

MODESTO INSTITUTE FOR CONTINUED LEARNING

BOARD MINUTES

SEPTEMBER 11, 2019

CALL TO ORDER: President Dorothy Winke called the Board meeting to order at 3:04 p.m.

Board Members Present: Dorothy Winke, President; Roger Jackson, Curriculum; Richard Cato, Past President; Ron Rutschman, Membership; Maureen Fuyertes, Hospitality; Diedre Bush, Field Trips; Louise Summerlot, Secretary

MJC Members Present: Rita Perez, MJC Liaison; Elizabeth Orozco-Wittke, MJC Manager, Community Education & Contract Programs

Board Members Not Present: Dorothy Ford, Treasurer; Judy Moore, President Elect; Don Charette, Facilities; Margaret Olson, Communications; Patricia Williams, Public Relations; Hugh Brereton, Parliamentarian

The minutes of August 14, 2019 were read by Secretary Louise Summerlot. Motion was made by Maureen Fuyertes to approve the minutes as read and seconded by Dorothy Winke. Minutes were approved as submitted.

MJC REPORTS

Rita Perez reported 224 members have registered for MICL classes to date. Ron Rutschman reported that one person had registered today making 225 members.

Ron Rutschman and Rita Perez discussed briefly the use of specific duplication requisition forms to submit duplication requests to the MJC Duplication Department. If any problems are experienced, contact Juanita Goodrich to help solve the issue.

Elizabeth Orozco-Wittke brought copies of picture of the MICL sign that is to be posted to the side of the El Capitan Building. Some people had difficulty downloading the picture from the internet Everyone agreed it looked good, She also relayed that the MJC President James Houpis and other members wanted to insure that funds saved were used to pave parking lot and recladding of MICL Building even though the was not included in the original plans for Measure E.

TREASURER

Treasurer Dorothy Ford was not present and there was no report.

CURRICULUM

Roger Jackson reported the curriculum schedule was submitted to Rita Perez ahead of schedule. He also covered subjects that are being discussed and confirmed for upcoming

classes. Any interested MICL member can attend the Curriculum Committee to present subjects and listen in to discussion by Committee members on upcoming classes and those that are proposed. The next meeting of the Curriculum Committee is Wednesday, October 2, 2019 at 3:05 p.m. in the MICL office in the El Capitan Building.

PAST PRESIDENT

Richard Cato discussed wording in job descriptions.

Richard Cato also reported he is on schedule in selecting members for the Nominating Committee to select potential members for next year's Board members.

MEMBERSHIP

Ron Rutschman reported the MICL membership directory will be ready to distribute at the end of the month. Members will be able to pick them up during classes. He reported 225 members registered for the Fall Semester.

HOSPITALITY

Maureen Fuertes reported everything for the Potluck on September 26th is organized and will be readied as soon as the tables are setup by Modesto Junior College Facilities Department. She raised a question about the Hospitality Budget and how much she can spend. After some discussion she has discretion to purchase what is needed and anything she felt out of the norm can be brought to the Board. For the upcoming Potluck she has obtained a quote for dessert and Richard Cato made a motion to authorize her to purchase dessert for \$117.60 and was seconded by Roger Jackson. Motion passed.

COMMUNICATIONS

In Margaret Olson's absence Louise Summerlot brought two requests to the Board, namely, in the job description for "MICLetter Editor/Publisher" delete "Word Publisher" and use "Publisher" only. Diedre Bush indicated she can do that in the final copy. Also, Bruce Gallmeyer wanted to remind MICL members to use the Email address "miconline.org" to request items to be posted on the website.

FIELD TRIPS

Diedre Bush reported it's a "go" for the field trip to the Crocker Art on Friday, September 27th. Rita Perez confirmed transportation for the field trip set for Saturday, October 26th to the Sausalito Bay Model Visitor's Center has been approved. Diedre Bush is continuing to be on track for the Roaring Camp Steam Train to Bear Mountain on Saturday, December 7th. The trip planned last year had to be canceled due to poor weather. We are hoping for good weather for this year. The trip includes breakfast, hot cider and hot cocoa.

OLD BUSINESS

Diedre Bush reported the Job Description Committee has completed their work in updating MICL job descriptions and is now requesting approval from the Board to accept the job descriptions as presented. After some discussion, and agreement to make minor changes to some wording, the Board approved the job descriptions. Diedre made a motion to approve the job descriptions with the changes discussed and seconded by Richard Cato. Motion passed.

. Diedre Bush will finalize the job descriptions and forward them to Ron Rutschman for posting on MICL's website as a master project.

Diedre Bush has done an awesome job chairing this committee. She worked to keep the committee on track and she also volunteered to do all the updates to the job descriptions. She ensured there was standard verbiage throughout the job descriptions . Thank you Diedre and Committee.

There being no further business the meeting was adjourned at 4:10 p.m.

The next Board meeting will be Wednesday, October 9, 2019 at 3:05 p.m. in the MICL Board Office. Any interested MICL member can attend the Board meeting to present subjects and listen in to discussion by the Board members.

Respectfully submitted by Louise Summerlot, Secretary