

A.L.L. New Member Orientation Academy for Lifelong Learning



Wednesday, January 23, 2019

NEW MEMBER ORIENTATION
ACADEMY FOR LIFELONG LEARNING (A.L.L.)
January 23, 2019

WELCOME	Judy Roettig, President
INTRODUCTIONS	Board Members
VOLUNTEERING	Jim Lathrop – Volunteer Coordinator
STUDENT INFORMATION	Dianne Tattersall - Vice President
- PARKING	
- A.L.L. ACTIVITIES	
QUESTIONS AND ANSWERS	
OPTIONAL COLLEGE TOUR	

A.L.L. OVERVIEW

A.L.L. was established in 1987 with 18 members and now has an active membership of 600-700. The Board of Directors, course coordinators and front desk staff are all A.L.L. volunteers. Kerry Arnett is the A.L.L. Office Administrator. The A.L.L. Office is staffed Monday through Friday, from 8:30 a.m. – 3:00 p.m.

A.L.L. is a social organization and you are encouraged to visit the office early on the day of your class. Get to know classmates and other members you meet in the lobby area. Signing up for a committee is also a fun way to meet interesting people. Most importantly, enjoy your time at A.L.L.

A.L.L. Mission Statement – The Academy for Lifelong Learning of Cape Cod offers an opportunity for those aged 50 and over to pursue their intellectual interests and educational activities and to explore new areas of learning in the company of their peers.

Fostering social relationships is an integral part of our mission. A.L.L. promotes and maintains a close and productive relationship with Cape Cod Community College.

WELCOME

NEW MEMBER INFO AND BENEFITS

Welcome to A.L.L. We hope that you will find your time with A.L.L. a rich and rewarding experience, both intellectually and socially. Most of our courses are taught on the second floor of the Grossman Commons Building (located above the cafeteria) in rooms C106 and C115. Others may take place in other sites described in the **2019 Spring Course Catalog**.

A.L.L. direct phone number is
774-330-4400 and our website is www.capecodall.org.

Cancellation of classes by College because of weather - related issues

The College **Hotline** number is **508-375-4070**. If the College is closed, A.L.L. is also closed. College closings will also be announced on the radio and TV. Your coordinators will arrange any variations in their schedules directly with each of their classes.

A.L.L. follows the College calendar so when the College is closed for holidays, semester breaks, etc. A.L.L. will also be closed. Check with your class coordinators or the monthly newsletter for those dates which are also listed in the catalog.

College Campus Facilities – A.L.L. Member Use

The Hyannis Campus is located at 540 Main Street and is also accessible from North Street. The building is located behind Colombo's Restaurant and across from the Burger King on North Street. There is plenty of parking behind the building in the adjoining lot. This packet includes maps of the various locations of your classes.

The Wilkens Library is open seven days per week; a schedule of hours is on page 8 in this packet. In order to take out books you will need a CLAMS card. CLAMS stands for Cape Libraries Automated Materials Sharing and is the library card used by most public libraries on the Cape. You can obtain a CLAMS card at any public library except Sandwich. Check with the librarian before you go as to the accuracy of the times and for weekend hours

The Cafeteria is located on the first floor of the Grossman Commons Building, one set of stairs below the A.L.L. Office. The cafeteria is open and available to A.L.L. members.

Parking

A.L.L. members use parking lots 9, 10, and 11. Lot 9 - Follow the walk up the hill to Grossman Commons. Lots 10 and 11 - follow the path to the Technology Building (an easier walk). You can also use the elevator in the Technology Building up to the 1st level and walk across to the Grossman Commons Building. There is handicapped parking available outside the Grossman Commons building with a proper permit.

Classes

We ask that you make a commitment to attend all of your classes. If you can't attend, please notify your coordinator directly. If you choose to drop out of a class, please let the class coordinator and the A.L.L. office know. **If you drop out of all classes right after the first class, your money will be refunded.**

There will be lists posted outside rooms C-106 and C-115 showing classes that still have openings. You are welcome to sign up for any of those classes at no additional membership cost if you are already registered.

Please also fill out your medical information card and keep it with you at all times.

Social and Special Events

In addition to classes, A.L.L. offers lectures, trips and other special events that you will hear about throughout the semester in your classes as well as in A.L.L. communications. If we do not have your email address or if you change your email address, please notify the A.L.L. office so that we can update our records and keep you informed.

Publications - Reflections Magazine and ALLways - Monthly Newsletter

As an A.L.L. new member you will receive our monthly newsletter updating you on events, lectures, what our members are up to as well as important A.L.L. news of interest to our membership. The Newsletter is distributed electronically so it's critical to provide your email address, especially if it changes so we can update our records and keep you informed.

Reflections XVIII – February 13th is the date of the 2019 launch party for the new edition of A.L.L.'s annual anthology. This book is entirely written by A.L.L. members. Everyone is welcome to help celebrate another year of member creativity.

