

BOLLI



Brandeis



BOLLI MEMBER HANDBOOK

Welcome to the Osher Lifelong Learning Institute at Brandeis

WHERE *learning* AND *friendship* THRIVE

BOLLI, the Osher Lifelong Learning Institute at Brandeis, is a year-round membership organization that brings together hundreds of vibrant and intellectually curious adults in learning and friendship. We are located on the Brandeis University campus in Waltham, MA and meeting fully online in Fall 2020.

Welcome to our community. This handbook is a set of useful information, guidelines and tips about being a BOLLI member. You'll find handy contact information, parking tips and learn about what you can expect from your BOLLI experience. In addition, this handbook shares some of the community's expectations of you as a BOLLI member. If you have a question that's not answered here, please visit our website, www.brandeis.edu/bolli or contact a staff member using the contact information found on page 3.

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About BOLLI

The Rabb School of Continuing Studies

Welcome to the Rabb School of Continuing Studies, home of Brandeis’ Osher Lifelong Learning Institute. Supporting the University in its mission of academic excellence and access since 1992, the Rabb School is dedicated to developing innovative educational offerings and to providing a collegial community for its on campus and online learners. For more information, visit the Rabb School on its website at <http://www.brandeis.edu/rabb/>.

The BOLLI Program

BOLLI is a member-driven learning community encouraging lifelong learning through courses and programs that engage the learner, provide social interaction, and enrich lives. BOLLI programs are intellectually stimulating and conducted in an environment intended to foster member participation and to promote learning, communication and a sense of community. Members choose from an array of study groups, seminars, lectures, intergenerational opportunities, workshops and field trips.

The Bernard Osher Foundation

BOLLI is part of a network of lifelong learning institutes funded by The Bernard Osher Foundation, a philanthropic organization founded in 1977 and headquartered in San Francisco which supports lifelong learning, higher education and the arts. More information about the Foundation can be found at <http://www.osherfoundation.org/>.

Contact Information

BOLLI Staff

Avi Bernstein, Director

(781) 736-2171, abernstein@brandeis.edu

Megan Curtis, Associate Director

(781) 736-2175, mcurtis@brandeis.edu

Carolyn Cross, Program Coordinator

(781) 736-2992, ccross@brandeis.edu

Jim Nagle, Program Coordinator (part-time)

(781) 736-2195, jnagle@brandeis.edu

Mailing Address: Osher Lifelong Learning Institute @ Brandeis (BOLLI)

MS 085, Brandeis University

Waltham, MA 02454-9110

General email: bolli@brandeis.edu

Website: www.brandeis.edu/bolli

Member Website: <http://www.brandeis.edu/bolli/current-members/community-information/member-contact-list.html>

User name: bolli

Password: Contact the BOLLI office for the password.

Advisory Council

For information on the Advisory Council, please visit the member website:

<http://www.brandeis.edu/bolli/current-members/community-information/member-leadership.html>

Additional Offerings at BOLLI

Annual Events

The BOLLI community usually comes together as a whole multiple times throughout the year, including once at the beginning of the fall term for the Back to School Brunch and once again at the end of the spring term. We will come together online in smaller groups.

Lunchtime Programs

On Fridays, BOLLI sponsors a lunchtime program series bringing distinguished local and national celebrities, authors, and professors to our space and allowing for vigorous member Q & A. All lunchtime programs will take place from 1:00-2:00pm on Zoom. You will find a link to RSVP in the BOLLI Bulletin.

Faculty Seminars

Between spring and fall terms, BOLLI offers intensive seminars taught by outstanding Brandeis professors and scholars. Recent programs have included such diverse topics as:

- *Hamlet*
- The New Testament in the Context of Ancient Israel
- *Soli Deo Gloria*: J.S. Bach, the Glory, and the Controversy
- Divided Power: Us Federalism from Slavery to Same Sex Marriage

You can view a complete list here: <http://www.brandeis.edu/bolli/prospective-members/courses-programs/faculty-seminars.html>

Special Interest Groups

New Yorker Fiction Salon

Photography Group

Book Club

Writers' Guild

Poetry Circle

...and more! Find a full list [here](#).

