

# **SENIOR COLLEGE AT BELFAST**

## **HANDBOOK**

**2020 - 2021**

Hutchinson Center  
80 Belmont Ave.  
Belfast, ME 04915

(revised 5/11/21)

# SENIOR COLLEGE AT BELFAST

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## 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**:

*\* N.B. During the COVID-19 pandemic, Senior College Belfast (SCB) does not offer in-person classes or office hours. All courses are offered online only until the pandemic is past. We may be contacted most easily through our website, <https://belfastseniorcollege.org>.*

#### Office hours:

Starting *six* weeks prior to the beginning of the fall, winter, and spring semesters, the office is open each Thursday, from 10 am to 1 pm, when classes are not in session. During the two weeks prior to the first summer class, the office is open each Thursday, from 10 am to 1 p.m.

During class sessions, including summer classes, the office is open thirty minutes before the morning class, during morning and afternoon breaks, the noon hour, and for thirty minutes after the afternoon class.

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](http://www.belfastseniorcollege.org)

#### Senior College Officers:

President: Nancy Perkins

Vice President: Martha Laitin

Treasurer: Brenda Smith

Secretary: Rebecca Jessup

#### **HUTCHINSON CENTER** Hours: : *\*See NB above.*

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](http://www.hutchinsoncenter.umaine.edu)

Pets are not permitted in Hutchinson Center at any time. Service dogs and miniature horses, specifically trained as service animals, are permitted under the ADA (American Disabilities Act).

## 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. Board of Trustees and Standing Committee Chairs are notified of all substantive changes by the Secretary or designee. The Secretary for 2020-2021 is Rebecca Jessup.

### FACT SHEET

- Senior College Belfast opened in 2001.
- We have over 500 members from over 50 towns in the Midcoast, and our online courses are available to members of any of the Senior Colleges in Maine.
- SCB is managed mostly by volunteers. All our instructors are volunteers.
- Our courses involve no prerequisites (except in some Foreign Language courses), tests, grades or course credits.
- We offer a welcoming environment to meet new people.
- SCB is open to everyone 50 years of age and above as well as his or her spouse regardless of age.
- We post an information-packed electronic newsletter on our website roughly 10 times a year.
- Students pay a yearly membership fee of \$25 which is waived for those taking only summer classes. The membership year starts in September.
- Course fees are \$35 per course for the 6-week fall and spring courses, \$30 for the 4-week winter courses, and \$20 for one-day courses.
- 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. (See Note above re the COVID-19 pandemic.)
- 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](http://www.belfastseniorcollege.org), using PayPal or a credit card.

#### OR

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

#### OR

- Some Thursdays in person at the Hutchinson Center (see office hours on page 4)

**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. Terms shall be for three years and staggered so that five begin and five end every year. 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 regulations 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 or of the full board.. 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. In the event of a vacancy on a Standing Committee, the President and/or the Standing Committee Chair may appoint a member to fill the vacancy.
- D. 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 a member of the Board of Trustees.
- B. Members shall be encouraged to recommend nominees to fill vacancies on the Board of Trustees to the Nominating Committee no later than ninety (90) days prior to the annual corporation/membership meeting.
- C. 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.
- D. 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.
- 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 shall work with the Hutchinson Center staff and Senior College volunteers to provide appropriate classrooms and be the point group for management of course operations during each college term. .\* See NB note above.
- D. The Publicity Committee shall be a subcommittee of the Curriculum committee,

and shall be responsible for promoting the Senior College within our service area through news media, publications, and community outreach.

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.
- 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.
- B. The Archives Committee shall identify, collect, categorize, organize and store materials relevant to the history and proceedings of the Senior College.

Section 8. **Registrar**

Registration is managed by the External Webmaster.

Section 9. **E-news Editor**

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

Section 10. **Website Manager**

The Website Manager is a paid position, responsible for maintaining an updated membership list and for managing all aspects of the Senior College website, including online registration. The Website Manager is also a member of the Board, as this essential position continues to grow in importance

Section 11. **Office Manager**

. The Office Manager shall be responsible for having the office staffed (\* see Note above) during agreed upon open hours, shall respond to and process phone calls, mail and in-person requests, and shall also be responsible for seeing that any classroom notices are available to instructors.

## **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**

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.

## **ORGANIZATION**

**Please refer to the Appendix for current class and Board meeting schedules**

**Reservation Procedure** – All Senior College committee meetings shall take place via Zoom, as long as the COVID-19 pandemic makes such precautions necessary. Any meetings which may subsequently be held at the Hutchinson Center must be scheduled in advance with the appropriate person in the Hutchinson Center’s Office. Meetings should be scheduled during class session days whenever possible. Under our pre-COVID agreement with the Hutchinson Center, we have only 24 free meeting times outside of Thursday class days.

