

West Virginia University  
OSHER LIFELONG LEARNING INSTITUTE



# **OLLI at WVU Handbook**

**Approved by the OLLI at WVU Board of Directors  
December 7, 2015  
Amendments approved September 12, 2016**

Mountaineer Mall Unit C-17  
5000 Greenbag Road  
PO Box 9123  
Morgantown, WV 26506  
Phone: (304) 293-1793  
Fax: (304) 293-4779

[www.olliatwvu.org](http://www.olliatwvu.org)  
[olli@hsc.wvu.edu](mailto:olli@hsc.wvu.edu)

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Created with the assistance of WVU Master of Public Administration (MPA) Capstone students: Dustin Blankenship, Erin Franklin, and Kaitlyn Shaffer and OLLI Handbook Committee Members: Connie McCluskey, Ann Davidson, Charles Craig, Tom Rogers and James Held.

## **§ 1.0 Introduction**

### **§ 1.1 About OLLI at WVU**

The Osher Lifelong Learning Institute at West Virginia University (OLLI at WVU) is a community of adults who wish to stay mentally alert and active through opportunities for mental and cultural stimulation, as well as social interaction. OLLI at WVU provides educational, recreational, volunteer, and social opportunities designed for individuals primarily 50 years and older, through day and evening courses, lectures, seminars, special interest groups, and trips. OLLI at WVU is an academic cooperative of members that provides adults with opportunities for intellectual development, cultural stimulation, and social interaction. The educational programming is centered on courses developed and taught by volunteers who share their time, passion, and knowledge. OLLI at WVU is a member driven, community-based program, affiliated with the School of Public Health at West Virginia University, which offers about 200, non-credit, for the “Joy of Learning” experiences each year.

OLLI at WVU recognizes the unique experiences and capabilities of members by emphasizing and encouraging peer learning, member participation, collaborative leadership, and social interaction. The atmosphere is supportive and filled with humor, wisdom, diversity, and insight.

OLLI at WVU, established in February 2007, is the successor to the Appalachian Lifelong Learners (ALL) at WVU, which was established in 1993, and is entitled to ALL’s assets and property, including its WVU Foundation, Inc., accounts. OLLI at WVU is a membership organization and part of the Osher Lifelong Learning Institute Network. Visit our website: [olliatwvu.org](http://olliatwvu.org).

### **§1.2 The Bernard Osher Foundation**

Bernard Osher, a respected businessman and community leader, founded the Bernard Osher Foundation, headquartered in San Francisco, in 1977.

The Foundation supports a national lifelong learning network for seasoned adults. The Osher Lifelong Learning Institutes, operating on the campuses of 122 institutions of higher learning. Further information can be found at the Bernard Osher Foundation website, [osherfoundation.org](http://osherfoundation.org). A copy of the agreement between the Osher Foundation and West Virginia University Foundation is available in the OLLI office. Since the inception of OLLI at WVU in 2007, the Osher Foundation has supported OLLI at WVU with gifts totaling \$375,000 until the membership reached a total of 500 paying members. In 2011 OLLI at WVU was awarded an endowment of \$1,000,000. Only the yearly interest or the equivalent of up to 5% of the principal total of this endowment may be used for expenses of OLLI at WVU.

The National Resource Center (NRC) for the Osher Lifelong Learning Institutes is headquartered at Northwestern University’s School of Professional Studies on the Chicago campus. The NRC serves as the national center for the current network of lifelong learning institutes throughout the nation and plays a lead role in disseminating information on effective educational programming for older learners. The Bernard Osher Foundation designated

Northwestern University the NRC for Osher Lifelong Learning Institutes in October 2014. The Center was previously located at the University of Southern Maine from 2004-2014. The NRC is not a governance body, but rather a center for excellence and dissemination of best practice models, existing to facilitate the exchange of opinions, solutions, and experiences among institutes throughout the country. More information can be found on the NRC website, [nrc.northwestern.edu](http://nrc.northwestern.edu).

### **§1.3 West Virginia University**

West Virginia University is a public land-grant university. It is ranked by the Carnegie Foundation as having high research activity, and is the largest provider of higher education, research, and service in the state. The University has approximately 30,000 students and 190 undergraduate, graduate, and professional programs supporting many multidisciplinary centers and projects, including health-sciences disciplines and a nationally recognized hospital. See the agreement between the Osher Foundation and WVU, available in the OLLI office, for information regarding the Osher requirement that the University provide housing for OLLI at WVU. For more information about the University, visit the website: [wvu.edu](http://wvu.edu).

### **§ 1.4 WVU School of Public Health**

OLLI at WVU is administratively affiliated with the newly founded WVU School of Public Health (SPH), which was built upon the strong foundation of the previously existing Department of Community Medicine. For more information about the WVU School of Public Health, visit their website, [publichealth.hsc.wvu.edu](http://publichealth.hsc.wvu.edu).

### **§ 1.5 OLLI at WVU Mission, Vision, and Goals**

**Mission:** OLLI at WVU provides opportunities for lifelong learning, service and social interaction designed for adults 50 and older.

**Vision:** To foster the engagement of all members. OLLI at WVU is a vibrant, diverse community resource of active learners supported by strong volunteer participation.

We value:

- The joy of learning
- Supportive peer-group interaction
- Social engagement
- Physical activity
- Life experiences
- Lifelong intellectual stimulation and growth
- Creative expression
- An inclusive attitude

OLLI at WVU's vision statement and mission were developed with member and stakeholder involvement during a strategic planning meeting held November 26, 2012. The mission and vision

statements were reworked through several group meeting during the spring of 2015 and approved by the OLLI Board of Directors in September 2015.

**Goals of the Osher Lifelong Learning Institute at WVU, updated Fall 2015:**

Primary Goal	Secondary Goal #1	Secondary Goal #2	Secondary Goal #3
Provide quality curriculum and instruction	Improve variety of classes and class times	Provide quality instruction	Maintain clear and effective communication throughout the entire organization with OLLI at WVU instructors and members
Achieve financial stability	Have an accurate budget at all times	Maintain financial accountability throughout the organization	Secure new funding sources to build organizational sustainability
Increase the organization's membership	Increase awareness of OLLI at WVU programs and services throughout the community	Attract new members by providing timely, relevant, and useful classes/ programs	Retain current membership

**§ 1.6 OLLI at WVU Funding**

Revenue for OLLI at WVU comes in the form of \$25,000 annually from the WVU President's office, salary assistance from the WVU School of Public Health (this includes half of a full-time Program Assistant position and 50% of an IT/AV Professional Technologist 1.98 position), membership dues, donations, and 5% of the value of the Osher Foundation Endowment. A copy of the Osher Foundation policy on the distribution for the endowment is available in the OLLI office.

