

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

REMOTE MEETING VIA ZOOM & PHONE
October 15, 2021

In attendance: Connie Benko, Chair; Rosemary Engle, Vice-Chair; Kathy Henn, Secretary; Karen Schaub, Finance Chair; Staff: George Irvine, University of Delaware Associate Vice Provost; Joni Bero, OLLI Online Coordinator for the Statewide Online Project; Sally Cole, Interim Program Manager for Kent/Sussex OLLI; Voting Committee Members: Joan Mansperger, Academic Affairs Co-Chair; Denise Kaercher, Community Relations Co-Chair; Marge Felty, Social Co-Chair; Nick Simmonds, Strategic Planning Chair; Susan Salkin, Travel Co-Chair; Gerri Stephenson, Community Relations Co-Chair; Deb Roberts, Volunteer Development Chair; Non-Voting Members: Lynn Kroesen, Catalog/Communications Co-Chair; Wendy Leicht, Co-Chair Catalog/Communications; Madeleine Nichols, Library Chair; Trudie Thompson, Social Co-Chair; Joan Sciorra, Travel Co-Chair.

Quorum was present.

Connie Benko called the meeting to order at 1:34 p.m.

Agenda: The agenda for the Council Meeting for October 15, was approved with the addition under New Business of January Explorations.

Minutes: The Minutes from the Kent/Sussex County OLLI Council Meeting for September 10, 2021 were approved.

Motion to Approve: Denise Kaercher
Second: Karen Schaub
Passed Unanimously

Staff Reports: George Irvine

George Irvine thanked the council for attending the special “Town Hall” meeting on September 23. He indicated that the Course Proposal Forms had been completed by Sally Cole and Andrea Majewski and that an overview on a common administrator would be prepared for the newsletter. Conversations are still ongoing with the University of Delaware’s College of Earth, Ocean and Environment in Lewes on additional possibilities for their collaboration with OLLI. Leadership members at the University of Delaware still express support for our need for a new home. Arrangements to upgrade the Trinity facility parking lot have been finalized for the fall. Partnership opportunities in Dover with the Biggs Museum and other groups are being explored.

Staff Reports: Sally Cole: Manager's Report/Coordinator's Report
Joni Bero: Coordinator's Report

Sally Cole's Manager/Coordinator's Report: Lewes: Work was completed on the Trinity facility to correct the alarm system, and the automatic doors as well as additional door adjustments. A door was positioned between the break room and small classroom which can be opened for full access if desired. Progress has been made on the ramp installation and an agreement was reached over the parking lot improvements. Dover: the new phone line will be installed next Wednesday and published on the website. The Pilot Hybrid Course program was successful. Paul Collins will be offering a new hybrid course for the current second session and ten hybrid classes are planned for spring term. Confirmation Letters for the Course Proposals for the spring term will be sent today. One class is offered in Bridgeville, 21 (with 2 hybrid) classes in Dover, 49 in Lewes (with 10 hybrid) 7, possibly 8 in Ocean View (with 1 hybrid). Hybrid equipment and operations have been successfully tested in Dover and will be tested in Ocean View. Hybrid equipment at reasonable cost will be purchased. Empty classrooms can be offered for in-person attendance at virtual classes. A statewide print catalog will be produced for Spring Term 2022. It will be available for pick up at OLLI facilities and some libraries and other locations. Postcards will notify members when it is available. The Social Committee will organize Open Houses in January with registration assistance provided. Jen Merrill and the UD Marketing Team are working on marketing plans. Press releases should be completed and available. New venues for advertising include local newsletters.

Joni Bero's Online Coordinator's Report: All classes are going well. The second 5 week session Orientation is scheduled for next week. Training sessions are available. Next semester the Orientation will be omitted as no longer needed. Classes will start on October 26. 125 on-line courses, not including hybrid courses, will be offered.

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: A Fall Fund Raising Campaign letter is in preparation.

Academic Affairs: Joan Mansperger. An Instructor's Zoom Meeting is scheduled for Monday, October 18 at 2 p.m.

Finance: Karen Schaub. Financial Reports for July, 2021, August 2021, and September 2021 were filed in the Council Repository. Karen noted some maintenance charges had been filed against the scholarship account when they should have been filed against the Expanding Horizons account. Sally Cole explained that there had been an account code number error on the forms and it is being corrected. Karen will be monitoring it. She also noted that a donation had been made to the Gift Fund honoring Connie Benko for her Ghost Tour in the Historic Lewes Walking Tour course.

Strategic Planning: Nick Simmonds. The committee is expected to meet before the year's end to reevaluate the plan. Subcommittee chairs are asked to submit their evaluation on meeting the objectives.

Old Business:

Draft Proposal for Common Administrative Structure: Connie Benko read a "Recap of Special Meeting with George Irvine and the Kent/Sussex Council on September 23, 2021" to be added to the Minutes.

Recap of George Irvine's Meeting
w/K/S Council
September 23, 2021

Meeting was held in response to the Draft George presented and the reply from K/S Council.

Shared responsibilities of K/S and Wilmington

- Preparation of the Catalog (online and hard copy)
- Registration Database and actual registration – Campus CE
- Technical Support
- Joint online committees
- Online Training – 80% K/S
- Travel options
- Quarterly Council Chair and Vice Chair meetings

Separate responsibilities

- Budgets
- Labor costs, offset by some online income
- Facility leases and expenses
- Councils
- Academic Affairs:
 - Encouraging instructors to become involved;
 - Course Proposals; Support of Instructors;
 - Evaluation
- Fund Raising, Gift Funds, Expanding Horizons

Areas of Concern

- Disparity in Funding levels – W:K/S

- Weekly Newsletter – too voluminous
- Spirit of Volunteerism
- Increase of membership statewide

Areas for Future Involvement

- Volunteerism Workshop(s) – Staff and members

Special Events Friday – September 24th – statewide

- Past/Present/Future of OLLI

There is not a merger of the councils anticipated. Both Councils have work and rebuilding to do that is best done on the local level with the support of statewide OLLI.

October 15, 2021

Connie Benko

Committee for in-person/virtual extracurricular programming: Connie Benko explained the plan is to offer in-person and virtual courses to be included in the Spring membership fee for Kent and Sussex.

Spring 2022 Fees: Connie reported that the Registration Fee for Spring Term of 2022 is \$100 for Registration (no change from Fall 2021); \$50 for an 11 week class and \$25 for 5 week classes. Extra-curricular courses are included in the membership fee.

A proposed plan includes a Semester Package for the Fall 2022 term with a flat membership fee to be determined which would cover 5 courses, either in-person or online. Members could register for more courses under the Spring 2022 fee structure. No charge for extracurricular courses. A \$30 discount would be offered to Instructors. A year tuition structure is still being considered.

New Business:

January Explorations 2022:

A three-week January Session will be free to all members. Classes of one, two or three week lengths will be offered on Tuesdays, Wednesdays and Thursdays at 10 a.m. and 1 p.m. from January 11 to January 27. These one hour courses will be online on Zoom. New or returning instructors are invited to teach subjects of their choice and to contact Carol West at carowest7@yahoo.com for scheduling arrangements.

Next Meeting: The next meeting is scheduled for Friday, November 19, 2021 at 1:30 p.m. with an in-person format planned.

Motion to adjourn: Karen Schaub

Second: Deb Roberts

Passed unanimously

Adjournment: 3:03 p.m.

Kathy Henn
Secretary
November 15, 2021