

SENIOR COLLEGE AT BELFAST

HANDBOOK

2017 - 2018

Hutchinson Center
80 Belmont Ave.
Belfast, ME 04915

(revised 9/2017)

SENIOR COLLEGE AT BELFAST

HANDBOOK TABLE OF CONTENTS

MISSION STATEMENT	4
KEY INFORMATION	4
HANDBOOK UPDATES	4
BYLAWS Senior College at Belfast	6
Article I – General Provisions	6
Article II – Mission	6
Article III – Membership	6
Article IV – Membership Meetings	6
Article V – Board of Trustees	7
Article VI – Officers and Duties	8
Article VII – Standing Committees, Registrar and Newsletter Editor	8
Article VIII – Amendment of the Bylaws	11
Article IX – Dissolution	11
Article X – Non-Discrimination Statement	12
ORGANIZATION	13
Meeting Schedule, 2017 – 2018	13
Calendar of Board of Trustees Meetings	13
Organization Chart	14
Officers, Standing Committee Chairs, Registrar, Office Manager, Website Manager, E-news Editor	15
Board of Trustees 2017-2018	16
DUTIES/RESPONSIBILITIES	18
Board of Trustees	18
Duties	18
Expectations of Board Members	18
President	18
Vice-President	19
Treasurer	19
Secretary	20
Archives	21
Community Service Committee	21

Curriculum Committee	21
Finance Committee	22
Nominating Committee	22
Special Events Committee	23
Office Manager	23
Registrar	23
E-News Editor	24
Website Managers	24
Brown Bag Lunch Coordinator	24
Class Assistants	24
POLICIES	25
Information Office Contacts	25
Senior College Office	25
Communications	25
Special Events	25
Faculty Privileges/Mileage/Evaluation	26
Membership and Course Registration	26
Faculty	26
Refunds	27
Vouchers	27
Outside Membership	27
Membership List Privacy	27
Honorary and Lifetime Membership	27
Name Tags	27
Scholarships for Membership and Course Offerings	28
Scholarships for Hutchinson Center Students	28
Storm Class Cancellation	28
Hutchinson Center Emergency Procedures	28
Senior College at Belfast Privacy Policy	29
SENIOR COLLEGE HISTORY	31
BOARD OF TRUSTEES TERMS	34
MAINE SENIOR COLLEGE NETWORK	35

SENIOR COLLEGE AT BELFAST

MISSION STATEMENT

The mission of the Belfast Senior College is to provide intellectual stimulation, practical knowledge, social interaction and fun for persons 50 years of age or older.

KEY INFORMATION

SENIOR COLLEGE OFFICE, Hutchinson Center, Hours – Thursdays:

While classes are in session: 9:00 a.m. – 3:00 p.m.

When classes are not in session: 10:00 a.m. – 1:00 p.m.

Senior College Phone Number: 207-338-8033

Senior College Street Mailing Address:

Senior College, University of Maine Hutchinson Center
80 Belmont Avenue, Belfast, Maine 04915

Senior College Website: www.belfastseniorcollege.org

Senior College Officers:

President: Arlin Larson

Vice President: Harry Kaiserian

Treasurer: Jim Taber

Secretary: Dave Boyer

HUTCHINSON CENTER Hours:

Monday - Friday, 7:00 a.m. – 9:45 p.m.

Saturday - 8:00 a.m. – 3:00 p.m.

Sunday - closed, except for Special Events

Hutchinson Center Phone Number: 207-338-8000

Hutchinson Center Website: www.hutchinsoncenter.umaine.edu

Pets, except as handicap aides, are not permitted in Hutchinson Center at any time.

HANDBOOK UPDATES

Updates are provided by the officers and Standing Committee Chairs to the Secretary or designee, who issues a revised Handbook to the Board of Trustees and Standing Committee Chairs each fall. Updates provided during the year are maintained by the Secretary or designee on-line and provided to the Senior College Office. The current designee is Barbara Klie, 338-5316, barbaraklie@yahoo.com. Board of Trustees and Standing Committee Chairs are notified of all substantive changes by the Secretary or designee. The Secretary for 2017-2018 is Dave Boyer.

FACT SHEET

- Opened in 2001.
- Over 500 members from over 50 towns in the Midcoast.
- Managed and taught mostly by volunteers.
- No prerequisites, tests, grades or course credits.
- A welcoming environment to meet new people.
- Open to everyone 50 years of age and above as well as his or her spouse regardless of age.
- An information-packed electronic newsletter is sent roughly 10 times a year.
- Annual membership fee is \$25.
- Fee for a 6-week course in the spring or fall is \$35; a 4-week winterim course and single-day classes are \$30.
- Complimentary refreshments served during classroom breaks, unless it is an all-day class, in which case refreshments will be served only during the morning break.
- In addition to 6-week fall and spring semesters, we offer a 4-week winter semester, which we call winterim. Two hour morning (9:30 – 11:30) and afternoon classes (1 - 3) are held on Thursdays at the Hutchinson Center. There are also single-day courses offered throughout the year (9:30 – 3) that may be held on any weekday. Single-day courses offered in the summer do not require membership, and are open to students of any age.
- Additional special events, speakers and field trips throughout the year.

REGISTRATION

- Register on-line from our website www.belfastseniorcollege.org using PayPal or a credit card.

OR

- Print the off-line form from our website www.belfastseniorcollege.org complete and mail or bring to Senior College office at Hutchinson Center (no credit cards).

OR

- Any Thursday in person at the Hutchinson Center from 10-1:00 (no credit cards).

OR

- Call 338-8033 to request a registration form by mail.

BYLAWS

Senior College at Belfast

Article I – General Provisions

Section 1. This organization is known as Senior College at Belfast, hereinafter known as “Senior College”.

Article II – Mission

The mission of Senior College is to provide intellectual stimulation, practical knowledge, social interaction and fun for persons (fifty) 50 years of age or older.

Article III – Membership

Section 1. An individual (fifty) 50 years of age or older, and the spouse or partner of that individual, regardless of age, is eligible for membership in the Senior College.

Section 2. Application for membership must be in writing or on-line, and must be accompanied by payment of dues for one year.

Section 3. A member may be suspended or expelled for cause, as determined by the Board of Trustees. Such action shall require a two-thirds (2/3) vote of those Trustees in attendance at a regular or special Board meeting and shall be preceded by a hearing of which the member shall be given no fewer than ten (10) days’ notice.

Section 4. Any member who is in default for payment of dues may be removed from the membership.

Section 5. Faculty members are designated as courtesy members for one year after the academic year in which they teach.

Article IV – Membership Meetings

Section 1. The Senior College shall hold an annual corporation/membership meeting on any Thursday in September. The date, time, and location of this meeting shall be communicated to the membership no fewer than thirty (30) days prior to the meeting along with the agenda and the Nominating Committee’s recommendations for election to membership on the Board of Trustees.

Section 2. Each annual meeting shall include a business meeting during which the membership shall (1) elect Trustees, (2) hear reports from standing and special committees, (3) adopt resolutions, (4) approve the treasurer’s report, and (5) conduct other business.

Section 3. The Board of Trustees may call special meetings of the corporation/membership at its discretion; the date, time, location and agenda for these meetings shall be communicated to the membership no fewer than thirty (30) days prior to the meeting.

Section 4. Each member in attendance shall be entitled to one vote at any official meeting. There shall be no proxy voting at any meeting of the Senior College.

