**February 10, 2021.**

**To:**

**WISE COUNCIL**

**Members:**

Barbara Groves (Curriculum)

Sue Tellier (Finance)

Charlene Nemeth (Nominating)

Cookie Nelson (Special Events)

Doug Johnson (Communications)

Pat Hertzfeld (Secretary)

Monica Gow (Director)

**At-Large Members:**

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

**Past Presidents:**

Joe Corn, Sue Durham.

**Technology Advisor:** Karl Hakkarainen

**Guests:** Jill Lagana (Office Manager)

**From:**

Tej Maini, President.

A meeting of the WISE Council will be held on Wednesday, February 17, 2021 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**

 **2.17.2021**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Agenda Items** | **Responsible** | **Enclosures** | **Pages** | **Time** |
| 1. | Approval of the minutes of the meeting held on 12.16.2020. | All | I | 2-5 | 1’ |
| 2. | Committee Reports1. Communications
2. Membership
3. Curriculum
4. Finance
5. Nominating
6. Special Events
7. Technology
 | Doug JohnsonJill LaganaBarbara GrovesSue TellierCharlene NemethCookie NelsonKarl Hakkarainen | II | 67-8910-12131314-16 | 15’ |
|  3. | Director1. Report
 | Monica Gow | III | 17-22 | 10’ |
| 4. | President1. Report
 | Tej Maini | IV | 23-24 | 10’ |
| 5. | New Business |  |  |  |  |
| 6. | Adjournment |  |  |  |  |
| **The next meeting will be held on Wednesday the 17th of March, 2021 at 9.00 a.m.** |

**I. MINUTES.**

**WISE COUNCIL MEETING MINUTES**

Date: December 16, 2020

9:00 a.m.

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

**Committee Chairs:** Barbara Groves, Doug Johnson, Charlene Nemeth, Cookie Nelson.

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

**Technology Advisor:** Karl Hakkarainen.

**Director:** Monica Gow.

**Past Presidents:** Joe Corn,Sue Durham.

**Guest:** Jill Lagana, Office Manager.

**Excused:** Sue Tellier

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** |
| --- | --- | --- | --- |
|  | Call to order | The meeting via Zoom, was called to order by Tej Maini, at 9:00 a.m. |  |
| I. | Approval of the minutes of the meeting held on 10.22.2020. | Motion made & seconded to approve the minutes. Motion carried. |  |
| II. | Committee Reportsa) Communications* Doug Johnson

b) Curriculum* Barbara Groves

c) Finance* Sue Tellier

d) Nominating* Charlene Nemeth

e) Technology Advisor* Karl Hakkarainen
 | The Committee Chairs summarized their reports as written.Additional information & comments below.Tej welcomed Doug to the Council.Committee is committed to offering some form of on-line & remote learning, once in-class courses resume. Karl is investigating simulcast possibilities once in-class courses resume. A brainstorming session to discuss this will be scheduled in January. |  |
| III. | Director* Monica Gow
 | She summarized her report as outlined. |  |
| IV. | President* Tej Maini
* Updated WISE Policies
 | See **Resolution I** below.Motion made & seconded to approve the Resolution I. Motion carried. |  |
| V. | New Business | None. |  |
| VI. | Adjournment | The meeting was adjourned at 9.40 a.m. |  |

**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.

**II. COMMITTEE REPORTS.**

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

 **Doug Johnson, Chair.**

* Curriculum Committee (CC) met January 27 (did not meet in December)
* Two Bulletins were distributed: January 11 and February 14
* Sandra Hakkarainen, as always, did an excellent job pulling everything together for the Bulletins.
* Rosemary McCarthy wrote an outstanding interview with instructor Les Blatt.
* Joan Forbes wrote a most interesting interview with Cookie (Ann) Nelson.
* Bob Dyer continues to edit class videos for upload to website.
* CC launched the “Why I love WISE -- six-word memoire” program. Response has been very good with lots of great endorsements of WISE. Memoires are posted to Facebook, Twitter and the Bulletin.
* CC launched the “Get to know a fellow WISE member” program – asking members to submit a 50-word story (with related photo) about a recent creative endeavor. Stories are posted to the Bulletin and Facebook.
* The meeting and Bulletin schedule for the remainder of FY 20-21 was discussed and approved by the CC.
* The group agreed that, in general, we will meet every month.