OLLI at WVU has multiple funds, the first six administered by the WVU Foundation. The two endowment accounts are interest-bearing and only a percentage is capable of being withdrawn once each year. The \$100K Club account is also interest-bearing but the interest is retained by the WVU Foundation as a management fee. There are no restrictions on withdrawals from the \$100K Club account. The last fund is a West Virginia state fund.

Fund ID	Fund Name
2V688	OLLI AT WVU (general fund)
2V729	OLLI Educational Opportunities (scholarship fund)
2W275	Osher Lifelong Learning Institute (salary account)
2W769	OLLI \$100K Club
3V385	OLLI Endowment (formerly ALL endowment)
5V002	Osher Lifelong Learning Endowment (Osher Foundation endowment)
State account #12308866	OLLI Revenue (WVU President's account for "housing")

### § 1.7 Location and Expansion

Most Morgantown courses are taught in the OLLI at WVU classrooms at the Mountaineer Mall in Morgantown, West Virginia, while others are taught at various locations within commuting distance of WVU's Morgantown campus, such as the Morgantown Dance Studio, and the Morgantown Art Association and Gallery.

The Osher Foundation is no longer funding new OLLIs in the United States and currently is not donating a second \$1,000,000 to those OLLIs who have memberships of 1,000 or more. They do, however, encourage the addition of satellite OLLI programs.

OLLI at WVU has established a pilot program in Charleston, the capital of West Virginia, and if this program is successful, to be determined after five years of operation, other satellites may be established throughout the State. Adequate active volunteer management and administrative staffing will need to be determined in each location first, however.

### § 1.8 Classes

Currently, approximately 50 courses are offered in each of four terms (Fall, Winter, Spring, and Summer) at OLLI at WVU, Morgantown, usually three six-week terms and one four-week term. Classes are generally scheduled for one hour and 50 minute sessions (two class hours) Monday through Saturday. Fields of study can include liberal arts, social studies, science and technology, and health and wellness. Past courses have included music, literature, history, art, medicine, forestry, gardening, financial planning, philosophy, exercise, and Appalachian culture, to name a few.

## **§ 2.0 Strategic Plans**

### **§ 2.1 The Osher Plan**

The Osher Foundation has a few simple and straightforward requirements for all of the OLLIs it has funded and requires that each OLLI maintain an annual membership roster of at least 500 paid members and be closely affiliated with a College or University. A copy of these requirements is available in the OLLI office.

### **§ 2.2 OLLI at WVU Strategic Planning Framework**

The Strategic Planning Framework for OLLI at WVU, last revised on September 14, 2015, defines the goals and objectives, the evaluation process and what is needed to achieve objectives, action steps to be taken, a timeline for anticipated completion, and people/committees responsible for accomplishing particular goals and objectives. See Appendix A to reference the OLLI at WVU Strategic Planning Framework.

### **§ 2.3 WVU School of Public Health (SPH) Strategic Plan 2020**

See Appendix B for the WVU SPH Strategic Plan, revised on October 1, 2013. (This document is not currently available.)

## **§ 3.0 Governance and Grievances**

The Board of Directors provides volunteer leadership to OLLI at WVU and establishes OLLI organization, priorities, policies, programs, and budgets, subject to University rules and the OLLI at WVU Bylaws to assure growth, enrollment and continuity of the organization. OLLI at WVU is led by the OLLI at WVU Board of Directors and its principal agent is the Executive Director (Program Coordinator) who administers the program with the assistance of an office manager (Program Assistant) and a part-time Professional Technologist, augmented by interns, federal work-study employees, and member volunteers. Other organizational support for OLLI at WVU comes from The Bernard Osher Foundation, the National Resource Center (NRC), the Office of WVU President, E. Gordon Gee, WVU Foundation and the WVU School of Public Health (SPH). Please reference Appendix C for an OLLI organizational chart, a SPH Organization Support Chart for OLLI at WVU, and a full organizational chart for WVU SPH.

### **§3.1 OLLI at WVU Bylaws**

The current Bylaws as revised and adopted on June 8, 2014, can be found on the OLLI website at (<http://www.olliatwvu.org/media/2463/olli-bylaws-approved-2014-06-08.pdf>). The Bylaws detail information on WVU and SPH support, Board membership, Executive Committee and Executive Director duties, organization, and standing committees. This is the document that directs the operations of OLLI at WVU.



**§3.1.2 Board of Directors** A listing of the current Board members is on the OLLI website under Committees. Some current duties of the Board are:

Duties of the Board of Directors	Duties to the OLLI at WVU Organization	Duties to the Executive Director
Review documents, suggestions, opportunities, proposals, and allocation on behalf of the full membership and make recommendations for action.	Support and oversee programming to implement the organization’s mission and purpose.	Provide volunteer leadership to OLLI at WVU and make recommendations to the Director
Recruit and orient new members of the Board of Directors	Draft and approve all policies and procedures for the operations of OLLI at WVU	Support, advise, educate and assist the Executive Director
Consider matters related to short and long-term goals of the organization, priorities, policies, programs and budgets, subject to WVU rules and the organizational bylaws	Enhance public perception of the organization	Ensure legal and ethical integrity for the entire organization, maintain accountability

**§3.1.3 Committees**

In addition to Standing Committees described in the Bylaws and listed on the OLLI website under Committees. The board may appoint ad hoc committees as needed. The Curriculum Committee has two sub-committees: the Catalog Committee and the Course Feedback Committee. The Fundraising Committee is a sub-committee of the Finance Committee. Chairs of sub-committees do not usually serve as *ex-officio* non-voting Board members (however, any member may attend a Board meeting). The chairs of each committee are listed in each term catalog.

