

## NFLL Council Monday August 08, 2022 Meeting minutes

Zoom meeting organized and chaired by Cindy Schrantz.

### Attendees:

<b>President:</b>	Cindy Schrantz
<b>Vice President:</b>	Bob Dukelow
<b>Secretary:</b>	Diane Grogan
<b>Treasurer:</b>	Fred Searing
<b>Curriculum:</b>	
<b>Members-at-Large:</b>	Margo Heaps, Ron Schueman, Allan Zisner
<b>Social:</b>	Arlys Medlicott
<b>SS/Communications:</b>	Peggy Randolph, Kathee Rutherford
<b>Membership:</b>	Mary Boehlen
<b>Membership:</b>	Barbara Thelander
<b>MCC Liaison:</b>	Neva Hansen
<b>Past Presidents:</b>	Roland Tanner, Dan Taylor, Marlin Fried

1. The August 8, 2022 Zoom meeting was called to order at 9:31 am by President C. Schrantz with a quorum present.

2. **July 2022 Minutes** were approved. M. Boehlen moved to approve July minutes; seconded by M. Heaps.

3. **President's Report** – President C. Schrantz welcomed everyone to the meeting. Her report will be presented under “New Business” on the agenda.

4. **Treasurer's Report** – F. Searing emailed the July 2022 Financial Report to Council members. This was the first report for the fiscal year. The fund balance as of July 30 was \$37,489.97. During July the activity was the addition of 22 new NFLL members, and the P.O. for newsletter design. D. Grogan asked if the 22 represented “new” NFLL members, or returning members. M. Boehlen moved to approve the Treasurer's Report; seconded by M. Heaps.

5. **MCC Liaison Report** – N. Hansen fielded questions about registration. D. Taylor had a problem with payment to NFLL. Apparently it is a “term activate” issue. N. Hansen wants to meet with D. Taylor and C. Schrantz next week to troubleshoot enrollment problems. M. Heaps asked if anyone had tried to enroll in person. M. Boehlen and B. Thelander both had issues with on-line enrollment; MCC wouldn't accept password. C. Schrantz reported a bit of a mix-up at first, but it has been straightened up. M. Heaps added that instructions for registration need to be simplified. B. Thelander suggested following the instructions on the webpage, and using the Google document. N. Hansen added that Michelle Chambers has moved; the MCC position vacancy has been posted. MCC classes begin August 19.

### 6. Committee Reports

a) Curriculum – S. Brown is touring Ireland. (I hope she visits Grogan's Pub in Dublin!). C. Schrantz reported that NFLL fall schedule is moving along. Tuesday, September 13 is NFLL Fall

registration date. D. Grogan asked about the additional book class on Wednesday at the same time as “Bookshelf” and “Mysteries and Mayhem.” C. Schrantz will look into it.

b) SS/Communications – There is still a need for a publicity team.

c) Scholarship - B. Thelander reported that MCC student scholarship applications are online in Academic Works. The NF Scholarship Committee, B. Thelander, M. Boehlen, and Shirley Epp will be reading the applicants’ essays.

d) Volunteer – Volunteer Committee still needs a chair.

e) Membership – M. Boehlen reported that Fall Open House will be Friday, September 9. She addressed in-person or virtual event. M. Boehlen asked if we could require attendees to be vaccinated, or suggest non vaccinated members not attend. D. Taylor agreed in-person with vaccine. A. Zisner suggested using an MCC classroom and holding a virtual meeting. N. Hansen added that in the past Open House has been congested. R. Tanner addressed the need for in-person meetings. D. Grogan added that the Spring Membership meeting was in-person at MCC Red Mountain with a small attendance. She asked how many people usually attend Open House, and how prospective NFLL members learn about Open House. R. Tanner stated that 30-35% of Open House attendees are current members. P. Randolph suggested we wait until January to hold in-person Open House; historically we have better attendance second semester. She added that the MCC Library is reserved for the NFLL mailing group, and M. Ganansia will distribute publicity flyers. R. Tanner shared his idea for holding a NFLL class demonstration at Fellowship Square. P. Randolph moved to hold a virtual open House in September, and an in-person Open House in January. The majority agreed. D. Grogan added that we already have a PowerPoint from the last two Open Houses that just needs to be updated. She volunteered to be the MC. B. Thelander suggested adding actual pictures of members to the slides. M Heaps added that “Open House” is a misnomer. R. Tanner suggested “Come meet NFLL!” C. Schrantz suggested we contact former NFL members who have not renewed membership in NFLL and invite them to “Come see us again, or Try NFLL again.” R. Tanner asked for a list of NFLL members from Fall of 2019. P. Randolph added that Spring of 2020 was our last big enrollment.

f) Social –A. Medlicott reported the committee met a week ago to wrap up some details. They are looking at two venues for the holiday party: the Mesa Country Club and the Windemere Hotel.