 **II (b). Membership Group.**

 **Jill Lagana, Coordinator.**

1. Registration stats:
* WISE has a total of 347 members including honorary
* Full Year members: 294, Spring Members: 40
* FTE total is 318.91 (as of 2/2/2021)
* Upgrades to a full year: 37
* Scholarship: 1

WISE has 24 new members.

Geographic areas of new members:

* Central Massachusetts: 14
* Boston & metro Boston Massachusetts: 3
* South Shore Massachusetts: 3
* Western MA: 2
* Maine: 1
* Texas: 1
1. Administrative: Edit Member Guide to update information about Course Materials. Christine and Mohan cannot commit to the tasks and meetings due to other volunteer obligations, so we have asked some new members from this past year to join the group.

We looked into WISE membership as an auction item and found that this would only work when we are back in person.

1. Retention: We discussed continuing promotional events on Zoom and the Coffee Break sessions.
2. Outreach Follow-up: Continue to follow-up with media contacts, and:

Follow up with Assumption marketing department to continue advertisement of WISE in alumni email newsletters.

Reach out to Assumption Admissions and Student Affairs offices to add WISE to parent/grandparent related events.

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.
2. Upcoming events:
* Coffee Break sessions & Email/Website Sessions marketed to targeted groups
* Northborough Senior Center on local cable show (broadcasted recently)
* Assumption VP Dr. Campbell presentation: Feb 5
* Springfield College VP Dr. Hill presentation: Feb 16
* Member Spotlight Presentation: March 9
* Jack Ross & Guest speaker: March 18
1. Goals for the next month:
* Continue to share WISE via Social Media outlets
* Continue with follow ups for internal/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
* Continue to offer course content to the City of Worcester & local senior facilities for its programs
* Research additional Assumption events where WISE can be a presence

**II (c). Curriculum Committee.**

 **Barbara Groves, Chair.**

The Curriculum Committee met via Zoom on February 3rd.

We received a report from the summer task force about the proposals coming in. It looks like there may be more proposals than space but the committee meets on February 10th to determine its recommendation. There is a recommendation that the summer program be folded in to the work of the Curriculum Committee. We’ll be voting on that in March.

We heard a final review of session B and the evaluations. Most instructors received excellent reviews.

There was a discussion about the difficulty of getting class assistants and hosts while our program is online. There was a suggestion that members of the Curriculum Committee be trained so they could be added to the roster. Karl has set a date of March 8th for members of the CC to receive training.

There are five new instructors who have expressed an interest in teaching for WISE. Two of them would only be able to teach online as they live in a different state. Monica and Barbara have interviewed each of them and invited them to attend a WISE class this spring.

We reviewed and approved two proposals for the fall.

While no decision has been made about a return to classroom teaching, Monica shared that the HyFlex system (some in class; others online) would be available to WISE for the fall. That is the system Assumption U is using. The prediction is that a return to classrooms would not happen until the C and D sessions of 2022. Nevertheless, the CC is committed to continue some online courses for the future. We have had strong feedback from members who are enjoying the online delivery of our classes.

Proposals for fall courses are not due until May 1 so we don’t know how many courses we will run in the fall. We are looking for instructors in literature, classical music and religion.

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

**II (d). Finance Committee.**

 **Sue Tellier, Chair.**

Attended by: Baltej Maini (President of WISE), Monica Gow (Director of WISE), Patricia Hertzfeld, Patricia Segerson (Vice Chair), Susan Lippitt, Jane Joyce and Susan Tellier (Chair)

The meeting was called to order at 10 a.m.

The primary discussion at this meeting centered around the development of the 2021-22 budget. Items considered were:

* Monica presented her thoughts on the upcoming year in view of the Covid crisis. She expects all summer classes to be taught via Zoom. If Assumption permits, there may be some socially distanced classes in the fall that consist of a small number of in person students combined with a large number of Zoom participants. She is hopeful that we may be able to return to the campus for the spring, 2022 semester.
* We discussed revenue projections for next year. In order to have some flexibility in the budget, and to make up for the members lost to the conversion to on line classes, the committee is recommending that membership fees be increased to $300 per year, $150 for each session (fall and spring). In addition, the committee recommends that fees for the summer of 2021 be increased to $10 per class (or $50 for the normal class that meets five times).
* The committee did not recommend an increase in instructor honorariums for this year.
* The committee recommended that next year’s budget include a cushion for an increase in salaries for the Director and the Office Manager. We will follow whatever Assumption decides to do for its employees, but that decision will probably not be made until after the new budget is approved.
* Tej and Monica discussed future planning considerations for WISE. This included a discussion of efforts to lure back those members who left WISE out of concern over their computer skill. The Monday morning coffee breaks have been helpful with this issue.
* We discussed the issue of getting people to volunteer to be class assistants in the summer. Monica stated that there would be a training class for any new volunteers.
* Monica agreed to circulate her projected budget to the committee subsequent to this meeting.

