

OLLI Policies

Osher Lifelong Learning Institute, California State University, Fullerton, CA 92834

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Amended through: September 13, 2012

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List of Amendments

DATE	AMENDMENT
September 13, 2007	Complete revision.
April 10, 2008	Deleted paragraph 3.2.1.3, Senior Net.
June 12, 2008	Added paragraph 4.1.7, OLLI Web Site Committee.
February 12, 2009	Added paragraphs 1.2.3.9 and 1.2.3.10, added provisions for mid- term nominations. Updated paragraph 9.1.8.4, auditing procedure.
March 12, 2009	Deleted “SeniorNet Coordinator” from paragraph 3.2.2.3.
July 14, 2011	Added Technology Policy 10.1.
November 10, 2011	Added paragraphs 6.1.2.8 and 6.1.2.9, Community Outreach Program.
September 13, 2012	Added paragraph 4.3.1 Computer Education, Financial Control.
August 8, 2013	3.3 Travel Policy - Reference to extended trips was removed from the policy.
September 12, 2013	1.3.2.5 Legal Protection Policy – this modification resolves an unintended ambiguity between off campus unapproved non-OLLI gatherings and Hospitality Committee OLLI events. 4.2 External Events Policy replaced the former Community Events Policy. The External Events Policy regulates “external events” that may be of interest to members of OLLI, but are not sanctioned or supported by OLLI or CSUF.
November 14, 2013	3.1.1.2 Program Policy - The \$500 cap on program expenses was changed. 4.1.4.2 Communication Policy-mailed communications. 9.1 Finance Policy – This is a brand new policy that establishes a multi-year capital budget, changes the expenditure control policy, deletes the petty cash policy that is no longer used, and includes minor changes that reflects current practices.
January 9, 2014	2.4.1.3 Ethical Environment Policy - only change updated the name of Foundation to Auxiliary Services Corporation (ASC). 3.2 Computer Education – most changes update the Computer Education Committee Policies to indicate how they are currently operating and that the major change is that rather than CEC funds being used, Facility Replacement Funds will be used to pay for instructional technology, such as video projectors, in the computer labs that are also incorporated in OLLI smart classrooms. 3.3 Travel Policy – Removed reference to extended trips and ‘field’ trips. All reference to member travel is now ‘day’ trips. 6.1. External Relations Policy – Added

June 12, 2014	6.1.6 OLLI-CSUF Collaboration policy.
December 11, 2014	Added 1.4 Board Parliamentary policy. 8.1 Special Events – proposed changes because unnecessary or overly prescriptive in the case of subsection 1.3 regarding the hosting of off campus groups.
February 12, 2015	1.2.3.5 modification regarding the timing of candidate interviews in the Chronicle. Added 3.1.6 Retirement Boot Camp.
June 11, 2015	3.3.1.1-1.7 and 2.1-2.3 Travel policy – modified reference of ‘day’ trips to only ‘trips’. Travel policy is no longer only for day trips.
December 10, 2015	6.2.2.3 Research Policy – revises the current review process of the policy to expedite the implementation of the research project.
October 13, 2016	1.2 Nomination & Election Policy – revises process to make the nomination process more transparent. Members are invited to submit an application for open positions that are considered by the Nomination and Election Committee.
April 13, 2017	Renumbered entire document. 2.4.3 Leadership Guidelines section added.
May 10, 2018	Conforms policies to the pending revisions of the Bylaws. Moves areas of responsibility between vice presidents. Augments the Nomination and Election Policy as approved for the Bylaws revision. Adds the Development/Philanthropy Committee and revises the Fundraising Policy. Adds a Secretary section.

1. President

1.1 MASTER POLICY

1.1.1 General

- A. Osher Lifelong Learning Institute at California State University Fullerton (CSUF), hereinafter referred to as “OLLI”, is chartered by CSUF and functions under the guidance of University Extended Education. It is governed by a Constitution and Bylaws which are available in the OLLI office.
- B. OLLI shall be governed by written statements of policy and by written procedures defining steps for carrying out those policies.
- C. Generic policies may be created which apply across the board and which do not require specific procedures for their implementation.
- D. All policies and procedures shall conform to OLLI's Constitution and Bylaws and none shall conflict with those of the University.
- E. Copies of all policies and procedures shall be available for member perusal during office hours and applicable documents shall be given each new activity manager.

1.1.2 Policies

- A. Each policy shall cover a single subject and state its purpose clearly.
- B. Policies may be created, modified or deleted by submitting them to the Board of Trustees in writing, at least one regular meeting prior to that meeting at which a vote is taken. Approval will be by a majority vote of those present.
- C. Each policy shall identify a member of the Executive Committee responsible for its enforcement.
- D. Policies shall be numbered in two parts separated by a dot. The first part shall refer to the number of the Executive Committee member responsible for its implementation (President = 1, VP Administration = 2, VP Programs = 3, VP Communication = 4, VP Membership Services = 5, VP External Relations = 6, VP Facilities = 7, VP Hospitality = 8, Treasurer = 9, VP Technology = 10). The second part shall be assigned in the order created starting with 1.

1.1.3 Procedures

- A. Procedures shall define how and by whom activities are carried out.

- B. Procedures are the responsibility of the implementer. Each new officer and/or appointee shall review his or her predecessor's procedure(s) and use it as is or, in consultation with the supervising member of the Executive Committee and the Policies and Procedures Committee, alter it to describe his or her way of implementing the corresponding policy.
- C. Procedures shall be approved by each Executive Committee representative responsible for implementing policies controlling the activity.
- D. Procedure numbers copy the policy which they implement followed by a dash and an upper-case alphabetic character in the order of creation.

1.1.4 Traceability

- A. A complete history shall be kept of each policy and procedure so dates of and causes for creation, modification and/or deletion can be identified.

Approved by Board of Trustees 09-13-07

1.2 NOMINATION & ELECTION POLICY

1.2.1 General

- A. It is the policy of OLLI to nominate and elect the most appropriate officers and trustees in accordance with OLLI's Constitution and Bylaws.
- B. With due deference to long-time members, OLLI encourages a continuing reservoir of vitality.
- C. Experience on the Board is best ensured by considering new and recently retired members after they have become acquainted with OLLI.
- D. Implementing this policy is the responsibility of the President.

1.2.2 Nomination and Election Committee

- A. The Nomination and Election Committee is a standing committee created each year between the October and January Board meetings to manage the following spring's election.
- B. The Committee's creation and composition will be in accord with BL-6.2.
- C. Upon acceptance by the Board and notification by the President, the Committee will serve independently and have sole responsibility for the nomination process and supervision of the election.

1.2.3 The Nomination Process

- A. The Nomination and Election Committee ("Committee"), with the support of the Board members below, shall solicit candidates for Board of Trustees positions as set forth in BL-9 and below.
- B. By October 1 of each year, in collaboration with the Administrative Manager and the President, the Secretary shall prepare a list of positions to be filled for the upcoming year and provide this list to the editors of the ChroniCLE, and to the Vice President Communications so that the open positions are communicated to the membership in a timely manner.

- C. In order to encourage OLLI members to participate as members of the Board of Trustees and to provide additional candidates for nomination by the Committee, by no later than October 30 of each year, all regular members shall receive from the OLLI Secretary, a list of positions to be filled for the upcoming year and information for obtaining the application form for nomination. The Secretary shall send to all who inquire a general description of the principal job duties, qualifications (Board service in the case of the President) and requirements of the position to be filled along with a simple application form. If the Committee selects a member nominee who has not submitted an application, the Committee shall request that the selected nominee complete the application form.
- D. Members shall be invited to submit their potential interest regarding one or more of the positions electronically or hard copy correspondence to the Secretary by no later than November 15.
- E. To enlarge the OLLI leadership group, the application form should also provide an opportunity for the applicant to indicate a general interest to be considered for other OLLI volunteer or leadership positions not related to the current nomination, such as standing committees.
- F. To the extent feasible, one or more designated members of the Committee shall contact each applicant to answer questions and to evaluate the applicant with respect to the position(s) being sought.
- G. All applicants shall be informed regarding the decision-making of the Committee regarding those who were chosen by no later than February 28. The media used for communications to applicants shall be at the discretion of the Committee.
- H. Members not nominated should be thanked for their interest and, with their permission, have their name and/or application forwarded to the incoming OLLI President for consideration for appointment to other leadership opportunities or OLLI service in the future.
- I. To encourage members to apply, all inquiries and applications shall be confidential.
- J. For each open position the Committee shall select by majority vote one prime member qualified to hold that position.
- K. After a candidate is selected he/she shall be so notified and asked to read all policies that will apply to the candidate's office.
- L. Acceptance of the nomination by the candidate implies an understanding of these policies and a willingness to implement them. If the proposed candidate is not in agreement, another candidate shall be sought.

- M. Each candidate shall be interviewed to provide a short biography for inclusion in the ChroniCLE edition that is mailed or electronically distributed to members at least 30 days in advance of the annual April election (Reference Bylaw BL-8.3). By February 1 the committee shall present to the President a written list of candidates covering all open positions.
- N. In accordance with BL-10, any alternate candidates shall be identified as member-nominated and added to the list of candidates and their biography will be included in a ChroniCLE edition or by an electronic announcement at least 30 days before the annual April election, if time permits.
- O. When an incumbent member who is in mid-term of office is nominated by the Committee for a different position on the Board of Trustees, the Nomination and Election Committee shall recommend a replacement to be appointed by the Board at a subsequent Board meeting to fill the position's unexpired term. (Since the OLLI Constitution requires elected terms to be for two years, except for the President, this approach preserves the staggered terms of office to preserve Board continuity, per Constitution Article X.)
- P. If the Board of Trustees has not filled a vacant position by appointment, at the Board of Trustees' direction, a nomination may be made for this position for the following election.

