**December 9, 2020.**

**To:**

**WISE COUNCIL**

**Members:**

Barbara Groves (Curriculum)

Sue Tellier (Finance)

Charlene Nemeth (Nominating)

Cookie Nelson (Special Events)

Doug Johnson (Communications)

Karl Hakkarainen (Technology Advisor)

Pat Hertzfeld (Secretary)

Monica Gow (Director)

**At-Large Members:**

Michael Fishbein, Ginny McNamara, Tony Simas, Jennie Savage.

**Past Presidents:**

Joe Corn, Sue Durham.

**Copy:** Jill Lagana

**From:**

Tej Maini, President.

A meeting of the WISE Council will be held on Wednesday December 16, 2020 from 9:00 am to 10:00 am, by Zoom Video Conference.

The meeting can be accessed at:

<https://assumptionwise.zoom.us/j/92168662790?pwd=UGFzc3Q0UU42ZmtKMzliRVJCcTc2Zz09>

The agenda and the supporting documents for the meeting are attached.

Thank you.

**- WISE VALUES STATEMENT -**

**WISE fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.**

**AGENDA**

**WISE Council Meeting**

 **12.16.2020**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Agenda Items** | **Responsible** | **Enclosures** | **Pages** | **Time** |
| 1. | Approval of the minutes of the meeting held on 10.22.2020. | All | I | 3-5 | 1’ |
| 2. | Committee Reports1. Communications
2. Curriculum
3. Finance
4. Nominating
5. Technology
 | Doug JohnsonBarbara GrovesSue TellierCharlene NemethKarl Hakkarainen | II | 6-89-1010-111212-13 | 15’ |
|  3. | Director1. Report
 | Monica Gow | III | 13-14 | 10’ |
| 4. | President1. Report
2. WISE Policies
 | Tej Maini | IV | 1516-32 | 10’ |
| 5. | New Business |  |  |  |  |
| 6. | Adjournment |  |  |  |  |
| **The next meeting will be held on Wednesday the 17th of February, 2021 at 9.00 am.** |

**I. MINUTES.**

**WISE COUNCIL MEETING MINUTES**

Date: October 22, 2020

9:00 a.m.

**Executive Committee:** Tej Maini,Pat Hertzfeld.

**Committee Chairs:** Barbara Groves, Charlene Nemeth, Cookie Nelson, Karl Hakkarainen.

**At-Large Members:** Michael Fishbein, Ginny McNamara, Tony Simas.

**Director:** Monica Gow.

**Past President:** Sue Durham.

**Guest**: Mr. Tim Stanton, Vice President for Institutional Advancement, Assumption University**.**

**Excused:** Sue Tellier**,** Joe Corn, Jennie Savage.

**Office Manager:** Jill Lagana.

N.B.: These minutes assume that the prior circulated reports and enclosures attached to the Agenda are incorporated herewith, exceptions as noted.

| **No.** | **Agenda Item** | **Discussion** | **Follow Up** |
| --- | --- | --- | --- |
| 1. | Call to order | The meeting via Zoom, was called to order by Tej Maini, at 9:00 am. |  |
| 2. | Approval of the minutes of the meeting held on 9.16.2020. | Motion to approve the minutes made by Barbara & seconded by Ginny. Passed. |  |
| 3. | Invited Guest, Tim Stanton.  | After introduction by Tej Maini, VP Stanton discussed the following:1. The structure and goals of his Department.2. Fund raising at WISE & AU, especially during COVID-19.3. Collaboration with WISE.Decision was made to proceed with a soft fundraising drive in November, followed by subsequent, more formal drive, in the Spring. |  |
| 4. | Committee Reports1. Curriculum
* Barbara Groves
1. Finance
* Sue Tellier
1. Nominating
* Charlene Nemeth

 4). Communications* Karl Hakkarainen

 5). Technology* Karl Hakkarainen
 | The Committee Chairs summarized their reports as written.Additional information/comments below:Pat answered questions in Sue’s absence. |  |
| 5. | Director* Monica Gow
 | After Monica summarized her report, Tej, on behalf of the entire WISE organization, thanked Jill Lagana and Monica Gow for their outreach efforts in reaching WISE membership goals. |  |
| 6. | President* Tej Maini
* Updated Document
 | As a matter of understanding the WISE institutional memory, the document “Leadership Roles and Responsibilities of WISE” was updated.See **Resolution I** below:Moved by Pat & seconded by Charlene. Passed.  |  |
| 7.  | Old BusinessDevelopment Group | See above. |  |
| 8. | New Business |  |  |
| 9. | Adjournment | The meeting adjourned at 10:00 am. |  |

**Resolution I:**

Resolved that the updated Document titled, “Leadership Roles and Responsibilities of WISE” is approved & is to be placed on the WISE Website.