Article V – Board of Trustees

Section 1. This organization’s use of the terms “Trustees” and “Board of Trustees” are intended by the organization to be identical to the terms of “Director” and “Board of Directors”, as set forth in Title 13-B Maine Revised Statutes (M.R.S.B.), Section 701 *et seq.*, and the Board of Trustees shall be governed by these same bylaws in accordance with the provisions contained in Title 13-B, M.R.S.B., Section 701, *et seq.*

Section 2. The Board of Trustees shall consist of fifteen (15) Senior College members elected by the membership of the Senior College, plus the immediate past president, who shall serve as an ex officio member. Consideration should be given to achieving a balanced geographical representation on the Board. A Board member’s three-year term of service shall begin immediately after the annual meeting of the Senior College at which they were elected and be completed at the end of the annual meeting three years later. An officer who resigns his or her position thereby relinquishes his or her position on the Board.

Section 3. The Board of Trustees shall elect its officers from its members. The Officers and Board of Trustees shall be charged with the general management of the affairs of the Senior College. The Board shall make such rules and regulation for its organization and functioning as it deems appropriate.

Section 4. Trustees may serve no more than two (2) consecutive three-year terms; after a hiatus of at least three years, members may be re-elected for another one (1) or two (2) three year terms.

Section 5. In the event of a vacancy, a member of the Senior College nominated by the Nominating Committee, and appointed by the Board of Trustees, shall fill the remaining term of the Trustee.

Section 6. The Board of Trustees shall meet monthly, and may meet more, or less, frequently at the call of the President as it deems necessary. Written notice of special meetings shall be seven (7) days, subject to waiver by unanimous consent.

Section 7. Members of the Board of Trustees are expected to attend all board meetings. A Board member who must miss more than three board meetings per year

may be asked to resign her/his position.

Section 8. Nine (9) members of the Board of Trustees shall constitute a quorum.

Section 9. The Board of Trustees shall have the authority to approve an annual budget, and to increase fees/raise funds if, in its judgment, it becomes necessary to procure additional funds to finance an emergency or special program.

Section 10. The Board of Trustees shall provide indemnification for its officers, as stated in Title 13B, M.R.S.A., Section 714 as amended.

Article VI – Officers and Duties

Section 1. The officers of the Senior College shall include President, Vice President, Secretary/Clerk and Treasurer. All officers shall be elected for a term of one year and may be reelected for up to five (5) consecutive terms.

Section 2. The President shall serve as Chief Executive Officer of the Senior College, the corporation, the Board of Trustees and the Executive Committee and shall preside at all meetings. The President, with the approval of the Board of Trustees, shall appoint standing and special committees and their Chairs and disband special committees upon completion of their tasks.

Section 3. The Vice President shall aid in the discharge of the President's duties and shall preside at meetings in the absence of the President.

Section 4. The Secretary shall be responsible for the call to all corporation/membership meetings, for distribution of the minutes of all meetings, and for filing legal documents as needed.

Section 5. The Treasurer shall be responsible for all financial affairs of the Senior College and shall report to the Board of Trustees at each of its meetings and to the membership at the annual meeting.

Article VII – Standing Committees, Registrar and Newsletter Editor

Section 1. **Standing Committees**

A. The duties of the Standing Committees (listed below) shall be such as are delegated to it by the Board of Trustees and shall include consideration of and recommendations regarding issues presented to it by the Board of Trustees.

B. With the exception of the Nominating Committee, members of the Standing Committees shall be recommended by any member of the Board of Trustees or Standing Committee Chairs or may volunteer, and shall be approved by the Chair of the Standing Committee. The President shall be advised of the members of the Standing Committees. By agreeing to serve on a Standing Committee, members

agree to attend meetings of that Standing Committee.

- C. With the exception of the Nominating Committee, terms of members of the Standing Committees shall be three years, and members may be reappointed for a second consecutive term.
- D. In the event of a vacancy resulting in a committee with a membership of fewer than five (5), the President and/or the Standing Committee Chair shall appoint a member to fill the unexpired term.
- E. Standing Committee Chairs may attend Board of Trustees meetings but will not vote.

Section 2. Executive Committee

- A. The Executive Committee shall consist of the Officers of the Senior College.
- B. The duties of the Executive Committee shall be such as are delegated to it by the Board of Trustees and shall include consideration of, and recommendations regarding issues presented to it by the Board of Trustees. Issues occurring between meetings of the Board of Trustees will be resolved by the Executive Committee as needed and reported to the Board of Trustees at the next Board of Trustees meeting.

Section 3. Nominating Committee

- A. The Nominating Committee shall consist of the Officers of the Senior College, the immediate past President of the Senior College or trustee designee and three (3) additional members from the corporation/membership appointed by the Chair of the Nominating Committee. The Nominating Committee shall be chaired by the immediate past President of the Board or trustee designee.
- B. The Nominating Committee shall provide the Secretary/Clerk with its slate of nominees to fill vacancies on the Board of Trustees no fewer than forty-five (45) days before the annual corporation/membership meeting and shall present that slate at the meeting. Members may make additional nominations from the floor.
- C. The Nominating Committee shall recommend to the Board of Trustees individuals to fill vacancies among the Officers and on the Board of Trustees.

Section 4. Curriculum Committee

- A. The Curriculum Committee shall consist of no fewer than five (5) members, including the Registrar, with consideration given to balanced academic and geographical representation. The person responsible for ordering course materials shall be an ex-officio member of the Curriculum Committee.

- B. The Curriculum Committee shall determine the courses to be offered based on the interests of the membership and the qualifications of potential faculty.
- C. The Curriculum Committee is, in fact, the group which works with the Hutchinson Center staff and Senior College volunteers to provide appropriate classroom selection and be the point group for management of course operations during each college term.

Section 5. **Finance Committee**

- A. The Finance Committee shall consist of the Board Treasurer, who will chair the committee, and at least three (3) other members, at least one of whom will not be a Board member.
- B. The committee will be responsible for overseeing the financial affairs of the College, including preparation of an annual budget.

Section 6. **Special Events Committee**

- A. The Special Events Committee shall consist of no fewer than five (5) members, with consideration given to balanced geographical representation.
- B. The Special Events Committee shall plan and carry out field trips special presentations and other special events.

Section 7. **Archives Committee**

- A. The Archives Committee shall consist of no fewer than five (5) members, with consideration given to balanced geographical representation.
- B. The Archives Committee shall identify, collect, categorize, organize and store materials relevant to the history and proceedings of the Senior College.

Section 8. **Community Service Committee**

- A. The Community Service Committee shall consist of no fewer than five (5) members, with consideration given to balanced geographical representation.
- B. The Community Service Committee shall be responsible for receiving, evaluating and implementing requests for Senior College volunteers to work with other non-profit organizations in the community.

Section 9. **Registrar**

The Registrar shall manage the enrollment of all students each term.

Section 10. **E-news Editor**

The E-news Editor is responsible for production of the e-news online newsletter.

Section 11. **External Website Manager**

The External Website Manager is a volunteer or a paid position. S/he is responsible for maintaining an updated membership list and for maintaining and updating the Senior College website, including online registration.

Section 12. **Internal Website Manager**

The Internal Website Manager is a volunteer position. S/he oversees the Senior College website, making sure the External Website Manager has complete, accurate and up-to-date information.