1.2.4 Nominations by Petition

- A. In addition to the single slate of nominees, nomination for any elective office may be made by petition signed by 10 members in good standing for a member who had submitted an application pursuant to 1.2.3, but was not nominated by the Nomination and Election Committee.
- B. Petitions must be submitted to the Nomination and Election Committee within two weeks after all applicants have been notified of the slate of nominees.
- C. Petitions will not be accepted for members who did not submit an application pursuant to 1.2.3.

1.2.5 The Election Process

- A. All elections shall be supervised by the Nomination and Election Committee in accordance with BL-9, BL-10, and BL-11.
- B. Any regular OLLI member may vote in person at the meeting or by absentee ballot.
- C. Procedures shall be established for secret balloting when there are nominees by petition, and for the issuance and collection of absentee ballots and their counting.
- D. The Committee shall act as vote tellers, and any nominee by petition may appoint a vote teller.

Approved by Board of Directors 09-13-07 Amended by Board of Directors 02-12-09

Amended by Board of Directors 02-12-15

Amended by Board of Directors 10-13-16

Amended by Board of Trustees 5-10-18

1.3 LEGAL PROTECTION POLICY

1.3.1 General

- A. It is OLLI's policy to deal with legal implications of liability by first establishing an environment that minimizes the likelihood that events with liability implications occur, and second by relating to the university in such a way that OLLI may rely on University legal and financial support in the event of legal proceedings and/or judgments.
- B. It is implied in the above that OLLI's activities must comply with University, CSUF Foundation and CSU State policy.
- C. All Board members and others assuming leadership roles shall sign the Volunteer Start Notice form making them unpaid state employees.
- D. It is the responsibility of the Vice President Administration to ensure that this policy is implemented and that all members are aware of it.
- E. OLLI presents programs of interest for general guidance only. It does not engage in rendering legal, medical, financial or other professional advice and services. Due to the changing nature of laws, rules and regulations, and because the application and impact of laws can vary widely based on the specific facts involved, there may be omissions or inaccuracies in information presented by OLLI. Therefore, information presented in an OLLI program should not be used as a substitute for consultation with a professional legal, medical, financial or other competent adviser. Before making any decision or taking any action, program participants should consult a professional legal, medical, financial or other competent adviser.
- F. All information is provided "as is," with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of the information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose. Neither OLLI nor its information provider will be responsible to any program participant or anyone else for any decision made or action taken in reliance on the information presented by OLLI, or for any consequential, special or similar damages, even if advised of the possibility of such damages.

1.3.2 Safe Environment Requirements

- A. Conditions for an ethical environment are covered in a separate policy (2.6).
- B. Copyright protection is controlled by OLLI's office services policy (2.4).

- C. Workers compensation for paid staff members shall be handled per CSU Fullerton Auxiliary Services Corporation policy.
- D. OLLI shall observe appropriate CSUF safety regulations and assist in the conduct of periodic safety inspections of the OLLI facilities.
- E. Off-campus activities and events not approved by the President and Curriculum Committee are considered non-OLLI gatherings. Off-campus Hospitality Committee events are considered OLLI events.
- F. No OLLI member may use OLLI facilities to seek signatures advocating a political position. Solicitations shall conform to CSUF rules and regulations.

1.3.3 Reporting Requirements

- A. All members and office employees who witness or are involved in incidents which might involve liability shall report them as soon as possible to any officer of OLLI. The OLLI officer shall inform the Administrative Manager in the OLLI office and complete appropriate forms when necessary. In the case of serious matters the officer is to contact University Extended Education office for advice and guidance. [See also 7.3 Safety Policy]
- B. All members and office employees acting in an official capacity who are involved in incidents that are in litigation or could lead to litigation and are queried by media, press, attorneys, claims investigators and the like shall direct such inquiries to the OLLI President or in his or her absence to the OLLI Administrative Manager for referral to the Dean of Extended Education.
- C. Members will be requested to supply medical emergency information including their name, address and phone number and the name, address and phone number of two individuals to be notified in case of emergency. Any medical information important for emergency treatment such as a chronic condition or medications must also be specified. This form shall be updated yearly during registration and kept on file. While away from OLLI, leaders of extended tours, field trips and other off campus activities shall have such medical emergency information available to them.
- D. The Board may identify specific OLLI activities involving public carriers, physically strenuous activities or potentially hazardous situations (such as travel, tennis, bicycling etc.) exposing OLLI to potential legal liability. All members of OLLI who participate in such events shall have signed a current copy of the CSUF-approved, Field Trip Release Waiver and Hold Harmless form available in the OLLI office. Coordinators of these activities will ensure that properly signed release forms exist before allowing a member to participate.

1.3.4 Implementation of the Legal Protection Policy

- A. The Vice President Administration shall create a procedure for publicizing this policy. To be considered are notices on the bulletin board, announcements in the ChroniCLE and Blue Book, announcements at meetings and other techniques to ensure that all members understand their protections and responsibilities. Everyone leading activities covered by 3.4 above shall receive a copy of this policy and resulting procedures.
- B. The Vice President Administration shall ensure that all forms required to implement this policy and related procedures are among those defined in the Forms policy (2.6) and its implementing procedures.

Approved by Board of Trustees 09-13-07

Amended by Board of Trustees 09-12-13

1.4 BOARD PARLIAMENTARIAN POLICY

1.4.1 General

- A. The Parliamentarian is a position appointed by the President and ratified by the Board of Trustees for a term concurrent with the term of the President.
- B. If the individual appointed is not a member of the Board, the Parliamentarian cannot vote or "move motions" BUT can participate in any discussions as well as to rule on or address procedural issues.
- C. The Parliamentarian advises the President on the orderly conduct of business in accordance with policies and practices of the organization and under ROBERTS RULES OF ORDER and advises the President on the interpretation of Board Policies, Bylaws and the OLLI Constitution.

1.4.2 Specific Responsibilities Include:

- A. Advises President and other members on parliamentary procedure with appropriate reference material.
- B. May recommend motions to facilitate deliberations.
- C. Volunteers to serve on standing committees as directed.
- D. Attends and actively participates in all mandatory meetings.
- E. Maintains a copy of the Constitution, Bylaws and Board Policies at every general meeting, Board meetings, and meetings designated or directed by the President.
- F. Makes sure that meetings adhere to the agenda.
- G. Assist with the coordination of motions and resolutions.
- H. Supports the President in maintaining order and adhering to time schedules.
- I. Keeps track of the order of those wishing to speak, make motions or amendments, voting or call for the question to initiate voting.
- J. Sits in close proximity to the Presiding officer during meetings.
- K. Reviews and studies the Policies and Bylaws annually.
- L. Assists the President in preparing for meetings when requested.
- M. Advises the President regarding any questions of parliamentary procedure.

N. Researches and makes advisory interpretation of OLLI policy documents including, but limited to, the Constitution, Bylaws, Board Policies and previously adopted Board motions.

Approved by Board of Trustees 06-12-14

2. Vice President Administration

2.1 ADMINISTRATION POLICY

2.1.1 General

- A. It is the policy of OLLI to administer its activities in a business-like manner keeping in mind that many functions are carried out by volunteers.
- B. The day-to-day administration of OLLI and the implementation of this policy are the responsibility of the Vice President Administration.

2.1.2 Office Administration

- A. The OLLI office will be run by the OLLI Administrative Manager who is a paid employee, by such other paid staff as are needed and budgeted, and by volunteers from the OLLI membership.
- B. Personnel policies for office employees will be coordinated with those of the CSU Fullerton Auxiliary Services Corporation.
- C. The Vice President Administration shall create an Office Support Committee consisting of volunteers willing to help out with office chores. training, scheduling and assigning these volunteers is the responsibility of the OLLI Administrative Manager.

2.1.3 Administrative Responsibilities

- A. The administrative staff is responsible for the preparation and mailing of registration material each year. This includes sending out notices and receiving, recording, organizing and filing responses.
- B. The administrative staff is responsible for issuing name tags, parking passes and other privileges of membership. Records of parking passes issued shall be sent to the CSUF Public Safety office.
- C. The administrative staff, working with the Computer Education Committee, OLLI Trips Committee or Hospitality Committee Vice President is responsible for sign-up and collection of monies for their activities.
- D. The administrative staff is responsible for maintaining OLLI's financial records and preparing required reports for the Treasurer (9.1).
- E. The administrative staff helps to prepare the ChroniCLE and Blue Book.

- F. The administrative staff serves as an interface to OLLI members and the public by handling brief phone and in-person inquiries. Longer contacts require an appointment in accordance with the Office Services Policy (2.4).
- G. The administrative staff is responsible for maintaining the files holding OLLI's records in accord with the Record Retention Policy (2.2).
- H. Requests for use of facilities in the Ruby Gerontology Center must be cleared through the Administrative Manager and processed by the administrative staff.
- I. The administrative staff will keep on file in the OLLI office up-to-date copies of all policies and procedures.
- J. The administrative staff will handle requests for help doing other OLLI work as specified in the Office Services Policy (2.4).

2.1.4 Policies and Procedures

- A. The Vice President Administration shall create a Policies and Procedures Committee and appoint its chairperson.
- B. Under guidance and approval of the Board, this committee shall create such policies as are needed to carry out OLLI's purpose and review them on an annual basis or more frequently as needed.
- C. The Policies and Procedures Committee shall establish a uniform framework for creating procedures which derive from OLLI's Policies. The committee shall be available to advise and support others responsible for creating these procedures.

