



MEMBER HANDBOOK

OLLI OFFICE MAILING ADDRESS:

PO BOX 210093

CINCINNATI, OH 45221-0093

PHONE: 513-556-9186

EMAIL: olli@uc.edu

WEBSITE: www.uc.edu/ce/olli

TABLE OF CONTENTS

OLLI Operations at UC	PAGE 3
A Volunteer Run Organization	
The OLLI Office	
The OLLI Board of Trustees	
OLLI Committee Structure & Operations	
Email Communications	
Membership & Classes	PAGES 4-5
OLLI Membership	
Fees	
Parking	
Registering for Classes	
Wait Lists	
Class Terms & Locations	
OLLI Courses	
Teaching for OLLI	
Inclement Weather Policy and Delays	
Member Responsibilities & Expectations	PAGES 6-8
General Member Conduct	
Classroom Conduct	
Safety & Security	
Frequently Asked Questions	PAGES 9-10

OLLI Operations at UC

A Volunteer Run Organization

OLLI at UC is a VOLUNTEER run program. All moderators of multi-week courses and all presenters of one-time programs are unpaid volunteers. Likewise, the Board of Trustees, Committee Chairs, and members of all committees are volunteers. Volunteers are responsible for OLLI lunches, special programs, and help at the OLLI office. OLLI at UC is a financially self-supporting program, relying on membership fees and donations to cover costs.

The OLLI Office

The OLLI Office is located on the second floor of the Administration Building at the Victory Parkway Campus (VPC), 2220 Victory Parkway, Cincinnati, OH 45206. OLLI at UC has a Program Director and a Program Coordinator, both of whom are UC employees.

The OLLI Board of Trustees

The OLLI Board of Trustees, with the Program Director, administers the OLLI program. The Board is governed by its Bylaws and operates under established Standing Rules. The Board generally meets monthly, with the dates and meeting location posted on the OLLI website. Any current OLLI member may attend board meetings; please see the Board Standing Rules on member participation in Board meetings. The Board has 15 to 21 members who serve up to two three-year terms. The Board has a Chair and Vice-Chair who are elected to those positions by the Board. The Board also elects new board members. For more information on Board operations, go to the “About OLLI” tab on the UC OLLI website (www.uc.edu/ce/olli) to view the Bylaws, Standing Rules, Board meeting dates, current Board members, etc.

OLLI Committee Structure & Operations

As provided in the OLLI Bylaws, there are five Standing Committees: Budget & Finance, Curriculum, Friends of OLLI, Governance, and Marketing. The Chairs of each of these committees are Board members and members of the OLLI Executive Committee. Each of these committees has specific responsibilities for the operation of OLLI and relies on committee members to do the necessary work to make OLLI successful. These committees are all interested in having new persons who are willing to volunteer on committee matters. More information on each of these committees can be found under the “About OLLI/Board of Trustees” tabs on the OLLI website. In addition to these standing committees, the Board Chair may create any special-purpose or ad hoc committees.

Communicating with OLLI

The most efficient way for the Board and the OLLI staff to communicate with OLLI members is via email. Members should make sure the OLLI office has up-to-date email addresses. The OLLI office phone number is 513-556-9186.

Membership & Classes

OLLI Membership

Membership is open to all persons 50 years of age and older. The only prerequisite is a desire to learn. No college degree is required. Lanyards and nametags are provided to new OLLI members. Each quarter, during the first week of classes, stickers are given out to append to the nametag showing membership for that quarter. Members who do not get such a sticker in the first week should contact the OLLI office. Members must wear their nametags when attending classes at ADI and are strongly encouraged to wear their nametags at all OLLI locations and events. Membership is contingent upon following the policies and procedures of OLLI at UC and our host locations. See *Membership Responsibilities* below.

Fees

Currently, membership fees are \$90 per quarter (fall, winter, spring) or \$225 for a yearlong membership. With paid membership, multi-week courses are \$5 each. For most one-time programs there is no added cost beyond the basic membership fee. No refunds will be given under \$10, except for cancelled courses. Once a quarter begins, refunds will be made at the discretion of the Program Director. Scholarships are available through the OLLI office. Quarterly fees are waived for moderators of multi-week classes and UC Foundation McMicken Society members, who must contact the office to activate their membership benefit.

Parking

Parking at most OLLI locations is free. OLLI members must observe all posted parking restrictions or risk having their vehicles towed or ticketed. At Victory Parkway Campus, OLLI members must have a parking permit, provided free at the Welcome Table during the first week of classes each term or from the OLLI office. This permit allows for parking in the lot designated for OLLI parking accessed from Cypress Street or in the Visitor Parking Lot for overflow parking. OLLI members who fail to display a permit or who park in an unauthorized lot or space may be ticketed and are responsible for payment of the ticket.

