

MINUTES: NFLL COUNCIL MEETING; Nov. 14, 2016

Attendees:

President: Marlin Fried

Vice President: Dan Taylor

Secretary: Gretchen Hirni

Past President: Pat De Blake

Members at Large: Steve Johnson, Anne Stehr, Dan Scarpone

Committee Chairs:

Membership: Kim Gillespie

Curriculum: Margo Heaps, Jennifer Wong

Communication: Peggy Randolph

Volunteer: Gwyndolynn Gentry

MCC Liaison: Neva Hansen

Guests:

Russ Mathias

Sam Wong

Allan Zisner

- The November meeting was called to order by the president with a quorum present.
- Minutes of the Oct. meeting were approved with corrections.
 - The name of the tour was “Commemorative Air Force Arizona”.
 - Spring Schedule; March 24, all member meeting;
 - April or May tentative date for volunteer brunch/recognition (to be decided).

MCC Liaison report: Nothing to report.

Treasurer’s Report: No report

OLD BUSINESS:

- Scholarships: No numbers were available yet.
- Committee recruitment and recognition has been discussed. We’re going to have to do something.
- We will table scholarships for NFLL members for now.
- Recruitment/Recognition: Dan Taylor (new to council and the new V. P., but not new to what NFLL is all about)
 - A group of past presidents met to discuss the future and how to recognize volunteers, find way to make the council work together better, facilitate transparency, share with others and open new doors.
 - Three at-large members and their roles were discussed. They need to know what their specific roles are.
 - The consensus was that everyone’s input is needed.

- Dan's goal is to get an annual report out quickly for last year to show the public the volume of work the volunteers do, which is impressive.
- Marlin stated that according to our Operating Procedures committee's are to elect their chairpersons every February. If we can't find people to volunteer, we may need to cut back on some of our activities.
- Chairs needed are: membership (2 people), curriculum, social, communication (2 people). Steve suggested sending a weekly email to the general population listing the needed positions. If you know someone who might be willing to fill one of these positions, please share their name with Marlin or Dan.

NEW BUSINESS:

Council Manual / Job Descriptions / Procedures

- Marlin reported that there's been renewed interest in a Council Manual or NFLL Manual. A manual would help our membership understand how we operate and help recruit people for jobs.
- Steve stated that it's not enough to just ask for volunteers without letting them know what they are signing up for.
- We need someone to develop a procedural manual so that people know how we operate and we can share that with others.
- The last Council Manual was published in 2012. There is also a more extensive 2010 edition. Most of the Council members were not aware of a Manual.
- There is a Memo of Understanding and NFLL Operating Procedures describing our relationship and obligations to MCC & MCCCCD. A Manual and procedures would fall below these. The MOU is available on our website in the "Members Toolbox" and Marlin will circulate the latest proposed Operating Procedures. The proposed Operating Procedures have been sent to MCCCCD legal department for approval.
- Pat De Blake described how the 2010 version procedure manual was created. She asked each committee chair for their input in outline form, which she then typed into her computer. She does not have the file anymore.
- Margo said she had sent curriculum information for inclusion which was never included. Marlin stated that several committees had provided information but it had never been compiled. There may be things that need to be updated.
- We should probably look at this every quarter.
- Kim asked for the type of things that should be in a procedural manual from MCC. Marlin stated there are some written procedures on the web site. It was suggested that perhaps MCC could help with the details of the procedures.
- Steve stated that he had looked at the 2010, 64 page manual. Too much detail in it that didn't have to be in it. It's a knowledge base that should be up on the web site. How do we update it without turning into a full-time job?
- Marlin suggested getting an ad hoc committee together to suggest how we can develop a manual and asked Steve to chair it. Marlin asked for a co-chair. Steve's willing to work on this and also has a volunteer who has offered to help him with this task.
- Steve stated that the only way this was going to work was if the committee chairs either update or create job descriptions. Pat replied that job descriptions had been developed

and can be picked up from there. Steve will send out PDF sections to Committee members to update and then forward back to him in editable form.