Approved by Board of Trustees 09-13-07

2.2 RECORD RETENTION POLICY

2.2.1 General

- A. It is OLLI's policy to retain those records that are needed for continuing use or for legal and/or historical purposes. Such records may be on paper, electronic media or other media as appropriate.
- B. An index of all OLLI's records shall be actively maintained. This index shall specify the location of any existing record or the date and explanation for destruction and or loss of any previously held record.
- C. Record retention policy and upkeep of the index is the responsibility of the Vice President Administration. Details of managing historical records and the physical possession of specific records may be assigned to others.

2.2.2 Retention Categories

- A. All OLLI records shall be classified "Active", "Inactive" or "Historic."
- B. Active records are those involving OLLI's current operations. Active records are held in the OLLI office and are the responsibility of the Administrative Manager. Videos used in teaching a course are active records.
- C. Inactive records are previously active records, which no longer have a current use but must be retained for legal or administrative reasons. Inactive records may be sent to campus long-term storage.
- D. Historic records are important for their aesthetic value but not needed to run the organization. Videos of classes or lectures, programs of meetings, photographs of people or events, etc. fall in this category. They shall be maintained in accordance to historic records procedures.

2.2.3 Historian

- A. The Vice President Administration shall appoint or re-appoint an OLLI historian.
- B. The historian will maintain records of important OLLI events and activities in a journal for historical use (See 2.2.2, Record Retention Policy).
- C. An annual summary of these will be incorporated into the OLLI archives at the end of each spring semester.
- D. The historian will, from time to time, but no less often than once each year, prepare an article highlighting recent and/or past events and activities for publication in the ChroniCLE.

2.2.4 Administration

- A. Annually the Administrative Manager shall review the retention index of active and inactive records and compile a recommended list for destruction.
- B. An ad-hoc committee appointed by the President, chaired by the Vice President Administration shall review the list and authorize destruction or transfer to University storage of records not needed.
- C. The Administrative Manager shall then destroy the authorized records.
- D. A procedure shall be created defining how this retention policy is administered. It shall include criteria for retention followed by a list of specific data types meeting the criteria, together with duration of retention, storage location and indexing needs for each type.

2.2.5 Records to Be Retained

- A. A minimum list of data types includes: All income and expense accounting records and ledgers, budgets, minutes of Board and committee meetings, all legal records, copies of volunteer start notices, liability release forms, copies of the Blue Book and ChroniCLE, personnel records, correspondence, etc.

Approved By Board of Trustees 09-13-07

Amended by Board of Trustees 5-10-18

2.3 FORMS POLICY

2.3.1 General

- A. Recognizing that consistency and efficiency are important attributes to be fostered, it is OLLI's policy to standardize forms required for doing business.
- B. A forms procedure shall be established listing and defining the attributes needed for each standard form.
- C. This forms procedure and the forms resulting therefrom shall be approved by the Administrative Manager and the Vice President Administration.
- D. Standard forms shall be produced in quantities appropriate for their use and a corresponding supply shall be kept on hand.
- E. It is the responsibility of the Vice President Administration to administer this policy.

2.3.2 Standard Forms Procedure

- A. A procedure shall be created defining each standard form. This may be done in part by example from an existing form. Information needed to replenish supplies shall also be included.
- B. Creation, destruction or alteration of any form affecting OLLI's relation with CSUF shall be reviewed by the Dean of Extended Education or his/her representative.
- C. The list of standard forms required by law includes: State of California Volunteer Start Notice; Release Waiver and Hold Harmless forms for various OLLI activities that may involve risks.
- D. Additional standard forms include Disbursement Request, Request for Office Services, OLLI Attendance Sheet, check out logs for equipment and keys, Auditing CSUF classes, Access to CSUF classroom management systems for OLLI members auditing CSUF classes, and library cards.

2.3.3 New Forms

- A. Ad hoc forms may be created as needed. If their use becomes repetitive they shall be added to the list of standard forms.

Approved by Board of Directors 09-13-07

Approved by Board of Trustees 09-13-07

Amended by Board of Trustees 01-09-14

Amended by Board of Trustees 04-13-17

2.4 OFFICE SERVICES POLICY

2.4.1 General

- A. It is OLLI's policy to provide office services for OLLI functions to the fullest extent possible consistent with staff and volunteer limitations.
- B. Requests must be accompanied by a current "Request for Office Services" form.
- C. Services will be provided only for functions required by OLLI. No personal or commercial services will be provided.
- D. Charges for all costs will be assigned to the organization requesting the services.
- E. University reproduction services and outside vendors may be called upon to supplement OLLI office staff as appropriate.
- F. All copyright laws will be strictly observed.
- G. Implementation and enforcement of this policy will be the responsibility of the Administrative Manager and the Vice President Administration.
- H. All checks eligible for refunds, that have been processed, will be subject to an established administrative fee. Included are those checks deposited for OLLI memberships, computer classes, social events, and extended, as well as local, field trips.
- I. Office services will be subject to approval by the OLLI Administrative Manager.

2.4.2 Services Provided

- A. **WORD PROCESSING:** Legible handwritten documents may be converted to word-processed form by the office staff in accord with all the above guidelines. There will be no in-person or phone dictation.
- B. **COPYING:** The office staff will reproduce copy-ready materials choosing whether to use OLLI copy equipment, the University's, or an outside vendor.
- C. **MEDIA CENTER:** Recording, playback, projection, video and other media services may be requested through the office staff.
- D. **MAILINGS:** Class, travel and event coordinators may request the office staff to handle mailing to all or part of OLLI's members. A reproducible copy of the material to be sent out and a list of the addressees are required. Charges for reproduction, postage etc. will be made to the requester's account.

- E. FAX: The office staff will fax copies to designated receivers and will place any received faxes in the addressee's mail folder.
- F. TELEPHONE: A telephone is available in the OLLI office for use only while doing OLLI business or for an emergency.
- G. COUPONS/FLYERS & BOARD NOTICES: The office staff will help class, travel and/or event coordinators to publicize their project through creation of fliers and/or postings on the bulletin board and through issuing of coupons and collecting and tabulating same. Lead time requirements must be observed.
- H. CONSULTATION: The OLLI Administrative Manager will consult with officers and coordinators to help them perform their duties. Such consultations must be scheduled in advance.

2.4.3 Copyright Restrictions

- A. No copying shall be done in violation of copyright laws.
- B. Copyright laws typically permit single photocopies for research or teaching.
- C. Copyright laws typically permit multiple copies for classroom use provided that: a) the materials are not used repeatedly, b) no more than one copy is made for each student, c) a copyright notice is on each copy, d) students are not charged more than the reproductions cost, e) the portion copied is not substantial (500 words is a good guide.)
- D. Exceptions to the above require approval of the publisher which may take up to six weeks by written request or may be granted immediately by telephone.

2.4.4 Implementation

- A. Procedures for office services shall be created that provide details of services provided, how to request services, lead time needed, charging practices, authorizations needed, etc.
- B. A procedure for requesting approval to copy copyrighted material shall be available to all.

Approved by Board of Trustees 09-13-07

2.5 PARKING POLICY

- A. The Vice President Administration and the Administrative Manager shall coordinate with the CSUF Director of Transportation to ensure OLLI members have adequate parking places.
- B. Payment of the regular-member enrollment fee entitles an OLLI member to one OLLI parking pass good only until the end of the academic year issued.
- C. Only OLLI members are entitled to use the pass assigned them. Loaning the pass to family members or other persons is strictly prohibited. Offenders will receive a CSUF traffic citation and may have their pass confiscated.
- D. Guest parking permits shall not be issued for any function except OLLI business. The office staff may issue special parking passes to guest speakers and others visiting OLLI on official business.
- E. The Vice President Administration working with the Administrative Manager, shall establish procedures for carrying out the parking policy and, with approval of the Board, determine consequences for those who don't adhere to it.
- F. The OLLI Trolley is used to transport members to and from the Ruby Gerontology Center and outlying parking lots or to designated campus event locations. Trolley operation by trained volunteer drivers is the responsibility of the Administrative Manager with the support of the Vice President Administration,
- G. The Vice President Administration may designate a volunteer member to assist the office staff with training and scheduling of trolley drivers. Trolley drivers must complete university required training in order to drive members.

Approved by Board of Trustees 5-10-18

2.6 ETHICAL ENVIRONMENT POLICY

2.6.1 General

- A. It is the policy of OLLI to provide an environment for all members and office employees that is free from discrimination and harassment and, consistent with University Policy 100.006, to foster a climate where civility is valued, appreciated, and expected and where all members and staff are treated with dignity, respect and care.
- B. It is OLLI's policy to actively seek new members (who meet membership requirements as described in OLLI's Constitution Section IV) from any under-represented group to ensure members are exposed to and interact with the widest set of views and experiences possible.
- C. CSUF's and its Auxiliary Services Corporation's (ASC) policies on harassment and anti-discrimination, as applicable, form the backbone of OLLI's Policy.
- D. It is the responsibility of the Vice President Administration to ensure that this policy is in place and working, and that all members are aware of it.

2.6.2 Unacceptable Behavior

- A. No OLLI member or office employee shall discriminate for or against another OLLI member or office employee because of race, religion, gender, or creed.
- B. Unwelcome physical contact, suggestive or offensive remarks, the display of sexually suggestive materials and use of obscene gestures are forbidden. If any OLLI member or office employee finding another in violation of this code of conduct so notifies him or her, that activity shall cease immediately.
- C. No OLLI member or office employee shall hold out any form of punishment or reward to coerce favors from another member or office employee.
- D. Oppression and/or harassment of another OLLI member or office employee for any reason is prohibited.
- E. Retaliation of any kind against anyone complaining overtly or covertly about any of the above prohibited activities is forbidden.