**II. COMMITTEE REPORTS.**

**II (a). Communications Committee.**

November 24, 2020

* Doug Johnson will be the new Chair of this Committee.
* Karl's efforts in leading this Committee were acknowledged.
* Rosemary McCarthy was welcomed as the new member of the Committee.
* The schedule of submission of articles, photos and events for the December and January bulletins was discussed.
* The Membership Group report was summarized by Jill Lagana *(Please see below).*
* Monica Gow reported on the "Gift of WISE" campaign for the Holidays.
* Social Media - Continue regular posting on social media platforms (Facebook, Twitter, LinkedIn) and encourage people to "like" and comment to expand reach.
* Bob Dyer edits all WISE class videos by clipping the extraneous bits from the front and end of each session.
* There will be no meeting in December.

**Membership Group Meeting.**

November 10, 2020

Jill Lagana, Office Manager-Coordinator

Monica Gow, Director-Member

Mohan Korgaonkar-Member

Christine Johnson-Member

WISE Twitter link <https://twitter.com/WISEinWorcester>

WISE Facebook link <https://www.facebook.com/WISEWorcester/>

WISE LinkedIn link <https://www.linkedin.com/company/wise-assumption?trk=public_profile_topcard_current_company>

Updates from October:

1. **Registration statistics:**
	* WISE has a total of 323 members
	* FTE total is 290 (as of 11/16/2020)

**WISE has 67 new members**: 52.2% from internal & external outreach, 32.8% from word of mouth, 14.9% from other unknown sources.

**Geographic areas of new members:**

* Central Massachusetts: 49
* Other area of Massachusetts: 14
* Georgia: 1
* Ohio: 1
* Toronto Canada: 2
1. **Administrative:** Review and updates were made to the New Member Guide to make sure it includes all of the important points pertinent to the new WISE members. Monica would like to see it renamed to Member Guide and distributed to all members.
2. **Retention:** We discussed how having a page on the website with links about WISE in the news would help immensely. New members were contacted by all and some good feedback was received included:
* Program brings an immense amount of value to the community
* Instructors are well received
* Suggestion to reduce the number of weeks classes meet to 2 or 3
* Access to recordings is a nice option
* Benefits of WISE should be advertised more
* Possibly of a trial membership for new inquiries
1. **Outreach Follow-up:** Continue to follow-up with contacts to see if any solid leads surface for free advertising, social media or email newsletter exposure, potential interviews or articles.

**Updates from Christine Johnson:**

* Christine’s contact at the MTA (Massachusetts Teachers Association) is open to having some WISE information shared to over 11,000 members. It has to be cleared by the board first, and Christine is positive that they will be able to add some information about our program soon.
* Some suggested to Christine to have a WISE membership as a benefit or gift to retirees given by HR personnel.
* Christine reached out to the head of the school committee as well in her area so there may be more opportunities to get the word out.
1. **Internal Outreach:** Monica & I will continue to meet with and guide the current and returning members on becoming reacquainted with the WISE program. We will also continue to coordinate some free lectures and notify the community about any University events.

Upcoming events:

* Coffee Break sessions & Email/Website Sessions marketed to targeted groups
* Member Spotlight Artist & Writer Doug Johnson scheduled for December 15th
* Author of Isolation themed book Carole Gariepy scheduling for December 8th
* AARP fraud workshop/presentation set for January 12
* Short documentary film with Q&A by Stephen Dirado & Soren Sorensen set for January 26th

**Goals for the next month:**

* Continue to share WISE via Social Media outlets
* Continue with follow ups for external outreach activities
* Continue to reach out to new members
* Continue to target groups of members who need help and direct them to assistance opportunities
* Contact and offer an upgrade to a full year option to the fall members. Make personal phone calls as needed
* Continue to offer course content to the City of Worcester for it’s programs on channel 192
* Ask WISE members to gift or share WISE to family & friends as they are calling or connecting via video chat over the holidays
* Research the possibility of having other nonprofits a library auction off a WISE membership, may help with the diversity initiative
* Offer WISE membership as an auction item to other non-profits such as Worcester Art Museum, PBS, etc.