**§3.2 Grievances and Conflict Resolution**

Grievances or conflicts may occasionally arise within the OLLI at WVU community. Parties involved may be individual members, groups within a course, course assistants, faculty, there may be a problem with a class site, or with OLLI at WVU office staff and management. In these cases, the following procedure is followed:

1. Faculty should be the initial decision-maker when the issue involves class operation and/or involves course participants.
2. If the matter is not resolved, it is referred to staff.
3. Staff is to resolve disputes concerning site management.
4. The Director makes the final decision in all disputes after soliciting legal, SPH and/or Board counsel as needed and informs the Board of any disputes and their outcome.

## **§ 4.0 OLLI at WVU Membership**

Membership is open to those interested in programming designed for individuals over the age of 50. There is no minimum age limit. Annual membership entitles the member to participate in OLLI at WVU classes and activities; to vote and hold office; to serve as committee members; and to use OLLI at WVU facilities as permissible. See Article III of the Bylaws. The OLLI at WVU membership year is July 1 to June 30. Membership may be purchased or renewed online at [www.olliatwvu.org](http://www.olliatwvu.org) or by returning a membership form along with payment (made out to the WVU Foundation) to the OLLI at WVU office. When renewing a membership, if there are no address or contact changes to be made, a member is not required to completely fill out the form.

### **§ 4.1 Membership Dues and Fees**

Membership in OLLI is required to participate in most OLLI activities. Current membership fees can be found at <http://www.olliatwvu.org/join-now/membership-fees/>. Scholarships are available for those unable to pay the membership fee. See § 4.3 Scholarships for more information.

Membership fees are non-refundable. However, extenuating circumstances may be discussed with the Executive Director and subsequently taken to the Executive Committee and/or the Board.

A gift certificate may be purchased for a trial membership, a term or a full membership and it is not activated until the recipient redeems it.

It is not necessary to be a member in order to teach. Non-member faculty may not vote or take classes.

The Osher Foundation does not recognize non-dues paying members in our membership count. Our only non-dues paying members are Founding Honor Roll members. Those Honor Roll members who choose to pay dues are included in the membership for the Osher count. See below, §5.2.

The fiscal year and membership year is from July 1 to June 30. The Board of Directors, on the advice of the Finance Committee, coordinating with the Membership Committee, proposes dues to be ratified by the membership annually, or as needed if a special meeting of the members is called to include that purpose. The Finance Committee provides 30 days' notice to the Board of Directors of its recommendation. If the Board of Directors approves the recommendations, those recommendations do not go into effect until ratified by the membership. The Board of Directors distributes its recommendation to the membership no later than 21 days before the Annual Meeting or a special meeting called for that purpose. Annual membership dues are payable on July 1 but may be paid earlier.

### **§ 4.2 Honor Roll**

Historically, the Honor Roll designation was for instructors who had taught at least ten courses with three or more classes. This provided the instructors and, prior to 2012, their spouses, with the privileges of full membership. They were not required to pay dues in order to

take courses. Members who qualified for Honor Roll status and the associated benefits prior to July 2015 are now classified as Founding Members. Founding Members are not required to pay dues to be considered full members with voting privileges but may pay the faculty discount rate (or full rate, if they prefer) if they wish to be counted for the Osher count. Subsequent Honor Roll members must pay at least the discounted rate to be considered full members.

As of July 1, 2015, eligibility for the Honor Roll is open to those who have taught at least 10 courses with a minimum of 60 class hours of instruction. This designation will entitle the Honor Roll member to renew his or her membership at the Faculty Member rate whether he or she has taught the previous year or not.

### **§ 4.3 Scholarships**

Scholarships are available to assist in paying membership fees. The scholarship application can be found on the OLLI website, under [Scholarships](#). The amount and conditions of such scholarship assistance is at the discretion of the Director with the guidance of the Executive Committee or the Board when warranted. Guidelines for scholarships may be changed at the discretion of the Board of Directors. Some scholarships are awarded from drawings at public events but those scholarships are considered promotional and funds are not withdrawn from the scholarship account for those awards. Other honorary scholarships are also occasionally awarded but are considered promotional.

### **§ 4.4 Course Registration**

Membership is required and dues must be paid before registering for OLLI at WVU courses. The OLLI at WVU membership year is July 1 to June 30. See § 4.0 for membership purchase or renewal. Course registration can be completed online through the OLLI at WVU website or by returning a Registration Form (see OLLI website under Members/Course Registration) to the OLLI at WVU office. Members will not receive a confirmation of registration; however, they will be notified if wait-listed for a course or if a course is full. Each member must submit a separate Registration Form.

### **§ 4.5 Special Interest Groups**

A list of Special Interest Groups and their meeting times and locations can be found in each OLLI at WVU course catalog. Special Interest Groups typically meet between terms as well as during terms, unless otherwise determined by the group.

### **§ 4.6 Events**

OLLI at WVU events may include:

- Pre-term events are held in September, January, April, and June
- Irving Goodman Aging Lecture Series

- Winter Reception in December
- Annual Meeting in June
- A variety of volunteer appreciation events are held throughout the year

OLLI at WVU also offers a number of travel opportunities that may include the WVU School of Theatre and Dance, the Pittsburgh Opera, and Collette Tours as well as other tours. Details on upcoming events and trips can be found on the OLLI website under News and are mentioned in the weekly Friday E-Bulletins as well as the catalogs.

#### **§4.7 Holiday and Weather Policy**

OLLI at WVU members are personally responsible for their own safety and must exercise good judgment when making traveling choices in inclement weather. When WVU, Monongalia County Schools, or Kanawha County Schools are closed for inclement weather, all OLLI at WVU activities in the respective county are cancelled. The decision to cancel weekend activities due to weather is at the discretion of the instructor. Registered participants will be notified. When a county calls an early dismissal due to weather, the decision to cancel activities will be at the discretion of the Director.

The OLLI at WVU office observes all WVU staff holidays.

#### **§4.8 Course Feedback**

The Osher Foundation requires OLLIs to offer intellectually stimulating classes to their members. In order to satisfy our members and provide feedback for our instructors, the Board approved on 9/6/11 the process of course evaluations by asking members to fill out a form upon completion of the course (See the OLLI website under [Teach for OLLI](#)). We use these forms to provide feedback to the instructors who request it and in order to plan for future terms.