Volunteer Information

The following A.L.L. committees are in need of volunteers with any of the specific skills listed below:

- Finance – QuickBooks, accounting, banking and/or finance
- Communications – Constant Contact, communication/marketing plan development including member and prospective member communications i.e., newsletter, website and social media design and upkeep
- Policies and Procedures – Working with standing committees to review and revise existing Policies & Procedures manuals

In your packet, you will find a Volunteer Information form. Since A.L.L. is a volunteer organization, we hope that you will find time to be involved. A list of committees can be found on page 7.

You might consider offering a course yourself—6 or 12 weeks; alone or with a spouse or friend. Miriam Kronish is the Curriculum Committee Chair and can answer questions about coordinating a course. If you wish to teach a course, you can submit your course proposal through our online form at www.capecodall.org, under “Course Submissions” located on the top menu bar of the website home page. A.L.L. is always looking for new course ideas.

A.L.L. relies heavily upon volunteers and we encourage you to fill out the volunteer form in your folder and hand it in today.

If you would like a tour of the campus, David Johnston has kindly offered to show you around. Once again, welcome and we hope that you will enjoy the many opportunities that A.L.L. has to offer.

If you have any further questions, please ask us now.

Judith Roettig
President

Jim Lathrop
Volunteer Coordinator

A.L.L. VOLUNTEER OPPORTUNITIES

A.L.L. is an all-volunteer program. Would you be interested in volunteering? It is a great contribution to A.L.L. and a wonderful way to meet more A.L.L. members. Areas of volunteer opportunities include:

ALL Office / Administration

Office Front Desk – Jim Lathrop

Committees:

- Curriculum – Chair, Miriam Kronish
- Registration – Chairs, Jackie Faulhaber and Paula Stefani
- Long Range Planning – Chair, Marilyn Nouri
- Nominating – appointed by A.L.L. President
- Hospitality – Chair, Dianne Tattersall
- Policies & Procedures – Chair, Leslie Mathis
- Communications – Chair, David Wyant
- Special Events – Chair, Diane Hoover
- Finance – Chair, Jim Lathrop
- Technology – Contact, Judith Roettig
- A.L.L. Reflections – Contact, Editor June Calender
- Art Gallery – Contact, Anne Corbett

Please check off any that areas interest you and then provide us with your contact information below:

Date: _____

Name: _____

Phone: _____

Email: _____

(Please print the above clearly so we can contact you)

Please return your completed form to the A.L.L. Office Desk or to your Class Coordinator.

THANK YOU FOR YOUR SUPPORT

Committee Responsibilities

Curriculum—Recruits course coordinators, reviews course proposals, and develops each semester's curriculum/schedule.

Registration—Assists with course registration process each semester.

Long Range Planning—Addresses future needs of the Academy.

Nominating—Identifies and solicits candidates for Board of Directors.

Hospitality—Plans and carries out a program of social activities.

Policies & Procedures—Develops policies, procedures and responsibilities in accordance with Academy By-Laws.

Communications—Communicates the purpose and programs of the Academy to members and the public via our website, newsletter, email and other means.

Special Events—Develops, plans, and suggests special events during the fall and spring semester.

Finance—Oversees the financial aspects of A.L.L., working with the Treasurer.

A.L.L. Reflections—Solicits, selects, prepares, and edits materials for publication in the Academy magazine Reflections.

Art Gallery—Solicits and collects member material for exhibit/sale in the gallery including family appropriate art and photography

Important Contact Information for A.L.L.

A.L.L. Office Phone Number

774-330-4400

A.L.L. Email Address

acadlll@capecod.edu

A.L.L. Website

www.capecodall.org

Campus Hotline Number

(For school closing information)