7. **Old business:** C Schrantz discussed the NFLL strategic plan, and asked Council members to call, email, or text any input, additions or corrections to her.

8. **New business:** C Schrantz updated the Council on the meeting she, S. Brown, and N. Hansen had with K. Perales and other MCC staff. C. Schrantz found out who was responsible for aspects of community education, who reports to whom, and now has a better understanding of how things work. Meeting V. Stingley from the MCC Financial Center was helpful. The MOU from 2010 was discussed; it is outdated, but we will continue to use it as updating it is a huge undertaking. MCC staff was very complimentary. The group plans to meet monthly with three (3) goals in mind: 1) define NFLL in response to MCC student group with benefits classification, 2) address technology as enrollment still has challenges. The group may consult R. Tanner or A.

Zisner, and 3) retain social aspect of NFLL. MCC is not planning to change anything we do with social events. The end goal is to better define NFLL in relationship to MCC and make connections. R. Tanner mentioned weekly MCC department meetings. B. Thelander suggested in-person meetings, and sending NFLL newsletter to key people at MCC. N. Hansen listed the people she currently sends newsletter to, and offered to include any other names. C. Schrantz thanked D. Taylor and R. Tanner for their efforts on the 2020-21 NFLL Annual Report. D. Grogan reported that the Aster Center is not available for Council meetings; she is still checking on the Mesa Public Library.

D. Grogan moved to adjourn the meeting. Meeting was adjourned at 10:53 a.m. The next NFLL Council meeting is Monday, September 12, 2022 at 9:30 am. Location TBA. Minutes respectfully submitted by D. Grogan.

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### **NFLL Curriculum Committee Meeting Minutes Thursday September 1, 2022**

#### 1. Call to Order

The Meeting was called to order by the Chairperson, Suzanne Brown at 10:05 am. Seventeen members were present on the Zoom call.

2. Minutes of the March 15, 2022 meeting were accepted without revision.

3. The Fall 2022 Schedule was discussed by Suzanne Brown. The printed schedule was mailed out August 26 with Registration set for Sept. 12, 2022. The Communication and Support Committee will assist members with registration.

Classes: There are 63 separate courses offered in Fall 2022: 10 online, 6 hybrid, 23 in-person at Dobson, 16 in-person at Red Mountain, 4 Field trips, and 5 off-site courses. In addition, classes not listed in the schedule may be scheduled this year under the title “Additions and 2 nd Chances” as well as notifications to members of classes with space for additional enrollments. Facilitator Needs were discussed. At the time of the meeting, only 5 courses still needed facilitators. The Scott Sandell Financial seminars will not have a facilitator this year, at Scott’s request. He provides the link and prefers to introduce his courses himself.

4. The Spring 2023 Proposal Link has been put up on the website and will be emailed to members after the start of the Fall 2022 term. The link for proposals is: <https://forms.gle/Lq9zMonTaov55hH89>

5. A request for a Summer 2023 – Curriculum Director was made. Jennifer Wong volunteered to coordinate the Summer 2023 schedule.

6. Changes, Enhancements, New Ideas – were discussed for information only.

Items discussed without action were:

- a. Use Schedule to advertise other events or Website updates?
- b. Just In Time courses (Renamed Additions and Second Chances)
- c. Collaboration with other lifelong learning groups

(Suzanne had a meeting on Sept 12 with the Curriculum Chair of New Adventures for Lifelong Learning from Chandler-Gilbert CC. It was decided to share one online class from each organization with the other for the Spring 2023 session. Each program's members will register through their own systems with only the link being in common.)

d. Collaboration with 55+ Communities – Venture Out Resort Mesa has requested three classes to be offered at their community in Spring 2023. The Curriculum organizers will work with speakers on who will present at this new off-site program. Venture Out will provide NFLL a free vendor space to recruit new members at their Welcome Back event on Nov 19.

