

ICL Board Meeting Minutes

September 16, 2021

Virtual Zoom Meeting

IPresent: Joan Robinson, Tracy Ragland, Sally Schriver, Jan Petroski, Dave MacMillan, GwenEllyn Anderson, Vernelle Judy, Dee Ittis, Priscilla Hibbard, Dru Johnson, Judy Gram

Absent: Eric Reif

Guests: Karen Trucke, Bill Foster, Aneesah Furqan-Peace

Minutes: The minutes from the April 2021 Annual Meeting as well as the July and August Board meetings were approved as posted.

Executive Director's Report:

- Joan met with Carol Long regarding the MOU and ICL's return to campus.
 - MOU: The MOU is dated 1992 and has not been updated since then. Jaime Lawrence is working to update it to include Tokyo International University of America with the hope that WU will be more involved in scheduling of Kaneko.
- ICL's return to campus: Carol Long is enthusiastic.
 - Kaneko is available for us to use. Classes were using it to help with social distancing, but no longer.
 - ICL members who go on campus must be fully vaccinated and adhere to the masking policy. Each person must complete a form attesting to either proof of vaccination or a religious/medical exemption. ICL will collect completed forms and will retain them. No verification of the attestation is required.
 - Masks are currently required inside every building on campus and outside as required by state regulation.

Financial Services:

- WU created a new account for our regular operating budget, but in the process the account for the Rasmussen Fund disappeared. Thus, Jan has no access to the Rasmussen monies at this time.
- Jan processed a \$116 refund from City Parks due to the picnic cancellation.
- Jan will have a hip replacement in November, Covid permitting. She'll need a volunteer for 2 weeks after her surgery. Charlene Robbins was suggested. Jan will call her.
- Dave will find the original agreement for the Rasmussen account showing its purpose and allowable expenditures.

Curriculum:

- We will fill Tuesdays first and then move onto Thursdays. Half of the Tuesday mornings for Spring semester are already filled.
- If we can't return to campus, then we will Zoom on Tuesday and Thursday mornings.

Membership:

- Introductions for the 25* new members will be on September 28th. Rather than having each of them appear live, their directory pictures will be shown while Vernelle reads the bios.
- There are 85 people on the waiting list.
- After handing out directories in person, only 17 needed to be mailed.
- Vernelle raised the question of whether we should collect half dues should we be back on campus for Spring 2022. Not resolved.

* One new member decided not to join ICL after all.

Information Services:

- Dave had 168 directories printed. The cost was \$588.00.
- The board-approved job descriptions are posted on the website.
- The operating budget is posted as well.
- Dave worked with GwenEllyn to give Zoom training to six new members.

Technical Services:

- GwenEllyn is sending the Zoom protocols to the presenters.
- GwenEllyn worked with Dave to give Zoom training to six new members.

Social Services:

- The first coffee will be held on Thursday, September 30th.
- Dee asked that \$1500 be added to the budget to cover possible social events Spring 2022.
- Priscilla sent a condolence card to Carmen Schmitz on the death of her husband.

University Support: No report

Secretarial Services: No report

Old Business:

- Recommendations from the Board retreat facilitator—We have posted the budget on the website, we have updated most of the job descriptions and they are posted to the website with revision dates. We have not yet established recruitment guidelines for the curriculum committee, written job descriptions for the Executive Director and nominating committee, nor established a 5-year strategic plan.
- Work on the remaining job descriptions and the policy/procedures document was tabled until the October meeting.
- The Executive Director will ask the previous nominating committee (Don Taylor, Janet Adkins, Jean Rover) to find nominees for board vacancies occurring at the end of Spring semester.

Return to Campus:

- Is it possible? WU is happy to have us back, provided we follow vaccination and masking protocols.
 - We would need to get the forms from WU, have each member who plans on going back to campus complete one and return it to ICL. Then each member who returns a form would get Compass Cards.
- What about a hybrid approach? WU professors are not simultaneously teaching in person and on Zoom. The university has returned entirely to in-person classes.
 - Dave asked whether we need to follow WU's restrictions on hybrid teaching? We would need to check on that. It isn't possible to have the speaker in person using the lectern PC and having a laptop on the lectern running Zoom, plus an assistant in Kaneko using a second laptop.
 - GwenEllyn described another type of hybrid teaching where some classes are in person and some days on Zoom. For us, this could be Tuesdays in person and Thursdays on zoom.
- There was much discussion that an affirmative vote for ICL to return to campus did not mean that every ICL member must return. Some members don't feel they can return and that's a personal decision.
- Judy moved that we resume in person classes on Tuesday and Thursday mornings for 2 hours each day beginning Spring semester 2022, realizing that conditions with WU and in the world could cause this to change. Priscilla second. The motion was approved with 7 votes for and one opposing.

The next scheduled board meeting will be on **October 21st** at 10am via Zoom.

Submitted by Tracy Ragland