

NFL Council Meeting MINUTES - Monday, January 8, 2018 9:30 am

Mesa Public Library, 64 E. First St. - Saguaro Room

Attendees:

President: Daniel Taylor

Vice President: Roland Tanner

Secretary: Diane Grogan

Treasurer: Gregory Master

Members-at-Large:

Daniel Scarpone

Anne Stehr

Sandra Whitley

Curriculum: Jennifer Wong

Membership: Barbara Thelander (for B. Dixon)

Social: Lois Schaffer (for P. Schulz)

Communications: Arlys Medicott

Volunteer: Skip Carney

MCC Liaison: Pat Esparza

Past President – Marlin Fried

Guests: Allan Zisner, Sam Wong

1. Welcome and Introductions: The January 2018 meeting was called to order at 9:30 a.m. by D. Taylor with a quorum present.

2. Approval of November 13, 2017 Minutes: Corrections to the Minutes from D. Scarpone – add Carolyn Klein’s name to page 7. A motion to approve Minutes from the November 2017 meeting was proposed by S. Carney and seconded by J. Wong.

- Approval of Consent Agenda: Addition to Curriculum Committee minutes – change Jean Bruno’s job description, and add Pat Tanski (?) as a gatekeeper. Following the review/approval of the Consent Agenda, it will be added to the minutes. A motion to approve Consent Agenda was proposed by M. Fried and seconded by S. Whitley.

3. Treasurer’s Report: This is an informal report as both G. Master and N. Hansen were out of town. G. Master put together a reconciliation of fund balances for November and December with dates, and expenses totaling \$14,577.00. Fund balance as of 12/31/17 is \$33,583.16. Next month’s report will be more elaborate. Note: if you are aware of any expenses not on the list, please send them to G. Master. J. Wong asked to add expenses of ~\$1,000.00 for curriculum catalog. L. Schaffer asked to add holiday party expenses. Another Note: committee chairs please **cc** G. Master with any invoices so he can keep funds in order.

4. MCC Liaison Report: P. Esparza has been working with B. Dixon and J. and S. Wong to prepare for the upcoming Open House on Friday, January 12. Open House is during the week of accountability, so all faculty members should be on campus at Red Mountain. Chandler/Gilbert is trying to replicate our NFLL process for enrollment and registration. Rep. (Cindy) will be at Open House to observe. B. Thelander suggested using P. Randolph as contact to assist Chandler/Gilbert in the process. For NFLL

spring courses, classroom assignments are coming in for both campuses and the grid is 75% complete. P. Esparza informed the group of new MCC petty cash procedures. Try to use petty cash for emergencies only. According to the head cashier (Valerie) a purchase "P" card will be used for shopping. N. Hansen and P. Esparza will be trained in using the P Card. Some purchases may even be done over the phone. It will be a month or two until the process is operational. L. Schaffer asked about arranging for the park Ramada deposit for the member picnic. M. Fried asked if the P Card can be used for internet purchases. Yes, but if it is a vendor, you must still go through the system. G. Master will work with N. Hansen for those purchases as there may be lag time for monthly reports. D. Taylor clarified – if you need to purchase something, contact N. Hansen or P. Esparza.

5. Old Business

- Holiday Party: 108 people attended the holiday party. L. Schaffer said the holiday party went well and the food was o.k. The entertainer went a little long, and could have added more holiday songs. S. Carney agreed that the food was just o.k. and suggested we look at alternate locations for the holiday party. P. Esparza reminded us about the bid process, and that the Windemere is a good deal. Additionally, there is a bar, and holiday decorations are in place. S. Whitley asked to explore another location and maybe use a caterer. If you want to use Dobson location, add the amount to the P.O. for Aramark. D. Taylor said it all boils down to cost, and we can discuss at a future meeting.