**II (b). Curriculum Committee.**

The Curriculum Committee met via Zoom on November 4 and December 2.

In November, the committee reviewed the evaluation results from session A, all of which were quite good. The catalog was reviewed for C and D. There was discussion about the “chat” box on Zoom and the length of Zoom classes. The committee recommended polling members about their preference for the length of online classes.

Joe Corn agreed to continue to chair the Summer Course Development subcommittee and said he would like new members to join.

The committee agreed to offer a hybrid program going forward as WISE has had several requests to remain online. We are yet to assemble data regarding the number of registrants who ask for the recorded class.

In December, the committee welcomed Cathy Samko who gave an update about the role of class assistants and hosts. Unfortunately, there was one class assistant who was sent criticism during the class and she resigned from her role. The committee agreed that class assistants are doing very well and there is no call for such criticism directed toward an individual. We have encouraged the person to continue in her role as a CA. Cathy noted that it is imperative for the CA to talk with the instructor before class so both are clear on the protocols for questions and comments. Overall the committee praised the work of the class assistants and agreed that each should be thanked and commended. Monica and Barbara will co-sign a thank you email.

A review of session B suggests that classes have gone well and evaluations are coming in. In sessions C and D, we did add a WAM course at the last minute. We have two new instructors: Dr. Richard Bonanno and Dr. Lawrence Lifshitz. Two individuals have just contacted Barbara with an interest in teaching for WISE next fall.

The course proposal form is being revised and will contain clearer information about the instructor and the course. That form will be available by the first of the year to distribute to our potential instructors.

Joe Corn announced that the summer committee will meet next week with four new members. He said it looks sketchy about whether we will be able to offer in-class courses but the committee will begin planning for the June/July program which will be in its third year.

The catalog went “live” on December 2nd with a slightly different format. The bios of instructors are in a separate section. Registration will begin January 6th for a February 1 beginning of classes.

The next meeting of the Curriculum Committee will be February 3, 2021.

Barbara Groves,

Chair.

**II (c). Finance Committee.**

Minutes from the Meeting of November 11th, 2020

Members in Attendance: Baltej Maini (President of WISE), Monica Gow, Patricia Hertzfeld, Patricia Segerson (Vice Chair), Susan Lippitt, Jane Joyce and Susan Tellier (Chair)

The meeting was called to order at 9:04.

* The minutes of the meeting on October 14, 2020 were approved.
* The October, 2020 financial statement was discussed. WISE received a $1,000 gift from the estate of Dolores Cour. This amount is included in the annual fund total.
* We discussed the document Tej sent the committee after our last meeting. Suggested changes are included in the attached document
* We agreed to cancel meetings for December and January. Financial statements for November and December will be distributed to committee members via email, and any issues will be resolved via email. The next meeting will take place on February 10th at 10 a.m., at which time we will establish a schedule for putting the FY 2021-22 together.
* The meeting was adjourned at 9:44.

Susan Tellier,

Chair.

**II (d). Nominating Committee.**

The Nominating Committee has met twice since our last report to the Council and has agreed on a timeline for our work including target dates for completion of tasks. A notice was sent to all WISE members as a call for nominations and this was well received. We also have completed a prioritized list of candidates for open positions and are currently beginning the process of contacting these individuals.

Charlene Nemeth,

Chair.

**II (e). Technology Advisor.**

* Continued to host Monday morning Zoom rooms. New and returning WISE members and instructors have been regular attendees.
* Planning a technology brainstorming meeting for January to address several big issues that will be facing us in 2021. These include managing hybrid courses with Zoom Rooms, improving the ease of publishing the Bulletin, simpler automation of Zoom links for courses, events, and recordings, file management, and other fun stuff.
* With Monica and Jill, we've developed a plan to help instructors make their course materials available to students. Will be implementing the plan for the Spring term.
* Mike Fishbein has developed a method for managing email lists for SIGs, clubs, and groups. We'll be making that available in the coming weeks.
* Started work on a prototype for a WISE website on WordPress with integration with Wild Apricot. It's still in the rough stages, but I have the login and member-only content pieces working. More to come.
* Continued work on a project to manage information about committees, clubs, groups, etc. I have a spreadsheet that can produce a diagram. Next step is to make the diagram more attractive.
* Wrestled with some payment issues that result from a change in PayPal configuration required by Wild Apricot. We have an ugly workaround.