Registering for Classes

Each quarter, course offerings are posted online at www.uc.edu/ce/olli and in printed course catalogs prior to the start of registration. Catalogs are mailed to recent OLLI members and distributed to libraries and other community locations. The catalogs list classes by category (history, music, self-improvement, etc.), by host location, and by course number. Typically, registration opens at 9 a.m. on a date published in advance in both the catalogue and online. **Detailed instructions on how to register are in the quarterly catalogues and on the OLLI website.**

Online registration

The fastest way to register is online. New members will need to create an online account and select either annual or quarterly membership. Classes will be shown by location, day of the week, and time of day. You may not register for more than one class that meets at the same time. If you want to attend a special program that conflicts with one session of a multi-week class, please contact the OLLI office.

Mail-In Registration

Alternatively, members may complete and mail the registration form with a check for payment. Mailed registration forms are processed on a first come- first served basis once online registration opens.

Phone-In Registration

While call-in registration with a credit card number is permitted, such registrations are taken only several days to a week after online registration opens.

Wait Lists

Some classes fill quickly. If a class you want is full, you may place yourself on a wait list. If a place opens, the first person on the wait list will receive a call and will have a limited amount of time to respond before the class is offered to the next person in line. If you do not receive a call, there is not a place for you in the class. Please do not attend classes for which you are not registered.

Class Terms & Locations

OLLI at UC conducts regular classes in fall, winter, and spring sessions. These sessions generally run for eight weeks. Most multi-week classes meet once a week for eight weeks. OLLI also provides stand-alone presentations on particular topics. OLLI also offers once a-week classes during an abbreviated summer session. Check the catalog for more information.

Most OLLI classes are conducted at two sites: Victory Parkway Campus (VPC) of UC located in Walnut Hills and Adath Israel (ADI), located in Amberley Village. Classes are also offered at UC Clermont College (UCC) in Batavia, Ohio Living Llanfair (OHLL) in College Hill, Spring Grove Cemetery, and other sites.

OLLI Courses

OLLI offerings range from multi-week courses to one-time presentations or workshops along with field trips to various locations in the region. Topics cover a wide variety of including history, art, music, science, health and wellness, retirement and financial planning, hobbies, current events, languages, philosophy and religion, and more.

Teach for OLLI

Moderators who lead OLLI classes are all volunteers. Those wishing to propose courses may do so by going to the "Teach for OLLI" tab on the OLLI website (www.uc@edu/ce/olli) and filling out a proposal form, indicating the type of class or presentation, subject matter, requested date(s) and location. OLLI is always looking for new moderators. Note: because of space limitations or duplicative subject matter, some proposals may not be accepted. The subject matter of classes must not be commercial in nature nor conflict with any policies of UC. See the OLLI Moderator Handbook online, under the tab "Teach for OLLI" at www.uc@edu/ce/olli

Inclement Weather Policy & Delays

When UC is closed, all classes at all OLLI locations are cancelled. If UC delays opening, only classes that start after UC opens will be held. Note: the status may change from delay to full closure in the course of a day. ADI, OHLL, or other locations may close even when UC is open. If so, classes at those locations are cancelled. Also, a moderator may choose not to hold a class even when UC is open. In that event, it is up to the moderator to notify class members as well as the OLLI office in a timely manner. To find out if UC is closed, check local media, UC's website (www.uc.edu) or call 513 -556-3333. Remember, if UC is closed, no one will be in the OLLI office. If UC is still open in inclement weather, check local media to determine if your class location is closed. If a class is cancelled due to inclement weather, the moderator for the class decides whether or not to make the class up. The moderator will notify the class about any make-up session, which generally will take place the week after regular classes end.

Member Responsibilities & Expectations

OLLI at UC is a growing community of lifelong learners. To ensure that our atmosphere of learning remains vibrant and fun, members should follow certain rules and expect certain conduct from others as well as themselves.

General Member Conduct

- Be cognizant of your surroundings, including the emergency exits applicable to any classroom or other facility. Emergency evacuation directions are posted in or near each classroom.
- Do not misuse OLLI property or the property of others.
- Do not impede or disrupt OLLI and/or non-OLLI activities at any location.
- Do not engage in threats or acts of violence.
 - Only attend classes for which you are registered. Fire codes limit the number of persons in any classroom. Failure to abide by such codes puts all OLLI members in jeopardy. Overcrowding can also negatively impact the learning experience of your fellow OLLI members. Some moderators limit the size of their class.
- Obey the rules applicable to each of our host locations.