### **§ 5.0 Volunteer Opportunities**

OLLI at WVU is primarily a volunteer organization. Although we do have three OLLI paid employees (two are partially subsidized by SPH), there are many jobs remaining that need to be filled by OLLI members. Our membership cost is one of the lowest of all OLLIs and many OLLI members pay additional fees to attend classes. This low cost membership can only continue if a variety of tasks at OLLI are done by member volunteers. Our entire faculty is volunteers who give countless hours of their time to offer classes. We need members to help in the office and members to work on committees that plan for the continuing operation of OLLI at WVU. It is hoped that all members will give a small amount of their time to ensure the continuity of OLLI at WVU. See appendix D for the Code of Responsibility for Board of Directors and Volunteers Regarding Security of Confidential Information.

- Course Instructors
  - Courses are developed and taught by volunteers from the community who are passionate about their topics, avocations and interests, and love to share their ideas. See the OLLI website under [Teach for OLLI](#). Course proposals are subject to approval by the Curriculum Committee.
- Course Hosts
  - Each course needs a host to introduce the instructor, to distribute course materials, take attendance, and distribute course feedback forms. Contact the OLLI at WVU office at 304-293-1793 to inquire about becoming a course host. No technical expertise is required. The host contacts the staff for assistance with technical and equipment problems as well as for any administrative assistance. See OLLI website under [Volunteer for OLLI](#).
- Office Assistants and Member Lounge Hosts
 

The OLLI staff greatly appreciates the time and expertise of members volunteer to assist with copying, filing, researching, data entry, staffing the member lounge and more.
- Board of Directors
  - Provides voluntary leadership and works with the OLLI at WVU Executive Director to establish OLLI at WVU organizational priorities, policies, programs and budgets, subject to University rules and the OLLI at WVU bylaws. Directors serve a term of two years. Contact the Nominating Committee for more information about participating on the Board of Directors.
- Committees
  - Volunteers are needed for every committee. See the Bylaws for a full description of current standing committees. Contact the chair of a committee or the OLLI at WVU office to join a committee or visit OLLI at WVU's website to complete the [online Join a Committee form](#). The chairs and vice chairs (who are appointed by the Chairs) of committees are listed in each term catalog and are on the OLLI website.

## § 6.0 Communications

### §6.1 Online and Social Media Presence

OLLI at WVU online presence includes the following:

- Website: [www.olliatwvu.org](http://www.olliatwvu.org)
- Facebook: [www.facebook.com/olliatwvu](https://www.facebook.com/olliatwvu)
- Twitter: @OLLIWVU ([twitter.com/olliwvu](https://twitter.com/olliwvu))

### §6.2 Mailing List and News Bulletins

- New members are automatically subscribed to OLLI at WVU's mailing list and the Friday E-News Bulletins.

- Subscription settings can be changed by request through OLLI at WVU's website so that members can subscribe or unsubscribe from the mailings and bulletins at any time.

### **§6.3 Official Communications and Press Release Policy**

OLLI staff will oversee media relations, in consultation with the Membership and Public Relations Committee. WVU must approve anything bearing the OLLI at WVU logo.

### **§6.4 Media Recording and Usage**

OLLI members are asked to sign a media recording and usage release. This allows OLLI staff and their representatives to photograph, videotape, or audiotape OLLI classes and events for the purposes of marketing and archives. See appendix E for a copy of the release.

### **§7.0 Osher Re-entry Scholarship**

OLLI administers the Osher Re-entry Scholarship for WVU. Funded by an endowment from the Bernard Osher Foundation, the purpose of the Osher Re-entry Scholarship program is to provide scholarship grants to assist non-traditional, re-entry students with tuition expenses. Re-entry students are defined as individuals who have experienced a cumulative interruption in their education of five or more years and want to resume their undergraduate university studies to complete their first baccalaureate degree. The scholarship is intended to benefit students who have considerable years of employability ahead of them. More information can be found at <http://www.olliatwvu.org/scholarships/osher-reentry-scholarship-program-at-wvu/>

### **§8.0 Amendment**

This handbook should be reviewed regularly and any changes approved by the Board of Directors.

### **§9.0 Liability Disclaimer and Non-Discrimination Statement**

#### **Liability Disclaimer**

Individuals acknowledge and assume any and all risk associated with participation in OLLI at WVU activities. OLLI at WVU makes no representation regarding the appropriateness of any activity for an individual. OLLI at WVU disclaims any and all liability for each individual's participation in any activities. If a course involves physical activity, participants are responsible for wearing the proper attire and using the proper equipment (if applicable.) It is highly recommended that participants consult their physician before participating in physical activity.

## **Non-Discrimination Statement**

WVU is an EEO/Affirmative Action Employer. Underrepresented class members are encouraged to apply. This includes: minorities, females, individuals with disabilities and veterans.

OLLI at WVU does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs or activities.

### **§10.0 Appendices**

- A. OLLI at WVU Strategic Planning Framework 2015
- B. WVU School of Public Health Strategic Plan 2020 – **Not currently available**
- C. SPH Organization Chart and Support Chart for OLLI at WVU
- D. Code of Responsibility for Board of Directors and Volunteers Regarding Security of Confidential Information
- E. Media Waiver/Photo Release Policy

### OLLI at WVU Mission

#### Vision

*OLLI at WVU is the vital, member-driven organization committed to being a premier, leading community of adult learners in WV.*

#### *We value*

- *The shared knowledge and talents of our members and volunteers.*
- *The support of our members for OLLI at WVU*
- *A spirit of collaboration and respect among OLLI members and with West Virginia University.*
- *Excellence in all aspects of the life of OLLI at WVU*
- *Innovation, creativity and curiosity to develop and maintain a vibrant, member-driven program*
- *Respect for diverse people, ideas, voices, and perspectives where all members feel valued*
- *Working together to positively impact every part of OLLI*
- *Partnering with people in the community to support the mission and vision of OLLI at WVU.*

**Goals:** Broad, long-term aims that define accomplishment of the mission. Each Goal should have the following steps

**Objectives:** Specific, quantifiable, realistic targets that measure the accomplishments of a goal over a specified period of time. Example: Achieve a 10% increase in \_\_X\_\_ program participation by \_\_X\_\_ date.