In the case that anyone wants to see what I'm working on in greater detail:

* Here's a link to my Trello project planning page for Wild Apricot, <https://trello.com/b/TspkPqhM/wise-and-wild-apricot>, and other stuff, <https://trello.com/b/bKB0lNnp/wise-infrastructure>
* The code that I've developed to create various pages and reports is stored on GitHub: <https://github.com/RoasterBoy/WISE-Tools>. (No private information is stored there.)

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"He was constantly reminded of how startlingly different a place the world was when viewed from a point only three feet to the left."
― Douglas Adams, The Salmon of Doubt.

**III. DIRECTOR.**

1. Spring catalog has gone live - 16 courses offered in both C & D
2. Registration opens Jan 6th
3. Classes start Feb 1st
4. Training Schedule for Spring 2021
5. Instructor Orientation/Training - Jan 14th (10-11:30
6. New Member Orientation - Jan 25th (10-11:30)
7. Class Assistants/Host Training - Jan 21st (10-11:30) - recruiting for these roles!
8. Membership update - working on moving Fall members to Spring. We anticipate having to recruit at least 40 new members to maintain current membership
9. Current membership: 330 members; 298.1 FTE
10. Media/Promotional opportunities
11. Boston25 News - story aired on 10/19/20
12. Salisbury500 - posted on home page of website
13. 15-minute interview of WISE Member & Instructor
14. AU Institutional Advancement - included WISE blurb in their communication
15. Scheduling Promotional WISE Online Sessions (open to all)
16. Two sessions scheduled in both December & January
17. Promote to Senior Centers, Libraries, Retirement Communities
18. Investigating other speakers for online sessions
19. Collaboration
20. Worcester Senior Center
21. Jack Ross’s Law of Pandemics - 1st Quarter 2021
22. Victor Saffrin’s Transcontinental Railroad - 2nd Quarter 2021
23. Briarwood
24. Martha Chiarchiaro’s - French Impressionist (summer course) - in December
25. Victor’s Transcontinental Railroad for Session C
26. AARP
27. Working with AARP and fraud expert for January promotional session
28. Implemented *Give the Gift of WISE* Campaign
29. Annual Fund
30. Developed Plan
31. Kick-off on November 17
32. As of 12/4 raised $2,925 of $7,000 goal
33. Next solicitation scheduled for February 2021
34. Diversity Group
35. Developing Plan for 2021
36. Recruiting speakers for February, Black History Month
37. Working on publishing a calendar of all cultural celebrations
38. Including information about monthly cultural celebration in Bulletin

Monica Gow

Director, WISE

**IV (a). PRESIDENT.**

1. Despite the COVID outbreak, the membership target for this year has exceeded budgeted target, although by a small

number.

1. I am pleased to announce that Doug Johnson has agreed to Chair the Communications Committee effective November, 2020. We gratefully acknowledge Karl Hakkarainen’s past leadership of this Committee.
2. The Courses continue to be held via Zoom & the reviews by the Class Assistants appears to be quite positive.
3. The WISE website redesign continues to evolve.
4. The Nominating Committee has made significant progress in screening candidates for At-Large Council Members & Vice President.
5. In order to meet the increased workload demands, the weekly hours of our Director have been increased from 18 to 24 per week.
6. The “Give the Gift of WISE” has been initiated on the WISE Website.

1. The updated WISE Policies Document is enclosed for your review & approval.

**Resolution I:**

Resolved that the updated Document titled “WISE Policies” is approved, pending review of Sections III (b), I, ii, & iii by Assumption University Legal Counsel. After that, any modifications are to be incorporated in the Document, included in the WISE Website & the WISE Council will be informed.

Tej Maini.