- Kim Gillespie volunteered her husband to change PDF programs to Word as he has a program to do this.

COMMITTEE REPORTS

Communication Committee: Report submitted and attached to minutes

Social Committee: Chairs not present. Report submitted and attached.

The Holiday Party will be Dec. 8. Turf Paradise is Jan. 18.

Membership: Report attached. We would like our new members to go to one of the meetings. The badges and directories have been mailed out. Allan suggested that the directory could be published on our website but there are privacy issues.

The "Open House" and the amount of work that has to be completed before its fruition was discussed. Perhaps it shouldn't be done as frequently as many people don't attend to justify the amount of work required. January's Open House is scheduled. Suggestions included asking for member's responses in the Newsletter.

Curriculum: Jennifer Wong reported that as of Nov. 1, we have 80 classes to offer in the Spring - both DVD classes and other classes. East and West Valley campuses are about even. Neva stated that Red Mountain classrooms are assigned immediately (maybe). Past classroom issues include: sudden switching of classrooms, locked classrooms and interruptions to classes in sessions. Summer classes: proposals accepted up to April 15. Class proposals, classrooms and topics for classes are frequently suggested and/or sent to the committee. Clarified and discusses the process for considering proposals.

Dates: Jan. 27 - Open House (Afterwards, review need for this event. Ask for member's response in newsletter).

Jan. 31 - Registration

Feb. 15 - New Member's Coffee

Feb. 20 - President's Day (closed)

March 13-14 - Spring Break

May 5 - Final's Week; classes need to end

There are needs for facilitators for guest presenters. The committee is reviewing class proposals.

Neva needs a copy of the Summer Schedule.

Members At Large: Dan Scarpone is impressed with the huge amount of work accomplished.

Other Business:

- Alan Zisner said that his wife will do website updates while he is hiking the Arizona Trail.
- Class proposals should be sent to Margo Heaps with correct email address. Some are not getting to her. Some E-mail addresses on our website need updating.

Marlin accepted the motion to adjourn which was made and seconded.

Respectfully Submitted: Gretchen Hirni, Nov. 17, 2016; resubmitted Nov. 21, 2016.

COMMITTEE REPORTS:**Communications Committee Report**

November 14, 2016

Peggy Randolph

The Nov-Dec Newsletter was mailed Wed, Nov 9, to 89 members who have requested that their Newsletter be sent by postal mail. That number includes 12 members who do not have computers. The Newsletter was also sent online to all members, as well as to the Mesa Arts Center, the Mesa Library, and select MCC staff. We received enthusiastic responses from the Library and from the Mesa Arts Center. Mesa Library has offered to host programs that may pop up too late for inclusion in our regular class schedule. Recommend checking their website to see the kinds of programs are offered.

Proposed mailing for the next Newsletter is Jan 9, subject to the class schedule being printed by that time. January 3 is the target date for printing.

Allan Zisner, Mary Kay Owen, and Marie France Ganansia are to be commended for their work on the NFLL website. Council members are encouraged to check out the new home page if you haven't recently done so. Their work continues.

Gary sent proposals to ASU and MCC faculty asking for students to work on branding for New Frontiers. He has had positive responses to date. More on this project in the future.

Co-chair replacements for both Barbara and Peggy are urgently needed. Suggestions are welcome. Also, Gary and Shirley Epp have requested that we find a replacement for them to handle the mailings.

Social Committee is unable to be present at the Council Meeting on Monday, November 14, 2016. Included here is our report for Council.

**Report for Council
Social Committee on November 14, 2016 Meeting**

Out to Lunch on 10/14/16 at Charleston's was attended by 44 people and unanimously enjoyed. This is a recorded number, I believe, for our O-T-L group.

The tour of the Chandler Railroad Museum on 10/27/16 was also a big success with over 40 people attending. We received a lot of compliments about what an interesting tour it was and the lunch served in the dining car was wonderful.

The United Food Bank tour is scheduled for 11/16/16 and a tour and race at Turf Paradise is scheduled for 1/18/17.