Section 13. **Office Manager**

The Office Manager shall be responsible for having the office staffed during agreed upon open hours, shall respond to and process phone calls, mail and in-person requests. S/he will be responsible for all printing requested by instructors, in a timely manner.

Article VIII – Amendment of the Bylaws

- Section 1. These bylaws may be amended in part, or in whole, by a majority vote of the members at the annual corporation/membership meeting or at a special meeting called for that purpose.

Article IX – Dissolution

- Section 1. Upon the dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and as a charitable, religious, eleemosynary, benevolent or educational corporation with the meaning of Title 13-B of the Maine Revised Statutes as amended.
- Section 2. No part of the net earnings of the Corporation shall inure to the benefit of any member, Trustee or private individual (except that reasonable compensation may be paid for services rendered to the Corporation in carrying out one or more of its purposes), and no member, Trustee, or officer of the Corporation or any private individual shall be entitled to share in the distribution of any of the assets upon dissolution of the Corporation.

Article X - Non-Discrimination Statement

Section 1. The Senior College at Belfast does not discriminate on the basis of race, color, religion, ethnicity, sex, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, or any other basis prohibited by applicable law.

(revised 9/2017)

ORGANIZATION

Meeting Schedule, 2017 - 2018

Reservation Procedure – All Senior College committee meetings at the Hutchinson Center must be scheduled in advance with the appropriate person in the Hutchinson Center’s Office. Please schedule meetings during class session days whenever possible. Please be mindful that we have only 24 free meeting times outside of Thursday class days.

Senior College Office – every Thursday throughout the year.

9:00 – 3:00 when classes are in session

10:00 – 1:00 when classes are not in session

Fall, Winterim and Spring Course Session Dates:

Sept. 21 – Oct. 26, 2017; Jan. 18– Feb 15, 2018; March 22 – April 26, 2018

Calendar of Board of Trustees Meetings

Meeting Time and Location: Second Wednesday of the month at 9:00 a.m., Hutchinson Center

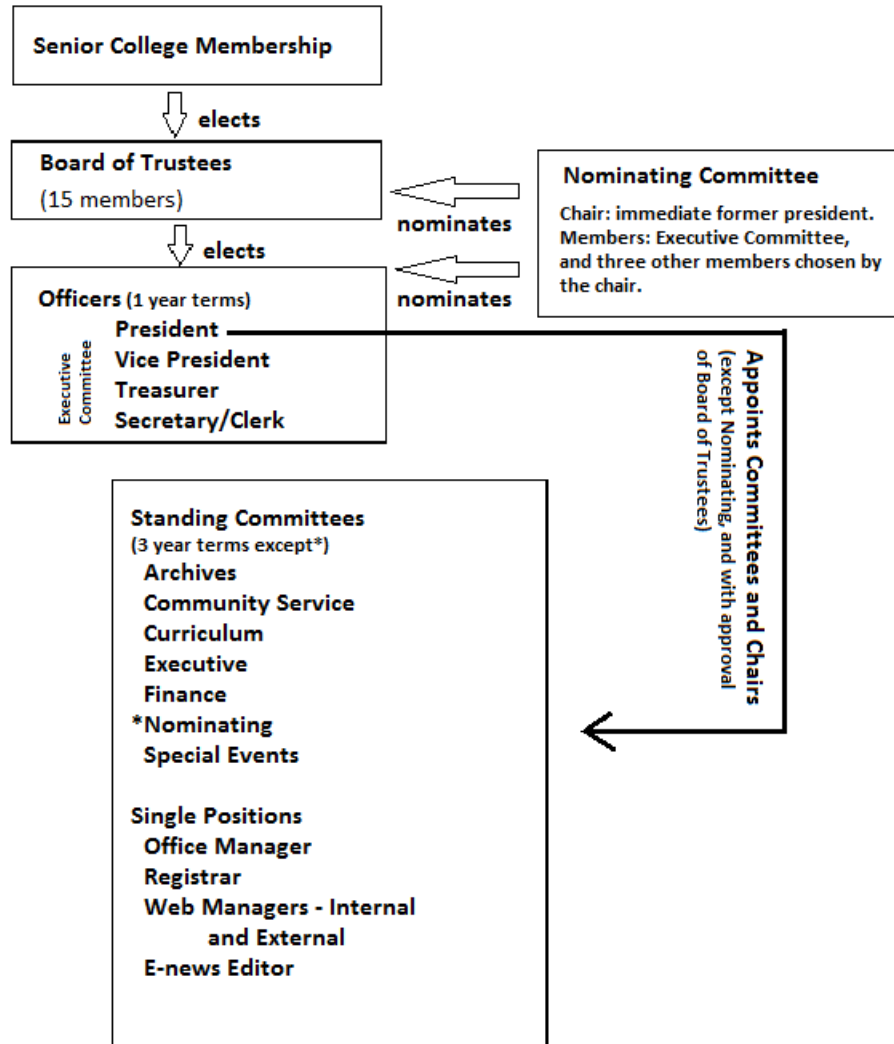
2017-2018 MEETING DATES AND TIMES

Location: Hutchinson Center

Date	Time	Date	Time
	September 28, 2017		11:45 am – Annual Meeting
October 11, 2017	9:00 a.m.	April 11, 2018	9:00 a.m.
November 8, 2017	9:00 a.m.	May 9, 2018	9:00 a.m.
December 13, 2017	9:00 a.m.	June 13, 2018	9:00 a.m.
January 10, 2018	9:00 a.m.	July 11, 2018	9:00 a.m.
February 14, 2018	9:00 a.m.	August 8, 2018	9:00 a.m.
March 14, 2018	9:00 a.m.	September 12, 2018	9:00 a.m.
	September 27, 2018		11:45 am - Annual Meeting

(revised 10/2017)

Organization Chart



Officers, Standing Committee Chairs, Registrar, Office Manager, Website Manager, E-news Editor

Arlin Larson President	47 Spring Brook Dr. #2C Belfast, ME 04915	207-482-3763 arlintlarsen@gmail.com
Harry Kaiserian Vice President	PO Box 68 Castine, ME 04421	207-326-9309 kaiserian@myfairpoint.net
Jim Taber Treasurer	P.O.Box 792 Unity, ME 04617	207-948-7370 taber59602@yahoo.com
Dave Boyer Secretary	3 Kerry Gardens Belfast, ME 049145	207-322-6802 ontictracker@gmail.com
Elisabeth Pollock Office Manager	23 Spring St. Apt. 1 Belfast, ME 04915	207-218-1102 pollockelisabeth@gmail.com
Sue Garrett Registrar	61 Springbrook Dr, Apt 2A Belfast, ME 04915	207-322-6284 registrar@belfastseniorcollege.org
Shirley Jarvella Archives	9 Fox Hollow Lane Northport, ME 04943	207-338-6346 jarvella@prescotthillbooks.com
Lila Nation Curriculum	151 Tufts Rd Belfast, ME 04915	207-323-3844 lilaquoideneuf@gmail.com
Martha Laitin Special Events	PO Box 66 Thorndike, ME 04986	323-2368 marthalaitin@yahoo.com
Community Service		
Janet Williams Enews Editor	5 Elm St. Searsport, ME 04974	207-548-2941 willajanet@gmail.com
Sara Shute Internal Website Manager	3 Kerry Gardens Belfast, ME 04915	207-322-6802 skshute@gmail.com
Jim Taber Nominating	P.O.Box 792 Unity, ME 04617	207-948-7370 taber59602@yahoo.com
Nancy Perkins Publicity (revised 10/2017)	133 Miller St Belfast, ME 04915	207-218-1369 nanella@aol.com

