

University of Wisconsin

Draft final

Green Bay

Lifelong Learning Institute

Board of Directors Agenda

Monday, July 26, 2021 (Virtual Meeting)

10:00 AM – 12:00 PM

Members: Fred Delie (President), Julia Wallace (V.President), Judy Gilson (Secretary), Kris Lewins (Treasurer), Theresa Charapata (At-Large), Sue Johnson (At-Large), Norm Schroeder (At-Large), Mary Braband (Curriculum), Mary Cook (Publicity and Promotions), Dean Cherry (Technology), Gary Hanna (Technology), Karen Carvenough (Social Committee), Susan Pike (Office Manager), Jason Mathwig (Advisor), Weston Carvenough (Past President)

Excused: Mary Braband

Absent

Guests: Benjamin Cruz-Uribe

Called to Order 10:00 AM

1. Any changes in agenda. Correct Julie to Julia
 - Approved by Norm Schroeder
 - Seconded by Dean Cherry
2. Treasurer's Report/Finance Committee – Kris Lewins
 - Expenses \$9885.82 Wages \$5838 USI \$3,290 complete year
 - Total \$43,324.07 short fall
 - \$49,916 forward balance
 - No foundation report for June 30th
 - March 1st \$15,180
 - USI agreement raised for this year to \$3,290, \$1,500 credit from last year.
 - Next year \$4,700
 - Cloud base upgrade occurred.
 - Approved Karen Carvenough Second by Julia Wallace/ Mary Braband
3. Advisor's Report – Jason Mathwig
 - Joy Ruzek is retiring on Nov. 1st. No new person announced, yet.
 - Part time student to be hired 15 hours per week. Two candidates, one looks very good \$10/hour.
 - Registration starting Monday, August 9th staff will help with registration
4. Office Manager – Susan Pike
 - Meeting at 10:30 with marketing concerning publishing catalog.
 - Five-dollar fee to mail printed copy of catalog.
 - Will open office but no published hours yet.
 - 10 volunteers coming back.
 - Susan will be on vacation Thursday and Friday.
 - Working on Mauthe contract. One class to be recorded cost \$100.
 - \$40/hr. normal = \$80
 - Fireside: \$30 for two hours and auditorium requiring no chair set up

5. Vice President— Julia Wallace No new issues looking over Policy and Procedure document.
6. President – Fred Delie
 - July 1st language MOA changed sent out to review updated MOA to all board members to review at August meeting.
 - 260 classes for all three campuses.
 - Send catalog/letter to new and old members with link to website.
7. Committee Reports
 - A. **Publicity & Promotions (Marketing & Travel) Mary Cook**
 - Intro to LLI Wed. at Neville Museum 10-noon.
 - Intro to LLI Tuesday in Marinette by Wes and program by Bob Cook.
 - Last weekend in August Art Street participation.
 - Bob will only have classes in Marinette
 - Wes Carvenough presentation at the Green Bay Men Retirement Club.
 - B. **Curriculum – Susan for Mary Braband**
 - Course fee if supplies are required for a class fee will be added to registration.
 - Tours paid the day of tour to non-profit group.
 - No refund for class cancellations except if presenter cancels.
 - C. **Technology – Dean Cherry/Gary Hanna**
 - Classrooms set for live presentations. UWGB to install equipment.
 - Sign into Zoom for class LLI has two cameras permanently in room 250.
 - D. **Social Committee – Karen Carvenough**
 - Fall Kick-off Sept 22nd at 11-12 12-1 Stadium View Ashwaubenon send out to everyone.
 - UWGB can suggest vaccination but cannot insist on shot.
 - 80% of people over 65 are vaccinated
 - External venue UWGB rules apply
 - Meeting will be family style meal.
 - Invitation going out to everyone.

