



OKLAHOMA STATE UNIVERSITY

Osher Lifelong Learning Institute at Oklahoma State University  
Board of Directors  
2019-2020



OKLAHOMA STATE UNIVERSITY

Ron Elliott  
Stillwater  
Term Expires:  
June 30, 2020

Sue Tewell  
Stillwater  
Term Expires:  
June 30, 2021

Vacant  
Stillwater  
Term Expires:  
June 30, 2022

Jody Court  
Oklahoma City  
Term Expires:  
June 30, 2020

Leonard Court  
Oklahoma City  
Term Expires:  
June 30, 2021

Vacant  
Oklahoma City  
Term Expires:  
June 30, 2022

Mona Akin  
Stillwater  
Site Coordinator

Vacant  
Oklahoma City  
Site Coordinator

**CHAIR 2019-2020**  
Chair: Leonard Court  
Term Expires: June 30, 2020

**Treasurer**  
Sydney Reding

**Secretary 2019-2020**  
Sue Tewell  
Term Expires: June 30, 2020

College of  
Education Representative  
Mary Frye

Emeriti Association  
Representative  
Ed Arquitt

Robbin Davis  
OLLI Director

Heather Bundy  
Tulsa  
Site Coordinator

Vacant  
Bartlesville Site  
Coordinator

John Bradley  
Tulsa  
Term Expires:  
June 30, 2020

Vacant  
Tulsa  
Term Expires:  
June 30, 2021

Anita Greiner  
Tulsa  
Term Expires:  
June 30, 2022

Diane Dixon  
Bartlesville  
Term Expires:  
June 30, 2020

Vacant  
Bartlesville  
Term Expires:  
June 30, 2021

Vacant  
Bartlesville  
Term Expires:  
June 30, 2022



OKLAHOMA STATE UNIVERSITY

**Stillwater OLLI @ OSU  
Executive Committee  
2019-2020**  
Term Expires June 30, 2020



OKLAHOMA STATE UNIVERSITY

**Chair**  
**Bena Harper**

**Chair Elect**  
**Pat Tweedie**

**Secretary**  
**Gerritt Cuperus**

**Past Chair**  
**Kay Murphy**

**Curriculum  
Committee  
Chair:**  
**Ed Arquitt**

**Social Committee  
Chair:**  
**Sydney Reding**

**Membership  
Chair:**  
**John Mills**

**OLLI Director**  
**Robbin Davis**

**STW OLLI  
Site-Coordinator**  
**Mona Akin**



OKLAHOMA STATE UNIVERSITY

**Bartlesville OLLI @ OSU  
Executive Committee  
2019-2020**  
Term Expires June 30, 2020



OKLAHOMA STATE UNIVERSITY

**Chair:**  
Kay Little

**Chair Elect**  
Kathleen Rutledge

**Past Chair:**  
Diana Murray

**Secretary:**  
Kathleen Rutledge

**Curriculum  
Chair:**  
Lentz Prendergast

**Membership  
Co-Chairs:**  
Ann Cleary (Publicity)  
& Diane Dixon (Catalog  
Distribution)

**Social Committee  
Chair:**  
Diane Dixon

**OLLI Director**  
Robbin Davis

**B'ville OLLI  
Site-Cordinator**  
Vacant



OKLAHOMA STATE UNIVERSITY

**Oklahoma City OLLI @ OSU  
Executive Committee  
2019-2020**  
Term Expires June 30, 2020



OKLAHOMA STATE UNIVERSITY

**Chair Elect:  
Vacant**

**Chair:  
Vacant**

**Past Chair:  
Mary Surbeck**

**Curriculum  
Chair:  
Joyce Keel**

**Secretary:  
Vacant**

**Membership  
Chair:  
Linda Cotton**

**OLLI Director  
Robbin Davis**

**Social  
Committee  
Chair:  
Bobbi Heimbach**

**OKC OLLI  
Site-Coordinator  
Vacant**



OKLAHOMA STATE UNIVERSITY

**Tulsa OLLI @ OSU  
Executive Committee  
2019-2020**  
Term Expires June 30, 2020



OKLAHOMA STATE UNIVERSITY

**Chair Elect  
Vacant**

**Chair  
Ed Sherman**

**Past Chair  
Nancy Maddin**

**Curriculum  
Chair:  
John Bradley**

**Secretary  
Karen Walters**

**Membership  
Chair:  
Maureen Gibson**

**OLLI Director  
Robbin Davis**

**Social  
Committee  
Chair:  
Betty Black**

**Tulsa Site-  
Coordinator  
Heather Bundy**

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### OLLI @ OSU Local Executive Committee

The program at each site will be governed by its own Local Executive Committee comprised of the officers and chairs of standing committees for the site. The Director of OLLI and the Site Coordinator will be ex officio members of the committee. The Executive Committee will be responsible for oversight of the program at their site. The officers of each Executive Committee shall be the Chair, Chair-elect, Secretary, and Past Chair. All officers shall be members of OLLI. The officers (except for Past Chair) shall be elected by the general membership via mail/email and will assume office July 1 and serve until June 30 of the following year. The Executive Committee has 3 standing committees: Curriculum, Social, & Membership. Each standing committee has a chair who is responsible for coordination & communication with committee members.

