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Websites
  OLLI at Stony Brook University - http://www.stonybrook.edu/olli/
  Course Catalog - http://www.campusce.net/stonybrook/category/category.aspx
  Events Calendar - http://www.stonybrook.edu/commcms/olli/calendar.html
  Administration - http://www.stonybrook.edu/commcms/olli/about/administration.html
  Stony Brook University - http://www.stonybrook.edu/
  SBU Campus Map - http://www.stonybrook.edu/sb/map/newmap.pdf
  School of Professional Development - http://www.stonybrook.edu/spd/
Osher Lifelong Learning Institute (OLLI) at Stony Brook University
(formerly known as The Round Table)

HISTORY

In 1987, the Dean of the School of Professional Development, Dr. Paul Edelson, suggested establishing a peer-taught program for retirees at Stony Brook similar to the Institute for Learning in Retirement at Harvard University. An Advisory Committee first met on Jan. 28, 1988, and soon thereafter an Organizing Committee of 15 individuals was formed.

The Organizing Committee met during the spring of 1988 to select the program’s name, develop a curriculum, propose by-laws, and establish an organizational structure. The name The Round Table was chosen to reflect the cooperative nature of the group and the equality of members. A grant from the office of New York State Senator James Lack allowed the committee to buy basic equipment such as computers and audio and video equipment. The first registration was held that September, and on Oct. 4, 1988, the semester began with five study groups and 37 members.

In succeeding semesters, The Round Table grew both in membership and in the number and variety of workshops and activities, including day trips to places of interest and showcases featuring guest speakers and performers. By 2000, as a consequence of this growth, it became necessary to add the services of a paid Director, whose responsibility was to carry out the administrative needs of The Round Table, aided by a full-time secretary. Additional grants from the office of Senator Lack permitted the organization to renovate rooms to create office space and additional classroom space.

In 2006, having reached a membership of more than 500, an application for a grant to serve as an endowment for The Round Table was submitted to the Bernard Osher Foundation, which provides funds to assist institutions of higher education in providing intellectually stimulating programs for retired and semi-retired individuals. As a condition of receiving this endowment, on July 1, 2007, The Round Table was re-named the Osher Lifelong Learning Institute (OLLI) at Stony Brook University.

In recent years, OLLI continues to offer more than 100 workshops each semester and a variety of day-trips and special events to a growing membership of more than 1,000 members. This award-winning, adult learning program has become a visible and important part of the University community and the surrounding area.

ORGANIZATION and MEMBER INFORMATION

Membership
Membership is open to all upon payment of the annual membership fee. This fee must be paid at the time of registration for the Fall semester. The program runs from September through June. Workshops and activities are open to all members, subject to limitations on space, facilities or academic considerations.
Members’ Roles and Responsibilities
All members are encouraged to share responsibility for the continued well-being and growth of OLLI. Active participation in workshops, as well as contributions to the organizational needs of OLLI through volunteering for committee membership or other ongoing projects, is strongly encouraged. Members are welcome to attend meetings of the Advisory Board and those of all other committees in addition to the regular general membership meetings.

The Advisory Board represents OLLI’s membership by supporting the OLLI Director and the leadership of the School of Professional Development in the operations of the program as outlined in OLLI Policies and Procedures. All members are encouraged to participate through attendance and discussion at meetings. Meetings of the general membership are normally held three times a year. Election of officers is held in the spring. All elected officers, as well as the appointed Chairs of the Curriculum Committee and the Budget Advisor, are voting members of the Advisory Board.

OLLI Director and Staff Responsibilities
The OLLI Director is responsible for the administrative and financial management of the program on behalf of the University. The Director is aided by an Assistant Director and staff, who are located in the OLLI office, SBS S101.

Fee Refund
*Membership fees will be refunded as per the terms below upon written request to the OLLI Director. Timelines and refund percentages described below are in reference to the beginning of the semester when fees were paid.