**IV (b).**

**WISE**

**POLICIES**

**Academic Year 2020-2021**

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **No.** | **Policy** | **Page** |
| I. | Introduction | 18 |
| II. | WISE Mission & Values Statements | 19 |
| III. | Communications | 20 |
|  | a) Privacy | 21 |
|  | b) Recording of WISE Classes | 21 |
|  | i. Policy | 21 |
|  | ii. Copyrighted Material | 22 |
|  | iii. Recording & Distribution of WISE Online Classes | 22 |
|  | c) Zoom | 23 |
| IV. | Curriculum | 24 |
| V. | Development | 25 |
| VI. | Dues | 25 |
| VII. | Finance | 26 |
| VIII. | Inclement Weather | 26 |
| IX. | Membership |  |
|  | a) Definitions | 27 |
|  | b) Types of Membership | 28 |
|  | c) Honorary Membership | 29 |
| X. | Nominations | 30 |
|  XI. | Special Events | 31 |
| XII. |  Approval | 32 |

**WORCESTER INSTITUTE FOR SENIOR EDUCATION (WISE) AT ASSUMPTION UNIVERSITY**

**POLICIES**

**I. INTRODUCTION.**

1. The Worcester Institute for Senior Education (WISE) at Assumption University is a program that:
2. Is a part of the School of Graduate & Professional Studies at Assumption University.
3. Follows the principles outlined in the Agreement between Assumption University & WISE.
4. Follows the policies & procedures at Assumption University, including, but not limited to:
	* 1. Code of Ethics
		2. Human Resources & Personnel
		3. Finance & Accounting
		4. Fund Raising
		5. Information Technology & related issues
		6. Classes, Events, Instructors, Rooms, & Facilities
		7. Food Services & other Support Amenities
		8. Parking
5. Complies with the Assumption University Anti-Discrimination Policies as well as all state & federal laws prohibiting discrimination in employment & its educational programs on the basis of race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status.
6. The President of WISE & the President of Assumption University, or their designees, review their affiliation every four years, or earlier if necessary.

**II. MISSION & VALUES STATEMENTS.**

**Mission Statement**

The Worcester Institute for Senior Education (WISE) at Assumption University is a nonprofit, member-directed organization that provides lifelong learning opportunities for older adults.

**Values Statement**

The Worcester Institute for Senior Education (WISE) at Assumption University fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity & transparency.

**III. COMMUNICATIONS.**

1. The Charter & Membership of the Communications Committee are outlined in the Committees section.
2. The Communications Committee ensures that WISE is in compliance with the Communications Policies of Assumption University.
3. Publications & announcements by the Committee made on behalf of WISE are done by email & social media.
4. The timetable of regular communications follows a schedule during September through May each year for the following individuals:
5. President
6. Director
7. Chair, Communications Committee
8. Technology Advisor
9. Others to be selected by the Committee from time to time.
10. The Committee determines the precise steps involved in this schedule.
11. The Committee is responsible for:
	1. All content on the WISE Website: https://assumptionwise.org
	2. Social Media including Facebook, Twitter & others.
	3. All information collected by WISE on the Website shall be governed by the WISE privacy policy & the policies of

Assumption University.

1. The WISE Website is not to be used for advertising for events or entities other than WISE & Assumption University.
2. The Committee has the responsibility to assign operational access to the Website to the:
3. Chair, Communications Committee
4. President
5. Director
6. Office Manager
7. Technology Advisor
8. Other individuals may be granted access to a portion of the Website to facilitate the execution of their responsibilities, which include:
9. Responsibility for updating & maintaining the website, course information, emails, collecting & reporting financial information.
10. Other aspects of the Website.

**III (a). PRIVACY.**

1. The WISE Privacy Policy & practices are in accordance with the Assumption University’s Privacy Policy.
2. WISE does not make available, information about WISE members to outside organizations or individuals without the members’ permission.
3. WISE does not store credit card information on the WISE Website or in the WISE office.
4. The WISE Office Staff & Website administrators use member information in the course of their work, such as reviewing membership payments, course registrations, event registrations & communications.
5. Members may restrict the type of personal information in the privacy settings in the Website guide.
6. The WISE Directory is visible only to current WISE members & is limited by the members’ privacy settings.

**III (b). RECORDING OF WISE CLASSES.**

This document describes the WISE policy regarding recording & distribution of WISE classes & meetings. In addition, it outlines the process of recording & distribution that will be used for WISE online classes.