- Spring Open House January 12, 2018. J. Wong has everything in place. B. Dixon has more volunteers than ever before. *Hope to see everyone there!*

6. New Business

- Volunteer recognition lunch April 20, 2018: The date is near the end of the semester *AND* during National Volunteer week. For the menu, EVIT suggests one main entrée and one vegetarian entrée. Discussed the feasibility of gluten-free options. We can opt for the Chef's choice, or choose from the menu for \$1.00 more per person. S. Carney suggested we choose the menu. D. Taylor read the various menu options, the highlight of which was the dessert descriptions. S. Carney moved to choose Roasted Chicken and Seasonal Pie for the Volunteer Recognition lunch menu. J. Wong seconded the motion. It was not unanimous due to a cheesecake faction.

- Planning Session in January : D. Taylor reported on the Council officers' meeting in December, and the plan to hold quarterly meetings. The questions: What do we want to be? What do we want to look like in 2018? were raised at the meeting. The goal is to come up with a mission, vision, and plan so that we can share our plan/strategy with others in the learning community. B. Thelander asked how this fits in with the operations manual. R. Tanner is looking into that. S. Carney thought it was a good idea. At the February meeting, we will hold the regular Council meeting from 9:30 to 10:30, and then committee chairs and co-chairs will stay for an additional meeting to discuss our mission and vision, and coordinate efforts between committees. Ruth Tanner has agreed to facilitate the process. S. Carney reminded us of the open conference room available in the United Way/Save the Family buildings.

7. Discussion Items: Question from D. Scarpone about all members meeting. It will be March 23 at Red Mountain campus.

- Members-at -Large Report: S. Whitley reported on the follow-up meeting for the last round of elections. Members at Large determined the process was satisfactory. Recommendation: need regular communication with all NFLL members about volunteer opportunities and leadership positions. Suggestions: email blast, article in the newsletter that details responsibilities for different positions, facilitators can remind class participants to volunteer, talk to P. Randolph about green sheet - maybe add a form of the green sheet to the website, follow up phone calls to new members. D. Taylor agreed that phone calls personalize the process. B. Thelander reminded us of the "help wanted" column on the website for volunteer opportunities.

8. Committee Action Items

- Social Comm. Report: See Consent Agenda.

- Curriculum Comm. Report: See Consent Agenda.

Report from J. Wong about an issue a presenter had with a microphone. The class participants could not hear the speaker when she turned, or walked around the classroom. J. Wong asked to look into purchasing a wireless microphone for NFLL. There are campus classrooms with speaker systems. L. Schaffer suggested purchasing headsets like tour groups use. B. Thelander cautioned using an outside microphone that could disrupt the current campus wireless system. P. Esparza will check with I.T. about which rooms have speakers and wireless. Facilitator can request those classrooms on the class grid if presenters need amplification. P. Esparza will also investigate resources for hearing impaired students

- Communication Comm. Report: L. Schaffer asked to add something to NFLL Members' Toolbox so members know where to send risk forms, and who to report volunteer hours to.

- Volunteer Comm. Report: S. Carney would like to establish a general theme for volunteer activities, i.e. "food and nutrition" to show links between NFLL and other community groups. This could show how NFLL members support the community. B. Thelander asked members to send pertinent information to the newsletter editor.

- Membership Comm. Report: See Consent Agenda.

- Other: Ad Hoc Scholarship Committee.

M. Fried asked for feedback on the report from the ad hoc committee. The purpose is to provide up to five scholarships a year to prospective NFLL members experiencing financial difficulties. D. Taylor walked us through the discussed items. Prospective member would pay \$35.00. Discussion about application process, anonymity, selection, payments, etc. P. Esparza suggested speaking to Carly at the scholarship office. B. Thelander cautioned about asking a scholarship recipient to volunteer for NFLL in exchange for the scholarship. All agreed that offering financial assistance is a good idea.

Next Council meeting : Monday, February 12 at 9:30 in the Saguaro Room. Reminder to chairs and co-chairs about the session following the regular Council meeting.

The meeting was adjourned at 10:45 by D. Taylor. *Minutes respectfully submitted by Diane Grogan.*