Board of Trustees 2017-2018

Arlin Larson President	47 Spring Brook Dr. 2C Belfast, ME 04915	207-482-3763 arlintlarsen@gmail.com	2017-2020
Harry Kaiserian Vice-president	PO Box 68 Castine, ME 04421	207-326-9309 kaiserian@myfairpoint.net	2017-2020
Jim Taber Treasurer	P.O.Box 792 Unity, ME 04617	207-948-7370 taber59602@yahoo.com	2015-2018
Dave Boyer Secretary	3 Kerry Gardens Belfast, ME 049145	207-322-6802 ontictracker@gmail.com	2015-2018
John Bettler	PO Box 297 Liberty, ME 04949	207-589-3159 jbgogiants@fairpoint.net	2015-2018
Cathy Bradbury	44 Rob Clark Rd. Winterport, ME 04496	207-223-4459 cathy_bradbury@umit.maine.edu	2015-2018
Sandi Cirillo	27 Union St. Searsport, ME 04974	207-548-1027 sandi@especially-for-ewe.com	2016-2019
John Economy	PO Box 146 Winterport, ME 04496	207-852-2831 john_economy@yahoo.com	2017-2020
Sue Garrett	61 Springbrook Dr, Apt 2A Belfast, ME 04915	207-322-6284 registrar@belfastseniorcollege.org	2016-2018
Rebecca Jessup	Box 515 Belfast ME 04915	207-338-1287 jessupr515@gmail.com	2016-2019
Barbara Klie	26 Salmond St. Belfast, ME 04915	207-338-5316 barbaraklie@yahoo.com	2015-2018
Karin Look	899 Woodsmans Mill Rd Montville ME 04941	207-589-3101 gwkllook@aol.com	2016-2019
Lila Nation	151 Tufts Rd Belfast, ME 04915	207-323-3844 lilaquoideneuf@gmail.com	2016-2019
Elisabeth Pollock	23 Spring St. Apt. 1 Belfast, ME 04915	207-218-1102 pollockelisabeth@gmail.com	2015-2018

Dick Topping

31 Ocean St.
Belfast, ME 04915

207-338-1370
rtopping@zwi.net

2015-2018

(revised 9/2017)

DUTIES/RESPONSIBILITIES

Board of Trustees

Duties

- To manage and administer the business of Senior College
- To develop rules, regulations, and policy for the organization and functioning of SC
- To approve an annual budget
- To elect Board officers
- To appoint a member, nominated by the Nominating Committee, to fill a vacancy for the remaining term

Expectations of Board Members

- To attend and participate in Board meetings, which are generally held monthly, but may occur more or less frequently
- To notify the President of an expected absence
- To prepare for meetings by reading material sent/emailed before the meeting about issues to be discussed or voted on
- To read and reply to communications regarding Board business, when requested, between meetings
- To complete tasks agreed upon at Board meetings
- To serve periodically on committees or task forces

President

The Senior College Bylaws provide that the President presides over the Board of Trustees and acts as the college CEO. The President also serves as an ex-officio member of all Standing Committees.

The President convenes the Board monthly, prepares its agenda, and conducts its meetings. The President is responsible for ensuring that the Board is informed of the college's financial and program status and of any issues to be addressed.

As CEO, the President appoints the Chairs and the Co-Chairs of Standing and any ad hoc committees (see committee chart). The officers comprise an Executive Committee that conducts the business of the college, subject to the Bylaws and policies and decision of the Board. The President directs the work of this committee and its members and when it is appropriate, forwards its recommendations to the Board.

The President maintains a close liaison with the Director of the Hutchinson Center and the Center staff.

The President plans and presides over the annual college full membership meeting. As provided in the Bylaws, the President is elected by the Board for a one-year term and is limited to serving for no more than five additional years.

Vice-President

The priority job of the Senior College Vice President is to support the President by:

- Serving in the absence of the President, as the convener of Board of Trustees and Executive Committee according to the Bylaws of the Senior College.
- Serving as sounding board for the President regarding proposals affecting the Senior College and matters impacting the students or faculty.
- Serving as a resource for the President regarding assigned projects and tasks.
- Serves as a member of the Board of Trustees and the Executive Committee.
- Serves as an ex-officio member of all Standing Committees.
- As provided in the Bylaws, the Vice President is elected by the Board for a one-year term and is limited to serving for no more than five additional years.

Treasurer

The Belfast Senior College Treasurer is elected by the Board of Trustees and is responsible for all financial affairs of the Senior College.

Duties and Responsibilities

- Member of the Board of Trustees and of the Executive Committee of the Board
- Member of the Board of Trustees Nominating Committee
- Chair of the BSC Ad Hoc Finance Committee
- Provides periodic financial reports to the Board concerning the financial status of the BSC and special reports as directed by the Board
- Provides oversight and ensures accuracy and accountability of the contracted accounting firm
- Ensures timely and accurate posting of transactions effecting the BSC financial records
- Provides an annual report to the membership concerning the financial status of the BSC
- Responsible for filing annual federal and state tax documents required of a non-profit organization
- Responsible for filing as the Noncommercial Registered Agent of the BSC with the Maine Secretary of State, and also filing the Annual Report with the Maine Secretary of State
- Maintains accurate and timely records regarding donations made to the BSC, any conditions associated with those donations, and the use of funds associated with donations

- Responsible for maintaining a current and accurate Chart of Accounts as well as current policies and procedures with respect to the management and activities associated with those accounts. The BSC accounts are subject to periodic audits as determined by the board.
- The Treasurer has access to the BSC bank account(s), currently held with Bangor Savings Bank, and is permitted to access those accounts in person or on-line to make deposits, write checks, and approve payments as required for the operation of the BSC.

Secretary

This position serves as an officer of Senior College and as a member of the Executive Committee and Board of Trustees.

Responsibilities include:

- Taking notes at the Executive Committee, Board of Trustees and Annual Meetings and distributing those notes to all respective Standing Committee Chairs and Board of Trustees.
- If an annual appeal is conducted, keeping a record of donors to the annual appeal and typing up the annual “thank you” letters to those donors.
- Updating the Senior College Handbook each fall and distributing it to the Executive Committee, the Standing Committee Chairs, the Board of Trustees, the Senior College office, and the Hutchinson Center staff. This task may be designated to another (this year done by designee, Barbara Klie).
- Keeping the Senior College Handbook up to date during the year on hard copy, on-line and at the Information Desk and informing recipients of any substantive changes during the year (this year done by designee, Barbara Klie).
- Keeping a list of all Senior College donations and memorials and sending “thank you” notes upon receipt of donations.
- As provided in the Bylaws, the Secretary elected by the Board for a one-year term and is limited to serving for no more than five additional years.

Members of all committees and volunteer positions must also be current members in good standing of Senior College

(revised 11/2017)

Archives

PURPOSE:

The purpose of the Archives Committee is to identify and preserve documents and artifacts relating to Senior College, University of Maine Hutchinson Center, its history and proceedings.

MEMBERSHIP:

The committee includes three to five members.