When taking classes at ADI:

- Because of very real security concerns, OLLI members **must wear nametags** to be admitted to the facility. Members without nametags may be denied entrance to the building.
- ADI is a kosher facility. **No food or drink**, other than plain water, **may be carried onto or consumed on the premises**. If you have a medical condition that requires you to have some food or drink on your person, please contact the ADI office to get any needed clearance. Failure to follow this rule places OLLI's lease with ADI in jeopardy. If you, as an OLLI member, see another OLLI member carrying or consuming food or drink in violation of this rule, please notify OLLI Facility Manager Jim Finley (office in ADI 309), tell an OLLI Board or Curriculum Committee member, or call the OLLI office at 513-556-9186.
- OLLI members who engage in any of the above behaviors may be removed from a class or have their OLLI membership terminated.

Classroom Conduct

- Be respectful of moderators and presenters. All moderators of multi-week classes and presenters of one-time programs are volunteers, each of whom has expended considerable time in putting together their classes or presentation. Our volunteer moderators include professors, educators, passionate hobbyists, and others excited to share on their topic. Be respectful of those efforts.
- All OLLI members should be aware that classrooms are often used throughout the day; classes must end on time so that the next moderator has sufficient time to set up for class and classrooms cleared for the next class' attendees.
- Respect the beliefs and property of your fellow OLLI members (student participants, moderators, presenters).
- Understand that, even though attendance is not mandatory, your presence in the courses you registered for enhances the learning experience for you and your classmates.
- Respect that other members might wish to take your place in a class if you cannot attend. If after signing up for a class, circumstances change and you can no longer attend the class, please call the office to drop the class. This will allow one of your fellow OLLI members to attend, should the class have been closed to them because it was filled to capacity. Even if the class does not appear to be filled to capacity, remember moderators may have structured the class and prepared handouts and other materials based on class size. If the quarterly session has started, please also call the office and notify them that you will not be attending. The office will let the moderator know of any changes in class enrollment.

- Respect and support each other's differences in belief, ethnicity, lifestyles, etc., recognizing that being open to such differences allows us to learn from each other.
- Recognize that members may have physical or health conditions that may not be noticeable.
- Conduct yourself in a manner consistent with maintaining a safe and welcoming environment for everyone at all times.
- Do not engage in disruptive behavior, such as:
 - Being disrespectful, offensive, or abusive in speech or action;
 - Ignoring any classroom protocol established by the moderator or presenter;
 - Interfering, by loud speech or action, with the progress of the class or presentation; or
 - Monopolizing class discussion, and thus not respecting that all need to participate.
- Report any disruptive behavior to the OLLI office (513-556-9186) and to the moderator, if applicable.

Safety & Security

Evacuation Procedures

All classrooms have emergency evacuation directions posted; be aware of such directions and, when above the ground floor, know where the nearest stairwell is. Do not use the elevators when a fire alarm has sounded. The VPC campus has an emergency speaker system, which will give direction in an emergency.

If you can help persons with disabilities evacuate without endangering yourself or others, please do so. Otherwise, call 911, providing the exact location (building, floor, room number). The person should be moved to a safe place. On the VPC campus, the preferred place is a room with a window and a phone.

Shelter Locations

In the event of a tornado or similar weather-related event, members should go to posted shelter locations. At VPC, shelter should be sought in the interior hall or stairways on the 100 level (ground floor) of the Administration building. (This is the building where most classes are held and where the OLLI offices are located.) For persons with disabilities, if you can help them down the stairs, please do. Otherwise, help them to an interior space and call 911 to report their location. At ADI, proceed to an interior hallway on the ground floor.

Other Emergencies

On the exterior grounds of the VPC campus, there are blue poles with emergency phones that directly contact UC security. In addition, if a cell call from the VPC campus is made to 911, that call is immediately identified as coming from a UC property and routed accordingly. In addition to contacting 911 in any emergency, please also call the OLLI office 513-556-9186.

Remember, if you see some activity that just doesn't seem right, call the office and report it. At ADI, contact their office. Or call 911. It may be nothing, but we all want to be safe.

Automated External Defibrillators (AEDs)

At VPC, there are no AEDs on campus. If someone suffers a cardiac event, immediately call 911 on a cell phone, clearly and slowly stating your location (building, floor, and room) and the nature of the emergency. Regular patrolling UC personnel, including UC police, who are trained to use AEDs, will be on the scene in less than five minutes. After calling 911, please call the OLLI office, 513-556-9186.