2.6.3 Leadership Guidelines

- A. In personal conduct with each other, leaders should be loyal, honest, trustworthy, respectful, and courteous and have integrity of purpose.
- B. In communicating, leaders should be clear and direct, engage in good listening, be mindful of two-way communication, use discretion and confidentiality, be open to shared and/or new ideas, and provide any personal criticism to individuals in private.
- C. In managing their responsibilities, leaders should be accountable and hold others accountable, have respect for organizational relationships [chain of command], be responsible for effective administrative functions, be team players, bring solutions not just problems, inform others of decision-making, and ensure timely follow through.
- D. In their conduct, leaders should focus on the best interests of OLLI and CSUF by empowering each other to be effective, being an OLLI and CSUF advocate, demonstrating organizational pride, being the public face for OLLI, collaborating, respecting diversity while working towards unity, consensus, and leading by shared vision.
- E. In fostering an optimal esprit de corps, leaders should celebrate and recognize accomplishments (even small ones), have fun, and have concern for each other's well-being.

2.6.4 Implementation of the Ethical Environment Policy

- A. The Vice President Administration with approval of the Board of Trustees shall establish a procedure for handling grievances. This shall include to whom the grievance should be reported, the nature of follow-up investigations and the consequences if the grievance is justified.
- B. To ensure nothing inhibits reporting any of the above improper behaviors, the above procedure shall provide direct reporting paths to various OLLI officers and to university officials as covered in 1.3 above.
- C. This policy and the procedures resulting there from shall be displayed prominently and each incoming Board member, new coordinators and the office staff shall receive appropriate copies of them.

3. Vice President Programs

3.1 PROGRAM POLICY

3.1.1 General

- A. It is the policy of OLLI to provide academically stimulating programs appealing to the broad interests of OLLI members.
- B. No honoraria will be paid to lecturers or performing artists. Expenses may be reimbursed at the discretion of the Curriculum Committee within its budget.
- C. Enforcement of this policy is the responsibility of the Vice President Programs.

3.1.2 Curriculum Committee

- A. Overall program planning is vested in a Curriculum Committee composed of at least 10 to 12 members covering a wide variety of interests and experience.
- B. The chairperson of the Curriculum Committee shall be appointed by the Vice President Programs.
- C. Other members of the Curriculum Committee shall be appointed by the chairperson.
- D. Longer-serving committee members shall be replaced with new members from time to time to assure a fresh view of potential offerings.
- E. The curriculum committee is open to all regular OLLI members.
- F. At least one member shall be from the Computer Education Committee (see Computer Education Policy 3.2.2.C).

3.1.3 Program Planning

- A. Considering the availability of presenters, meeting facilities and member satisfaction, the Curriculum Committee shall define the programs, activities and special events to be offered each semester and from these create the program schedule.
- B. Programs suggested by individual members shall be considered and given a fair evaluation by the Curriculum Committee. Any member making a formal submission shall receive acknowledgement in writing with a statement as to the submission's disposition.

- C. All OLLI classes meeting on campus shall abide by the published schedule except that the Curriculum Committee may authorize changes after publication in the Blue Book.
- D. The Curriculum Committee Chair, working with the Treasurer and President, shall propose a program budget for inclusion in the overall OLLI budget.
- E. The Curriculum Committee shall create, and the Vice President Programs shall approve, a procedure governing the way programs are planned.
- F. The completed program schedule will be subject to review and approval by the Dean, University Extended Education, prior to its publication.

3.1.4 Coordinators

- A. Each program shall have a coordinator assigned by the Curriculum Committee.
- B. Coordinators are responsible for organizing the programs, introducing the speakers, presiding over sessions, logging attendance on sign-in sheets, publicizing the class and providing write-ups for the Bluebook.
- C. Coordinators shall participate in coordinator training and/or avail themselves of the Coordinator's Handbook and carefully follow the procedures outlined therein. Coordinator Training will be conducted by the VP Programs with the aid of the Administrative Manager.
- D. All coordinators shall be trained in the use of the equipment applicable to their needs.

3.1.5 Evaluation

- A. The Curriculum Committee shall monitor and evaluate programs and the Vice President Programs shall poll members at least yearly to ascertain if changes are appropriate.
- B. Class attendance data shall be taken and evaluated as a guide to future program offerings.
- C. Evaluation of the Blue Book shall be the responsibility of the office Administrative Manager and the Vice President Communications.

3.1.6 Retirement Boot Camp

- A. Because of its high visibility, day-long length, organizational resource requirements and appeal to both existing and prospective members, the OLLI Retirement Boot Camp is hereby designated as an enterprise program to be managed by the Transitions in Retirement Subcommittee of the OLLI Curriculum Committee in concert with a standing committee to be established in accordance with section 6.2.
- B. The OLLI Retirement Boot Camp Coordinating Committee is hereby established as a standing committee to coordinate organizational responsibilities and resources for the Boot Camp. As the policy and coordinating committee of the Retirement Boot Camp project, the Committee would identify, coordinate and mobilize organizational resources for The Retirement Boot Camp. Additionally, the Committee shall submit to the Treasurer's a project management for inclusion in the annual OLLI Operating Budget.
- C. Committee membership shall be comprised of the Chair of the Transitions in Retirement (TiR) Committee; the Vice President External Relations; Vice President Programs; Vice President Facilities; Vice President Communications; Vice President Hospitality or their designees.
- D. In addition to the Coordinating Committee established in subsection 6.2, a Boot Camp Project team may be formed by the Transitions in Retirement Chair to do the "day-to-day" work of organizing the Boot Camp.

Approved by Board of Trustees 09-13-07

Amended by Board of Trustee 11-14-13

3.2 COMPUTER EDUCATION

3.2.1 General

- A. It is OLLI's policy to offer and administer computer classes and workshops that enable OLLI members to operate computers for personal use and to use the Internet and pursue applications and projects of individual interest. This policy is an extension of the Program Policy (3.1) and classes developed herein shall be scheduled as part of that effort.
- B. All classes and workshops shall be conducted by OLLI members and volunteers.
- C. This policy is the responsibility of the Vice President Programs.

3.2.2 Computer Education Committee (CEC)

- A. Overall computer education planning and administration is vested in a CEC composed of course instructors, technical support specialists and other interested OLLI members who are interested in working toward improving the computer education program.
- B. The CEC is responsible for maintaining the computer laboratories, including computer equipment, software and operations.
- C. In May of each year, following election of the OLLI officers, the CEC shall elect from its membership for a term of one year: a) chairperson, b) vice chairperson, c) secretary, d) treasurer, and e) representatives to the Curriculum Committee.
- D. The CEC shall hold monthly meetings as needed (preferably preceding each month's OLLI Board meeting) to determine and guide the activities of the computer education program.
- E. Minutes of CEC monthly meetings shall be submitted to the OLLI office.

3.2.3 Course Implementation

- A. A curriculum containing computer classes of most interest to attendees shall be developed by the CEC. The curriculum, including class descriptions, schedules and class fees shall be reviewed by the Vice President Programs for inclusion in the Blue Book.
- B. The approved Computer Education curriculum shall be submitted according to OLLI program policy and within the OLLI office deadlines for inclusion in each semester's Blue Book.
- C. Registration for specific courses is described in the Blue Book.

3.2.4 Financial Control

- A. The CEC shall prepare a fiscal year budget to coincide with the OLLI budget and forward it to the Vice President Programs for submission to the OLLI Budget Committee for approval. The budget shall identify class and workshop fees that ensure the program is financially self-sustaining including supplies, software, equipment operation, and repairs. The budget will include a reserve equal to 10 percent of prior year operating costs to cover contingencies. This applies to the Computer Education Fund (CE) used for instructional supplies, software, computer repair, training expenses, etc. (NOTE: OLLI Facilities Replacement Funds ((FR-1)=OP) will be used to pay for instructional technology to be incorporated in OLLI smart classrooms.)
- B. The computer education program shall set class and workshop fees in accord with the approved budget. These funds will be deposited in the Computer Education Fund (CE). Refunds to members dropping a class shall be given only if requested by the second week of the class and with the signature of the instructor.
- C. Administration of computer-education-generated funds will be delegated by the OLLI treasurer to the CEC chairperson. The CEC treasurer will monitor the collection of fees and disbursements from these funds following OLLI Finance Policy (9.1).
 - 1. Anticipated funds needed to replace equipment shall be set aside in an OLLI Computer Equipment Replacement Fund (Facilities Replacement Fund ((FR-2COMP)=CE) in accord with the Property Management Policy (7.1).
 - 2. Funds donated to the CEC shall be deposited in the Computer Education Fund – 97262 and should be used to support creative learning activities. The Chair of the CEC will appoint an ad hoc committee to recommend expenditures of these funds for CEC approval. The CEC treasurer will fund the approved expenditures from the donated funds.
- D. The CEC will supply the OLLI treasurer with a monthly report of all Committee-administered income and expenses.
- E. An annual report shall be submitted to the OLLI office for review by the Board of Trustees. The report shall include classes offered, attendance, fees collected and expenditures made.

3.2.5 Procedures

- A. The CEC shall prepare administrative, financial and operational procedures for implementing this policy. The procedures shall cover operation of the CEC, financial planning and accountability, class announcements, registration, class format, class enrollment limitations, enrollment priorities, and refunds.