**i. Policy**

1. This policy addresses recording & distribution of WISE classes & meetings. These recordings may be made from online or in-person sessions.
2. WISE classes & meetings may be recorded & distributed to WISE members under the following conditions:
3. The instructor or meeting chair assents to the recording.
4. The participants are informed prior the start of the session.
5. With the permission of the instructor & the WISE Director, a recording or selected segment may be made available for promotional or training purposes.
6. Unless otherwise agreed by the Instructor & WISE director, the recordings shall be removed after the meeting date.

**ii. Copyrighted material.**

1. WISE cannot provide specific legal advice regarding the use of copyrighted materials in classes, whether recorded or not. Use of copyrighted material in educational settings is addressed under the fair use provision of U.S. Copyright law.
2. For a description of fair use, see the following article, More Information on Fair Use, provided by the U.S. Copyright Office, as well as Section 107 of the U.S. Copyright Act, Limitations on exclusive rights: Fair use.
3. WISE & its instructors will comply with the terms of service of the copyright holders & media distributors.
4. WISE will comply with related policies of Assumption University.

**iii.** **Recording & distribution of WISE online classes.**

1. Starting with June 2020, WISE is offering online classes via Zoom. The following outlines the process by which recordings are made & distributed.
2. All classes are recorded automatically to the Zoom cloud.
3. The Tech Adviser updates the Recordings page, <https://assumptionwise.org/Course-Recordings/>, by 10 a.m. on the day following the class.
4. The video may be edited to remove extraneous material at the start and end of the session.
5. Recordings remain available online for 30 days following the class meeting.
6. The Tech Adviser downloads and archives the recordings for possible later use. (Long-term archival policy TBD)

**III (c). ZOOM.**

1. In June 2020, WISE purchased 20 Zoom licenses. These licenses allow more flexibility with scheduling & coverage for WISE courses, Clubs, Special Interest Groups, special lectures, training & Committee Meetings.
2. These Zoom licenses shall be used for the sole purpose of conducting official WISE business including the following activities in WISE:
3. Courses
4. Clubs
5. Special Interest Groups
6. Virtual Open House or other WISE outreach events
7. New Member Orientation
8. Zoom Check & Orientation Meetings with Instructors
9. Orientation meetings with Class Assistants
10. Zoom Trainings for Members (aka: WISE Zoom Coffee Break)
11. Committee & Group Meetings
12. Staff Meetings
13. President or WISE Office Staff Meetings with Assumption Offices
14. Trainings for WISE staff, leadership & volunteers
15. Brown Bag Lunch Presentations or other Guest Lecturers
16. Other WISE meetings as needed, with the approval of the WISE Director
17. Carefully selected & assigned WISE members will be identified as “Hosts” for online WISE activity & will have access to the WISE Zoom account in order to schedule &/or to start official WISE online activity.
18. Under no circumstances should WISE Zoom licenses be shared to unauthorized individuals or used for any purpose outside of WISE official business as identified above.

**IV. CURRICULUM.**

1. The Charter & Membership of the Curriculum Committee are outlined in the Committees section.
2. Beginning in June 2021, all new members shall serve a two-year term with eligibility to renew for a second two-year term. All existing members in June 2021 shall serve their three-year term or remainder & be eligible to serve a second three-year term.
3. The Curriculum Committee shall develop catalogs for each semester, including the summer courses & distribute them.
4. Prior to approaching a current or retired Assumption Faculty member to teach a course in the WISE program the President of WISE will inform the Assumption President or the Provost to receive approval for that Faculty member, before they can teach in the program.
5. The processes for enrollment in WISE Courses are outlined on the Website & may change from time to time.
6. Only those members registered for a course may attend.
7. For the purposes of acquainting a potential member to WISE, a member may bring a friend to *one* class, provided:
8. The member has obtained prior approval from the Instructor.
9. The Class Assistant is informed as a courtesy.
10. An instructor may bring a guest to one session for the guest to get acquainted with WISE.
11. The stipend for each Instructor (in the Spring & Fall Semesters, as well as the Summer Semester) & Special Interest Group Speaker, is determined on an annual basis by the Curriculum Committee in collaboration with the Finance Committee & the Director & is approved by the Council.
12. In collaboration with the Director & the Chair of the Finance Committee, the Committee Chair prepares the budget for each year, which includes:
13. The stipend for each Course Instructor in the Fall & Spring Semesters, i.e. the Academic Year.
14. The stipend for each Course Instructor in the Summer Courses Program.
15. The stipend for each Summer Course Instructor & each Coordinator of the Special Interest Groups, which must be in keeping with the stipend for Instructors in the Academic Year.
16. The Budgets are submitted to the Director & the Treasurer for approval by the Finance Committee & the Council.
17. It is recommended that all Instructors read the “Guidelines for Instructors” published on the Website.