- Weeks 1-2 = 100%
- Weeks 3-4 = 50%
- Thereafter = 0% (No refund)

*Special Event fees are non-refundable.
Please contact the OLLI office if you have questions:
631-632-OLLI (6554) or 631-632-7063

Workshop Locations
Some of OLLI’s meeting rooms and office space are set aside for the program’s use. These rooms are mostly located on the ground floor of the Social and Behavioral Sciences Building (SBS). Some of OLLI’s larger workshops are held in the Student Activities Center (SAC) and other classrooms in the Registrar’s pool when available.

Communications
OLLI communicates with its members in a variety of ways:
The OLLI website (http://www.stonybrook.edu/ollii/) provides information regarding all OLLI functions. Visit the site regularly to:
- view special announcements
- refer to the current course catalog
- obtain up-to-date workshop changes or cancellations
- to check the monthly calendar of events, which includes locations and times
- to get information about and make payments for up-coming trips or events.

Notices are posted on our bulletin boards both inside and outside the office and meeting rooms in SBS.

*The Chronicles*, the OLLI newsletter, is published and posted online during the academic year. It contains short articles, commentary, news, trip announcements and a calendar of upcoming meetings and activities. Hard copies are available in the OLLI office for those without computer access.

The OLLI office also sends e-mail concerning OLLI and University activities to all members who have provided their e-mail addresses. If you have friends who aren’t online yet, please share the word and help them keep current.

**Cell Phones**
The use of cell phones during a workshop is highly distracting both to the leader and to the other workshop participants. For that reason, all electronic communication devices must be turned off or “muted” during classes and meetings. Phone calls should only be made outside the classroom.

**Inclement Weather**
As a general rule, OLLI workshops and meetings are canceled whenever the University cancels classes. These closings are announced on the SB Alerts web page of the University’s Emergency Management website http://www.stonybrook.edu/commcms/emergency/alerts/. In addition, the Director may cancel workshops when weather conditions appear unsafe for OLLI members. Workshop leaders sometimes cancel individual workshops when they are concerned about storms or dangerous conditions. Workshops leaders are encouraged to e-mail class members when they cancel individual workshops. Weather-related cancellations will be recorded on OLLI’s outgoing phone message and the OLLI website’s home page as soon as it is practical to do so.

**Donations to OLLI**
Members are encouraged to make tax-deductible donations to OLLI to help sustain and improve our program with minimal fee increases. We have two active accounts to which members or others may contribute:
- The *OLLI Operating Fund* is our day-to-day operating expenses account. Operating expenses include items such as new program initiatives and improvements, purchasing and maintaining special equipment and funding costs related to classrooms.
- The *OLLI Commemorative Fund* was established as a way to provide members with a way to celebrate some of the joyful events in our lives, such as births of grandchildren, special anniversaries, weddings and graduations. The fund can also be used to memorialize the loss of those who are dear to us. In recent years, the fund has been used to receive donations to
the *Honor Thy Leader* program, created to honor the service of outstanding OLLI workshop leaders. Contributions to the fund aid in purchasing equipment and pursuing projects we might not be able to afford otherwise.

### Trips and Special Events

Trips and special events are announced via *The Chronicles*, e-mail, and on the website.

Initial registration is usually for OLLI members only (exceptions include the Holiday Luncheon and the Spring Luncheon/Dinner). If space becomes available, an e-mail notification will be sent inviting guests to attend the event.

There are no refunds except when the event must be canceled by OLLI due to extenuating circumstances. If you must cancel your reservation for the event, contact the OLLI office as soon as possible. If there is a wait list for the event, it is sometimes possible to fill your reservation.

### Curriculum

OLLI sponsors workshops that are designed for retired and semi-retired individuals who are interested in expanding their intellectual horizons in a university setting.

The curriculum is the core of the program, as OLLI is a cooperative that utilizes its members’ experiences, interests and talents to plan and lead workshops and educational programs for themselves and their colleagues. The descriptive term “workshops” is deliberately chosen instead of “courses,” as we offer peer-taught study groups in which the OLLI workshop leader facilitates and encourages other members to participate.

