), Steve Lenz, (Curriculum), Liz Koehler (Curriculum, Man/Sh), Jean Rausch (Curriculum, Man/Sh), Gary Hanna (Technology), Dean Cherry (Technology), Karen Carvenough (Social), Lou Norsetter (At-Large), Rob Miller (At-Large), Mary Gajeski (At-Large), Heidi Jahnke (Program Specialist), Kerry Winkler, (Advisor), Fred Delie (Past President).

Members excused:

Guests: Bob Srenaski, Sue Sorenson, Wes Carvenaugh

The meeting was called to order by President Julia Wallace at 8:00 am.

1. Changes to Agenda

- There were none.

2. Introductions

- Advisor Kerry Winkler introduced herself to the Board. She is a graduate of UWGB with a major in Humanistic Studies and Social Change and Development. She has been with the Continuing Education Dept of UWGB for 7 years and previously worked for Bellin Hospital in the Continuing Medical Education Department. Board members then introduced themselves to Kerry. Welcome Kerry!

3. Approval of Meeting Minutes

- Moved by Gary Hanna, seconded by Lou Norsetter, to approve the minutes of the Board Meeting of November 27, 2023. Motion carried.

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

- November revenues totaled \$1,708 and November expenditures totaled \$4,344. December revenues totaled \$2,659 and expenditures totaled \$10,645. Revenue consisted of membership fees, course material revenue and travel. Expenses were somewhat lower than normal as there was no charge for Health Insurance in December. There was a recovery of some credit card charges. There was a charge from Salesforce, which is the registration program we are using.
- Our December cash balance is \$80,091 and is in balance with WISER.
- The Finance Committee did not meet in January.

- Moved by Kay Pascoe, seconded by Gary Hanna to approve the Treasurer's Report. Motion carried.
4. Advisor's Report – Kerry Winkler
 - No report
 5. Office Manager's Report – Heidi Jahnke
 - Heidi met with the Mauthe Director of Community Engagement (this is a new position) for a brainstorming session. There is a possibility of working with the Mauthe to restore the Grandparents' University as a day camp on campus. This program was cancelled during the pandemic.
 - The Travel Committee will meet this week. Many ideas are on the table and it is hoped that there will be a day trip in April or May.
 - The Attendee Link is up and running and comments have been positive. Approximately 1,000 additional classes have been added on by members through this program. A QR code, which is not used currently used, appears on the site and has caused some confusion. Heidi will try to eliminate that.
 - Heidi no longer has a student intern. The job has been posted but students are just returning to campus.
 - Since Teri retired, Kerry has assumed approximately 50% of her duties while maintaining other duties in the CECE department. The remaining 50% of Teri's responsibilities have been divided among other CECE staff and Heidi is now responsible for the Packer Certificate Program. 10% of her salary and benefits will be paid by the Packer Program, even though Heidi does not foresee spending 10% of her time on this program. There was a question as to why the Board was not consulted on this change. Julia and Norm had met with Heidi, Jess and Kerry and were aware of this change. However, the Board did not meet in December. After some discussion, it was decided to add this item to the February agenda: **Are reorganizations of duties within the CECE Department subject to Board approval when such decisions affect LLI staff and how should such requests/reassignments be handled?**
 - Heidi was asked to comment on a rumor that UWGB was considering changing software again. Neither Heidi nor Kerry were aware of any such rumors and noted that the University has a considerable investment in our current software.
 6. Vice President's Report – Norm Schroeder
 - No report
 7. President's Report – Julia Wallace
 - Julia noted that she had met with Jess in December and found her very supportive of LLI.
 - Julia is working on nominations for the 2024 slate of officers and members-at-large. Please contact Julia if you are willing to run again or are aware of any other member willing to run. The 2024 slate must be ready by April 15th.
 - If committee chairs will change, please let Julia know.
 8. Committee Reports

