



Integrating Staff into Program Planning and Operations Management– April 3, 2008

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Executive Director

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President

B.I.L.L.

- 1994 Berkshire Institute for Lifetime Learning established
- Spring 1995 First Semester: 9 courses and 120 members
- 1990's – 2005 Affiliation with educational partners in Berkshire County, MA
 - Williams College
 - Berkshire Community College
 - Bard College at Simon's Rock
 - Massachusetts College of Liberal Arts
- 2006 --- \$50 / year Membership Fee, \$40 / class, \$80 for 2 or 3 classes, \$100 for 4 or more classes

CLASSES:



SPECIAL EVENTS:



BILL → OLLI

- 2007 Osher Foundation grant written and accepted
- OLLI at Berkshire Community College inaugurated
- Executive Director hired
- September 10 and 11 2007 BILL→OLLI Retreat held
- Retreat Facilitator leads process
- 13 Organizational Goals and Strategies Developed



OLLI at BCC Transition Goals

- Increase membership
- Decrease % of members who do not renew
- Motivate current members to actively participate
- Increase number and variety of courses
- Expand calendar coverage
- Expand and deepen relationships with Educational and Cultural Partners
- Establish affordability of trips to increase participation
- Create intergenerational events
- Share information/experiences with other OLLIs
- Create effective administrative structure
- Establish a Board Training Program
- Increase visibility to general public in a broader geographic area

Goals 10 & 11

- Fall 2007 Goals 10 & 11 Committee constituted – 12 members
- Three-fold Charge:
- Write new By-Laws for OLLI at BCC to be presented for approval at April 2008 Board Meeting
- Write Job Description for Executive Director to be presented to Board at April 2008 Meeting
- Develop a Training Program for existing and new Board members

Job Description – Executive Director

- Overall responsibility for viability and success of the OLLI
- Reports to College's Dean of Lifelong Learning
- Key roles include: Initiate and manage resource dev.
- Recommend new policies and programs
- Oversight of staff, office, finances; Liaison with BCC
- Staff and volunteer recruitment and training
- Assess opportunities for improving lifelong learning
- Create “positive presence” in the community
- Liaison and coordination with Osher Foundation
- Professional advisor to Officers and Board



Board of Directors

- Makes policy and assumes fiduciary responsibility
- Voting members 19 (reduced from BILL's 25)
- 17 elected members plus Dean of Lifelong Learning and immediate Past Pres.
- Directors elect 4 officers (President, VP, Treasurer, Secretary)
- Board may remove officers or members by a 2/3 vote for lack of fiduciary responsibility, impeding governance, impairing relationships with Ed. Partners
- Participates with Dean in hiring Executive Director
- Establishes Director's annual and long term performance goals

Board Committees

- Governance Board
- Executive Support and Appraisal Team
- Finance Committee
- Programming Committee
- Membership Committee
- Information Systems Committee
- Webmaster Committee
- Special Events Committee
- Catalog Committee
- Newsletter Editorial Staff
- Media Committee

OLLI at BCC Today

- Adjustment Pains
- June 2008 semester
- 32% increase in course offerings over 2006-07
- 29 Cultural Partners