RESPONSIBILITIES:

The Archives Committee will be responsible for developing a policy and guidelines to assist Officers and Standing Committee Chairs in assessing documents that they and their committees produce. The Archives Committee will collect, process, and organize records, transfer documents to the archives, maintain a record of what is in the collection, and oversee the safety and security of these items.

Archives materials are housed in a locked cabinet in the Senior College Office at the University of Maine Hutchinson Center. Access is by permission of a member of the Archives Committee or their designee. A list of files contained in the collection is located in the "Archives" file in the main Senior College cabinet.

As provided in the Bylaws, terms of the members of the Archives Committee shall be three years, and members may be reappointed for a second consecutive term.

Community Service Committee

PURPOSE:

The Community Service Committee will receive, evaluate, process and implement requests from the community for volunteer service assistance by members of our Senior College. Requests typically come from area philanthropic organizations and our public schools or from organizers of local government and civic projects designed to educate the community or to provide services for citizens in need.

MEMBERSHIP:

As provided in the Bylaws, terms of the members of the Community Service Committee shall be three-years, and members may be reappointed for a second consecutive term.

RESPONSIBILITIES:

The Chair and Committee members act as liaisons between the community-service principals who request volunteer help and those College members who are willing to provide the volunteer services requested.

Curriculum Committee

PURPOSE:

The Curriculum Committee is charged with responsibility to determine the list of courses that will be offered during each of the Fall, Winterim, Spring, and Summer sessions of Senior College. Based on information contained in the Course Proposal, and any additional

supporting information provided via other sources, members of the committee will evaluate the quality of the course being proposed, its appropriateness as a senior college offering, and the qualifications of the instructor.

MEMBERSHIP:

Committee members shall be representative of the arts, humanities, sciences, and professions with consideration given to balanced geographical representation. Members of the Curriculum Committee will also act as recruits for replacement members on the Committee when there is a need.

Each member and chair will serve an initial term of three years, with the option of extending for an additional three-year term. If a member moves into the chair, s/he will begin a new three-year term. The rotation of membership will take place in January of each year prior to the start of the Winterim session.

RESPONSIBILITIES:

The primary responsibility of this committee is to procure quality courses and faculty for Senior College. Surveys are conducted on a periodic basis to determine the interests of the general membership and members of this committee will then embark on a search for faculty to teach those courses.

The Curriculum Committee will be responsible for preparing the catalog of courses six weeks prior to the beginning of a term

Finance Committee

PURPOSE

The Finance Committee is to assist the Treasurer in conducting the financial affairs of the college.

MEMBERSHIP

The Finance Committee shall consist of the Board Treasurer, who will chair the committee, and at least three (3) other members, at least one of whom will not be a Board member.

RESPONSIBILITIES:

The committee will be responsible for overseeing the financial affairs of the College, including preparation of an annual budget.

Nominating Committee

PURPOSE:

This committee is to develop a slate of nominees for Board of Trustees membership, and to provide that slate and nominees' biographies to the College Secretary and E-news Editor at least 45 days before the annual membership meeting so that they can be published on line.

MEMBERSHIP:

The Nominating Committee is chaired by the immediate past President of the Board of Trustees or by the Trustee otherwise designated, and is composed of the Officers of Senior College and three additional members from the membership appointed by the Chair of the

Nominating Committee.

RESPONSIBILITIES:

The Committee is to provide the slate of nominees and nominees' biographies to the College Secretary and E-news Editor at least 45 days before the annual membership meeting so that they can be published on line. The Nominating Committee Chair presents the slate to the membership at the annual meeting at which members may make additional nominations. Board members serve 3-year terms. The Nominating Committee Chair also presents to the Board a slate of nominees for Officers of the Board: President, vice President; Secretary/Clerk; and Treasurer. The Officers are elected by the Board for 1-year terms.

Special Events Committee

PURPOSE:

The Committee is to plan and carry out field trips, special presentations and hospitality activities outside the curricular offerings.

MEMBERSHIP:

The terms of members of the Special Events Committee shall be three years, and members may be reappointed for a second consecutive term.

RESPONSIBILITIES:

The Committee is responsible

- To plan activities which have an educational/cultural component as well as recreational interest.
- To avoid schedule conflicts with curricular offerings but have interest in complementing them.
- To cover the cost for activities through charges to the participants always cognizant of differing income levels. The events are not fundraisers for Senior College.
- To collaborate with the following organizations for joint planning of some events as opportunities arise: Waldo County YMCA; Farnsworth Art Museum; Penobscot Marine Museum; Camden Conference; Belfast Free Library; Camden Public Library; and other Senior Colleges in Maine.
- To be willing to work with other organizations that share the same values of our mission statement.

Office Manager

The Office Manager shall be responsible for having the office staffed during agreed upon open hours, shall respond to and process phone calls, mail and in-person requests. S/he will be responsible for printing requested by instructors in a timely manner.

Registrar

The registrar will monitor all aspects of Senior College registration and report to the Senior College Board the registration data generated by the External Webmaster and any issues that need to be addressed. S/he sees to it that paper registrations are delivered to the Webmaster and checks/cash to the Treasurer.

S/he will oversee walk-in registrations on the first and second day of classes. This includes securing volunteers to help.

The registrar will prepare and place signs on classroom doors before each class session, and will provide information to the caterer as to the number of people expected for morning and afternoon breaks.

E-News Editor

The E-news editor will be responsible for production of the online E-newsletter. S/he will be responsible for alerting all committee chairs and Board members so that they may contribute important information.

Website Managers

The External Website Manager maintains the website, including course registration. Committee chairs, officers, and the internal website manager are responsible for submitting items to the external website manager. This is usually a paid position.

The Internal Website Manager oversees the Senior College website, ensuring that the external web manager has complete, accurate and up to date information. This includes handbooks, forms, names, addresses, etc., in the drop down menus. The internal website manager sends board agendas and minutes to the external website manager; and answers or forwards to the appropriate persons, emails sent to info@belfastseniorcollege.org. The internal website manager also ensures that the Communications Policy is being followed on the website. If the position is appointed, as provided by the by-laws, the term of the Internal Website Manager shall be three years, and s/he may be reappointed for a second consecutive term.

Brown Bag Lunch Coordinator

Our contract with the Hutchinson Center provides for room use on Thursdays between classes from 11:45 to 12:45 for group discussions in which the participants may bring their own snacks and drinks. These are to be arranged and held according to the following requirements.

1. The Curriculum Committee Chair or the Chair's designee shall be the BBL coordinator, responsible for authorizing the basic topic discussions, determining the schedule and providing this information two weeks in advance to the Hutchinson Center Office.
2. BBL topics must support the mission of SC, dealing with either curricular interests or community service issues.
3. The coordinator will check with the Hutchinson Center regarding the room to be used.
4. The proposer of the BBL is responsible for advertising the event.

Class Assistants

Class Assistants aid the instructor in whatever is needed, or seek help if necessary. They hand out name tags for students who need them, evaluation forms at the end of the course, and make announcements.

POLICIES

Information Office Contacts

- Hutchinson Center Technician – Zora Mitchell (338-8042)
- Senior College Special Events – Martha Laitin
- Name Tags – Elisabeth Pollock (218-1102)

Senior College Office

The Office manager is responsible for maintaining the office and staffing it on Thursdays from 10:00 am to 1:00 pm when classes are not in session. The office is open Thursdays from 9:00 am to 3:00 pm during the class sessions.

