



ADULT LEARNING PROGRAM

To: The Advisory Board
From: Bertina
Date: 27 January 2011
Re: Coordinator's Report

Of course, this month was spent registering members for classes, totaling class registrations and tallying the responses to the Pre-view Meeting Evaluations

This term, ALP registered sixty-one and one-half Full Time Equivalents from Seabury and one hundred forty-two Full Time Equivalents from the At Large community for a yearly total of two hundred and three and one-half. This compares to the number of 2009-2010 of 214 but you should be aware that there are registrations still coming in daily.

To date there has been \$21,152. deposited in our UConn account against an estimated income of \$20,000. Gratifying is that ALP has surpassed its estimated Donation line of \$800. with a total Donation figure to date of \$987. These numbers do not include another \$1,600. in memberships and \$85. in Donations that have not yet been deposited at UConn.

We will begin to send the class registration pages to the Liaisons on 31 January (the first classes are on 10 and 11 February). These will also include the Course Coordinators' names as well as the Presenters'. This should make communication between and among the principals seamless and easy. A copy also goes to Helen so she can make the attendance grid for sign-ins.

Copies of the Pre-view Meeting Evaluations are available and I also have the raw data if anyone has a question. Some comments have been combined and minor editing was necessary but comments are otherwise verbatim.

At the last Advisory Board Meeting the question of accepting credit cards for registrations was proposed. I have questioned Financial Services in Storrs regarding this option and I was given the following response:

- UConn is making every effort to get away from credit cards because of security reasons; they take cards only as a last resort;
- Since Finance could not make a direct deposit into our account, they would have to set up a separate State account;
- Every credit card has to be masked and then removed from all records, making the process time consuming and awkward;
- Staff would have to be tutored in the new regs for credit card acceptance;
- None of this addresses the extra cost to ALP for each procedure.

If you have any more, specific inquiries, I would be happy to address them with UConn again.

We have provided copying and clerical tasks for class presenters again this semester and we would urge that the office be approached for these as often as possible. Since we already pay for copying privileges (not by the page), we needn't pay twice.