8. Old Business

- **Mauthe Center Susan Pike**
- Mauthe Center little increase in cost, classes recorded.
- Two hours to set up chairs cost \$100, no staff needed cost \$30
- 2022 and 2023 cost getting close to \$100 price.
- **MOA Fred Delie UWGB** Umbites organization governance part of LLI class times
- Set up meeting every six months
- LLI dollars -- LLI keep in UWGB account, LLI board responsible for spending.
- **Policy and Procedures Julia Wallace.**
- Bylaws general office/procedures 50 days before Annual meeting in May.
- Fiscal year dates August 1st and July 31st membership
- Policy and Procedure contains more detailed look at attendance/growth Norm, Theresa and Julia will coordinate information.
- CECE changes by May 12th.

9. New Business Ben Cruz-Uribe Statistical Reports

- Board agrees to what Ben presented. **See attachment A**
- Ben will work with Julia to incorporate the Recommendation for Statistical Reports procedure into the MOA. Should be incorporated into MOA for approval at September board meeting so Joy and Fred can sign before Joy's retirement Nov. 1st.
- Establish steps who can request information procedures to protect confidentiality of members. If not a member of LLI or employee of the UWGB request brought to LLI president and approved by the BOD
- Discussed returning to in-person Board meeting in room CL 125 UWGB Cofrin Library. Wait until September board meeting to discuss. Perhaps, have a hybrid meeting that is both virtual and in-person. Most of board prefers virtual because of distance to travel and for snowbirds that allows them to participate. A hybrid would satisfy all board members

Adjourned Dean Cherry Seconded Gary Hanna time 11:57 AM

Next Meeting: Monday, September 27, 2021, Starting at 8:00 (Virtual)

Secretary

Judy Gilson

Attachment A

FINAL REPORT OF THE DATA ANALYSIS PROJECT

Submitted to the LLI Board of Directors by Benjamin Cruz-Uribe, retired Adjunct Professor of Statistics, University of Wisconsin-Green Bay and a current LLI Member.

OVERVIEW:

The purpose of this project was to review the processes and procedures that are involved in submitting and completing requests for a data analysis of the Lifelong Learning Institute (LLI) Membership and Course data. As a result of this review, I am providing to the LLI Board of Directors (BOD) three specific recommendations for their review and consideration. It is hoped that these recommendations can be turned into official policies of the LLI organization.

At this time, two data analysis have been done over the past several years by the writer of this report. It is based on these experiences and on further requests for data analyses that prompted the writer to undertake this project with the hope of clarifying what can be done and, more importantly, what should be done under the auspices of the LLI BOD.

RECOMMENDATION # 1:

DATA REQUESTS: All requests for modifying data, adding data, or analyzing data from the LLI Membership and Course files must be approved by the LLI BOD. Requests may be submitted to individual members of the LLI BOD or to the LLI office staff or to the LLI Statistician. However, all these requests must be forwarded to the President of the LLI BOD who, in turn, will submit them to the entire Board for consideration as to whether the request is appropriate and helpful to the LLI organization.

RECOMMENDATION #2:

SELECTION OF A STATISTICIAN: The LLI BOD must approve the selection of any person who will do any data analysis of LLI Membership and Course data. There are four points that must be considered by the LLI BOD before approval is given:

- a) The individual is qualified and has experience in the statistical manipulation of quantitative data.
- b) The computer that will be used by the individual has a security software installed and active to protect from outside hacking and from malware.
- c) The individual is willing to accept working under the Wisconsin University guidelines and rules for the handling of proprietary and confidential information.
- d) All generated reports from the data analysis will be sent by the Statistician to a designated member of the LLI BOD who will review the report and recommend, if necessary, adjustments to the report. Once the Statistician and designated board member have agreed to the content of the report, the designated board member will submit the report to the LLI President. Upon acceptance of the report by the LLI President, the final version of the report will be submitted to the entire board for discussion. Further action as a result of the report will be the responsibility of the board.

RECOMMENDATION # 3:

OUTPUT REPORTS: The output reports from any data analysis are the property of LLI and contain proprietary and confidential information. Any members of the LLI BOD who are given access to this data must accept handling these reports in a secure and safe fashion.