7. Technology – Presenters/Facilitators will need to check before their first class that their MEID credentials will allow them access to the technology consoles in the classroom. Suzanne or Cindy Shrantz are available to assist if needed.

8. Schedule Publisher Needed – Dovie Bryant, who has done the schedule publishing for many, many years is asking to give up this responsibility. She will train the new recruit in how to use Microsoft Publisher, which is the program NFLL has used. The software will be provided. A volunteer is needed by mid-November. Most work is done from mid-November to Dec 20, and in late July to mid August.

9. Presenter Gifts and Thank You – The group revisited whether presenter gifts were needed and the consensus was that we would not give gifts but if an individual facilitator wished to give a gift, he/she could contact the NFLL office to get some MCC promotional items. Thank you cards from the facilitator to the presenter will still be encouraged. The curriculum chair will send out thank you notes to presenters, facilitators, hosts, and others with the signature of the president and curriculum chair on the note.

10. Calendar for Curriculum Committee – A copy of the proposed calendar for Curriculum Committee activities was distributed for information. It is attached to these minutes.

11. Calendar for NFLL dates – A copy of a proposed calendar of NFLL dates was also circulated for information only. The committee was informed that this calendar was still being reviewed and would be sent to the NFLL Council for adoption/approval.

12. Other issues, comments, business – no other new business was brought up.

13. Meeting was adjourned at 11 am.

## **NFLC Curriculum Committee Minutes March 15, 2022 Zoom Call**

### 1. Welcome and Thank You

Meeting was called to order by Cindy Schrantz. Members present included Ruth Brooks, Patti O'Brian, Allan Zisner, Mel Muchinsky, Suzanne Brown, Cindy Schrantz, Dick Falconer, and Jacki McDugle.

2. Approval of December 2021 minutes, Mel Muchinsky moved to approve the minutes, accepted by consensus.

### 3. Old Business

a) January In-Person Virtual House and virtual Q & A session Cindy Schrantz gave a summary of the Spring Virtual Open House and A Session: Six people on Q & A, 40 people in Zoom Open House. Q and A not needed in future due to multiple ways to get information

#### b) Proposal Form

New Summer and Fall Google Form up for submissions. The ease in forming the grid using Google Forms was discussed.

c) Course Development and plan for Summer 2022 classes Change summer schedule to one course at 9:30-10 start and one at 1-1:30 starts. This change would make schedule more manageable to curriculum volunteers. Summer is a good time to start introducing new classes or trying out new formats. Courses with set times such as book clubs will not be changed. Requests have been made for an 'independent study' or 'Study Hall' class to allow members to socialize. A morning coffee and an afternoon adult beverage study hall session was enthusiastically endorsed by the committee.

#### d) Summer host and facilitator recruitment

Zoom hosts are needed as well as new facilitators. Jacki McDugle and Don Brown have been mentored this year and have both done well. Ruth Brooks suggested a mentoring program for new facilitators and online hosts.

#### e) Class registration/management software

MCC is looking at ActiveNet ASK CINDY

#### f) Important dates calendar

a. Proposals April 15

### 4. New Business

a) Games facilitator needed – do we need to move location? Need new facilitator. The church where games has been held prefers a church member be the facilitator, but no one has volunteered. Suzanne Brown will check with the Aster Centers to see if they can host the games classes.

b) Gift and thank you cards – discontinue gifts? Thank you cards from both facilitator and general one from Pres and Curriculum? Discussion was held on the need for continuing gifts to non-NFL members and the members present decided to discontinue the gifts. Thank You cards will still be sent out to all NFL, and non-NFL presenters by both facilitators and the curriculum committee. Patti and Ruth will bring their extra supplies of gifts to the Volunteer Appreciation Lunch to distribute to members.

c) Gridmaster role

A discussion of the need for the Gridmaster role to continue was held. The Goggle Form eliminates the work of the old role and can be done by the co-chair. This should eliminate too many copies of the grid circulating. The (wo)manpower doing the grid can be channeled better into confirmation of information and developing new courses. The Gridmaster position will be dropped and duties assigned to the co-chair.

d) New Zoom hosts – reimbursement available! Reimbursement for Zoom fees is available to NFL members. Guidelines for amount of service to NFL will need to be developed.

e) PR ideas to attract new members – The discussion on ways to attract new members went off on a tangent of organizational changes at MCC. No decisions made.

f) On-line class links

This term links were sent out to all members in a spreadsheet, feedback has been good. A request for the course name in the subject line of registration confirmation and reminder emails will help.

g) Suggestions and/or questions on curriculum or processes. Dick Falconer spoke on issue of when a presenter develops a course that duplicate/similar courses are not in the same term. More long-term planning will solve that issue.