All new workshops must be approved by the Curriculum Committee. We are always looking for new workshops on subjects that are appropriate to a university educational program. Members are encouraged to contact the Curriculum Committee Co-chairs to discuss ideas or new subject matter.

### Ruth Pasternack Fund

This scholarship fund provides awards of up to $500 for members wishing to expand their knowledge or expertise in a given area in order to lead a workshop or to engage in an expanded role within the organization. Awards cover only tuition or course fees. It may not be used for transportation, books or personal expenses. Members may obtain an application form from the fund chairperson and submit it to the Director for approval.

## UNIVERSITY SERVICES

### University Identification Card

OLLI members are guests of the University and are designated as Affiliates (those taking non-credit courses). As such they are required to purchase a University ID card for each academic year at a cost of $25, effective with Fall 2017. The OLLI office will coordinate and schedule this annual process with university administration and provide members with information about location, dates and times to have photos taken, including when and where to pick up your University ID. Lost or stolen IDs may be replaced by paying the lost card fee at the Bursar’s Office and, if required, having your photo retaken at the ID Office. For information, please call them at 631-632-2737.
Library Privileges
Members wishing to use the library must present their University ID card at the circulation desk when checking out materials. In addition to academic books and journals, the library has popular fiction and nonfiction books, DVDs, and e-books available.

Using the internet, members can browse the University libraries’ collection of books, journals and music recordings. Go to the library website at: http://library.stonybrook.edu/ and use the navigation links to locate and search the many available resources.

Internet Access on Campus
Members may access the internet on campus by logging in with their NetID.

- For information on secure wifi on campus, go to http://it.stonybrook.edu/services/wi-fi-wolfienet
  - Wifi access requires a SOLAR account and a NetID and Password. If you already have a SOLAR login, start at https://it.stonybrook.edu/services/netid and click the Login to SOLAR link.
  - If you need to create a SOLAR login and need help, visit the SOLAR Password Help page, https://adam.cc.sunysb.edu/solarpwd.html.
  - Help can also be obtained by calling Stony Brook University’s DoIT Client Support at 631-632-9800. Be sure to have your Stony Brook ID number ready when you call.

Registration of Cars
In order to park anywhere on campus, members must obtain a parking hang tag. For new members, permits may be picked up after registration has been completed in the Parking office located on the second floor of the Administration Building. Be sure to bring your vehicle registration and your current Stony Brook ID card. Questions can be addressed with Parking Services via their website, http://www.stonybrook.edu/parking/, or by calling 631-632-AUTO.

Parking
Vehicles must be operated following the guidelines specified by Stony Brook University Parking Rules and Regulations.

All cars parked in campus lots must display a valid parking permit (hangtag) on the rear-view mirror. Applications and renewals can be done online by visiting the parking permits page for affiliates at http://www.stonybrook.edu/parking/permits/?affiliates.

Members may park in any lot designated as a faculty/staff lot and in the unrestricted North and South P Lots. These lots are monitored from 7 a.m. to 4 p.m., Monday through Friday. With some posted exceptions, lots are open to anyone after 4 p.m. and all day Saturday and Sunday.

Handicapped parking is available throughout the campus. Do not park in a handicapped spot without an up-to-date handicapped sticker.

Metered spaces for visitors are in force from 7 a.m. to 7 p.m., Monday to Friday, and are free at all other times. Parking in the garage adjacent to the Administration Building is available for an hourly
charge with a maximum charge per day. OLLI members may buy a garage pass for a monthly fee. Present your University ID card and vehicle registration at the Bursar’s office, located on the first level of the Administration building. All garage parking is free on weekends.

Vehicles will be ticketed, immobilized and/or towed when parked in spaces that are not intended for general parking, including handicapped spaces. Violators are obligated to pay all parking tickets. Appeals may be made online as noted on the ticket. Renewal of yearly hangtags will not be permitted until all parking tickets are paid.