**Evaluation Method:** Determine how you are going to evaluate to determine success and continued objective.

**Strategies:** Broad activities required to achieve an objective, control a critical success factor, or overcome a barrier

**Actions:** Specific steps to be taken, by whom and by when, to implement a strategy

**Timeline:** When you plan to accomplish the objective

**Person/Committee Responsible:** Who will take the lead to accomplish objective



**Goal: Reach 1,000 active members.**

Objectives	Evaluation Method	Strategies (activities)	Actions (Steps)	Timeline	Committee
Increase awareness of OLLI programs and services throughout community.	Increase in membership.	Send to news, radio, television contacts.	Develop new/fresh marketing campaign(s).	Ongoing	Recruitment & Development
		Use personal contacts at WVU to distribute information.			
Attract new members by providing timely, relevant, and useful classes/programs.	Analyze data to see what gaps exist in curriculum, and what the majority of people are looking for.	Conduct a Needs Assessment among current OLLI members to understand new opportunities.	Develop surveys to better understand constituency.	Ongoing	Angela
		Conduct an Interest Survey among the general public, to see what could possibly generate new interest in the organization.			
Cont'd	Cont'd	Cont'd	Cont'd	Cont'd	Cont'd

Retain current membership.	Members feel comfortable working with OLLI to find solutions to their concerns, and stay active in the organization.	Conduct Member Survey to understand how members feel about the organization as a whole.	Develop survey to better understand membership.	Ongoing	Membership
		Provide an open, safe outlet for members to discuss concerns or needs.	Host "Member Forum."		

**Goal: Achieve financial stability.**

Objectives	Evaluation Method	Strategies (activities)	Actions (Steps)	Timeline	Committee
To have an accurate budget at all times.	Budget accurately reflects OLLI's projected financials.	Compile all expenses, revenue into itemized and detailed budget to be used during all financial decision making.	Develop comprehensive budget.	Completed by start of FY.	Finance
					Angela
Maintain financial accountability throughout organization.	Accurate record of all expenditures.	Use Expense Report to understand cash flow throughout organization.	Compile detailed Expense Report.	Quarterly	Angela
		Conduct cost-benefit analysis to see where the organization spends the most, and where it might save.			
Secure new funding sources to build organizational sustainability.	Increase in grant/foundation funding.	Apply to all possible funding opportunities.	Research alternative funding sources (i.e. grants, foundations).	Ongoing	Angela



## Strategic Planning Framework

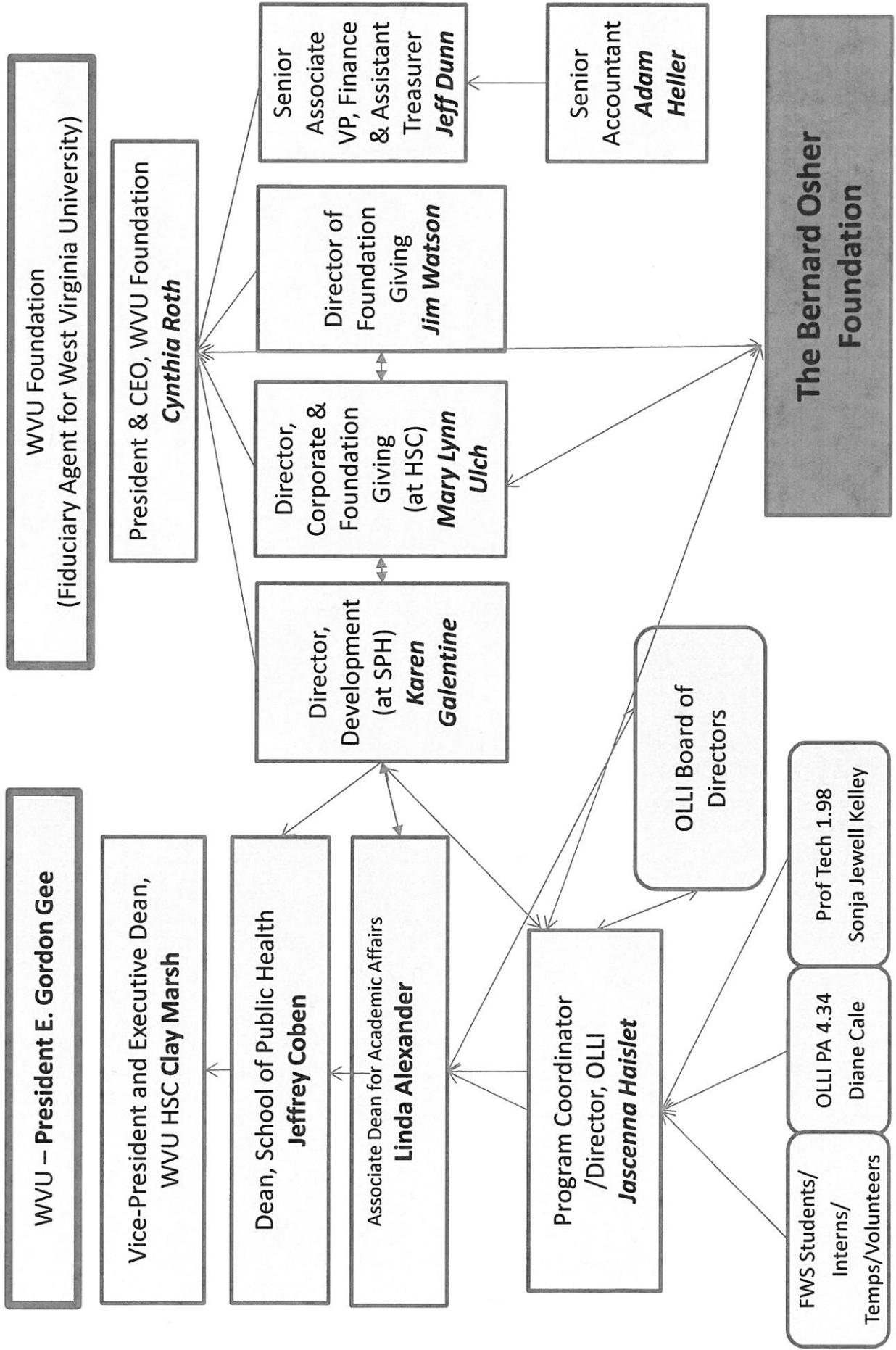
**Goal: Provide quality curriculum and instruction.**

Objectives	Evaluation Method	Strategies (activities)	Actions (Steps)	Timeline	Committee
Improve variety of classes/times.	More course offerings per term.	Establish contacts to recruit new/maintain instructors.	Reach out to professors/potential instructors at WVU.	Ongoing	
		Use connections to develop desired courses.	Utilize Needs Assessment survey results to develop new courses.	Ongoing	
Provide quality instruction.	Evaluation Forms at the end of classes/terms.	Distribute forms to students at the end of course.	Develop Evaluation Forms to assess courses.	After each term.	
		Compile data for each course to determine strengths and weaknesses.			