Approved by Board of Trustees 09-13-07

Amended by Board of Trustees 04-10-08

Amended by Board of Trustees 03-12-09

Amended by Board of Trustees 09-13-12

Amended by Board of Trustees 01-9-14

3.3 TRAVEL POLICY

3.3.1 General

- A. Sharing trips can be educational and foster camaraderie among OLLI members. Therefore it is OLLI'S policy to encourage such activities.
- B. Planned trips must be educational and support other OLLI programs.
- C. Each travel program must be self-supporting. Travel involving an overnight stay must be approved by the Board. The proposed budget for each event must be approved by Vice President Programs.
- D. For ease of administration, trips are handled by OLLI members and OLLI office personnel.
- E. All OLLI members who travel must sign the Release of Liability, Promise Not To Sue, Assumptions of Risk and Agreement to Pay Claims agreement for each trip, which includes each traveler providing emergency contact information. This information will be available to the coordinator every trip.
- F. Implementation of this policy and the creation of procedures to carry it out are the responsibility of the Vice President Programs.
- G. Essential OLLI business travel is the responsibility of the OLLI President and OLLI Administrative Manager. (See Section 3)

3.3.2 Trips

- A. Arrangements for trips are made by a trip committee with the help of the OLLI office staff. The committee chairperson is appointed by the Vice President Programs and the committee's size is determined by need.
- B. The process of selecting attendees shall be unbiased except that OLLI members are given priority over non-members. Non-members shall be added when space is available.
- C. Frequently trips will require scouting in advance. Expenses (with receipts) for approved advanced scouting efforts will be compensated.

3.3.3 OLLI Business Travel

- A. The Budget Committee shall establish a fund for business travel.

- C. The budget limits shall apply to travel and expenses for conferences, seminars or other meetings of organizations that have Learning in Retirement as their primary focus.
- D. The OLLI Board of Trustees shall consider approval of travel expense requests as they do other larger expenditures.
- E. CSUF travel practices and procedures, including full documentation, shall be followed by members receiving OLLI business support.

Approved by Board of Trustees 09-13-07

Amended by Board of Trustees 08-08-13

Amended by Board of Trustees 01-09-14

Amended by Board of Trustees 01-09-14

Amended by Board of Trustees 06-11-15

4. Vice President Communications

4.1 COMMUNICATION POLICY

4.1.1 General

- A. It shall be the policy of OLLI to keep all members informed of upcoming classes, trips social events, management activities etc.
- B. Media used for communicating with members include the ChroniCLE, Blue Book, bulletin boards, special mailings, email, newsletters, social media and websites.
- C. Implementing this policy and creation of derivative procedures shall be the responsibility of the Vice President Communications.

4.1.2 ChroniCLE

- A. The ChroniCLE is OLLI's monthly newsletter created under the direction of the ChroniCLE editor, appointed or reappointed by the Vice President Communications.

- B. The editor of the ChroniCLE may attend Board of Trustees and committee meetings as necessary for reporting.
- C. All editorial content must be cleared by the Vice President Communications or at his or her discretion, the ChroniCLE editor.

4.1.3 Blue Book

- A. The Blue Book contains descriptions of curriculum offerings and is published three times a year preceding each semester.
- B. The Vice President Communications shall appoint or reappoint a Blue Book editor.
- C. The main content of the Blue Book comes from class coordinators assigned by the Curriculum Committee. (See 3.1 Program Policy)
- D. Covers, titles, charts, summary schedules and other repeating entries plus word processing and book assembly are the responsibility of the Blue Book editor assisted by the office staff.
- E. Blue Book content shall be reviewed by the Dean of Extended Education or his designated representative for consistency with university policy.

4.1.4 Other Communications

- A. Messages regarding various occurrences may be placed on bulletin boards. It is the responsibility of the Vice President Communications or his designee to be sure items appearing on the bulletin board are suitable and are removed at the appropriate time.
- B. From time to time newsletters and special messages may be sent to members using email and/or the U.S. Mail service. At the discretion of the President or Administrative Manager, members who do not have email access may receive a comparable message by mail.
- C. The Vice President Communications is responsible for coordinating OLLI social media presence and content.

4.1.5 OLLI Website Committee

- A. The Vice President Communications shall create and appoint or reappoint an OLLI Website Committee. The mission of the OLLI-CSUF website is to provide information concerning OLLI programs and other offerings to the membership and community-at-large through the use of online technology. Such information shall include, but not be limited to, registration procedures, program descriptions, schedules, current news and other member benefits. On-going programs may be supported through the use of online message boards and forums.

- B. A Web Master, supported by an editorial staff, shall manage the website. The OLLI officers and others who have responsibility for various OLLI functions are encouraged to work with the staff to make certain that all information on the site is current and is supportive of their programs.
- C. Coordination with UEE shall be maintained to make sure that the website is in compliance with CSUF standards.

Approved by Board of Trustees 09-13-07

Amended by Board of Trustees 06-12-08

Amended by Board of Trustees 11-4-13

4.2 EXTERNAL EVENTS POLICY

4.2.1 General

- A. External events are events that may be of interest to members of OLLI but are not sanctioned or supported by OLLI or CSUF.
- B. Participants in external community events assume full responsibility for their participation in the event.
- C. OLLI resources, including but not limited to staff, facilities, transportation and membership lists, shall not be used to support external events.
- D. Signs, postings and brochures for external events shall not be left in areas outside of the classroom nor posted on OLLI bulletin boards. The OLLI Administrative Manager may waive this requirement for programs sponsored by area universities, colleges and charitable organizations of potential interest of OLLI members.
- E. OLLI communications, including Blue Book, ChroniCLE, News Bytes and e-blasts, will not be used for external events without prior approval. The OLLI Administrative Manager shall approve all OLLI communications regarding external events.
- F. External events listed in OLLI communications shall be clearly separated from the listings for OLLI sanctioned activities.
- G. Nothing contained in this section shall limit the class instructor's mention of external events or other activity related to the topic of the class.
- H. External events disclaimer shall be included with every external event listing in any OLLI communications and shall read as follows:
 - External events are activities and events that are not part of the OLLI-CSUF program. OLLI members who participate in external events do so at their own risk and assume all liability for their participation. The State of California; the CSU Board of Trustees; California State University, Fullerton; CSU Fullerton Auxiliary Services Corporation and OLLI-CSUF assume no responsibility or liability for any external event.

Approved by Board of Trustees 04-14-2011

Amended by Board of Trustees 09-12-13

5. Vice President Membership Services

5.1 MEMBERSHIP POLICY

5.1.1 General

- A. Any person who is retired or semi-retired, regardless of age, color, gender or sexual orientation, is eligible for membership in OLLI. It is OLLI'S policy to treat all members with respect and offer membership services that enhance their ability to be better members.
- B. A OLLI member may be any person who: a) has the interests and time availability of current OLLI members; b) is willing to subscribe to OLLI's spirit and purpose; c) will abide by the provisions of OLLI's Constitution, Bylaws and Policies and d) pays the required dues. OLLI encourages anyone meeting the above description to join the organization.
- C. The implementation of this policy is the responsibility of the Vice President Membership Services.

5.1.2 Membership Categories

- A. A regular member is anyone who participates fully from the time of his or her joining to the end of the current academic year.
- B. An associate member is anyone who is otherwise qualified but joins OLLI for a single semester.
- C. Any associate member may become a regular member at any time by paying the remainder of the yearly dues.
- D. If, during the first three months of a paid period, an OLLI member dies or is too ill to participate, a full refund of membership dues will be made.
- E. Life membership may be granted by the Board to any person who has contributed most generously of time, talent and money to the long-term development of the OLLI organization, operation and facilities.
- F. An honorary membership may be created by the Board for a specific time period. It is for individuals who have contributed generously in time and talent to the OLLI operations or instructional programs.
- G. Honorary memberships shall be granted to all members ninety years of age or older who have been OLLI members for five or more years of cumulative membership.

- H. Privileges vary with membership category as established by OLLI's Constitution and Bylaws and by the Board of Trustees. Dues for each category are set by the Board.

5.1.3 Membership Services Responsibilities

- A. A member of Membership Services shall serve as liaison with potential new members, answering their questions and encouraging them to join.
- B. New members shall be offered an orientation meeting to acquaint them with the privileges and responsibilities of OLLI membership.
- C. With the office staff, Membership Services shall guide the membership renewal process including registration at the August open meeting.
- D. Working with the office staff, Membership Services shall maintain up-to- date membership records.
- E. A roster of all OLLI members with addresses and phone numbers shall be available to each member on request. The roster shall contain a warning of its confidential nature and restrictions on its use.
- F. Membership Services shall perform a talent search to identify potential volunteers for various tasks and keep readily accessible records thereof.
- G. Membership Services working with various committee chairpersons shall create and oversee a process for acknowledging the efforts of volunteers.

Approved by Board of Trustees 09-13-07

5.1.4 Friendship Committee

- A. The Vice President Membership Services shall create a Friendship Committee and appoint or re-appoint its chairperson. Other committee members shall be selected by the chairperson.
- B. The Friendship Committee shall, on behalf of OLLI, contact OLLI members and their families to express joy and happiness on occasions of singular and unique accomplishments or honors.
- C. They shall also contact OLLI members and/or their families to give sympathy in the event of illness or bereavement.
- D. Annually in the spring, OLLI shall conduct a simple dignified ceremony honoring those members who died during the past year. The immediately preceding ChroniCLE shall announce the ceremony and list those being commemorated.
- E. When notified of the sustained absence of a member, arrange for contacts with him or her, as appropriate.
- F. Funding for the Friendship Committee shall be included in the OLLI budget.

Approved by Board of Trustees 5-10-18

5.2 SCHOLARSHIP POLICY

5.2.1 General

- A. It shall be the policy of Osher Lifelong Learning Institute at California State University Fullerton (OLLI) to have a scholarship program that makes membership in OLLI possible for persons presently unable to join because of financial considerations.
- B. The scholarship program shall aid those who can contribute to the overall good of OLLI and will benefit from OLLI's curriculum and other activities.
- C. Scholarships are to be awarded without prejudice, based entirely on economic need.
- D. All applications, interviews and the selection process are considered confidential and will not be shared with non-essential persons. Candidates will also be requested to retain the confidentiality of their involvement.
- E. The Vice President Membership Services is responsible for implementing this policy.