508-375-4070

Wilkins Library Hours

Monday–Thursday – 8:00 am to 9:30 pm

Friday – 8:00 am to 4:30 pm Saturday –

9:00 am to 1:00 pm

Emergencies

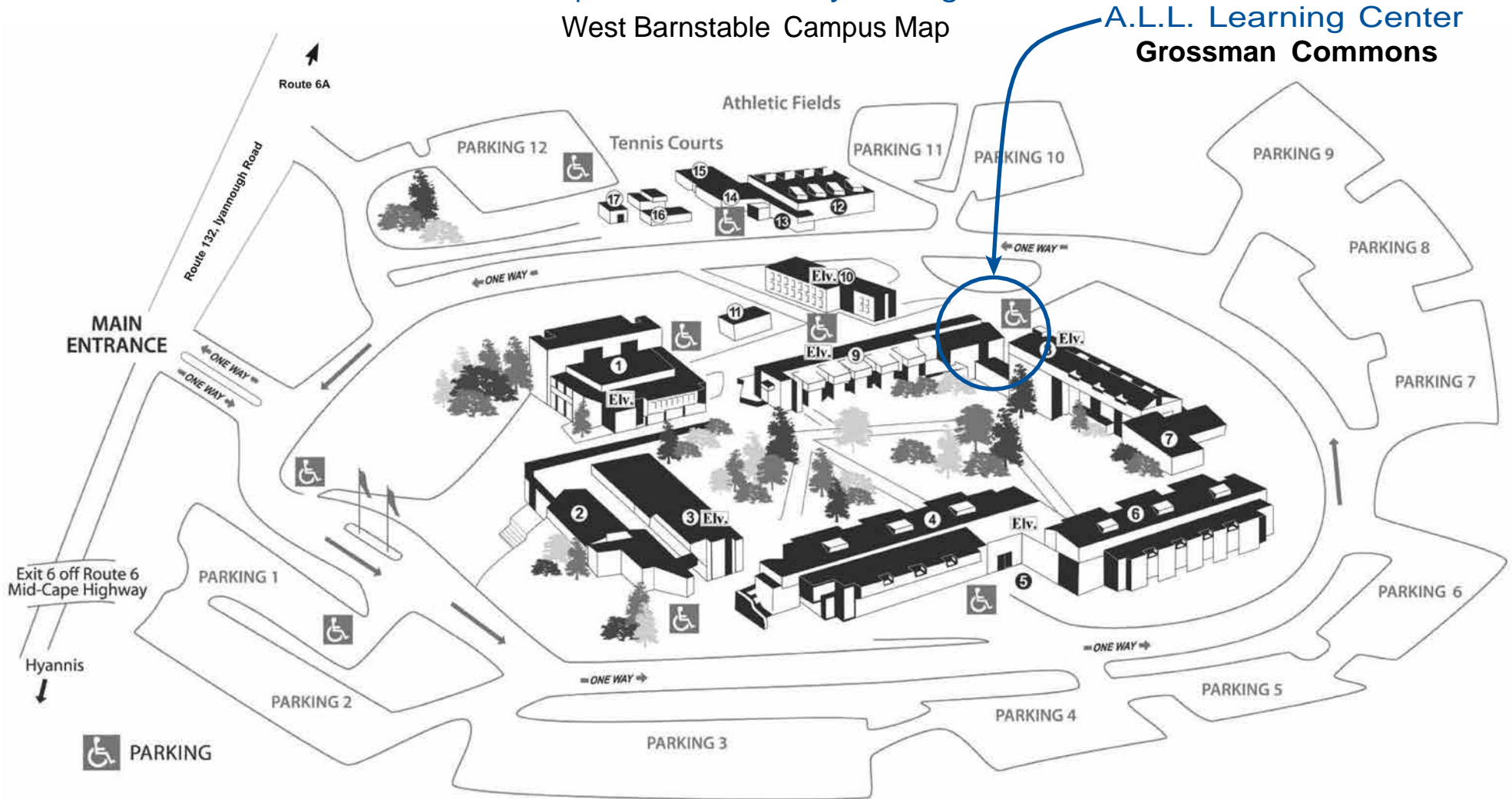
**IN ALL EMERGENCIES, DIAL 911 BEFORE CALLING CAMPUS SECURITY
AT 774-330-4349**

ACADEMY FOR LIFELONG LEARNING OF CAPE COD, INC.
BOARD OF DIRECTORS

Rev. 01/23/19

Judith Roettig <u>iroettig@gmail.com</u>	President	2019
Dianne Tattersall <u>tattersalld@yahoo.com</u>	Vice President and Hospitality	2020
Kirk Young <u>akyct@aol.com</u>	Treasurer	2019
Noelle Howland <u>mpcro@verizon.net</u>	Clerk	2018
Leslie B. Mathis <u>lesliebmathis@verizon.net</u>	Policies and Procedures	2019
Ed Wirtanen <u>ed.wirtanen@comcast.net</u>	Member-at-Large	2019
Marilyn Nouri <u>marilynnouri@gmail.com</u>	Long Range Planning	2020
Diane Hoover <u>dehoover@comcast.net</u>	Special Events	2020
Rona Roberts <u>shadowdog06@comcast.net</u>	Member-at-Large	2021
Jackie Faulhaber <u>jackiefaulhaber@ymail.com</u>	Registration	2021
Miriam Kronish <u>miriamkronish@gmail.com</u>	Curriculum	2021
Jim Lathrop <u>jblathrop@outlook.com</u>	Immediate Past President / Finance	2018
David Wyant <u>Davewyant76@gmail.com</u>	Communications	2021

Cape Cod Community College West Barnstable Campus Map



**A.L.L. Learning Center
Grossman Commons**

Building Legend

- | | | |
|-------------------------------------|-----------------------------|--|
| 1 Tilden Arts Center | 5 North/South Connector | 10 Lorusso Applied Technology Building |
| 2 Nickerson Administration Building | 6 North Building | 11 Makkay Broadcasting Center |
| 3 Wilkens Library | 7,8 Science Hall | 12-15 Life Fitness Complex |
| 4 South Building | 9 Grossman Commons Building | 16-17 Facilities Management Building |

Cape Cod Community College Hyannis Campus