Holiday Party – is on schedule. We are however still waiting on the paperwork that MCC requires from our entertainer.

The Committee is in process of planning more fun events and Out-to-Lunch lunches for 2017.

Social Committee is still hoping Council will find someone to take over as chair of the Committee as Lois is retiring after December.

Next Meeting - December 5, 2016, 9:30 AM. will be held at the home of Sissy Riley.

Please feel free to contact me if you have any questions.
Lois Schaffer
Social Committee

**Curriculum Committee
Council Report
November 14, 2016
Jennifer Wong**

Spring 2017

The deadline for submitting class proposals ended on November 1.

We received about 80 class proposals for the 2017 Spring semester. This number is up from 60 which was the number which was quoted during the Curriculum Meeting since we received several more class proposals during the weekend in the lead-up to the November 1 deadline.

Some of the classes being offered during the Spring semester are repeats of classes which were popular this Fall. Others are ongoing classes. The new classes are quite diversified with some history, cultural, language, science and health-related.

From a tally of the location of the classes, it would appear we basically have an even number of classes in both the East and West Valley with the least amount of classes being offered on Mondays and Fridays.

It is our understanding that we will be assigned classrooms at the Red Mountain campus as soon as we submit our classroom information. We are uncertain whether this is also applicable to classroom assignments at the Dobson campus.

Fall 2016

With the Fall semester underway, we experienced a few scheduling problems.

After the Fall schedule was printed and distributed to the members, a few classes were canceled, primarily due to a lack of interest in the class.

We had a class disruption which occurred when one of our facilitators entered her assigned classroom early, while class was still in session, in order to set up her class before the lecture began. This created a conflict with the instructor and students which, in turn, has led us to review our scheduling and on-campus policy. As a result, our facilitators have all been notified that set-up and teardown is to be included in the time which has been allocated for their class. Everyone has also been notified that they are to wait outside the classroom if a class is in session. From the feedback we have been receiving, everyone is following these new procedures.

Other classroom problems, which some facilitators experienced, were discussed at our Curriculum meeting. They are:

- Sudden Switching of Classrooms - What should be done when a classroom is suddenly switched? It is our understanding that if the facilitator does not have sufficient time to notify the students, MCC will post a sign on the door informing students the classroom has been switched. If the facilitator has advance notice of the classroom change, it is his/her responsibility to contact the students and inform them of the classroom change.
- Locked Classroom - What do you do when the classroom is locked? Call Public Safety.

2017 Summer Classes

The deadline for accepting class proposals for the summer semester is April 15. There will be no printed schedule. However, the summer classes will be posted on Pro-Class.

Incoming Committee Members

Carolyn Follett has stepped down and Barbara Dixon has stepped in as the new Curriculum Secretary.

Sam Wong has accepted the challenge of looking for people to be a guest presenter on topics which might interest New Frontier members.

This past month, Karen Wartick has been helping out with reviewing the class proposals.

Outgoing Committee Members - Help Needed

Since Margo Heaps is stepping down as Co-Chair next summer, there is a need for an additional Co-Chair of the Curriculum Committee.

Since Pat Schindler is stepping down at the end of the year, there is a need to quickly find someone who will find class facilitators for guest presenters.

Important Dates during 2017 Spring Semester

Jan. 27 Open House Jan. 27

Jan. 31 Registration

Feb. 15 New Members Coffee

Feb. 20 Campus closed for President's Day

Mar. 13-17 Spring Break

Membership Committee Report

November 2016

Kim Giliespie

We distributed Directories and new member nametags at the Annual Meeting. The attendance was fairly low and few new members attended. Because there were so many nametags uncollected, I am mailing them with a directory. The first batch went out last week. There are a few nametag issues, which are being resolved.

NF/MCC Lanyards are available to be picked up at either Red Mountain from Neva or Dobson from Rosa. Both also have a small supply of Directories.

An article was submitted for the newsletter.

I began an inventory of documents and supplies, so that we know what we need for the January Open House.

Next Membership meeting is on Friday, December 2 at 9:30.