**Goal: Communicate effectively throughout the organization.**

Objectives	Evaluation Method	Strategies (activities)	Actions (Steps)	Timeline	Committee
Maintain clear communication with OLLI Instructors	Improved, 2-way communication with instructors.	Use Excel or other address book to develop comprehensive list of instructors.	Develop and regularly update contact list.	Ongoing	
		Email instructors regularly with pertinent course information and OLLI information	Implement regular communications (i.e. weekly email)		
	Concise, and timely course schedule.	Have instructors sign a contract with strict deadlines, to avoid confusion and time conflicts in developing courses.	Set deadlines for decisions regarding courses in upcoming terms.		
Maintain clear communication with OLLI Members	Members are aware of all OLLI updates and announcements.	Regularly email OLLI Bulletin to all members.	Continue/Improve Friday OLLI Bulletin.	Ongoing	
	Members feel their voices are valued and accepted.	Provide an open forum for members to come together and safely discuss their concerns.	Hold regular membership meetings.		

# Organization Support for OLLI-WVU 2016-2017





**Osher Lifelong Learning Institute at West Virginia University**  
Bylaws as Revised and Adopted at the Annual Meeting, June 8, 2014.

PREAMBLE

The Osher Lifelong Learning Institute at West Virginia University (OLLI at WVU) is a non-profit, continuing education program for interested adults within commuting distance of West Virginia University (WVU)-Morgantown campus. OLLI, established in February 2007, is the successor to Appalachian Lifelong Learners (ALL) at WVU, which was established in 1993, and is entitled to ALL's assets and property, including its WVU Foundation, Inc., accounts. OLLI is sponsored by the WVU School of Public Health. It is a member of the Osher Lifelong Learning Institute Network.

ARTICLE I: NAME

The name shall be the "Osher Lifelong Learning Institute at West Virginia University" (OLLI at WVU).

ARTICLE II: PURPOSE

The primary purpose of OLLI at WVU is to provide year-round learning opportunities specifically designed for people who are 50 years of age or older, regardless of the individual's educational background, and to facilitate and support such efforts by West Virginia. Emphasis is on offering courses enhanced through active participation by course registrants. Courses may be supplemented by planned social activities, lectures, study groups, trips and other educational events of interest to the membership.

ARTICLE III: MEMBERSHIP

Membership allows access to a diverse repertoire of intellectually stimulating, non-credit courses, educational activities, and opportunities for volunteer engagement and leadership specifically designed for area residents who are 50 years of age or older. Membership is open to area residents by paying appropriate membership dues. Full members of OLLI at WVU are eligible to be present and vote on matters before the organization at meetings of the total membership. Categories of membership are determined by the Board.

ARTICLE IV: ORGANIZATION AND GOVERNANCE

A. West Virginia University

1. OLLI operates under the auspices of West Virginia University and is subject to applicable University rules, regulations and procedures. West Virginia University's HSC (Health Sciences Center) School of Public Health (hereafter "SPH") is OLLI's principal University unit of affiliation.
2. The SPH is responsible for OLLI's compliance with Osher Foundation regulations and contractual agreements and shall keep OLLI apprised of them.
3. Staff members paid wholly or in part by OLLI funds are employed by WVU's HSC SPH. These OLLI employees shall maintain a close relationship with the SPH, particularly in regard to following WVU rules and regulations and fulfilling their employee obligations to WVU.



4. The SPH shall provide administrative services for purchases of goods and services initiated by the OLLI Board of Directors by using the University accounting procedures for the expenditure of OLLI funds.

5. The SPH advertises for, hires and terminates WVU employees working on behalf of OLLI (e.g., Executive Director) with mutual approval and input of the OLLI Executive Committee in the hiring of the OLLI Executive Director. <sup>1</sup>

6. The SPH will be available to provide advice and good counsel on educational issues regarding aging and community outreach programming and strategies.

7. The SPH will advocate for OLLI member privileges at WVU.

8. In performing all the above-mentioned supportive tasks, the SPH will work closely and in a collaborative fashion with OLLI's Board of Directors, Executive Committee, Executive Director, and Standing Committees.

## **B. OLLI Board of Directors**

The OLLI Board of Directors (hereafter "The Board") establishes OLLI organization, priorities, policies, programs and budgets, subject to University rules and these Bylaws.

### **1. Directors**

The Board is composed of thirteen elected Directors and additional *ex-officio* Directors, herein identified. The candidates proposed for election are OLLI full members who are nominated by the Nominating Committee and then voted on by the membership at the Annual Meeting in June. The nomination slate will be distributed to OLLI members at least 21 days in advance of the Annual Meeting election. Full members may nominate others from the floor. All individuals nominated must have agreed in advance to serve if elected. Directors serve a term of two years. The term of office shall begin at the first regularly scheduled meeting of the Board on or after July 1. Each Director may serve two consecutive terms but must remain off the Board for a one-year period. After that one-year period, a Director may again serve two consecutive terms. Elected and *ex-officio* Directors must remain full members throughout their term of service on the Board or be replaced.

### **2. *Ex-officio* Directors**

The SPH administrator or designee shall serve as a voting, *ex-officio* member of the Board. Past Presidents of the Boards who maintain membership status and standing committee chairs not serving as elected Directors will be included as non-voting, *ex-officio* members of the Board as each past President desires. Past Presidents must confirm their interest in continuing to serve on the Board by no later than July 1 of each year. The Executive Director of OLLI shall serve as a non-voting *ex-officio* member of the Board.

### **3. Officers**

OLLI officers will be selected from among the thirteen elected Directors. The officers will be chosen by the Board at their first regularly scheduled Board of Directors meeting on or after July 1. Officers of OLLI will serve one-year terms, beginning upon election and terminating at the first regularly scheduled Board meeting on or after July 1. They may serve up to two consecutive one-year terms.

<sup>1</sup> While we use "Executive Director" here, the WVU official title for this position may change. At this writing, that title is Program Coordinator. A change in the WVU position title will not necessitate a change in the OLLI Bylaws.