Communications

The purpose of SC advertising or announcements, including but not limited to the website, E-news, or classroom announcements, is to promote Senior College, and to inform the membership and the community of courses, special events, speakers, or projects that Senior College is directly involved with. Volunteer opportunities and other community events that Senior College (including the Community Service Committee) is not directly involved with (see following paragraph) are beyond the scope and purpose of the website, E-news, and classroom announcements, or any other advertisements, and are not permitted.

A Senior College committee or group is directly involved with a non-profit group or community event when the members of that committee or group have agreed, for some specified period of time (e.g., for the upcoming year, for a certain month, or for a particular date), that its members will participate in a particular non-profit or community event, at a specified time and place. If an SC committee or group merely urges (by mentioning or advertising) the SC membership at large to support a non-profit, or to attend a community event, then that does not count as “direct involvement” by the committee or group. To count as “direct involvement,” the committee or group members themselves must have committed to participate in some specific event (for a non-profit organization or in a community event). Given they have done this, if they also wish to invite members of the SC community at large to participate in that specific event, then that is permissible.

Special Events

Contact:

- The Special Events Plan, prepared by the Special Events Committee and kept in the committee’s folder, has the “who/what/when/where” about each event; if that does not answer questions, refer caller to contact person named on the Plan.
- Remind callers: **NO MONEY, NO REGISTRATION.** Registration is on a first come/first served basis including guests. Closing date is when a decision is made to move forward or cancel an event based on registrations received
- Many events have two-tiered pricing: one price for members of Senior College or the YMCA, and another price for those who are members of neither. Membership in other Senior Colleges also qualifies for the lower price. Guests of members pay the higher price.

- Payment for Special Events should be by separate check and not included in checks for payment of membership dues or course registration.
- Wait lists will be on a case-by-case basis and the Special Events Committee contact will advise the Information Desk. The Information Desk volunteer will then attach a wait list roster sheet to that Special Event Roster. **We do accept checks for wait list events.**
- Senior College special events cancelled by the College will provide for a full refund of all deposits to Senior College members.
- Full refunds will be available to Senior College members who withdraw from a special event at least 7 days prior to the scheduled event. However, we reserve the opportunity to deduct out-of-pocket expenses from the refund.
- Refunds for cancellations inside the one-week period will be available if the participating member recruits a person to take their place on the trip or if the trip is filled from the waiting list.
- In all other cases, no refund will be available.
- Refunds of \$25 and under may be provided by a Senior College voucher redeemable toward course fees.

Faculty Privileges/Mileage/Evaluation

Senior College Faculty receive a complimentary one-year membership to Senior College for the year following that in which a course is taught. If a course is team-taught only the course coordinator receives a complimentary one-year membership the year after the course is taught.

MILEAGE REIMBURSEMENT

Reimbursement may be provided to faculty and others who commute to Hutchinson Center to provide services to Senior College students. Mileage recipients must commute 25 or more miles (one way) from their location to Hutchinson Center. Mileage reimbursement will be awarded only if the person requests it. Reimbursement will be for fuel only. No other expenses will be reimbursed.

The current rate will be at the government approved rate per mile for charitable non-profit organizations for the round trip. The rate will be reviewed annually by the Board, using the GSA rate as the basis.

FACULTY EVALUATION PROCEDURES

Each semester, the Curriculum Committee produces and distributes course feedback forms to each classroom. Forms are distributed on the last day of class for that semester. Faculty are asked to allow a few minutes at the end of the class for students to complete the form. If students must take the form with them, they are asked to mail in their completed evaluation, or drop it off the following Thursday at the Information Desk. The faculty member is later mailed the evaluation forms collected for her/his course.

Membership and Course Registration

Faculty

- a. Faculty is defined as the person who instructs a Senior College course.

- b. Faculty who teach a course in the academic year (fall, winter, spring, or summer) will receive a complimentary membership in the College during the academic year following that in which they teach. In the event of multiple faculty for a course, this complimentary membership is limited to the course coordinator.

Refunds

- a. Membership fees are not refundable at any time.
- b. Course fees are refundable only when a course is cancelled, or if approved by the president or treasurer for personal reasons.

Vouchers

- a. A voucher (pre-paid authorization) may be issued to a member when a course is cancelled if the registrant prefers a voucher to a refund.
- b. A voucher will be issued to members for any course that is dropped after the first day of class, for any reason, and that voucher may be used for any Senior College course.

Outside Membership

Current members of Senior College University of Maine Hutchinson Center may take courses offered at another Senior College in Maine and vice versa. Course fees are required for all courses, but duplicate membership fees in other Senior Colleges are not required.

Membership List Privacy

The Membership List maintained by the Membership Committee is not shared with anyone except OLLI once a year for mailing of the statewide Senior College Annual Conference. OLLI destroys the membership list after mailing.

Honorary and Lifetime Membership

Honorary Membership is awarded to individuals who have made a special contribution to Senior College. The Board of Trustees approves nominations. Such status provides for continued college notices, mailings, and invitations to special celebrations and does not depend on active membership. All Founding Members have been awarded this recognition.

Lifetime Membership is awarded to individuals by the Board of Trustees for their outstanding contribution to the college. This includes **free** membership, mailings, notices and invitations to special celebrations.

Name Tags

Permanent nametags are issued upon payment of membership and will come with Senior College lanyards. They will serve as proof of membership should such be needed so they will indicate the end of the current membership year. The sticker with the membership date is replaceable for future years. There will be applications for new name tags should one be lost.

Scholarships for Membership and Course Offerings

Senior College welcomes people who may not be able to join and attend the college because of limited funds. The college offers scholarships that can cover membership and/or course fees and/or course materials. To apply for a scholarship, a request is submitted to the Senior College president indicating which course(s) is desired, and if financial assistance is requested for membership and/or course fee and/or materials.

Note: The Maine Association of Retirees provides membership fee refunds. Applicants must be members of the Maine Association of Retirees and currently be receiving a pension check from the State as a teacher, school staff, or District/Municipality employee. A receipt will be provided to the member as requested by M.A.R.

(revised 10/2017)

Scholarships for Hutchinson Center Students

Senior College, University of Maine Hutchinson Center offers two \$1000 scholarships to Maine residents over the age of 35 who are taking classes at the Hutchinson Center and are in need of financial assistance. Senior College recognizes the value of continuing education for adults and the financial strain this can create. The Scholarship Committee of the University of Maine Hutchinson Center selects students to receive this scholarship.

The Treasurer of Senior College reviews the allocation of money and amount each year during the budget proposing session. The Board of Trustees votes annually to approve and determine the amount.

(revised 10/2017)

Storm Class Cancellation

There are several ways to find out if Senior College classes are being held when the weather situation is questionable. Classes will be canceled whenever the Hutchinson Center is closed or when, after consultation with the Hutchinson Center staff, it seems advisable to ensure the safety of our members.

- Check your email for a special eNews bulletin from Senior College
- Log on to www.belfastseniorcollege.org
- Log on to www.hutchinsoncenter.umaine.edu
- Call Hutchinson Center's Snow Line at 338-8099 beginning shortly after 6:30 am
- Watch Bangor television stations (channels 2, 5, &7).

Hutchinson Center Emergency Procedures

In the event of an emergency, go to a Hutchinson Center staff person who will follow their

emergency procedures.