The meeting was adjourned at 11:22 a.m.

**II (e). Nominating Committee.**

 **Charlene Nemeth, Chair.**

In December, the Nominating Committee met twice and contacted 4 potential candidates for the position of Vice President/President. All appreciated the honor, but declined to be considered.

The Committee has met several times during January, including a session with Tej and Monica.  We have agreed to seek candidates for the Council as a priority and two of those who we have spoken to have agreed to serve.  One individual is still considering the offer. Their names will be forwarded to the Council for the April meeting as called for in the by-laws. I want to thank the committee members for their thoughtful and conscientious participation in this process.

**II (f). Special Events Committee.**

 **Cookie Nelson, Chair.**

The Special Events Committee has been inactive for almost a year.  Our last event. Worcester Night was held in March.  We had one brief outdoor meeting in June and began to cancel all the programs we had in place for spring of 20201and into the fall.  Claire and I have talked on the phone and hope to meet in May when we all have had the vaccine.  At that time, we will renew the programs planned for last fall, last spring and all this winter.

At this time, we hope to have an Annual Meeting Lunch in June at either Val’s or at Assumption.  We will once again ask Tim Murray to be our speaker.

We will begin planning as soon as we know if we can return to campus.

**II (g). Technology Advisor.**

 **Karl Hakkarainen.**

**III. DIRECTOR.**

**Monica Gow,**

**Director.**

1. Launched 2021 Spring Session ‘C’ Feb 1st
2. Membership Update
* 319 FTE
* 24 new members this Spring
1. Development Group
* Two Annual Fund solicitations mailed to WISE Community
* Raised $5,855 (includes $1,000 Estate Gift)
* Nov 17, 2020 Electronic email
* Feb 9, 2021 Postcard USPS
* In process of changing WISE Giving Page to “CampusGive”
1. Diversity Group
* Launched Diversity Initiative with Worcester city leaders, President Cesareo, & WISE leaders facilitated by Tim Murray
* Two meetings held (Jan 19th & Feb 15th)
* Added Gladys Rodriguez from Jim McGovern’s office to Diversity Group
* Offering 2 sessions in Feb to celebrate Black History Month
* Feb 5th - Dr. Conway Campbell - Diversity Toolkit of Terms
* Feb 16th - Dr. Calvin Hill - Social Construct of Race
* Offering small group Reflections on Race session with WISE Leadership Feb 23rd
1. Media
* Tej and Monica joined Northborough Senior Center Director for live cable show to share about WISE
* Pres. Cesareo will be interviewed for a story about WISE in the Worcester Chamber of Commerce publication
1. Trainings
* Instructor Orientation/Training - 1/14
* New Member Orientation - 1/25
* Class Assistant/Host Training - 1/21
* Upcoming - CA Training - March 8th
1. Recruiting for Class Assistant Role
* Need more CAs
* Curriculum Committee Members who are interested will be trained on 3/8
1. Collaboration
* Worcester Senior Center
* Jack Ross’s Law of Pandemics - aired 1st QTR 2021
* Victor Saffrin’s Transcontinental Railroad - 2nd QTR 2021
* Briarwood (receive payment of $250 course)
* Martha Chiarchiaro’s - French Impressionist (summer course) - in December
* Victor’s Transcontinental RR for Session C
1. FY 22 Planning
* Working with Finance to plan budget
1. WISE Honorary Members - 13 confirmed in this status
* Deb Cary, Joseph Corn, James Foley, Jane Gilligan, Karl Hakkarainen, Paul Mahon, Charlene Martin, Pat Masiello, Eugene McCarthy, William O’Brien, Susan Perschbacher, Ann Marie Shea, Margaret Watson
* Honorary Member moved to Emeriti Status **-** Samuel Corbitt

**Diversity Group Report.**

February 10, 2021.