### **Important Dates Spring 2022 - Spring 2023 Curriculum Committee v. 12-11-21**

Mon-Sun Mar 14-20 2022 Spring Break, no classes on campus

Fri May 6 2022 MCC and NFL On-Campus Classes End

### **Summer 2022**

Fri Apr 15 2022 Summer NFL Class Proposal Deadline

Wed Apr 20 2022 Send class grid to class facilitator for checking

Sat April 30 2022 Deadline to receive changes from class facilitators

Mon May 2 2022 Send class grid to class schedule designer and ProClass coordinator

Mon May 2 2022 Send class grid to MCC for room scheduling, if using classrooms

Mon May 9 2022 Send Class schedule to proofreaders for feedback

Sun May 15 2022 Proofreaders send feedback to class schedule designer

Fri May 20 2022 Final proof read

Wed May 25 2022 Finalize class schedule and post on website

Tues May 31 2022 Summer NFLL Class Registration Opens (if any)

Mon June 6 2022 NFLL Summer Classes Begin 9 week session

Fri July 15 2022 Fall 2022 NFLL Class Proposal Deadline

Thursday Aug 4 2022 NFLL Summer Classes End

### **Fall 2022**

Fri July 15 2022 Fall 2022 NFLL Class Proposal Deadline

Friday July 22 2022 Send class grid to class facilitator for checking

Friday July 29 2022 Deadline to receive changes from class facilitators

Friday July 29 2022 Send class grid to class schedule designer and ProClass coordinator

Monday Aug 1 2022 Send class grid to MCC for room scheduling, if using classrooms

Wed August 10 2022 Send Class schedule to proofreaders for feedback

Tues Aug 16 2022 Final proof read Fall 2021

Friday Aug 19 2022 Finalize class schedule Fall 2022

Sat Aug 20 2022 MCC regular classes begin

Tues Aug 23 2022 Send class schedule to webmaster to post

Tues Aug 23 2022 Send final class schedule to printer

Fri Aug 26 2022 Await classroom assignment, when receive send to class schedule designer and ProClass coordinator

Tues Aug 30 2022 Class Schedule and Newsletter envelope stuffing

Fri Sep 2 2022 NFLL Class Schedule mailed to current and former members

Tues Sep 6 2022 Labor Day

Friday Sep 9 2022 NFLL Virtual Open House 10 am (In-person TBD)

Mon Sep 12 2022 NFLL Class Registration opens 9 am

Mon Sep 27 2022 NFLL Classes start

Mon Nov 1 2022 Deadline for Spring 2023 proposals

Fri Nov 5 2022 Send class grid to class facilitator for checking

Friday Nov 11 2022 Veterans Day - No on-campus classes

Sat Nov 12 2022 Deadline to receive changes from class facilitators

Mon Nov 14 2022 Send class grid to class schedule designer and ProClass coordinator

Tues Nov 15 2022 Send class grid to MCC for room scheduling, if using classrooms

Thurs-Fri Nov 24-25 2022 Thanksgiving Holiday - No classes

Friday Dec 9 2022 Send Class schedule to proofreaders for feedback

Friday Dec 9 2022 NFLL Classes end

### **Spring 2023**

Jan 23 2023 Registration Opens for NFLL Classes

Feb 6 2023 NFLL Classes start (12 week on-campus)

Feb 20 2023 Presidents Day - no on-campus classes

April 15 2023 Deadline for Summer Course Proposals

Mar 13-19 2023 Spring Break - no on-campus classes

May 5 2023 NFLL Classes end

## **Summer 2023**

May 22 2023 Registration Opens for NFLL Classes, if required

May 30 2023 NFLL Classes Start (10 week on-campus)

July 15 2023 Deadline for Fall Course Proposals