

PELICAN COVE UNIVERSITY
Mission Statement, Governance and Operation
(Revised December 11, 2023)

Pelican Cove University offers stimulating educational programs which are open to all residents of Pelican Cove. The University was created and is governed by residents of Pelican Cove. Classes are taught and organized by members of our community.

Governance

PCU is managed by a volunteer Board of Directors. The framework for the governing structure is outlined below. The parameters for the group's operation parallel those of the Pelican Cove Board Approved Groups and, as such, Pelican Cove University is a recognized group.

Board Membership

The PCU Board of Directors consists of no fewer than eight and no more than 10 members. Board members may be unit owners or current renters.

Board Member Terms

Board members serve a three-year term. The three-year terms are staggered to support the continuity of the Board.

- The Chair, with agreement of the Board, may extend the term of a well-qualified member for one year provided that appointment does not exceed the Board's maximum capacity. Subsequently, the term may be extended for one more year, again provided that the appointment does not exceed the Board's maximum capacity.

- The Chair, with the agreement of the Board, may remove a sitting member for failure to fulfill his/her responsibilities.

- The membership term shall run annually from May 1st through April 30th.

- Each Board member must sit on at least one committee or serve as an Officer throughout his/her tenure.
- A member whose term has expired may be asked to continue to serve until a successor has been appointed.
- Board members serve voluntarily without compensation but can be reimbursed for expenditures made on behalf of PCU.

Appointments to the Board

When vacancies occur or are anticipated, the Nominating Committee of the Board identifies and presents a slate of candidates. In consultation, the Chair and members of the Board shall review the slate. After this consultation, the Chair shall confirm the identified candidate's agreement to serve and shall announce the new members to the full Board.

Officers of the Board

The PCU Board shall manage its affairs through the following officers: a Chair, a Vice Chair, a Recording Secretary, and a Treasurer, as well as committees and individual appointments. The functions of the Officers are as follows:

- **Chair** – The PCU Board shall elect one of its members to serve as Chair. The Chair serves a two-year term and may be reappointed by the Board for an additional term(s). An elected Chair may not serve more than two additional consecutive years with a maximum term on the Board not to exceed a total of six years. The Chair shall run all Board meetings, appoint committees, and represent the PCU at Pelican Cove Association functions.

Vice Chair - The PCU Board shall elect one of its members to serve as Vice Chair. The Vice Chair serves a two-year term and may be reappointed by the Board for an additional term(s). The Vice Chair operates in concert with the

Chair with aspiration that the Vice Chair will replace the Chair at the end of the Chair's term. The Vice Chair shall assume the Chair's responsibilities, as needed, if the Chair is unable to act.

- **Recording Secretary** - The PCU Board shall elect one of its members to serve as Recording Secretary. The Secretary serves a one-year term and may not serve more than three consecutive years. The Secretary records minutes at each meeting and submits those typed (or electronic) minutes to the Chair and the rest of the Board prior to the next scheduled meeting. The Secretary also keeps track of the Board member's terms in office.
- **Treasurer** - The PCU Board shall elect one of its members to serve as Treasurer for a one-year term, and may be reappointed for additional term(s). He/she may not serve more than three consecutive years. The Treasurer shall collect the fees for attendance at all classes, receive and track all PCU funds, reimburse volunteers for expenses incurred, pay the bills of PCU, and report to the Board on the status of its funds.

University Operations

Classes are scheduled from January through April. There is a flat fee for registration. This annual fee allows registrants to attend as many classes as they wish during the season. Fees collected by the University are used to cover expenses of the instructors of the University and the ongoing expenses of PCU.

Instructors

All classes are taught by volunteer instructors. Individuals volunteering to teach a course are expected to have sufficient background and knowledge of the subject they propose to teach. This may be based on their own reading, interest, or experience, as well as formal education or previous experience in teaching the subject.

PCU is committed to academic freedom and to the open and respectful exchange of ideas. Interactions must be civil and respectful. If a disagreement arises, it is

expected that the issue will be handled in the class or by private discussion between the parties involved. If further action is needed, a PCU Board member will meet with the parties and resolve the matter.

Course Criteria

Individuals interested in teaching a course are asked to complete a Course Proposal Form and submit it to the PCU Curriculum Committee for consideration.

The course must have educational content -- that is, be based on a body of knowledge that the instructor is imparting to and/or discussing with the students. Courses may not include self-promotion by instructors.

Since course selection will be based on a series of judgments by the Curriculum Committee, questions about whether courses meet the criteria of having educational content will be resolved by discussions between the proposer and the Curriculum Committee. Questions or concerns about courses may be brought to the Chair and/or the PCU Board.

- In determining whether a course will be repeated, the Curriculum Committee will consider class attendance during previous seasons, differences in content from previous courses taught by the same instructor, results of surveys of the class, if conducted, and whether similar courses are being offered.
- In determining whether to accept a “how to” type of course, the Curriculum Committee will consider the body of knowledge upon which the course is based and whether similar courses are being offered.

PCU Schedule

Individuals interested in teaching a course shall submit a completed Course Proposal Form online by May 15th each year or by a date that the Curriculum Committee so determines. The prospective instructor should include on the form the suggested days and hours he/she is available to teach. Once the courses are

decided by the Curriculum Committee, the information is given to the Scheduler, who works with the Pelican Cove Office to determine the rooms available for different size classes.