**V. DEVELOPMENT.**

1. All development & fundraising activities shall comply with the policies of Assumption University.
2. The annual fundraising drive consists of soliciting donations to one or more of the following:
3. WISE General Fund
4. Assumption University Building Fund
5. Students’ Scholarships Fund
6. Other Targeted Funds in WISE or Assumption University.
7. Gifts made in memory or honor of an individual.
8. All donations are to be made payable to Assumption University/WISE.
9. Bequests may be made by individuals to WISE.
10. All donors receive a tax identification letter signed by the Vice President of Institutional Advancement at Assumption University.

**VI. DUES.**

1. The dues for the Full Academic Year, Fall Semester, Spring Semester, & the Summer Courses are determined by the Curriculum Committee in collaboration with the Finance Committee & the Director & are approved by the Council for each Academic Year.
2. These dues are published on the WISE Website at the start of each Academic Year.
3. Members may upgrade their membership from the Fall Semester Membership to Full Year Membership by paying the difference (Full-Year Dues *minus* the Half-Year Dues).
4. The dues-paying Members are entitled to the full benefits of WISE membership for the duration that the membership is valid.
5. All WISE Officers, Committee Chairs & Group Coordinators must be full year members each year.
6. The Director & the Office Manager shall not pay any dues or Special Events fees.
7. As a part of the nonprofit status of WISE & in keeping with the mission of Assumption University, the annual dues or a portion thereof may be forgiven for those who demonstrate financial hardship as determined by the Director.
8. The total number of such members shall be limited to five each year.
9. These members will not be identified publicly & will be counted only in internal WISE documents.
10. Summer Participants are not eligible for WISE membership & its benefits.

**VII. FINANCE.**

1. The Finance Committee Charter & Membership are outlined in the Committees section.
2. The Financial Statements will follow the Generally Accepted Accounting Principles (GAAP) as outlined by Assumption University.
3. The Academic or Fiscal Year shall be from June 1 through May 31 of the following year.
4. WISE shall allocate a portion of its reserve funds in Assumption University’s investment funds.
5. The WISE Director shall be:
6. Allowed discretionary funds, the amount of which shall be recommended by the Finance Committee & approved by the Council each year.
7. Responsible for all operational expenses of WISE.
8. The budgetary process shall follow the following guidelines:
9. The budget assumptions & parameters shall be first determined by the Finance Committee.
10. The administrative budget shall be determined by the Director & submitted to the Treasurer.
11. Only the Committee Chairs shall complete the Budget Request Form in collaboration with the Director & the Treasurer.
12. The collected forms shall be submitted by the Treasurer for review by the Finance Committee & approval by the Council.

**VIII. INCLEMENT WEATHER**

1. Inclement weather is defined as: rain, hail, snow, high winds, extreme high or low temperatures, by virtue of which it is not reasonable or safe to travel or walk to class.
2. In the event of inclement weather, the WISE Director shall:
3. Determine if the Worcester Public Schools & Assumption University are closed.
4. The WISE Director shall confer with the WISE Office Manager.
5. The two shall determine if the WISE classes should be cancelled.
6. The Wise Membership is sent an email & /or text message informing the membership of the decision.
7. A telephone recording regarding the decision is placed in the WISE Office telephone.

