

MICL Board Meeting Minutes

December 12, 2018

Meeting called to order by President Richard Cato at 3:18 in the office of the El Capitan Bldg.

The minutes of November 14, 2018 were presented for approval. Motion made to accept by Dave Froba and seconded by Dorothy Winke. Minutes were approved as submitted.

Board Members Present: Richard Cato, President; Dorothy Winke, President Elect; Dave Froba, VP Curriculum; Judy Moore, Hospitality; Margaret Olson, Communications, Diedre Bush, Field trip Director; Lance Krajewski, Treasurer; Shirley Brooks, Secretary

MJC Members Present: Judy Lanchester, Director, Facilities Planning & Operations (YCCD); Samantha MCCarty, Executive Secretary, Facilities Planning & Operations (YCCD), Facilities Assistant; Elizabeth Orozco-Wittke, MJC MICL Liaison

Board Members not Present: Marjorie Reis, Past President; Don Charette, Facilities; Louise Summerlot, Publicity; Ron Rutschman, Membership; Rita M. Perez, MJC MICL Liaison

MJC Reports

Richard Cato, President started the meeting by asking Judy Lanchester, MJC Facilities Manager what do you have to report? Per Judy, she stated that the parking lot is completed. She also wanted to know if there are any issues. Everyone is happy with the new parking lot. Judy responded and request to let Don Charette know if there are any other issues and Don will then contact Judy.

Judy advised the bumper guard needs to stay where the fire hydrant is.

Richard Cato reported for Louise Summerlot's request to put the Security Number on the signs in the parking lot. Judy suggested that Don Charette should check into this request.

Margaret Olson asked if we can put cones out for guest speakers in the loading dock area. Per Judy, "No, this area is controlled by zoning laws and it can only be used to load and unload equipment, people, etc. There is a free day spot that you can put cones there. Be sure, to notify Elizabeth Orozco-Wittke when we do this so campus security is aware of this.

Recladding – Per Judy, MJC has accepted a bid and it is now in the construction documents and under the contracting process. Judy advised that it will go into the phase of ordering products. The delivery of product may take a while due to the East coast weather. However, the 1st week of March is the scheduled date to begin this work. Judy also reported it will be noisy. A ramp will be here by the office and also a ramp in the back as well.

Signage - MICL logo – Elizabeth Orozco-Wittke, MJC MICL Liaison reported this request was given to Rita Perez, MJC MICL Liaison which is in the catalog now and on the membership cards.

Signage - on side of building - Richard Cato wanted to know if there will be the new signage on the side of the building. He mentioned that Ron Rutschman had sent the request to Elizabeth. Elizabeth will check into this. Per Elizabeth, the color schemes of the logo are very familiar to other colors. These will blend well and nothing will stand out. Elizabeth advised that we will talk about this again in Jan and/or Feb.

Elizabeth Orozco-Wittke, MJC MICL Liaison reported that catalogs were mailed out late due to missed days from bad air quality days. The inkjet catalogs are sent to individual addresses. Bulk catalogs are sent by zip codes.

Elizabeth reported that after you register online, you will receive the parking permit with your membership card.

Dorothy Winke, President Elect reported to Elizabeth that she is still trying to get in touch with John Macedo regarding the ACE luncheon.

Richard Cato, President reported that Louise Summerlot did check with the public newspaper to advertise the MJC MICL classes. Louise reported that Elizabeth volunteered to update this ad and that you would then give this request to Linda Hoile.

Elizabeth reported that she has not received from Don Charette the request for the pc and monitor. IT is back logged, so try to get the order in as soon as possible.

Elizabeth mentioned the catalog was mailed out yesterday 12/11 to those students who are or have taken classes in the past 18 months. The bulk mailing will be mailed Jan. 2, 2019. She suggested that we look on website for the catalog. Look for the Education page. She suggested, mention this information in the MICL newsletter. Elizabeth also reported that there will now only be 3 catalogs (Fall, Spring & Summer)

Elizabeth reported the Membership Card does show the new MICL logo. The Parking Permit also includes the new logo. If you register online by Jan. 9, 2019, these cards will be mailed directly to you. However, there may be some delay in receiving them do to the holiday shipping of Amazon orders as they use the US Post Office as well.

Elizabeth reported she will check for the request of the pc and monitor and then give it to Dorinda Pendergrass to order.

Treasurer

Lance Krajewski handed out financial statement today. Lance reported that the \$1,025 donation for Dan Brown still needs be sent to the foundation for the Scholarship.

Diedre Bush reported to Elizabeth that she has not received the bill for the bus. Elizabeth Orozco-Wittke will check.