The Nominating Committee shall prepare a slate of officers from the directors eligible to serve as officers and deliver this slate to the Board of Directors to be received either electronically or via mail seven days prior to the first meeting of the Board after the Annual Meeting. The Board of Directors shall then vote on the slate or take nominations from the floor at that meeting. Any nominees must have given prior consent to their nomination. Newly elected officers shall assume their duties immediately upon election at the first meeting of the Board on or after July 1.

The officers and their duties are:

- a. The President presides at all Board and Executive Committee meetings and is a voting *ex-officio* member of all committees.
- b. Vice-President: The Vice-President presides at the Board and Executive Committee meetings in the absence of the President and sees that all committees function and submit their required reports. The Vice-President is the successor to the President if he/she is unable to complete his/her term.
- c. Secretary: He/she records the minutes of the Board and Executive Committee meetings and provides officers and Directors with copies of the minutes. He/she is responsible for maintaining current records of the Bylaws and any revisions thereto. He/she is also responsible for working with the office staff to maintain the current records of the organization.
- d. Treasurer: The Treasurer reports to the Board on all financial matters and chairs the Finance Committee. He/she also works with the Executive Director of OLLI to prepare a budget showing income from various sources and anticipating expenditures which include the OLLI funds and works with the Executive Director on financial matters.
- e. If any office other than the presidency becomes vacant on an interim or permanent basis, the remaining officers will choose a voting member of the Board to fill that vacancy for the remainder of the interim period or the remainder of the term, as needed.

#### 4. Director Vacancies

If a Director cannot complete his/her term, the President with the advice and consent of the Board shall appoint a replacement to serve the balance of the departing Director's term of office. This shall not preclude the appointee from serving two full terms if elected at the next Annual Meeting.

#### 5. Meetings

The Board will meet regularly and at least quarterly. A quorum must be present for action to be taken on motions and other official business requiring approval of the Board. A quorum will be 51 percent (seven) of the Directors entitled to vote. A majority of voting Directors present will serve to transact business at any regular or special meeting.

A special meeting of the Board of Directors may be called with no less than 48 hours' notice given via email or phone call at the discretion of any officer or any three other voting members of the Board of Directors. Any notice for a special meeting must include the specific purpose for which the meeting is called.

#### 6. Robert's Rules of Order

The Board will operate under the provisions of Robert's Rules of Order.

### **C. OLLI Executive Committee**

The OLLI Executive Committee consists of the OLLI Executive Director, the Board President, Vice-President, Secretary and Treasurer or their designees, the immediate Past President (for the year immediately following his/her last term as President), and the administrator of the WVU School of Public Health or his/her designee. The Board President serves as chair of the Executive Committee. The Committee shall consider issues related to near- and long-term issues of organization, priorities, policies, programs and budgets, subject to WVU rules and these Bylaws. The Executive Committee is ultimately responsible to the Board, and therefore their major proposals and actions must first be confirmed by the Board. The Executive Committee may, at the request of any of its members, meet more frequently, but not less than once a month to deal with emergency, short-and long-term OLLI issues. All members of the Executive Committee who are voting members of the Board shall be voting members of the Executive Committee, although the immediate Past President shall be a non-voting member of the Executive Committee, regardless of his /her voting status on the Board.

### **D. OLLI Executive Director**

1. He/she is an employee of WVU and thereby must maintain an informed employee relationship with the SPH in order to fulfill employee responsibilities.
2. He/she will work closely with the SPH in order to conduct OLLI business according to WVU regulations.
3. He/she will be the Board's principal agent to initiate and execute plans and actions that pertain to OLLI's day-to-day issues of organization, priorities, policies, programs and budgets and is subject to the Board's decisions, while following WVU policies and procedures.
4. He/she will work closely with the Executive Committee, the Board and all committees in order to achieve OLLI's goals.
5. He/she will be located full-time at the OLLI educational/social center in order to maintain his/her greatest effectiveness, except when conducting OLLI responsibilities elsewhere.

## **ARTICLE V: STANDING COMMITTEES**

Standing committees serve to attend to the organizational and program needs of OLLI. Each will have a chair or co-chairs and at least five members in all, and they will meet on a regular basis. The Board President is an *ex-officio* member of all standing committees. *Ad hoc* committees may be formed for special occasions at the request of the Executive Director and/or the Board President. Chairs and members of standing and *ad hoc* committees shall be appointed by the President. Chairs of standing committees who are not elected Board members shall serve as *ex-officio*, non-voting Board members. Committee chairs and members serve for a term of one year and are eligible for reappointment. Committee chairs report on committee activities to the Board at regular meetings and, otherwise, when called upon.

### **A. Curriculum Committee**

The Curriculum Committee recruits faculty and organizes, promotes and evaluates lecture courses and study group offerings over the year.

### **B. Social Events Committee**

The Social Events Committee receives and initiates suggestions social events that fall within the guidelines of the Board and shall evaluate these activities. This Committee will also plan and make arrangements for the Annual Meeting and other special events.

### **C. Finance Committee**

The Finance Committee reviews income and expenses and works with the Executive Director of OLLI to develop a budget that will be presented to members at the Annual Meeting. The Committee consults with the Membership Committee and makes recommendations to the Board regarding increases and decreases in membership dues needed to finance the program and activities approved by the Board. The Committee also recommends fund-raising strategies to the Board. The Committee will act as a liaison for the Board with the SPH and the WVU Foundation, Inc. and oversees all transactions for Osher grant funds OLLI WVU Foundation, Inc. funds.

### **D. Membership and Public Relations Committee**

The Membership and Public Relations Committee maintains a list of members and relevant membership data and strives to increase membership. The Committee is responsible for organizing events for the purpose of recruiting new members, strengthening the bonds of fellowship among the members including the Holiday Meeting and pre-term receptions, and working with other committees to develop brochures, media releases, publications, and marketing and outreach activities to promote OLLI in the community.

### **E. Nominating Committee**

The Nominating Committee, in consultation with the Membership Committee, proposes a slate of candidates from the membership list for election to the OLLI Board. This slate may be uncontested. The Nominating Committee also provides the newly convened Board with a slate of individuals for officer positions. This slate may be uncontested. This slate shall be distributed to the Board 7 days before the first meeting of the new Board on or after July 1. This Committee also advises the President on members needed to fill vacancies on the Board and advises the remaining officers on any vacant officer positions other than that of President.