- Publicity and Promotions Committee – Mary Cook
 - The Newsletter came out in early January. We are trying to tweak the date so we can put advance information in the Newsletter. Mary has offered to put the Newsletter together to take some burden off the office staff but has so far not received any feedback to her suggestion.
 - LLI Business Cards are being made available in Rose Hall classrooms. Members are urged to take some and distribute them to potential new members.
 - Facebook has been good for promoting LLI. In 2019 we had 409 followers and we now have 1,005. This is greater than our membership. Paid ads and boosts also seem to be generating interest.
 - We have encouraged non-members to attend our monthly Dutch Treat Breakfast, and we have recruited 2 new members.
 - Mary noted that UW Oshkosh has disbanded its LLI program. The LLI program there has always met at a retirement community rather than on campus and is financially independent. The committee is considering offering one of our speakers to the Oshkosh group to see if there is any potential for working with that group. This generated considerable discussion about working with them and/or working with retirement communities. Heidi has met with Woodside Retirement Community, a 55+ active senior living community. They are building a new complex and may possibly have space for LLI classes. The Board felt that we should continue to work with them and that it may be a good pilot project going forward.
 - LLI material for the Manitowoc campus is available in Teri's former office. There is no promotional material available on the Sheboygan campus as there is no physical office there.

- Curriculum: Steve Lenz
 - The committee will meet this month to begin recruiting for the Fall 2024 semester.
 - Lou Norsetter attended the meeting and provided the committee with extensive course offering data. Lou provided a condensed analysis of the material that was sent to all Board members. Lou noted that the data summarized course offerings and not enrollment data. This engendered considerable discussion and Lou did an excellent job of making the data understandable and clear. There were suggestions for spreading out classes among the months, rather than clustered in September and October, and having more afternoon classes. Multiple offerings at one time make it difficult for members to take the classes they want. It was also suggested that course descriptions may need to be refined. Lou noted that the next step is to organize focus groups, probably one in-person and one on-line. Depending on what information the focus groups garner, the committee will decide whether or not a survey is needed. Lou stressed that the issues discussed need to be actionable. If we can't do anything about it, there is no reason to discuss it.

- Technology Committee – Dean Cherry/Gary Hanna
 - A microphone in Rose Hall 220 is missing. The microphone is not working and Heidi will be getting it repaired.

- Social – Karen Carvenough
 - The Winter Social was very successful with 112 attendees. The committee has requested a contract to hold the 2024 Winter Social at the Riverside on December 4th.
 - The Spring Fling will be held May 1st. This is our annual meeting so no entertainment will be provided. The Fall Kick-Off will be September 25th.

- Nominating Committee
 - Please send names of anyone recruited for an LLI position to Julia by January 31st.

9. Old Business

1. Survey Task Force – Lou reported on this under the Curriculum Meeting
2. Registration Ad-Hoc Committee

Norm noted that the Committee met on December 18th and sent a letter to Jess Lambrech requesting a meeting with her and an IT representative for the new software to discuss registrations issues. No meeting has yet been set.

10. New Business

- Wes requested an update on the closing of the Marinette campus as he is scheduled to speak to the Women’s Club there in April. Heidi noted that she had received a letter from the Chancellor that made it very clear that LLI programs will continue on the Marinette campus even though the campus is closing for on-campus classes. Not all issues are finalized for the closing of the campus but UWGB will continue to support some programs there.
- Rod Miller noted that he would like to invite the Chancellor to address the Board on various educational issues. It was suggested that Jess be asked to invite the Chancellor to speak at our Spring Fling. This is a business meeting so his speaking would be appropriate. Also he would be speaking to a larger percentage of our membership. Heidi is meeting with Jess and will invite her to our next meeting and provide a list of topics that need to be addressed.

There being no additional business, there was a motion by Gary Hanna, seconded by Liz Koehler to adjourn the meeting. The motion passed and the meeting adjourned at 9:50 am.

Next meeting: **8:00 am**, Monday, February 25, 2024, by Zoom.

Minutes submitted by Kay Pascoe, Secretary.