Senior College at Belfast Privacy Policy

This privacy policy has been compiled to serve those who are concerned with how their “personally identifiable information” (PII) is being used, both online and off. PII, as used in US privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your “Personally Identifiable Information.”

What personal information do we collect from the people who register for classes?

When registering on our site, or in person at the senior college office, as appropriate, you may be asked to enter your name, email address, mailing address, phone number, or other details.

When do we collect information?

We collect information from you when you register on our site, sign up for classes at the Senior College office, and/or become a member of senior college.

How do we use your information?

We do not use email lists, phone numbers, or addresses for anything other than Senior College business, and we do not share any PII with third parties. We use this information only:

- To allow us to respond to your requests.
- To send you the Senior College e-News, and periodic emails regarding classes, special events, or volunteer opportunities at Senior College. Broadcast emails are sent only by the website director or by the president of the board.
- For use by instructors, for the duration of the class only, to contact students about course work, cancellations, reading materials, etc..

How do we protect your information?

Your personal information is contained behind secured networks and is accessible only by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential.

Do we use “cookies”?

We do use cookies to capture and hold your basic information (name, address, email), in a browser session. If we didn’t, and you left the page you were beginning to fill in, you would then have to re-enter the information. But these are all considered in the public record.

Third Party Disclosure

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include website hosting partners and other parties who assist us

in operating our website, conducting our business, or servicing you; these parties have agreed to keep this information confidential.

However, non-personally identifiable visitor information may be provided to other parties for writing grants, providing general information about Senior College to third parties, etc.

In order to be in line with Fair Information Practices we will take the following responsive action, should a data breach occur:

- We will notify the users via email within 7 business days.
- We also agree to the individual redress principle which requires that individuals have a right to pursue legally enforceable rights against data collectors and processors who fail to adhere to the law. This principle requires not only that individuals have enforceable rights against data users, but also that individuals have recourse to courts or a government agency to investigate and/or prosecute non-compliance by data processors.

CAN-SPAM Act

The CAN-SPAM Act is a law that sets the rules for commercial email, establishes requirements for commercial messages, gives recipients the right to have emails stopped from being sent to them, and spells out tough penalties for violations.

We collect your email address in order to:

- Send information, respond to inquiries, and/or other requests or questions.
- Process enrollments, etc. and send necessary information and updates pertaining to classes, special events, and volunteer opportunities at Senior College.
- Continue to send emails to our members after the original transaction has occurred.

To be in accordance with CAN-SPAM we agree to the following:

- Not use false, or misleading subjects or email addresses
- Identify the message as an advertisement in some reasonable way
- Include the physical address of our organization
- Honor opt-out/unsubscribe requests quickly
- Allow users to unsubscribe by using the link at the bottom of each email

If at any time you would like to unsubscribe from receiving future emails, the E-News, etc., you can:

Email us at info@belfastseniorcollege.org and we will promptly remove you from ALL correspondence.

If there are any questions regarding this policy contact us through the Senior College at Belfast website: www.belfastseniorcollege.org, or by phone at 207-338-8033.

A book of Senior College procedures is kept in the office.

SENIOR COLLEGE HISTORY

In the winter and spring of 2001, a group of Belfast-area leaders, formed into a Steering Committee, planned for a fall start of the Senior College, university of Maine Hutchinson Center. That committee was chaired by Pat Strauss who, along with Hutchinson Center Director Jim Patterson, provided much of the impetus to launch the college. The early planning was guided by the previous start-up experience of a sister college at the University of Southern Maine whose director, Kali Lightfoot, advised our committee and channeled \$5,000 in state start-up money to our fledging college.

The Steering Committee drafted by-laws, nominated Board members, recruited volunteer teachers, developed administrative procedures, and signed up members. By September of 2001, our college was ready to go and some 200 attended its first annual membership meeting. The members elected a 15-member Board of Trustees at that meeting and adopted by-laws that spelled out how the college would run. The new board, in turn, elected its officers: John Cheston, Chair and CEO; Mary Frenning, Vice-Chair; Pat Pierson, Secretary; and Ralph Stevenson, Treasurer (soon after replaced by Jerry Kaplan).

Even before the September inaugural, one class was conducted in the summer of 2001. The subject was journal writing and the teachers were Priscilla and Gary Tate of the Texas Christian University faculty, who summer here. The Tates, our first teachers, have continued to teach each year since.

That summer's modest beginning of course offerings was quickly augmented in the fall of 2001, in our first full-fledged term, when 14 courses were given. Whoever argued that we should start slowly and cautiously had been "shouted down". That curriculum momentum was sustained in the spring 2002 term with 16 offerings. The numbers of fall and spring courses has continued in that range ever since.

Also in 2002, we dipped our collegiate toe into the icy waters of winter by offering a financial workshop – a start of what founding Curriculum Chair Betty Becker-Theye dubbed the "winterim". The cold weather experiment succeeded and led to 5 winterim courses in 2003, 6 in 2004, and 8 in 2005. A winter record 249 enrollments were registered in 2005, when we managed our first snow cancellations.

By the winter of 2005, a total of 188 courses had been offered, taught by 64 different instructors. The most frequently offered courses were in history (15 classes), literature (14), religion/philosophy (12), and computers (11). Painting/photography, languages, sciences, and finances were also subjects frequently offered. Among course offerings that defy categorization have been wine, comedy, bicycling, navigation, local politics, aging, genealogy, and antiques.

Some 20 of our teachers came to us from teaching careers at colleges and high schools; others came to our classrooms from a wide variety of non-academic backgrounds. Among these were artists, musicians, businessmen, therapists, clergymen and women, curators, politicians, architects, and financial advisors.

Our talented faculty was not drawn by money to the arduous task of creating a course for our college. They do not get paid. They do, however, get to choose exactly what they want to teach, unhampered by the dictates of a larger curriculum into which most other teachers must fit their courses. Also, they do not have to give tests, grade papers, give grades, or confer credit. Most of all, perhaps, they get to teach students who have had rich life experiences and who are motivated purely by the desire to learn.

These students come from a membership that numbered 445 in our first year, reached a peak of 488 in 2002, and has stayed in that range ever since. Among the statewide network of 15 senior colleges, ours is the second largest. Only the Portland College is larger. Our members have come from some 50 different towns, making ours a truly regional college. They have come from places as far away from Belfast as Hermon, Port Clyde, Blue Hill, and Oakland. From September 2001 through August 2004, we've had 737 different members. Each year, about one-third of our membership has turned over with those who leave the rolls replaced by roughly an equal number of newcomers. Yet 168 have seen "non-stop" members since our founding. Since our beginning, about 150 members have been in married couples. As of the winter of 2005, we've not yet had any new intracollege marriages.

This strong membership record did not spring forth spontaneously. Mary Frenning orchestrated a vigorous effort to tell the region about this new kind of college. Starting early in 2001, we planted information on area radio stations, and in newspapers. No civic club was left out, nor were church groups, social and health agencies, retirement facilities, and business groups. We reached out to the arts and educational organizations, historical societies, libraries, garden clubs, veterans groups, realtors, and YMCAs. Announcements were planted in church bulletins and organization's newsletters. To cap it off, the word was passed person-to-person to friends, co-workers, relatives and passers-by on the street. You were rare among area seniors if you didn't hear about our college.