At ADI, if someone suffers a cardiac event, immediately call 911 on a cell phone, clearly and slowly stating your location (building, floor, and room) and the nature of the emergency. After calling 911,

please call 793-1800 and/or go immediately to the ADI office as ADI staff members are trained in AED use. (AEDs are located in a room behind the sanctuary.) Then, please call the OLLI office, 513-556-9186.

Injuries

If an OLLI member gets injured or has a medical incident, the OLLI office needs to know, no matter how slight it may seem. If medical help is needed, immediately call 911 on your phone, and ask another to call the OLLI office at 513-556-9186.

Frequently Asked Questions (FAQ)

1. Are the OLLI campuses accessible by bus? Only Victory Parkway Campus (VPC) is accessible by bus and the stops are a couple of blocks away.
2. Are there scholarships available to help pay for OLLI? Yes, please contact the OLLI office at 513-556-9186 for more information.
3. How do you sign up for OLLI classes? The preferred method of registration is online at the OLLI website. Registration can also be done by mail and there is limited registration also by phone.
4. I don't understand the instructions for registering for class. Can someone help me? Yes, call the OLLI office: 513-556-9186.
5. Do I really have to wear my nametag lanyard? At ADI, for security reasons, lanyards are required. At VPC and all other sites, wearing lanyards is strongly recommended. Lanyards identify you as a current OLLI member.
6. Who decides which classes are at ADI and which are at VPC? Moderators state their preferred location.
7. Why can't I bring a snack or drink with me when I go to classes at ADI? ADI is a kosher facility, with permission required for all food and drink. Failure to comply with the "no food or drink" policy could result in OLLI losing its lease with ADI.
8. I want to take a class at ADI but am diabetic and need to have some food or juice with me. Is there anything I can do? Yes, please contact the OLLI office for direction.
9. Can I bring a guest with me to an OLLI class? Generally, all persons attending OLLI classes must be registered. However, if on a one-time basis you wish to bring a guest, contact the OLLI office (513-556-9186) to ensure there is space available. Also, occasionally OLLI announces a program or event when guests are welcome.
10. My dog goes with me everywhere. Can he come with me to class? No. Only registered service animals and animals that are part of the curriculum may be brought into OLLI facilities.
11. If I sign up for a multi-week class, do I have to attend every week? No, attendance is not mandatory. However, remember that if you sign up for a class that you cannot attend, because of class size limits, you may be denying another OLLI member the opportunity to go to that class. Be considerate of your fellow OLLI members.
12. If I sign up for a class and then decide not to take it, can I get a refund? Refunds are generally not made for any amount under \$10. Call the office to drop a class or substitute one class for another.
13. When I try and sign up for classes that I want, so many seem filled. Why is that? There are space limits for each class, either set by the moderator or by the maximum number of persons allowed in the room. Some moderators or class topics are very popular. Every session there are new moderators and topics to choose from. Give them a try.
14. If I sign up for a multi-week class, and then really don't like the subject or the moderator, can I switch classes? Yes. Call the office.
15. Who do I tell if I think a moderator is really bad? OLLI at UC prides itself on having excellent volunteer moderators. Moderators are encouraged to use student evaluation forms or otherwise solicit feedback from students. Please let the OLLI office know of any complaints.
16. How does someone get to be a moderator? All moderators are volunteers. One section of the OLLI website is "Teach for OLLI." Under that section there is a moderator handbook, online forms to submit course proposals, and an email address to send questions about moderating. Also, each quarter, the Striving for Excellence subcommittee puts on a short program for moderators.
17. I know someone who would be a great moderator. Who should I tell? Please let someone from the Curriculum Committee (or the OLLI office) know of any prospective new moderators, with the person's contact information.
18. Does OLLI have volunteer openings? Do I have to be on a committee to volunteer? OLLI is run by volunteers and is always looking for new volunteers to help with welcome tables, curriculum,

marketing, the office, etc. You do not need to be on a committee to volunteer; in fact, a large number of volunteers simply help with one particular need. Just let a Board member or the office know of your interest.

19. I don't understand how the OLLI board makes decisions. Can I come to board meetings? When and where are they? Board meetings are open to OLLI members. The dates and sites of meetings are posted on the website, as are the Board Standing Rules, which cover member attendance at Board meetings.
20. How do I find out more about how OLLI operates? Posted on the OLLI website are the OLLI Bylaws and the Standing Rules of the Board and the Committees, all of which provide valuable information on how OLLI at UC operates. Board members and the OLLI office are also available to answer any questions.
21. I'm interested in serving on the OLLI Board. What should I do? First, look at the OLLI Bylaws and Board Standing Rules on the OLLI website to familiarize yourself with what is expected of a Board member. Board nominations are accepted early spring. Contact the Chair of the Governance Committee via email or the OLLI office.