### **F. Facilities and Technology Committee**

The Facilities and Technology Committee shall be responsible for a continual needs assessment and maintenance of OLLI's office, instructional, and meeting spaces and the operation of related equipment.

### **G. Office Assistants Committee**

Members volunteer in the OLLI office.

### **H. History Committee**

The History Committee, chaired by the OLLI Historian, is responsible for maintaining yearly files of records of the organization pertaining to: organizational changes, operating guidelines established by the Board, activities (such as catalogues, publicity, and special events), Bylaws and revisions thereof, and any other documentation of historical interest concerning the organization. These files should be accessible to all interested parties. This Committee will also work with the WVU Libraries West Virginia and Regional History Collection to transfer appropriate archival material to that repository. The OLLI Secretary is an ex-officio member of this committee.

## **ARTICLE VI: MEETINGS**

The Annual Meeting will be held in June. The agenda will include the election of Directors, a review of operations for the past year, and plans for the coming year. For matters at the Annual Meeting requiring a vote from the membership, a majority of full members present may transact business. All voting must be done during meetings - no proxy or early voting is accepted. Other special meetings of the entire membership during the year may be called by the Board.

## **ARTICLE VII: DUES**

The fiscal year shall be from July 1 to June 30. Dues will be set annually by the Board on the advice of the

Finance Committee. The Finance Committee will recommend a dues structure to the Board each year and provide 30-days' notice to the Board of its recommendation. If the Board approves the recommendations, those recommendations cannot go into effect until ratified by the membership. The Board shall distribute its recommendation to the membership no later than 21 days before the Annual Meeting or a special meeting called for that purpose. Any changes in dues are subject to ratification by the membership at the Annual Meeting or at a special meeting called for that purpose. Membership dues are payable annually on July 1.

Membership policies, i.e., who pays dues and the definition of term membership, are set by the Board of Directors.

#### ARTICLE VIII: NOTIFICATION OF MEMBERSHIP

Membership must be notified by US postal service, WVU campus mail, or electronic notification, 21 days in advance for all purposes related to the Annual Meeting or special meetings. These methods of communication are considered official notification for other purposes following their prescribed time frames included in this document.

#### ARTICLE IX: VOTING

Voting at board meetings, the annual June meeting, and any special meeting must be done in person during the meeting. No proxy voting or early voting is permitted.

#### ARTICLE X: AMENDMENT OF BYLAWS

Proposed amendments to the Bylaws, as recommended to the Executive Committee, must first be approved by a majority at a regularly scheduled or specially called Board meeting. They then may be made effective by a vote of two-thirds of the full members present at the Annual Meeting or a special meeting called for this purpose. In either case, the meeting notice must be distributed at least 21 days in advance and must specify the text and rationale for the bylaw change. (Adopted 3/17/10)

##### Prior Adoption of Bylaws and Amendments to Bylaws

- Adopted August 24, 1993, as amended August 1, 1996 and July 12, 2000  
Bylaws Revised and Adopted at Annual Meeting of ALL, July 14, 2004
- Bylaws Revised and Adopted June 11, 2007  
Bylaws Revised and Adopted at a Special Meeting of OLLI, March 17, 2010
- Bylaws Revised and Adopted at Annual Meeting of OLLI, June 1, 2011
- Bylaws Revised and Adopted at a Special Meeting of OLLI, September 25, 2013.
- Bylaws Revised and Adopted at Annual Meeting of OLLI, June 8, 2014.

Osher Lifelong Learning Institute  
West Virginia University

**Code of Responsibility for Board of Directors and Volunteers  
Regarding Security of Confidential Information**

Security and confidentiality are matters of concern. The purpose of this document is to clarify responsibilities in dealing with the security and confidentiality of records and files. Since conduct could affect or threaten the security and confidentiality of this information, each volunteer must adhere to the following:

1. Volunteers with access to data sources are **not** permitted to access these sources outside the work space and/or beyond work hours, unless given prior permission from the OLLI at WVU staff.
2. Volunteers may not seek personal benefit or allow others to benefit personally by knowledge of any confidential information that has come to them by virtue of their access to confidential data.
3. Volunteers may not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with University policies and procedures. Printed materials containing sensitive information must be stored in a secure area out of public view.
4. Releasing any data or misuse of the data may be in violation of the Federal Privacy Act and/or the Family Education Rights and Privacy Act (FERPA).
5. No official record or report, or copy thereof, may be removed from the office where it is maintained, except in the performance of an employee's official duties.
6. The account provided to Volunteers for access to his/her computer, and to the drives and servers identified in his/her profile is to be utilized by that person only. **DO NOT SHARE YOUR USERNAME AND PASSWORD** with anyone.
7. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
8. Any knowledge of a violation of this code by any individual must immediately be reported to the OLLI at WVU Staff.
9. Volunteers will follow professional standards and behaviors and act in good faith while representing OLLI at WVU.

Violation of the Code of Responsibility may lead to reprimand, dismissal from the position, suspension or expulsion of membership privileges, and/or other civil and/or criminal penalties.

I have read the above Code of Responsibility for Security and Confidentiality of Records and Files, I understand the intent and specific requirements of the Code of Responsibility, and I hereby verify that I will comply with all parts of the Code of Responsibility.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Media Recording/Usage Release

For the privilege of participating in activities for West Virginia University, I hereby give my consent for my image and likeness to be videotaped, audiotaped or photographed for the following uses:

- educational/instructional media
- recruitment/outreach media
- development media
- newsworthy media documentation

I further authorize West Virginia University and/or West Virginia University Hospitals Inc., and their component parts, to use this electronic media and/or photographs in any manner – whole or in part.

This waiver includes usage of this media in any way deemed appropriate, which may include electronic and photographic reproductions thereof for the production of educational, instructional, promotional or institutional advancement materials which support the educational and outreach activities of West Virginia University.

I hereby waive any right I may have to inspect or approve any use of this electronic media and/or photographs and I release West Virginia University and its component parts from all liability which could result from its use.

**Participant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone Number:** h) \_\_\_\_\_ c) \_\_\_\_\_

**Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

A parent or guardian must sign this form if the model is a minor or if the model is hindered by mental or physical challenges.

**Parent/Guardian's Name:** \_\_\_\_\_

**Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_