5.2.2 Extent of Scholarship Coverage

- A. Scholarships are to provide basic memberships (full or partial) to those selected.
- B. Scholarship does not cover the costs of special events or fees for classes requiring them.
- C. A scholarship can begin at the fall or spring session with a maximum duration of one year.
- D. All scholarships, regardless of when awarded, terminate at the close of the summer session.

5.2.3 Candidate Selection Process

- A. The availability of scholarships and how to apply for them shall be broadly publicized and application forms readily obtainable.
- B. Impartial evaluation and recommendations regarding scholarship applications shall be made by a scholarship committee consisting of at least three but not more than five members chosen by the Vice President Membership Services.
- C. The Vice President Membership Services will consider recommendations of the scholarship committee and make the final decision regarding approval, modification or rejection.

- D. The Vice President Membership Services will notify each applicant in writing, in a timely manner, of the decision regarding his or her application. The letter shall state the confidential nature of the scholarship and request that the addressee respect it. Denied candidates will be given a reason which shall be kept on file.
- E. The Vice President Membership Services shall keep scholarship recipients in mind and help them find areas in which their services can contribute to OLLI.
- F. At the request of the President, the Vice President Membership Services will give the Board verbal reports on the progress of the scholarship program.

5.2.4 Funding

- A. A scholarship fund (52000.7) shall be the principal source of scholarships.
- B. The scholarship fund is supported by individual donations.
- C. The general fund (52000.1) will supply additional scholarship funding if needed for up to one percent of OLLI's fiscal year total budget.

5.2.5 Procedures

- A. A procedure or procedures shall be created to define how this policy is implemented. It/they shall cover details of publicizing the program, the forms employed, submission and evaluation of applications, notification of results, details of funding, and plans for encouraging members to contribute to the fund.
- B. The procedure(s) shall be approved by the Vice President Membership Services.

Approved by Board of Trustees 03-08-07

6. Vice President External Relations

6.1 EXTERNAL RELATIONS POLICY

6.1.1 General

- A. It is the policy of OLLI to promote good relations with the public, the campus community and the media.
- B. Implementation of this policy is the responsibility of the Vice President External Relations.

6.1.2 Community Outreach Program

- A. The Vice President External Relations shall coordinate the interface of OLLI activities with entities external to OLLI. The goal is to present a consistent and favorable impression of OLLI by outreach beyond the regular membership.
- B. The Community Outreach Program shall create and distribute flyers to attract new members.
- C. The Vice President External Relations shall create a Docent Committee and appoint the chairperson. Members of the committee shall be trained to give tours of the Ruby Gerontology Center.
- D. An OLLI Speakers Bureau shall be created and maintained. Through this bureau, people with good public speaking talents and knowledgeable about OLLI are on tap to give presentations to outside organizations when asked.
- E. Requests for interviews about OLLI, articles for off-campus publication and the like shall be cleared with the Vice President External Relations who in turn may seek guidance from CSUF's Office of Extended Education.
- F. Copies of press releases must be submitted to the media through the university Office of Public Affairs.
- G. Any person attending external functions as a representative of OLLI shall prepare a brief report for the Board.
- H. The Vice President External Relations may appoint an Outreach Committee to assist in evaluating, augmenting and implementing membership recruitment activities. Membership on the Committee shall include OLLI members from the various CSUF service area communities. To the extent practical, Committee members may also include OLLI members from underrepresented communities.

- I. The Community Outreach Program may include participation in community festivals, health fairs and other events to promote OLLI classes, activities and membership. Proposed expenditures for such participation, including promotional items, shall be proposed by the Vice President External Relations to the OLLI Budget Committee for budget consideration.

6.1.3 University Liaison

- A. The Vice President External Relations, working with the Executive Committee shall ensure that OLLI volunteers are selected and honored at CSUF's fall Concert Under The Stars and that the oldest graduating senior is honored each spring.
- B. The Vice President External Relations shall participate with CSUF Extended Education in OLLI's Long Range Strategic Planning.
- C. The Vice President External Relations may take part in CSUF's Master Development Plan Forums.
- D. The Vice President External Relations may represent OLLI on the university's Coordinating Council Support Group.
- E. The Vice President External Relations together with OLLI's President may represent OLLI on the Fullerton Chamber of Commerce Education Committee.

6.1.4 Other Learning In Retirement Organizations

- A. The Vice President External Relations shall be OLLI's representative to other learning in retirement organizations. Invitations to participate in meetings or other activities shall be presented to the Board for a response.
- B. The Vice President External Relations shall be OLLI's representative to the OLLI organization.

6.1.5 CSUF Gerontology Program

- A. With the President, the Vice President External Relations shall ensure support for CSUF's Gerontology Program and university gerontology research projects while retaining OLLI's independence. (See 6.2 Research Policy)

6.1.6 OLLI-CSUF Collaboration

- A. The OLLI-CSUF Collaboration is OLLI's program that provides opportunities for OLLI members to utilize their experience, interests, skills, education and professional background in assisting the various Colleges and Divisions of CSUF in volunteer assignments. Volunteer programs are designated with approval of leaders of the

various CSUF Colleges, and the volunteer assignments are made within designated volunteer programs.

- B. The OLLI-CSUF Collaboration shall have the status of a standing committee that may elect its chairperson and recruit its members. The Vice President External Relations shall be an ex-officio member.
- C. Requests from the OLLI-CSUF Collaboration for Board, UEE or OLLI staff support shall be reviewed by the Vice President External Relations and UEE prior to Board presentation.

Approved by Board of Directors 09-13-07

Amended by Board of Trustees 11-10-11

Amended by Board of Trustees 01-9-14

6.2 RESEARCH POLICY

6.2.1 General

- A. OLLI members have become desirable test subjects who are sought after for CSUF research studies. It is OLLI's policy to work with the University in carrying out research studies and to discourage involvement with anything other than the University.
- B. Responsibility for carrying out this policy lies with the Vice President External Relations.

6.2.2 Guidelines

- A. Research studies are generally undertaken by a professor or by a student under the direction of a professor who serves as the advisor.
- B. Before any work is undertaken on any study involving human test subjects a proposal must be prepared following guidelines provided by the CSUF Institutional Review Board (IRB). This proposal must be approved by the (IRB) prior to implementation.
- C. Once the IRB has approved implementation of the study, a request for the use of OLLI members as test subjects must be reviewed and approved by the UEE Dean (or designee) and by the OLLI President (or designee). University projects that do not require IRB approval, must still be approved by the OLLI President (or designee). The Vice President External Relations (or designee) will advise the Board of all approved projects.
- D. OLLI member participation in research studies is voluntary.
- E. At the study's conclusion, the results must be made available to the participants and/or to the OLLI membership.

Approved by Board to Trustees 09-13-07

Amended by Board of Trustees 12-10-15

7. Vice President Facilities

7.1 PROPERTY MANAGEMENT POLICY

7.1.1 General

- A. OLLI owns, or is custodian of University-owned, property held throughout the Ruby Gerontology Center. Such property is defined as equipment and furnishings not permanently attached to the OLLI facilities and having a useful life as defined in the OLLI charge of accounts. It is OLLI's policy to manage such property in a responsible manner.
- B. This shall be accomplished through a property management procedure that includes planning, accountability, acquisition, disposal and loss or theft.
- C. The Vice President Facilities is responsible for implementing this policy.

7.1.2 Planning

- A. OLLI shall develop a plan for property acquisition, usage and replacement.
- B. An OLLI equipment fund shall be created for purchasing new equipment and replacing obsolete equipment when such purchase or replacement is not covered by CSUF.
- C. The plan and the equipment fund shall be coordinated with the OLLI budget.

7.1.3 Accountability

- A. A property manager shall be named by the Vice President Facilities to account for and maintain each accountable item.
- B. The property management procedure's accountability section shall include a) techniques for uniquely identifying items; b) acquisition data including source, cost and date; c) depreciation schedule as approved by the Board; d) the name of the custodian; e) an entry to be filled in with appropriate information when the item is no longer accountable (approved by the Board).
- C. The procedure shall provide for an inventory catalog created to hold the above data for the collection of accountable items.
- D. The procedure shall define requirements for adding to and removing items from the catalog.

- E. The procedure shall define conditions for and duration of archiving data about items removed from the catalog.

7.1.4 Acquisition

- A. OLLI may acquire property through purchase, gift, transfer or long-term loan.
- B. Property will be purchased by OLLI with funds available in the OLLI equipment fund as defined in the OLLI Finance Policy (9.1).
- C. Property may be gifted to OLLI with or without restrictions as to use and disposition. OLLI Fundraising Policy (9.2) shall apply.
- D. OLLI may acquire property through transfer or long-term loan with transfer of administrative responsibility.
- E. The property management procedure shall define the rules for procurement.
- F. The responsibility for property acquisition shall rest with the OLLI Board.

7.1.5 Disposal

- A. Worn out or obsolete property may be disposed of as established by the property management procedure, including Board approval when appropriate.
- B. The proceeds from property that is sold will go into the OLLI equipment replacement fund (9.2).

7.1.6 Lost or Stolen Property

- A. The property management procedure shall define how to report, investigate and, if appropriate, replace missing or stolen property.