**Senior College Office** –

*\* N.B. During the COVID-19 pandemic, Senior College Belfast (SCB) does not offer in-person classes or office hours. All courses are offered online only until the pandemic is past.*

Starting *six* weeks prior to the beginning of the fall, winter, and spring semesters, the office is open each Thursday, from 10 am to 1 pm, when classes are not in session. During the two weeks prior to the first summer class, the office is open each Thursday, from 10 am to 1 p.m. During class sessions, including summer classes, the office is open thirty minutes before the morning class, during morning and afternoon breaks, the noon hour, and for thirty minutes after the afternoon class.

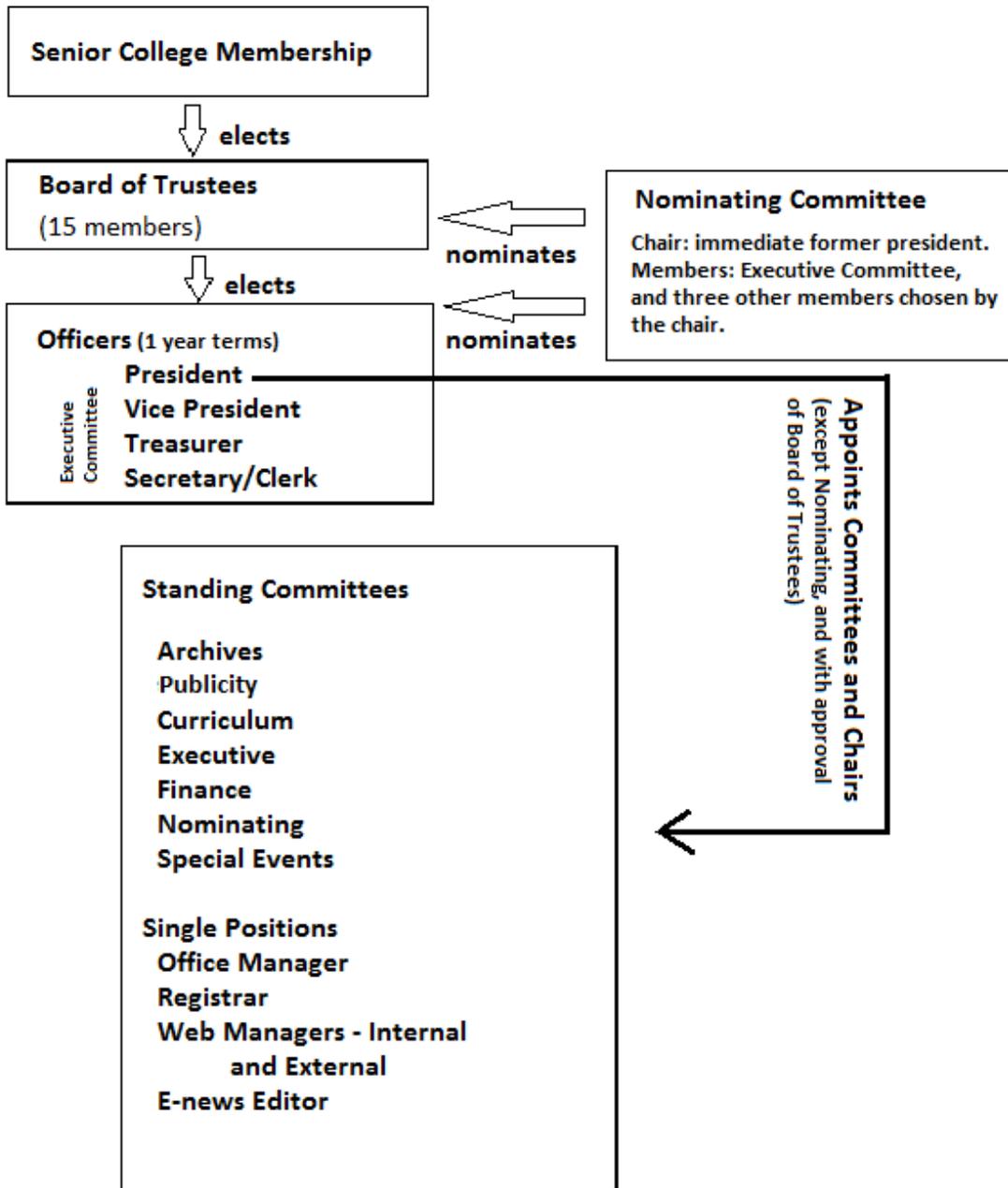
### **Fall, Winterim and Spring Course Session Dates:**

All in-person courses for Fall 2020 and Winterim and Spring 2021 have been cancelled. On-line classes are held on various dates as posted on the Senior College website.