**IX. MEMBERSHIP.**

 **a) Definitions.**

|  |  |  |
| --- | --- | --- |
| **Term** | **Definition** | **Comments** |
| **Academic** **Terms** | Spring Semester: January through May. |  |
| Fall Semester: September through December. |  |
| **Full Year** **Membership** | Fall & Spring Semesters: A, B, C & D sessions. | Voting members. |
| **Half Year** **Membership** | Fall Semester: A & B sessions. | Non-voting members. |
| Spring Semester: C & D sessions. |
| **Summer** **Participants** | June & July | This is an administrative classification.Summer Participants are not WISE members. |
| **Instructors** | Concurrent with the sessions that the Instructors are teaching. | The Instructors’ Membership is primarily an administrative classification.Instructors cannot register for WISE courses unless they belong to another membership category. |

**b) Types of Membership.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership Types** | **Start Date** | **End Date** | **Comments** |
| **Full Year** | July 1 | May 31 |  |
| **Fall****Semester** | July 1 | December 31 |  |
| **Spring****Semester** | December 1 | May 31 | Registration starts during the first week of December. Note that the Spring Membership starts a few days before registration starts. |
| **Summer****Participants** | May 1 | July 31 | Summer Participants are not WISE members. |
| **Instructors** | Start of Session | End of Session | Concurrent with the Sessions that the Instructors are teaching. |
| **Honorary** |  |  | See below |

**c). Honorary Membership.**

1. Honorary Membership is granted for:
2. Recognition of exceptional service to WISE or the community.
3. The promotion of special causes such as diversity.
4. Teaching 20 courses or more (Summer Courses excluded), over the previous 10 years at WISE.
5. Honorary Membership is:
6. Granted upon recommendation by the Council.
7. Renewable every two years at the commencement of each academic year.
8. Contingent upon maintaining active membership.
9. Honorary Membership is considered ‘active’ if the member is:
	1. Participating in taking courses.
	2. Engaged in teaching activities in WISE.
	3. Participating as a volunteer in WISE.
10. An Honorary member who becomes’ inactive’ will become a **Member Emeritus.**
11. The total number of Honorary Members is limited to fifteen per each academic year.
12. The list of Honorary Members shall be reviewed every two years.
13. Honorary membership entitles members the full privileges of membership.
14. Although not required, Honorary Membership does not preclude the member from paying dues, or making donations to WISE.

**X. NOMINATIONS.**

1. In addition to the Chair, the Committee shall comprise of:
	* 1. A former WISE President or Secretary of the Council.
		2. One At-Large Council Member.
		3. One representative of the WISE membership.
2. In accordance with other WISE committees, members serve a two-year term with an option to renew for an additional two years.
3. The Committee Chair, on behalf of the Committee, nominates (one or more) of the following positions for approval at the Council, & election by a majority of members at the Annual Meeting of WISE:
	* 1. President
		2. Vice President
		3. Treasurer
		4. Secretary
		5. At-Large members (*up to eight*)
4. These nominations should be submitted to the Council no later than April 1 of each year.
5. When openings occur for positions within the purview of the Committee, the nominating process is suggested to be as follows:
	* 1. An email is sent to the membership calling for nominations & personal interest.
		2. The nominations, with their brief resumes, are received.
		3. The nominees are interviewed by the Chair of the Nominating Committee.
		4. The finalists are interviewed by the Chair of the Nominating Committee & its members.
		5. The final nominees are approved by the Council.

**XI. SPECIAL EVENTS.**

1. The Special Events Committee Charter & Membership are outlined in the Committees section.
2. These Special Events are for WISE members only, unless otherwise stated.
3. The events include:
4. Brown Bag lectures
5. Excursions
6. The Annual Meeting
7. The Holiday Lunch
8. The Spring Dinner
9. The speakers for the Special Events may be asked to participate in WISE events on Campus or by Zoom.
10. All these events are self-funded by members’ donations, except the speakers’ fees.
11. The Chair of the Special Events Committee, in collaboration with the Director, shall prepare the Annual Budget and submit it to the Treasurer.
12. The Director & the Office Manager are exempt from paying the fees for each trip, including the transportation fees, for those events that require their presence as determined by WISE.
13. The WISE Director & Manager, the Assumption University President, the Vice President of Institutional Advancement, the Vice President for Student Success, the Director of Professional Studies, the Executive Director of Communications, their guests & other selected individuals shall be invited guests of WISE at the Annual Meeting & the Holiday Lunch, & shall be exempt from paying fees.

**XII. APPROVAL.**

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| **WISE POLICIES** |
|  |
| **Approved by the WISE Council** |
|  |
| Approved | December 16, 2020 |
|  |  |
| Supersedes |  |
|  | March 11, 2020 |
|  | June 2017 |
|  | October 2016 |
|  | February 2014 |
|  | November 2012 |