The schedule is completed over the summer and shared with instructors in August. The schedule is published on the PCU website, in the PCU News, and posted on community bulletin boards prior to the season. Changes to the schedule are published on the PCU website. Additionally, they can be communicated by instructors or by the PCU administration to course registrants by email, announcements on the PCU website, and, if necessary, on the classroom door.

Committees of the Board

There are ongoing Board activities beyond those of the Officers which require attention for the PCU to function efficiently. The Chair may appoint members of the Board to lead each of the following committees, as needed. With the exception of the Nominating Committee, Board members appointed to lead each committee may recruit other community members to help with the work of the committee.

Communications Committee - Community Outreach and Events

- Solicit suggestions for potential courses and instructors through individual contacts, articles in the PC News, questions in the Pelican Cove surveys and on the PCU website.
- Organize presentation of information about PCU at community events such as club and group meetings, Renters Welcome, New Owner's Welcome, etc.
- Help to organize and publicize the PCU Zoom Expo in December, in which an overview of the classes and PCU website will be given. An in-person meeting with PCU instructors and Board members will occur in early January.

- Write articles about PCU for the PC News throughout the season.
- Work with appropriate Board members to organize a Welcome coffee for instructors before classes begin and a Thank You reception for instructors after classes end.
- Coordinate with the Curriculum and Website Committees to publicize classes.
- Coordinate with the Website Committee to write and/or edit items on the PCU website, as warranted.
- Coordinate updates for the PCU web page of the Pelican Cove website, as needed.

Curriculum and Scheduling Committee

- Each Spring send out a call for proposals to all past instructors and to anyone who has expressed an interest in teaching. This request (by e-mail) shall include a Course Proposal Form, Instructor Guidelines, and any other material necessary to compile a schedule for the following year.
- Select the courses. If there are concerns about specific courses the committee will consult with the Board to resolve the issue.
- Coordinate with the PC Office about available rooms for different size classes. Draft a schedule of classes for the upcoming year, which will be listed in the PC News, on the PCU website in the late Fall and will be widely circulated throughout our community.

- Arrange with the PC Office and relevant Staff for room set-ups, microphones, and other tasks needed to run the classes with little or no office ancillary help.
- Maintain a current schedule of all classes and information regarding Pelican Cove University, and coordinate with the Website Committee for web posting.
- Communicate with the Faculty Liaison when pertinent.

Website Committee

- The Website Committee shall oversee and track all functions of the Pelican Cove University website.
- The committee shall consist of an appointed Coordinator, the PCU Secretary, a representative of the Communications Committee and any other Board members the PCU Chair deems appropriate. The committee shall have no less than three members.
- The Website Committee shall be responsible for posting all PCU information in a timely fashion and uploading the Curriculum and Schedule of PCU classes after approval by the Curriculum Committee and the Board.
- The Committee shall be responsible for maintaining and improving the PCU website and may work with outside paid designers as it deems necessary once the Board approves of the proposal and payment.
- The Coordinator shall work closely with the Curriculum and Scheduling Committee and keep each other informed of their efforts.

Faculty Liaison

- Work with the Community Events Committee to organize an initial meeting with all instructors to discuss any concerns relating to the season's classes, including technical help.
- Maintain contact with instructors during the season to be sure that courses are running smoothly, scheduled in appropriately-sized rooms and that any necessary equipment is available.
- May organize additional meetings with instructors, as needed.
- Consult regularly with the PCU Chair and Curriculum Committee to keep each other informed and to enable continuity in the administration of Pelican Cove University.

Nominating Committee

- The Nominating Committee is made up of three Board members. It notifies the community, in concert with the Communications Committee, when openings occur or are anticipated on the Board, including each Spring when a Board Member's term has expired.
- Sets up interviews, in person or electronically, of prospective Board Members and presents a list of candidates to the Board for consideration. A vote shall be taken by the Board, and any newly-elected member shall join the Board in May.

Board Meetings

Meetings will be held on a regular schedule in a PC building or on Zoom.

The meeting schedule shall be included on the community calendar and posted on PCU’s website. A quorum must be present to conduct business. A quorum is defined as a simple majority of the number of Board members present in person or by remote access. Meetings are open to all residents except when personal or faculty matters are being discussed. Those agenda items will be discussed in closed session. The Chair may also call unscheduled meetings, as needed.

Amendments

The Pelican Cove University Statement of Mission, Operations, and Governance may be amended at any time to add, delete, or change any of its provisions. Any member of the Board may propose an amendment by notifying all other Board members of the substance of same. The notice will be in writing and provided to each Board member at least seven days before the next scheduled Board meeting and placed on the agenda for consideration. As long as there is a quorum, a vote by a majority of Board members present will be required to approve it.

This PELICAN COVE UNIVERSITY - Mission Statement, Governance and Operation Is hereby APPROVED this 11th day of December, 2023.

2023-2024 Board

Catherine Dunham, Chair
Laurie Kassman, Secretary
Nanci Weber, Treasurer

Martin Echt
Dan Hermann
Sally Hodgson
Peter Johnson
Reuben Mezrich
John Scibak