Approved by Board of Trustees 09-13-07

7.2 FACILITY OPERATIONS POLICY

7.2.1 General

- A. This policy is to ensure that all OLLI facilities are available when and in the form needed, and operated to maximize the benefit to OLLI and its members.
- B. The Shapiro Wing is available exclusively for OLLI functions Monday through Friday from 8:00 a.m. to 10:00 p.m.
- C. This policy covers various housekeeping activities, kitchen services, and other facility needs.
- D. Facility operation needs are the responsibility of a facilities committee. The committee chairperson is appointed by the Vice President Facilities and the committee's size is determined by need.
- E. The Vice President Facilities is responsible for implementing this policy.

7.2.2 Kitchen

- A. The kitchen in the Shapiro wing of the Ruby Gerontology Center is restricted to use for OLLI functions. Its use shall be scheduled through the OLLI office.
- B. Food and beverage shall not be prepared, served or consumed in other than the kitchen area and its immediate surroundings without permission of the Vice President Facilities or the OLLI Manager, Administration.
- C. Each class or activity scheduling the kitchen's use shall be responsible for food/beverage preparation and post-event cleanup following the instructions prominently posted there.
- D. While classes are in session, the OLLI office shall post a schedule identifying classes that are responsible for beverage preparation before the first class and for cleanup after the last class of each day.
- E. A subgroup of the facilities committee shall be responsible for periodic kitchen cleanup, and the ordering of needed supplies.
- F. A procedure shall be established indicating how to carry out the kitchen policy.

7.2.3 Housekeeping

- A. Housekeeping (janitorial and maintenance services) are provided by CSUF.
- B. Room preparation for classes is the responsibility of the class coordinator.

- C. Arrangement of furniture or other room preparation for social events is the responsibility of the Vice President Facilities.
- D. Placement of displays, pictures, plaques, bulletin boards, etc. shall be the responsibility of the Vice President Facilities guided by the OLLI Historian.
- E. Care of indoor plants throughout the facility shall be done by a volunteer appointed by the Vice President Facilities. Approved by Board of Trustees 09-13-07

7.3 SAFETY POLICY

7.3.1 General

- A. It is OLLI's policy to maintain a safe environment in its facilities and to respond to emergencies promptly and in a manner that minimizes consequential personal injury and/or property damage.
- B. The safety regulations of CSUF are the backbone of OLLI's safety policy.
- C. Emergency guidelines and points of contact for various emergencies shall be readily available to all members and office staff and prominently posted on bulletin boards.
- D. The Vice President Facilities shall be responsible for implementing this policy.
- E. Periodic training in first aid and CPR shall be offered to all members.

7.3.2 Inspections

- A. A safety inspector shall be appointed to interface with the University and follow its policy with respect to facility inspections.
- B. Every effort shall be made to ensure that entrances, seating and walkways shall remain safe with special consideration given to the special needs of OLLI members.
- C. Electrical inspections shall be made to be sure no shock or fire hazard exists in electrical outlets, fixtures, cords and equipment.

7.3.3 Emergencies

- A. In case a person's life or health is threatened by choking, heart attack, bleeding, accident, fire or other situation, 911 shall be called immediately. Within available training and skills, first aid including CPR or a Heimlich maneuver shall be applied in parallel with the call for help.
- B. In the event of property damage or the threat thereof due to fire, a bomb accident or other incident, 911 shall be called immediately. Unless a life is threatened no person shall endanger himself or herself while awaiting a response from the call.

- C. Upon arrival of emergency personnel all bystanders including anyone applying first aid shall immediately respond to instructions from the emergency personnel.

7.3.4 Reporting

- A. After an emergency is under control, persons witnessing it shall follow the procedures of the Legal Protection Policy (1.3) with regard to reporting it.

Approved by Board of Trustees 09-13-07

8. Vice President Hospitality

8.1 SPECIAL EVENTS POLICY

8.1.1 General

- A. In the interests of entertainment, relaxation and fellowship it is OLLI's policy to sponsor social gatherings several times each year.
- B. Responsibility for planning, organizing, publicizing and coordinating OLLI's social events lies with a Hospitality Committee whose chairperson is appointed by the Vice President Hospitality. Events shall be publicized in the Blue Book, ChroniCLE, bulletin board, special flyers etc.
- C. OLLI may host an associated organization's program, e.g. Association of Learning in Retirement, West (ALIROW). These are sponsored by OLLI's Vice President External Relations using an ad hoc committee.
- D. The Hospitality Committee shall draw guidance and/or help from OLLI's President; Board; Facilities Committee; Vice President Communications; etc. as needed.
- E. Catering for OLLI on-campus gatherings must be obtained from the contractor for campus food services.
- F. Implementation of this policy is the responsibility of the Vice President Hospitality.

8.1.2 Events

- A. Three business meetings open to all OLLI members are held throughout the year (general meeting in January, general meeting and election in April, open meeting in August). Reports of OLLI's status by the President and Treasurer are made per bylaw requirements. Refreshments are served.
- B. Dinners are generally held in June and October.
- C. Catered meals may be served at an off-campus facility.
- D. Other theme events, meeting both on and off campus, may be scheduled.

8.1.3 Themes

- A. Entertainment may be scheduled for any of these meetings. Many forms such as speakers, dancing groups, sing-alongs, singing groups, individual singers, costume parties, talent shows, games, drawings, etc., help to exploit member's talents and keep membership interest high.

- B. Dining themes also have a place in meeting OLLI's social policy. Ethnic foods, chili cook-offs and other food contests at breakfasts, brunches, lunches and teas or dinners, are appropriate.

8.1.4 Funding

- A. The Hospitality Committee shall have a budget which has been coordinated with and approved by the Budget Committee. The funds budgeted shall be used for refreshments, party supplies and/or compensation for entertainers.
- B. Members are responsible for meals through purchase of tickets for catered meals.

Approved by Board of Trustees 09-13-07

Approved by Board of Trustees 12-11-14

9. Treasurer

9.1 FINANCE POLICY

9.1.1 General

- A. It is the policy of Osher Lifelong Learning Institute (OLLI) to carry out its activities in a fiscally sound way.
- B. OLLI is a self-supporting organization, relying on members' dues and charitable contributions for its income.
- C. OLLI relies on CSU Fullerton Auxiliary Services Corporation to hold its money. A fee is charged.
- D. OLLI's Treasurer is responsible for overall financial control of OLLI and for implementing this policy.

9.1.2 Financial Advisory Committee

- A. OLLI shall have a Financial Advisory Committee consisting of the President, the Vice President Administration, the Treasurer, the Backup Treasurer and the immediate Past President. This committee shall meet on a monthly basis or as needed to set and monitor overall financial goals. Prior to February first the Financial Advisory Committee will give guidance and data to the Budget Committee (see 9.1.3 below) for the next year's budget.

9.1.3 Annual Budget

- A. Each year in February the Budget Committee, chaired by the Treasurer and consisting of the President and all vice presidents, shall establish budgetary parameters and schedule meetings needed to arrive at a final budget for the coming fiscal year
- B. An early act of the committee is to request inputs from all activities relying on OLLI's treasury for support. The committee shall use this information to prepare OLLI's budget. Those reporting will be notified of any adjustments
- C. Ten percent of the prior year's budgeted operating expenditures must be maintained in reserve (per executive order #313 of the university system).
- D. Expenditures for self-liquidating activity expenses such as field trips (3.3) and computer education (3.2) will not be included in the budget.
- E. OLLI's fiscal year begins on July 1 and ends June 30.

- F. The OLLI budget shall be presented to the Board of Trustees for final approval no later than the March Board meeting. The new budget will be available for review by members in April.

9.1.4 Capital Budget

- A. Annual Submittal: By no later than January 15 of each year, the Vice President Facilities, Vice President Technology and the Treasurer shall jointly submit to the Budget Committee a three-year Capital Equipment and Facility Improvement Plan (“Capital Budget”). The plan shall include proposed expenditures, by priority, for three successive fiscal periods.
- B. Consultation/Approval: Prior to the submittal of the Capital Budget to the Treasurer under Subsection 3.1.2, the Vice President Facilities and Vice President Technology shall consult and include any recommendations or comments from the vice presidents. Pursuant to Policy 10.1 – Technology (Subsection 1.3.1) all technology projects that include proposed expenditures must be approved by the Technology Liaison Committee.
- C. Budget Committee Review: By February of each year, the Capital Budget shall be reviewed and reconciled with available revenue by the Budget Committee. The Budget Committee may reconcile the Capital Budget from operating and reserve funds. The Committee may also designate proposed Capital Budget expenditures for funding in whole or in part from fundraising.
- D. Exceptions: With the exception of capital expenditures and facility improvements funded wholly from the Computer Education Funds (Operating and CSFPF) or recommended by the Dean of Extended Education or designee for the efficient operation of the UEE/OLLI staff, no capital expenditure in excess of \$2,500 shall be approved by the Board of Trustees unless it is identified in the Capital Budget approved for the fiscal year. This policy may be waived for emergency or extraordinary purposes by a separate motion approved by a majority vote of the Board of Trustees present at the meeting where the waiver is requested.
- E. Computer Education Funds: Capital equipment and facility improvements from the Computer Education Funds shall be exclusively governed by Policy 3.2 – Computer Education (Subsection 4.3.1).

9.1.5 Income

- A. OLLI’s principal income is from membership dues. OLLI also receives support from contributions to its operating budget and its various funds. (See 9.2 Fundraising Policy). Interest income, although small, is added to the operating budget or to the various funds as earned.