**Bus Service**
There is free bus service from the North and South P Lots. Just show your valid Stony Brook ID card to the bus driver. These buses stop at several locations throughout the central campus and a bus route map is available online and in the OLLI office, SBS S101.

**Handicapped Access**
The campus provides access services to handicapped persons. Details about these facilities and services may be obtained by calling Disability Support Services at 631-632-6748.

**Wolfie Wallet**
Members may participate in the Wolfie Wallet plan, a campus-administered prepaid declining-balance debit account encoded on your campus ID. It is a safe and convenient way to make food purchases on campus (including from some vending machines), purchase tickets through the USG ticket office, utilize print and copy services, and shop at retail locations on campus. Some local establishments also accept the Wolfie Wallet. Individual accounts may be opened in person at the Meal Plan Office, Room 250, in the Student Union with a valid University ID card and a minimum deposit paid by cash, check or credit card, or online at the University’s Campus Dining site, [http://www.stonybrook.edu/commcms/campusdining/](http://www.stonybrook.edu/commcms/campusdining/). Present your encoded ID card to the cashier for payment by swiping the card and the amount of the purchase will be deducted from your account. You may add to the account in the same manner as the account was opened.

**Fire Drills**
Fire Drills at the University are conducted once a semester, usually at the beginning of the term. Dates are usually noted on the calendar, if known. Never question whether a fire is “real” or just a “drill”.

According to New York State Law, you are required to evacuate a building during any fire drill. Members who are not able to walk easily must go to and stay in the closest stairwell, away from the doors. In case of a real emergency, the Safety Warden will radio the Fire Marshal for alternate evacuation routes for those in the stairwells.
# OLLI COMMITTEES

<table>
<thead>
<tr>
<th>Committee</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisory Board</td>
<td>The primary responsibility of the Advisory Board is to advise the OLLI Administration on curriculum, fees, budgets, planning, growth and development, and special events. Its charge is to oversee the activities of OLLI’s members and to address issues as they may arise, in coordination with the Director and SPD designees. The President, on behalf of the Advisory Board, shall report regularly to the general membership on actions taken by the Advisory Board.</td>
</tr>
<tr>
<td>Arts Council</td>
<td>Organizes exhibits of members’ art to be displayed in SBS S102 each semester, including a reception open to all members, and encourages writing, photo and film-making groups to showcase their work at OLLI.</td>
</tr>
<tr>
<td>Budget Advisor</td>
<td>Solicits input from the Advisory Board to advise and assist the Director, SPD’s Dean and the Dean’s designees in the development and approval of an annual operating budget.</td>
</tr>
<tr>
<td>Conversation Partners</td>
<td>Volunteers meet individually with SBU graduate students who need to practice speaking English at a convenient time for both the student and volunteer.</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Works with the Curriculum Committee Chairs, the Advisory Board, the Director and designees from SPD to establish and present curriculum policy, to develop new curricula and to offer OLLI workshops and other curricular activities each semester. Provides support to workshop leaders.</td>
</tr>
<tr>
<td>Growth and Development</td>
<td>Works with the Advisory Board, Director, SPD, Stony Brook Foundation and the University Advancement Office to develop and oversee subcommittees for Fund-raising and Planning. Standing committee members include the President as Chair, President-Elect, Immediate Past President and the Director.</td>
</tr>
<tr>
<td>Events and Trips</td>
<td>Assist the OLLI office and approved professional event and trip vendors with the selection, planning and implementation of member opportunities for educational trips and enriching cultural experiences.</td>
</tr>
<tr>
<td>Sunshine</td>
<td>Responds appropriately for OLLI as members encounter major changes in their lives.</td>
</tr>
<tr>
<td>The Chronicles</td>
<td>Online newsletter containing articles for and about OLLI members, with photos of OLLI events.</td>
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<tr>
<td>Member Relations and Support</td>
<td>Provides information and outreach to members, especially new members. Arranges for volunteers to help with events, dinners, registration and other functions as needed.</td>
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</tbody>
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