

Osher Lifelong Learning Institute at the University of Delaware
Kent/Sussex Counties Council Minutes

Trinity Center, New Road, Lewes, DE
November 19, 2021

In attendance in-person: Connie Benko, Chair; Kathy Henn, Secretary; Karen Schaub, Finance Chair; Staff: Sally Cole, Program Manager for OLLI Kent/Sussex. Voting Committee Members: Paul Collins, Development Chair; Joan Mansperger, Academic Affairs Co-Chair; Nick Simmonds, Strategic Planning Chair; Gerri Stephenson, Community Relations Co-Chair; Lee Stanford, Scholarship Chair. Non-Voting Members: Trudie Thompson, Social Co-Chair; Lynn Kroesen, Catalog/Communications Co-Chair; Madeleine Nichols, Library Chair.

In attendance via Online (Zoom): Staff: Joni Bero, OLLI Online Coordinator for the Statewide Online Project. Voting Members: Rosemary Engle, Vice-Chair; Denise Kaercher, Community Relations Co-Chair; Deb Roberts, Volunteer Development Chair; Veronica Grady, Academic Affairs Co-Chair. Non-Voting Members: Joan Sciorra, Travel Co-Chair; Wendy Leicht, Catalog/Communications Co-Chair.

Quorum was present.

Connie Benko called the meeting to order at 1:33 p.m.

Agenda: The agenda for the Council Meeting for November 19, 2021 was approved.

Motion to Approve: Paul Collins
Second: Karen Schaub
Passed Unanimously

Minutes: The Minutes from the Kent/Sussex County OLLI Council Meeting for October 15, 2021 were approved.

Motion to Approve: Nick Simmonds
Second: Deb Roberts
Passed Unanimously

Staff Reports:

Sally Cole, Manager/Coordinator's Report: Submitted in writing to the Council in advance of the meeting. On November 5 Sally was positioned as our new Program Manager for OLLI Kent/Sussex. The Fall Semester will end in-person classes on November 22. Online courses will end December 3. Trish Dennison, OLLI member, volunteered to provide office

assistance in the Main Office on Thursdays. The Main Office will be open from 9 a.m. to 2 p.m. Monday – Thursday between Semesters excluding scheduled events and holidays. All UD OLLI offices will be closed Tuesday, November 23 – Friday, November 26 for the Thanksgiving holiday. The Main Office will be closed December 20 - December 31 for the Winter Break. The Dover office will be closed until February 8 with the exception of scheduled events. A full-time Technical and a part-time Program Coordinator are sought. Both will operate out of the Main Office but provide support for all of Kent/Sussex. Don Vanderslice of the University of Delaware's College of Earth, Ocean and Environment in Lewes will be hired on a part-time basis for our immediate Spring Semester Technical needs. A meeting is scheduled for next Monday with the Pandemic Program Coordinator from the Continuing Studies Program. Jen Merrill is now the Director of OLLI-Wilmington and OLLI Online.

Facilities: At the November 17 meeting with the Trinity Church Council, George Irvine and Cindy Rechsteiner, the parking lot improvements will be accepted in exchange for a 5-year lease extension through July 31, 2028 with a 6 month exit clause, and including the use of the gymnasium for dance classes and the use of the building between semesters. Joe Defeo installed LED lights in rooms 4 and 5. Rodney Lau and Trish and Bill Dennison provided landscaping care. The ramp improvements are still pending due to supply chain delays. The phone line 302-538-5218 was installed in the Dover office and Wi-Fi installation was completed.

