

Pelican Cove University

Mission Statement, Operations and Governance

Last Revised: 12/1/2020

Pelican Cove University seeks to create stimulating educational programs open to all residents of Pelican Cove. The University was created and has been governed by residents of Pelican Cove. Classes are taught or organized by members of our community.

Basic Operations

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

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 background and knowledge 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 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, PCU board members 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 which 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.

- In determining whether a course will be repeated, the committee will consider class attendance at previous seasons, difference in content from previous courses taught by the same instructor and whether similar courses are being offered.

- In determining whether to accept a “how to” type of course, the 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 submit their completed Course Proposal online form by May 15th of each year. The Course Proposal form includes information about time during the season and the days of the week the prospective instructor is available to teach. Once the courses are decided upon by the Curriculum Committee, the information is given to the Scheduler, who works with the office to determine the rooms available for different size classes.

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

Governance

The Pelican Cove University 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 PC Board Approved groups.

Board Membership

The Pelican Cove University Board of Directors will be composed of no fewer than eight and no more than 10 members. Each Board member will be a unit owner.

Board Members 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 consistent failure to fulfill their responsibilities.
- Each year of the membership term shall run from October 1 through September 30.
- A member whose term has expired may be asked to continue to serve until a successor has been appointed.

Appointments to the Board

When vacancies occur or are anticipated, the Nomination Committee of 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 one-year term and may be reappointed by the Board for an additional term(s). An elected chair may not serve more than three consecutive 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 one-year term and may be reappointed by the Board for an additional term(s). The Vice Chair operates in concert with the Chair; assumes the chair responsibilities when necessary and chairs the Faculty Liaison Committee.
- **Recording Secretary** - The PCU Board shall elect one of its members to serve as Recording Secretary. The Secretary serves for a one-year term. An elected Secretary 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 keeps track of the membership terms.
- **Treasurer** - The PCU Board shall elect one of its members to serve as Treasurer. The Treasurer shall collect the fee for attendance at all classes at both the Expo and at the early sessions of each class receive and track all PCU funds, reimburse volunteers for expenses incurred, and report regularly to the Board the status of its funds.

Committees of the Board

There are Board activities beyond those of the officers which require consistent 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 Nomination Committee, Board members appointed to lead each committee may recruit other community members to help with the work of the committee:

Community Outreach/Events

- Solicit suggestions for potential courses and instructors from all residents through individual contacts, articles in the *Pelican Cove News*, and questions included in the Pelican Cove surveys

- Present information about PCU at community events such as club and group meetings, Renters Welcome, New Owners Welcome, etc.
- Organize and publicize the Pelican Cove Expo, at which information is available in writing about all classes and instructors give brief introductions to their classes. This meeting will also occur in early January.

Curriculum/Schedule

- Each spring send out a call for proposals to all past instructors and to anyone who has expressed an interest in teaching during the following year. 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.
- The Committee will select the courses. If there are concerns about specific courses the committee must go to the Board for consultation.
- Consult with the Office about available rooms for different size classes. Draw up a schedule of classes for the following year, which will be distributed with the *Pelican Cove News* in the fall and will be widely available in our community.
- Arrange with the Office and with relevant Staff for room set-ups, microphones, and other tasks needed to run the classes with little or no office ancillary help.

Faculty Liaison

- Works with the Community/ Events committee to organize an initial meeting with all instructors to discuss issues and concerns relating to the season's classes, including technical set up.
- Maintains contact with instructors during the season to be sure that all courses are running smoothly and (for future reference) are scheduled in appropriate-sized rooms.
- May organize additional instructor meetings.

Nomination

- The Nomination Committee is made up of three Board members. It notifies the community about openings on the Board when openings occur or are anticipated. It identifies a list of candidates and presents it to the Chair and Board for its consideration.

Board Meetings

Meetings will be held on a regular schedule in an Association Building. The meeting schedule is included on the community calendar. The Chair may also call an unscheduled meeting as needed. Notice of these meeting shall be posted on the PCU's webpage. Meetings are open to all Residents except when personnel matters are being discussed. Agenda items concerning personnel will be discussed in closed session. A quorum must be present in order to conduct business. A quorum is

defined as a simple majority of the total number of members in person or by remote access.

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 initiate consideration of a proposed 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 upon the agenda for consideration. So long as a quorum is present, a vote by a majority of the members of the Board in attendance in favor of the proposed amendment will be required to approve it.