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#### Local Executive Committee Chair Elect

The Chair-elect will succeed to the office of Chair at the beginning of the following year or upon a vacancy in the office. The Chair-elect shall preside in the absence of the Chair and become Chair should the office of Chair become vacant.

#### Local Executive Committee Chair

The Chair shall preside at Executive Committee meetings and shall discharge responsibilities normally assigned to a Chair. Each Executive Committee will meet monthly from September through May and at such other times as determined by the committee. The role of the Chair is to call & conduct the meetings, request reports from each standing committee chair, communicate information to & from the main OLLI office.

#### Local Executive Committee Past Chair

The role of the Past Chair is to assist the current chair throughout the year as needed. He/she remains an officer and shall attend Executive Committee Meetings. An immediate past chair may not be re-elected Chair-elect until at least one year after his/her term of office. The chair steps down from office on July 1 and assumes the position of Past Chair.

#### Local Executive Committee Curriculum Chair:

The Chair works with Curriculum Committee Members (typically no more than 6 OLLI members serve on this committee). Curriculum Committee: With input and oversight from the Director, Executive Committee, OLLI members, and others, plans and coordinates classes for each session, selects and contacts instructors.

#### Local Executive Committee Secretary

The Secretary shall record and publish the minutes of local Executive Committee meetings and provide advance notice of these meetings. Working with the Chair, the Secretary shall provide a meeting agenda for each Executive Committee Meeting. The minutes of each meeting shall be distributed to members of the committee, the OLLI Director, and the local Site-Coordinator.

#### Local Executive Committee Membership Chair

Working with the Site-Coordinator, plans and conducts marketing and publicity, public speaking, and catalog distribution efforts to maintain and increase membership. Chairs committee of 4-6 OLLI Members to assist in performing these tasks. Working with Site-Coordinator and previous data, maintains list of catalog distribution sites & assigns members to distribute catalogs.

**OLLI Director**

#### Local Executive Committee Social Committee Chair(s)

Assists the Site-Coordinator with on-site registration, attendance counts, name tags and other hospitality responsibilities as requested by the Site-Coordinator. Develops Committee to assist in performing this tasks.

**OLLI Site-Coordinator**

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## OLLI @ OSU Board of Directors

The OLLI Board of Directors shall oversee and coordinate the program at all sites, maintain ongoing contacts with the OSU College of Education, and the OSU Emeriti Association. Oversight of OLLI budget and policy making are responsibilities of the OLLI Board.

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### OLLI Director

The OLLI Director shall provide relevant information to members of the Board of Directors. The Director is also responsible for providing financial reports to the Treasurer and working with that person to present them to the Board. The Director will share reports from the 4 Site-Coordinators and work on projects assigned by the Board.

### Local Representatives (12)

Representatives shall be nominated by the committee formed by the Past-Chair of the Executive Committee and voted by the membership of the nominating city. Their role on the Board is to provide input and share information relevant to their city. These positions are appointed annually for a 3-year term. There are 3 appointees from each location.

### Board Chair

The Chair is elected at the first Board Meeting of the year. The Chair shall be a member of the Board of Directors. The Chair shall preside at OLLI @ OSU Board Meetings and shall discharge responsibilities normally assigned to a Chair. The role of the Chair is to call & conduct the meetings, request reports from the OLLI Director and other members of the Board. Working with the Director, the chair shall provide a meeting agenda to each member of the Board of Directors.

### Board Secretary

The Secretary shall record and publish the minutes of Board of Directors meetings. and provide advance notice of these meetings. The minutes of each meeting shall be emailed to the OLLI Director to be dispersed to the members.

### Treasurer

The Treasurer shall review and provide input on the financial reports provided to him/her by the Director. The Treasurer shall provide a report to the Board of Directors on the financial status of the organization, both with the OSU Budget and the OSU Foundation accounts.

### Emeriti Representative

The Emeriti Representative is an active OLLI Member and Emeriti Association Member. The nomination for this position comes from the OSU Emeriti Association. It is incumbent on this position to communicate for and with the OSU Emeriti Association, keeping our "sister organization" status intact.

### College of Education Representative:

Ideally, the COE Representative has a strong association with the COE and can represent for and to the Dean of the College of Education. This individual may be called upon to provide insight to the Dean on the program and serves as an ambassador to the College of Education

### OLLI Site-Coordinators (4)

Submit reports updating on the progress or challenges of the local programs in writing to the Director 7 days in advance of the called meeting.



*OLLI @ Oklahoma State  
University Office Structure*

**OLLI  
Director**

Tulsa Site  
Coordinator

Bartlesville  
Site  
Coordinator

Admin  
Support  
Specialist  
.75 FTE

OLLI  
Editor

Stillwater  
Site  
Coordinator

Oklahoma  
City  
Site  
Coordinator

**Student  
Employee**

**Student  
Employee**

**Student  
Employee**