No college is complete without extra-curricular activities, so we set out early on to put together a program of special events under the leadership of Sharron Walsh, first, and then Marie Underwood. Field trips were offered to places near (Penobscot Marine Museum, Castine) and far (Quebec City, Prince Edward Island, Boston). The number of trips increased to an average of one per month when we entered into collaboration with the Waldo County YMCA's Active Older Adults program. We went to plays, the opera, to islands, and to see architectural gems and colorful fall foliage.

On campus events were offered as well, highlighted by antiques appraisal fairs and the annual Senior College Festival of Art that shows the works of area seniors. With such activities we were able to add a welcome cultural dimension to the Hutchinson Center's offerings.

Starting in 2003, we were given a grant by the Golden Rule Foundation to conduct a special speakers' series. With grant funds we were able to pay speakers an honorarium and reimburse them for travel expenses. From some 8-10 speakers per year we learned about Willa Cather, Somalis living in Maine, a local musicians' trip to central Asia, classic jazz with

Texas accent, the politics of aging, the working of the CIA, woman's life in Islamic Iran, and many other varied and fascinating subjects.

This history would comprise only a blank page were it not for the work of volunteers. Nearly everything our college has done has been done without paying people. Topping the list of volunteers has been Jim Patterson, and his Hutchinson Center staff, who don't get paid for helping us. At the top with them are our instructors, who spend uncounted hours preparing and conducting classes, without any monetary reward. Added to the list are our Board members, officers and committee chairs and members. Volunteers serve as classroom aides, staff the office desk and phones, prepare refreshments and serve as hosts for special gatherings, prepare mailings to members, and pitch in on community service projects. Each year about 100 of us, about one in four of our members, has voluntarily served. Without their work our college wouldn't work.

As of this writing in the winter of 2005, our Senior College is still at a very young age. Its youthful energy shows no signs of ebbing. Its members are asking, like the old American labor union leader, for more, now. In response, the Board is trying out some off-campus classes in the near future. Among other advantages, these will relieve some of the Thursday daytime space pressures at the Hutchinson Center and will allow us to offer evening classes. These may attract more still working younger seniors who become Senior College eligible when we lowered the membership age to 50 in 2004.

BOARD OF TRUSTEES TERMS

(15 members elected for 3-year terms)

	ACADEMIC YEAR		ACADEMIC YEAR
Cheston, Jon	2001-2006		
Clemens, Fred	2001-2004		
Conti, Charles	2001-2004		
Frenning, Mary	2001-2005		
Glass, Dick	2001-2004		
Hansen, Don	2001		
Jarvella, Ron	2002		
Kaplan, Jerry	2001-2005		
Moran, Andy	2001-2004		
Pierson, Pat	2001-2003		
Rak, Karen	2001-2003		
Roebke, Fred	2003-2004		
Stephenson, Ralph	2001-2002		
Strauss, Pat	2001-2003		
Theye, Betty Becker	2001-2005		
Theye, Larry	2002-2005		
Torresen, Robert	2001		
Underwood, Marie	2001-2007		
Walsh, Sharron	2001-2006		
Malmberg, Meg (ex officio)	2005-2006		
Patterson, Jim (ex officio)	2001-2005		
NEW MEMBERS ELECTED 9/04			
Hieronymus, Elizabeth	2004-2008		
Jones, Pat	2004-2008		
Simon, Michael	2004-2009		
Warrant, Forrest	2004-2006		
NEW MEMBERS ELECTED 9/05			
Breslin, Betty	2005-2010		
Chunn, Chloe	2005-2007		
Johnson, Alden	2005-2010		
Leighton, Sallie	2005-2010		
Smith, Dianne	2005-2008		
NEW MEMBERS ELECTED 9/06			
Jarvella, Ron	2006-2010		
Karp, Joel	2006-2010		
Mitchell, Debbie	2006-2010		
NEW MEMBERS ELECTED 9/07			
Bartel, Lavon	2007-2012		
McCullough, Sue	2007-2012		
Dore, Joseph (deceased 1/08)	2007		
Patterson, Jim	2007-2012		
Smith, Doug	2007-2012		
NEW MEMBERS ELECTED 9/08			
Griffith, Pat	2008-2013		
Kuhnert, Dale	2008-2013		
Rackmales, Robert	2008-2013		
NEW MEMBERS ELECTED 9/09			
Beebe, Judy	2009-2015		
Reilly, Peter	2009-2012		
Strauss, Jane	2009-2015		
Theye, Larry	2009-2011		
NEW MEMBERS ELECTED 9/10			
Romanow, Sharon	2010-2013		
NEW MEMBERS ELECTED 9/11			
Beebe, David	2011-2015		
Crimaudo, Ben	2011-2014		
McVeigh, Jenny	2011-2013		
Vine, Harold	2011-2012		
Larson, Arlin	2012-2014		
NEW MEMBERS ELECTED 9/12			
Bradbury, Cathy	2011-2015		
Christensen, Dave	2012-2015		
Gray, Miles	2012-2015*		
Jones, Rendle	2012-2015		
Shute, Sara	2012-2015		
Strauss, Jane	2012-2015		
*Dave Boyer replaced Miles Gray in 2015			
NEW MEMBERS ELECTED 9/13			
Sandi Cirillo	2013-2016		
Ron Kennedy	2013-2014		
Debbie Bailly (appointed)	2013-2016		

Romanow, Sharon

2013-2016

Tracy Wickwire

2014-2017

NEW MEMBERS ELECTED 9/14

Debbie Bailly	2014-2017
Anne Dolbashian	2014-2016
Harry Kaiserian	2014-2017
David Ruberti	2014-2017
Arlin Larson	2014-2017

NEW MEMBERS ELECTED 9/15

John Bettler	2015-2018
Dave Boyer	2015-2018
Cathy Bradbury	2015-2018
Sue Garrett	2016-2018*
Rendle Jones	2015-2018**
Barbara Klie	2015-2018
Elisabeth Pollock	2015-2018
Jim Taber	2015-2018**
Dick Topping	2015-2018
Joe Veilliux	2015-2018*

*Sue Garrett replaced Joe Veilliux

**Jim Taber replaced Rendle Jones

NEW MEMBERS ELECTED 9/16

Sandy Cirillo	2016-2019
Rebecca Jessup	2016-2019
Karin Look	2016-2019
Lila Nation	2016-2019

NEW MEMBERS ELECTED 9/17

Arlin Larson	2017-2020
Harry Kaiserian	2017-2020
John Economy	2017-2020

(revised 9/2017)

MAINE SENIOR COLLEGE NETWORK

The Maine Senior College Network (MSCN), which began in 1997 at the University of Southern Maine in Portland, is currently a consortium of 18 independent groups from York County to Fort Kent.

There are no tests, no papers, and no grades. Each Senior College group plans exciting, intellectually stimulating non-credit courses (taught by volunteers) and special learning opportunities for adults over the age of 50. Many Senior Colleges sponsor Special Events in

the form of lectures or field trips. These events charge appropriate fees to cover expenses. Each Senior College charges around \$25.00 for annual membership and what it feels necessary to sustain expenses for courses. Scholarships are available. There is reciprocity between Senior Colleges.

The Maine Senior College network is housed at the Osher Life Long Learning Institute (OLLI), at the University of Southern Maine (USM) in Portland, Maine. The staff and key volunteers at OLLI provide resources and assistance to existing programs.

See Maine Senior College Network website, for current contact information about all Senior Colleges in Maine, go to

<http://www.maineseniorcollege.org>