Curriculum

Dave Froba reported they are getting ready for Summer schedule. Dave mentioned that Diedre Bush will do the program. Per Dan, we used "Great Courses". Diedre suggested why not let everyone have access to this? Dave will look into Diedre's inquiry. Dave reported that it is approximately \$107/year for about 10 devices. Dave will bring more info to the next meeting

President Elect

Dorothy Winke reported she is still talking with the ACE Pavilion regarding, tables, china, etc. Dorothy reported that she and Raquel Tiscareno, Food Service Supervisor, have chosen the menu for the luncheon which will be Meat Lasagna, 1 pan of Vegetable Lasagna and Grilled Chicken. The cost will be approximately \$8.99 or \$9.99 per person subject to a little tweaking. The tables are \$6.50 each and the china is \$2.50 per person. The total cost is approximately \$14.00 per person for everything. It was unanimously decided and agreed to round up to \$20 per person. Dorothy mentioned the lunch can be a served meal or buffet. Elizabeth Orozco-Wittke suggested that after the school year ends, it would be easier to have a buffet. Dorothy also mentioned that cookies are the dessert.

Dorothy mentioned that Richard Cato, President approved \$200 toward committee expenses for decorations and entertainment for the luncheon.

Dorothy mentioned that this is still a savings from last year expenses. She will also check on the programs for the luncheon. Hopefully, the entertainment will be Rob Orr, toe tap'n music. All members responded with much enthusiasm. It was approved that MICL will pay for their lunch.

Dorothy asked Elizabeth who we should invite to the luncheon from MJC. Elizabeth will get Dorothy a list of names. (George Boodrookus, Elizabeth Orozco-Wittke, Rita Perez, Henry Yung, Steve Collins plus 1 more)

Past President

Marjorie Reis was not present. No report.

Membership

Ron Rutschman was not present. No report.

Hospitality

Judy Moore requested to all board members to keep track of the number of people who attend the pot luck. This request is to decide if it is still viable to continue to have a pot luck lunch. Richard Cato, asked what might be the optimal number required to continue the pot lucks. Judy mentioned about 50.

Facilities

Don Charette was not present. No Report.

Communications

Margaret Olson reported that Susan Felice started the newsletter. She wanted to get a jump on it before Christmas.

Margaret mentioned the class information on the wall below the weekly class schedule seems to be working.

Margaret reported the Website is still being worked on. Margaret mentioned that Ron Rutschman has been looking on what the % is in how many people are opening the website. The number of people looking at the Newsletters is about 150 and the Weekly Update it's about 120-130 people. Half of the members are looking at the Weekly update.

Per Margaret, Ron Rutschman does place posts on the Website. Diedre Bush asked if there is a link from the MJC page. Elizabeth Orozco-Wittke will check into it.

Publicity

Louise Summerlot was not present. Richard Cato reported for Louise that the registration information by MJC from Manteca, Turlock, etc. is twice as much that Modesto registration. There's a good registration even from Tracy. Richard Cato advised to continue to do this advertising.

Margaret Olson mentioned the talk we had last meeting about getting rides for members in areas where other members live. Much discussion was mentioned on this subject. There was a motion to pursue this ride sharing discussion or not. It was a tie. Motion fails with a tie.

Trips

Diedre Bush reported the December trip to Roaring Camp was cancelled due to weather. The good news is that Lance paid \$870 for 38 tickets and Roaring Camp will keep this as a credit for future trip. Lance paid this amount with his card. Dorothy Winke made a motion for MICL to reimburse Lance for the \$870. Motion passed. Margaret Olson reported that all checks for the cancelled trip were returned and everyone was contacted. Diedre reported we may use this credit maybe in the Spring. She mentioned they have special event trains too.

Diedre mentioned she has a Trip Committee with 2-3 members. Suggested to post on registration day with 3 upcoming trips if possible. Also, Richard Cato mentioned that Winter trips to be indoor events.

There was a discussion on Trip Policy with cancellations/refunds, etc. Suggested a policy to state, "7 days prior to trip, if you cancel you receive your refund, after that, no refunds". This was recommended to be published so members see this policy. A motion to update Trip Policy by Judy Moore and seconded by Dave Froba.

Richard Cato confirmed the correct title of Diedre Bush's position is "Field Trip Director" consistent with By-Laws and the current job description.

Richard Cato mentioned it's getting late. Is there a motion to adjourn? Motion to adjourn by Dave Froba and seconded by Lance Krajewski. Motion passed to adjourn.

Meeting adjourned at 4:36pm.

The next Board Meeting will be Wednesday, January, 9th, 2019 after registration at 12:15pm in the El Capitan Building.

Respectfully submitted by Shirley Brooks, Secretary