2022 Spring Semester: The Semester begins the week of February 7, with the second 5 week of classes to start the week of April 4. 80 in-person courses and 15 hybrid course are scheduled for Kent/Sussex" 1 course will be offered in Bridgeville, 22 in Dover (2 hybrid), 49 Lewes (12 hybrid), 8 in Ocean View (1 hybrid). Graduate Students from the UD CEOE campus are anticipated to present a second 5 week course to be added and additional 1 session courses will be added as complimentary to members. Group viewing formats will be added in Lewes (8) and Dover (2). The Catalog will be online the week of December 6. Paper catalogs will be available for pick up at the facilities and other locations in the area in limited quantities the week of December 13. Priority Registration is January 5 – 13 and there will be in-person registration assistance. Susan Watkins will provide a recorded tutorial on navigating the catalog. Open Houses are scheduled for Thursday, January 6, 10 a.m. – Noon at Dover; Friday, January 7, 10 a.m. to Noon at Ocean View; and Monday, January 10, 10 a.m. to Noon at Lewes. An Art Show at the Lewes facility is in the planning stage.

January Explorations: These are free online courses of 1 to 3 sessions offered from Tuesdays, Wednesdays, and Thursdays during the last three weeks of January (11-27). The schedule will be available in December. Carol West organized the program and 11 out of the 20 volunteer instructors participating were from OLLI Kent/Sussex.

Marketing/Partnership Opportunities: Include discussion with Rehoboth Beach Film Society, DelawareRetire.com and Bayside/Bear Trap Dunes. Several additional suggestions were made by council members.

Joni Bero, OLLI Online Coordinator for the Statewide Online Project Report:

125 Online courses will be offered in the Spring Semester, not including hybrid courses. 85 will be 11-week courses and 40 will be 5-week courses. Fall courses are finishing with some time extensions when requested. January Explorations program is in planning.

Committee Reports

Committee Reports were submitted to Council members prior to the meeting. No motions requiring Council approval were presented by any Committee.

Development Committee: Mailers and emails for the Fall Fund Raising Campaign were sent to members with the "Expanding Horizons" identified specifically. Pledge reminders were discussed.

Academic Affairs: Joan Mansperger. The Instructor's Manual feedback and Survey evaluations are being processed. Training for hybrid courses will be offered.

Social: Trudie Thompson reported that an online Happy Hour is scheduled for December 3 featuring music acts. The committee will provide Open House support with prepackaged snacks.

Finance: Karen Schaub projected the financial statements on the screen for Council to consider. She noted that the close of Year End report for 2021 figures were better than the budget anticipated. The \$47,000 that was moved to the Deferred Fund was put back into the Operations in July. Summer tuitions appear as \$32,000 but included OLLI Wilmington's revenues in the amount of \$23,000, which was transferred to OLLI Wilmington. The month of October report shows the revenues from the Summer Tuitions with membership at 127. The Wilmington Summer tuition revenues were paid back to them and there were the normal expenditures for salary/benefits, advertising, equipment rentals and credit card fees. Fall semester membership includes 334 in-person and 125 online for a total of 459 members. Corrections in earlier reported Expanding Horizons account postings that went to the Equipment Fund were reversed and reversing the charges made to the Scholarship Fund is expected to be completed soon. Interest was applied to all other funds with the exception of the Equipment Fund.

Communications: Lynn Kroesen reported that the next deadline for the *Tides* is December 10.

Old Business:

Carol West was thanked for her work on the January Explorations program. The volunteer instructors were also thanked.

New Business:

A “Conduct Policy” needs to be prepared. Other OLLI policies will be reviewed. Volunteers for the task include Lynn Kroesen, Gerri Stephenson, Trudie Thompson, Rosemary Engle, and Nick Simmonds.

UD by the Sea: The Statewide program is planned for May 24 -27, 2022 in Rehoboth Beach and will include 5 tracks: Delaware, Art, US Foreign Policy, Horticulture, and History.

The Financial Manual states that the prepared budget for the fiscal year beginning the following July will be presented for approval by Council in December of each year. Since the Council will not meet until January Karen Schaub made a motion to change the budget approval date to January.

Motion: to change the budget approval date to the January Council Meeting.

Karen Schaub
Second: Gerri Stephenson
Passed unanimously

Next Meeting: The next meeting is scheduled for Friday, January 21, 2022 at 1:30 p.m. with a virtual online format.

Motion to adjourn: Nick Simmonds
Second: Paul Collins
Passed unanimously

Adjournment: 3:05 p.m.

Kathy Henn
Secretary