### **Board of Trustees Meetings**

**Meeting Time and Location: Second Wednesday of the month at 9:30 a.m., Hutchinson Center**

# Organization Chart



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

Nancy Perkins 133 Miller St

President Belfast, ME 04915

Martha Laitin 358 Reynolds Road  
Vice President Thorndike, ME 04986

Brenda Smith 10 Shoreland Dr, Apt 312  
Treasurer Belfast, ME 04915

Rebecca Jessup 4 Penobscot Terrace  
Secretary Belfast ME 04915

Elisabeth Pollock 23 Spring St. Apt. 1  
Office Manager Belfast, ME 04915

Al Arthur 249 High St  
Registrar Belfast, ME 04915

Arlin Larson 47 Spring Brook Dr. #2C  
Archives Belfast, ME 04915

Deirdre Good 19 Timber Pt. Rd  
Curriculum Northport ME 04849

Martha Laitin PO Box 66  
Special Events Thorndike, ME 04986

Janet Williams 5 Elm St.  
Enews Editor Searsport, ME 04974

Jim Owen 19 Cottage Street  
Nominating Belfast, ME 04915

## Board of Trustees 2019-2020

Nancy Perkins President	133 Miller St Belfast, ME 04915		2018-2021
Martha Laitin Vice President	358 Reynolds Road Thorndike, ME 04986		2019-2022
Brenda Smith Treasurer	10 Shoreland Dr, Apt 312 Belfast, ME 04915		2020-2023
Rebecca Jessup Secretary	PO Box 515 Belfast ME 04915		2016-2022
Jim Taber	P.O.Box 792 Unity, ME 04617		2015-2021
Elisabeth Pollock	23 Spring St. Apt. 1 Belfast, ME 04915		2015-2021
Ron Jarvella	55 Shoreland Dr, Apt 1 Belfast, ME 04915 February 11, 2020	Appointed to finish vacated term	2018-2021
John Economy	PO Box 146 Winterport, ME 04496		2017-2023
Jim Owen	19 Cottage Street Belfast, ME 04915		2020-2023
David Greeley	291 Hatch Road Jackson, ME 04921		2019-2022
Sydney Taber	PO Box 792 Unity, ME 04617		2019-2022
Elizabeth Sterner	5 Union St Belfast, ME 04915		2020-2023
Deirdre Good	19 Timber Pt. Rd Northport ME 04849		2020-2023
Al Arthur	249 High St Belfast, ME 04915	to finish vacated term -2021	

## **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/mailed 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.
- 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 .(
- 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**

### **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.

### **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. Members of the Curriculum Committee will also act as recruits for replacement members on the Committee when there is a need.

#### **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 and having it available online and in paper form 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 and shall also 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 Manager**

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

The Manager oversees the Senior College website, ensuring that the site has complete, accurate and up to date information. This includes handbooks, forms, names, addresses, etc., in the drop down menus. The website manager posts board agendas and minutes to the website; and answers or forwards to the appropriate persons, emails sent to [info@belfastseniorcollege.org](mailto:info@belfastseniorcollege.org). The website manager also ensures that the Communications Policy is being followed on the website.

### **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 provides the BBL coordinator information so that the event can be announced in classes prior to the date of the BBL A poster advertising the event may be provided by the proposer or made by the coordinator.

### **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. The instructor may choose to do the duties of the class assistant.

## **POLICIES**

### **Information Office Contacts**

- Hutchinson Center Technician – Sam Overlock (338-8032)
- 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 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.

**Death notices:** The E-news does not publish obituaries, but it will publish remembrances in the following form: In Memoriam: “Person’s Name,” 19\_\_ - 20\_\_.”

### **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 complementary 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.

### **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.

## **Conflict of Interest**

For the purpose of this policy statement, conflict of interest (or the appearance thereof) means that a member of the Board of Trustees is in a position to derive either personal benefit, or benefit to another organization in which that member also serves in a decision-making position, from decisions that he or she would make in his/her official capacity as a member of the Board of Trustees of the Senior College at Belfast.

The Board of Trustees is committed to the principle that it, and each member of the Board, must not have a conflict of interest – or the appearance of a conflict of interest – while engaged in the business of the Senior College. Pursuit of this principle means that:

- 1) if a member of the Board believes that he/she may have a conflict of interest, then that person must promptly bring this to the attention of the Board; and
- 2) if a member of the Board believes that another member of the Board may have a conflict of interest, then he/she should so inform the President of the Board so that the potential issue can be discussed.