9.1.6 Expenditures

- A. OLLI's principal expense is the cost of the office staff. Salaries and related personnel expenses are deducted directly from OLLI's CSU Fullerton Auxiliary Services Corporation account.
- B. Other significant expenses are administrative expenses (phone, supplies, repro etc.), CSU Fullerton Auxiliary Services Corporation service fees and OLLI's parking privilege granted from CSUF. The latter is paid upon receiving an invoice from CSUF'S Parking & Transportation Services each year in July.
- C. Operating budget expenditures must be approved by the vice president in charge of the item and, if related to a committee, by the committee chair.
- D. Other OLLI expenses must have the approval of the President, the Vice President Administration, the Treasurer or the Manager, Administration.
- E. Expenses incurred and paid for by those acting in behalf of OLLI will be reimbursed upon approval of the vice president responsible, or the OLLI President, and upon presentation of receipts and/or written request for advances. OLLI will follow CSUF and ASC policies and guidelines when establishing reimbursements.
- F. Expenditures of over \$750 must be approved by the Board of Trustees unless they are clearly identified as line items in the Annual Budget adopted or revised by the Board of Trustees. Board approval is required for budgeted expenditures exceeding \$750 if the Treasurer determines:
 - 1. The proposed expenditures exceed the budgeted allocation because of a price increase or significant specification change, or
 - 2. The intent of the expenditure requires Board clarification of its scope (e.g., "Improvements to Kitchen" would require a detailed "scope" approved by the Board), or
 - 3. The expenditures are embedded in another line item.
- G. Proposed expenditures of budgeted line items approved and identified in the Annual Budget that exceed \$750 must be reviewed by the President and Treasurer for compliance with this subsection.

9.1.7 Accounting

- A. The office staff under the guidance of the treasurer shall keep a ledger of all income and expenses using standard bookkeeping practices.
- B. The ledger shall be retained as a permanent record.

- C. A procedure shall be established for operating the accounting system. It shall be sufficiently detailed and comprehensive that a new accounting person can take over this responsibility with the least effort.

9.1.8 Reports

- A. The Treasurer shall present for review by the Board of Trustees a monthly financial statement listing income, expenses and the balance in the Operating Fund and other funds. These shall be reconciled with the budget. .
- B. The Treasurer shall prepare and distribute a year-end financial statement for review by all OLLI members.
- C. The Treasurer shall oversee the Fund for the Future (#97211) created by and for the benefit of OLLI and shall report its status to the Board of Trustees as part of the monthly financial statement. (See Policy 9.2)
- D. OLLI funds are audited as part of the University Extended Education (UEE) and CSU Fullerton Auxiliary Services Corporation (ASC) regular audits. ASC accounts are audited annually by an external auditor. The UEE Dean's office will inform the OLLI Board when an audit has occurred and of any findings that affect OLLI accounts.

Approved by Board of Trustees 09-13-07

Amended by Board of Trustees 11-14-13

9.2 FUNDRAISING POLICY

9.2.1 General

- A. It is OLLI's policy to undertake from time to time activities that are outside the normal operating budget. In support of such activities, OLLI maintains several funds separate from OLLI's operating fund.
- B. OLLI encourages members and others to donate to these funds including bequests in wills and living trusts.
- C. Occasionally OLLI will create special fundraising activities to replenish one or more of the existing funds or to create a new one.
- D. It is the Treasurer's responsibility to see that this policy is carried out in a businesslike way and is in accord with University policy.

9.2.2 OLLI Funds

- A. OLLI shall maintain a scholarship fund dedicated to helping worthy candidates participate in OLLI. See 5.2, Scholarship Policy.
- B. The President's Advisory Council Fund is a discretionary fund, administered by OLLI's President's Advisory Commission comprised of past presidents. Its source is member donations and occasional grant monies. It may be used for OLLI activities that are best assisted through one-time contributions, sponsorships or grants. Such uses may include ceremonial, recognition and anniversary expenditures including those requiring a University Directive 11 approval.
- C. The Computer Education Fund is used to acquire and maintain items for the Computer Education Program. Computer class fees and software and equipment donations ensure the fund is self-sustaining. See 3.2, Computer Education policy.
- D. OLLI Fund for The Future (Foundation Acct. # 97211) is used to supplement the operating fund, and to support, with Board approval, projects affecting OLLI programs and the general OLLI membership. It is funded by cash donations and proceeds from OLLI member gifting programs.
- E. The OLLI Today and Tomorrow Fund provides and supports OLLI on the CSUF campus with non-budget items not readily funded by OLLI operations. It is intended for special or major projects to enhance OLLI's learning environment with structural, capital and refurbishing needs for today and tomorrow.
- F. In further of the Scholarship Policy as set forth in Section 5.2, the Membership Aid Fund provides basic membership scholarships to deserving applicants for

membership in OLLI who cannot afford to pay the membership fees. These scholarships are confidential, and only the Membership Scholarship Committee and the president know the recipients. Funds for this come mainly from individual donations.

- G. The Master's in Gerontology Scholarship Fund provides an annual scholarship award for CSUF students enrolled in the Master's in Gerontology program. An award is given upon recommendation of the Gerontology academic program and approved by the OLLI-CSUF Vice President External Relations.

9.2.3 Other Funds

- A. Funds may be established that provide assistance to projects that are not OLLI specific. These funds will be administered under the terms of the specific fund. The Development/Philanthropy Committee shall recommend and the OLLI President appoint the OLLI representatives/members of the group responsible for fund direction.
- B. Each fund so established will be documented in the Treasurer's procedures, including at a minimum its objectives, composition of the managing team, and permissible uses of the fund or its distributions.

9.2.4 Development/Philanthropy Committee

- A. Development policy to solicit major gifts from members and others is vested in the Development/Philanthropy Committee composed of those the Committee's chairperson may appoint.
- B. The chairperson of the Committee shall be the President or his designee.
- C. In addition to the President, ex officio members of the Committee shall include the Treasurer, the Secretary and the Immediate Past President of OLLI.
- D. Representatives of University Extended Education and University Advancement may be invited by the Committee chairperson to assist the Committee in the exercise of its responsibilities.
- E. The Committee shall review and recommend programs to the OLLI Board of Trustees for member donations, planned gifts and fundraising events to benefit OLLI-CSUF or University programs.
- F. Fundraising development or philanthropy programs may include OLLI participation in the CSUF Concert Under the Stars program, the fall OLLI-CSUF fundraising letter from the OLLI president, planned giving seminars and periodic ChroniCLE articles and flyers on planned giving opportunities.

9.2.5 Fundraising Guidelines

- A. Any campaign that is intended to establish in-perpetuity funds to be administered by the University requires approval of the CSUF president.
- B. Any securities or gifts-in-kind received by OLLI will be sold as soon as possible except where such sale is restricted by donor. No gifts-in-kind will be accepted without prior approval by the Board of Trustees.
- C. Occasionally, OLLI receives cash donations, which are not designated for specific purposes. These shall be credited to the OLLI Today and Tomorrow Fund unless designated otherwise by the Development/Philanthropy Committee. All fundraising undertaken by OLLI for the benefit of the organization or for the benefit of CSUF shall be authorized by University Extended Education and the OLLI Board of Trustees.
- D. Time permitting and at the discretion of the OLLI president, fundraising projects proposed by OLLI members or other standing and ad/hoc committees shall be reviewed by the Development/Philanthropy Committee for the purpose of fundraising coordination and recommendation to the OLLI Board.
- E. All donations are to be acknowledged by letter from the Cal State Fullerton Philanthropic Foundation (CSFPF), a 501(c)3 entity, confirming the tax deductibility of the donation to OLLI-CSUF, and its 501(C)3 status.
- F. All donors are to be acknowledged by name and thanked for their donation periodically (at least annually) in the ChroniCLE or other OLLI media distributed to OLLI members. Donors' anonymity will be preserved for those who ask not to be identified.

Approved by Board of Trustees 09-13-07

Amended by Board of Trustees 5-10-18

10. Vice President Technology

10.1 TECHNOLOGY POLICY

10.1.1 General

- A. It is the policy of OLLI to ensure access to critical technology that supports the organization's efforts to present courses, programs, events, and to provide administrative support.
- B. The Vice President Technology will serve as the OLLI liaison between CSUF extended education and the CSUF technology divisions and resources. The Vice President will meet on a monthly basis with UEE technology staff to determine capabilities as they relate to OLLI needs.
- C. The Vice President Technology may establish a technology liaison committee or team, which may consist of the following OLLI representation: one CEC member, one Program member, one Communications member, one Facilities member, one External Relations member, and such other membership as the Vice President Technology deems appropriate. The major responsibility of this committee is to review projects, coordinate project activities, and recommend new projects to further OLLI goals.
- D. The Vice President Technology may establish a classroom and OLLI support team to implement technology support for classroom audio-visual needs, OLLI communication needs, and projects to maintain and improve OLLI technology needs.
- E. Audio-Visual
 - 1. OLLI shall maintain an audio-visual staff of knowledgeable members to assist in the setup and operation of OLLI audio-visual equipment.
 - 2. A procedure shall be established which covers training of the audio-visual staff and the handling of written requests for the use of equipment and operators.

Approved by Board of Trustees 07-14-11

11. Secretary

11.1 MEETING MINUTES

11.1.1 Meeting Minutes

- A. The Secretary will prepare and distribute the minutes of meetings of the Executive Committee, the Board of Trustees and general meetings of the membership.
- B. The Secretary will include official copies of the minutes in OLLI files for historical purposes and for reference.

Approved by Board of Trustees 5-10-18

11.2 ELECTIONS

11.2.1 Elections

- A. In collaboration with the Administrative Manager and the President, the Secretary will determine which Board positions are up for election each year and report them to the Board and membership.
- B. The Secretary will solicit applications for candidacy from OLLI members.
- C. The Secretary shall send to all who inquire a general description of the principal job duties, qualifications (Board service in the case of the President) and requirements of the position to be filled along with a simple application form.

Approved by Board of Trustees 5-10-18