Submitted by: Monica Gow.

The Diversity Group consists of Monica Gow, WISE Director, Conway Campbell Sr. Ed.D., VP Student Success at Assumption, and recently added member, Glady Rodriguez-Parker, Sr. District Representative at Congressman Jim McGovern’s office.

Conway and Monica met three times since June 2020. In September, Conway suggested that WISE add the current monthly cultural celebration to the Bulletin. We started this activity with the October Bulletin and information and links about Native American Heritage Month.

WISE was invited and many members attended the Assumption MLK panel on January 18, 2021.

**Diversity Initiative Kick-Off Meeting**

In a meeting facilitated by Tim Murray, President of Worcester Chamber of Commerce, on January 19, 2021, WISE President Tej Maini MD and Director Monica Gow joined AU Leaders President Dr. Francesco Cesareo and Conway Campbell Sr. Ed.D. alongside other Worcester community leaders (see Chart A) at a virtual meeting to kick off the WISE Diversity Initiative. WISE leaders took the opportunity to share information about the WISE program and invite these leaders to open the door for WISE. We offered to present to any of the communities they represent. At the January 26th debriefing meeting, Tim Murray, Tej Maini and Monica Gow discussed next steps. WISE will conduct the same meeting as a follow up to those community leaders who could not attend the January meeting (see Chart B).

Outcome:

* Dr. Cesareo will be interviewed for an article in the Worcester Chamber of Commerce newspaper with 10,000 readership. The article will communicate the importance of the WISE program to Assumption and need for diversity.
* Glady Rodriguez-Parker, representative for Congressman Jim McGovern and leader in the Worcester Latino community, has agreed to join the WISE Diversity Group.
* Contact Rev. Clyde Talley and arrange for both WISE and Dr. Cesareo speak at Black Clergy Alliance.
* Tim is reaching out to additional community leaders and will make the connection.

Chart A.



Chart B.



**WISE Sessions to Celebrate Black History Month**

**Feb 5th** - Dr. Conway Campbell conducted a session titled ‘Diversity Toolkit of Terms’.

**Feb 16th** - Dr. Calvin Hill will conduct a session titled ‘Social Construct of Race’.

Feb 23rd - Judy Heersink, AU Alana Director, will facilitate a session for WISE leadership titled ‘Reflections on Race’.

**WISE Website**

New page on website created to make available the materials from the sessions during Black History Month and other cultural materials.

**Media**

Article in Fifty Plus Advocate newspaper with 40,000 readership highlighting both the WISE program and diversity initiative

**IV. PRESIDENT.**

**Tej Maini,**

**President.**

* The registration data for the Spring session is quite encouraging, as outlined in the Membership Group’s report.
* The feedback from members for Sessions A and B has been very positive.
* An important event that took place on January 19th was the launching of the **WISE Diversity Initiative**. The introductory session was very well received.
* A second introductory Diversity Initiative meeting is planned for February 15th for those who could not attend the first event. Our goal is to attract new members so that WISE becomes truly an inclusive entity, as is defined in our Vision Statement.
* Now that ‘Diversity in WISE’ is in the public domain, it is important that the WISE leadership and others participate and volunteer in the Diversity Group. Please contact Monica or me if you are interested.
* Many members have asked us as to when we will be returning to the University Campus. While I can understand their need to interact with other WISE members, it is a decision that Assumption University will ultimately make, keeping the following factors in mind:
	+ - The percentage of the students, staff and the general population who has been vaccinated.
		- The prevalence of the COVID-19 virus mutants.
		- The effectiveness of vaccines against COVID-19 virus & these mutants.
		- The infective nature of the virus and the mutants.
		- The duration of effectiveness of these vaccines.
		- Will we follow social distancing guidelines on-campus?
		- How effective will learning be, if we only have approximately 25 students in the Kennedy 119 auditorium?
		- Will Instructors and WISE members continue to wear masks on-campus?
* While we all have adapted well to the technologic challenges posed by the pandemic, including the use of Zoom, some difficult questions remain to be answered. We are a “high risk” group of people in WISE, and we will await the University’s guidance, for they have our best interests at heart. In the meantime, we will work towards the establishment of a hybrid model using Zoom and on-campus learning.