If the Board determines that there is either an appearance of, or actual, conflict of interest then the Board shall also:

- 1) determine whether or not the member should be allowed to be involved in any discussion by the Board of the matter about which there is a conflict; and, if so,
- 2) require that the member recuse him/herself from any decision or vote concerning that matter.

### **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.

### **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.

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

**NEW MEMBERS ELECTED 9/13**

Sandi Cirillo	2013-2016
Ron Kennedy	2013-2014
Debbie Bailly (appointed)	2013-2016
Romanow, Sharon	2013-2016

**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
Tracy Wickwire	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 Veillix	2015-2018*

\*Sue Garrett replaced Joe Veillix

\*\*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

**NEW MEMBERS ELECTED 9/18**

Dave Boyer	2018-2021*
Sue Garrett	2018-2020*
Barbara Klie	2018-2019*
Nancy Perkins	2018-2021
Elisabeth Pollock	2018-2021*
Elaine Potoker	2018-2021
Jim Taber	2018-2021*
Dick Topping	2018-2020*

\*Incumbents elected for an extended term or 2nd term

**NEW MEMBERS ELECTED 9/19**

Jim Owen	2019-2020*
David Greeley	2019-2022
Rebecca Jessup	2019-2022**
Martha Laitin	2019-2022
Pete Reilly	2019-2022
Sydney Taber	2019-2022

\*Appointed to finish a vacated term

\*\*Elected for second consecutive term

**NEW MEMBERS ELECTED 9/20**

Al Arthur	2020-2021*
John Economy	2020-2023**
Deirdre Good	2020-2023
Beth Sterner	2020-2023
Jim Owen	2020-2023
Brenda Smith	2020-2023

\*Appointed to finish a vacated term

\*\*Elected for second consecutive term

## **SENIOR COLLEGE PRESIDENTS**

Pat Strauss	2001 - Acting Chair prior to election of officers at the first annual meeting
Jon Cheston	2001-2005
Sharron Walsh	2005-2007
Dianne Smith	2007-2009
Jim Patterson	2009-2010
Larry Theye	2010-2011
Pat Griffith	2011-2012
David Beebe	2012-2014
Sara Shute	2014-2015
Debbie Bailly	2015-2016
Arlin Larson	2016-2019
Pete Reilly	2019-2020
Nancy Perkins	2020-2021

## **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>

**APPENDIX  
CLASS AND MEETING SCHEDULES, 2020-2021**

**Reservation Procedure** – All Senior College committee meetings shall take place via Zoom, as long as the COVID-19 pandemic makes such precautions necessary. Any meetings which may subsequently be held at the Hutchinson Center must be scheduled in advance with the appropriate person in the Hutchinson Center’s Office. Meetings should be scheduled during class session days whenever possible. Under our pre-COVID agreement with the Hutchinson Center, we have only 24 free meeting times outside of Thursday class days.

**Senior College Office –**

*\* N.B. During the COVID-19 pandemic, Senior College Belfast (SCB) does not offer in-person classes or office hours. All courses are offered online only until the pandemic is past.*

Starting *six* weeks prior to the beginning of the fall, winter, and spring semesters, the office is open each Thursday, from 10 am to 1 pm, when classes are not in session. During the two weeks prior to the first summer class, the office is open each Thursday, from 10 am to 1 p.m. During class sessions, including summer classes, the office is open thirty minutes before the morning class, during morning and afternoon breaks, the noon hour, and for thirty minutes after the afternoon class.

**Fall, Winterim and Spring Course Session Dates:**

All in-person courses for Fall 2020 and Winterim and Spring 2021 have been cancelled. On-line classes are held on various dates as posted on the Senior College website.

**Calendar of Board of Trustees Meetings**

**Meeting Time and Location: Second Wednesday of the month at 9:30 a.m., Hutchinson Center, or ZOOM**

<b>2020-2021 MEETING DATES AND TIMES</b>			
<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>
<b>September 24, 2020</b>	<b>12:00pm – Annual Meeting</b>		
October 14, 2020	9:30 a.m.	April 7, 2021	9:30 a.m.
November 11, 2020	9:30 a.m.	May 12, 2021	9:30 a.m.
December 19, 2020	9:30 a.m.	June 19, 2021	9:30 a.m.
January 13, 2021	9:30 a.m.	July 14, 2021	9:30 a.m.
February 10, 2021	9:30 a.m.	August 11, 2021	9:30 a.m.
March 10, 2021	9:30 a.m.	September 8, 2021	9:30 a.m.
	<b>September 23, 2021</b>	<b>11:45 am - Annual Meeting</b>	