Brandeis University Services and Resources

Campus Events

BOLLI members are welcomed to Brandeis campus events, both in person and virtual, year-round. You can find details of campus events of special interest to BOLLI members in your BOLLI Bulletin.

Library

BOLLI members have full on-campus use of Brandeis' world class [research library](#).

Wi-Fi

Anytime you're at 60 Turner Street, you may use the **brandeis_open network**. This will require you to sign in each time you're here. If you're going to use the WiFi on a regular basis, we recommend you sign up for a Brandeis Sponsored Account so you can log into the eduroam network. Once you're logged in, your device will automatically connect to the network when you're at 60 Turner Street. Click [here](#) for instructions on how to acquire a Brandeis Sponsored Account.

Brandeis ID cards

During any term when we meet in person, your Brandeis ID card will be available at BOLLI the first day of term. Expect to pick it up along with your name tag and information packet. If you were a member in a previous term, your ID card is still valid. The ID card provides you with access to benefits across the entire Brandeis campus. The following are some examples of those benefits:

- Library privileges
- Discounts on theatre tickets at [Spingold Theatre Center](#)
- Discounts on films presented by the [National Center for Jewish Film](#)
- The education discount on [Apple](#) products

Replacing ID cards: Please do your best to hold on to your ID card during and between semesters. There is a cost to BOLLI for each replacement ID, therefore, we must charge a fee of \$5 to replace lost IDs. Please contact a BOLLI staff member to get a replacement ID.

Gym Facilities

BOLLI members are allowed access to the [Gosman Sports and Recreation Center](#) at a special discounted rate which includes a parking pass. For more information or to join, please contact Michael Matt at 781-736-3661 or mmatt@brandeis.edu.

Volunteer Participation

BOLLI grows and thrives because of member participation. There are many ways you may contribute your energy, expertise, and help ensure BOLLI's continued success.

Volunteer Opportunities

- Study Group Leader: Lead a study group on a topic you're passionate about.
- Classroom Assistant: Help the SGL by taking attendance, passing around handouts and performing other tasks as needed. Sign up on your registration form to volunteer as a Classroom Assistant, or contact a Program Administrator.
- Office Volunteers: Assist Program Administrators with envelope stuffing, packet assembly and other administrative duties on an as-needed basis.
- BOLLI Guides: Help new members navigate the world of BOLLI learning and social life.
- Greeters: Direct members to their classrooms, answer questions, and welcome members to the space.
- Leadership: Serve on the Advisory Council, program committees, working groups and/or special task forces. Please speak to the Director and/or an Advisory Board member for more information about meetings and time involvement.

BOLLI Guidelines

Building our Community

BOLLI is committed both to providing a welcoming learning environment for its members and a cordial working environment for staff and volunteers. All participants in the BOLLI community are expected to treat one another with consideration and respect.

Independence clause

A BOLLI Fall 2020 Membership requires a computer with a microphone and camera in good working order. If you need special considerations, please contact the Director. We are committed to helping you succeed at BOLLI.

Photography Waiver

When you completed the BOLLI registration process, you were prompted to agree to having your photograph taken at BOLLI, either as an individual or as part of a group or class, and to the use of those photographs being used for publicity purposes. Unless you "opted out," BOLLI may exhibit this work in print or electronic form publicly or privately.

Zoom Waiver

Many BOLLI Zoom classes and events will be recorded, to be distributed to BOLLI members only. By clicking "I agree" on the registration form, you acknowledged that you have the technical equipment needed to participate in Zoom meetings and the meetings may be recorded.

Field Trip Waiver

By submitting the BOLLI registration form, you consent to participate in the trips off campus during the dates of your membership period. You acknowledge that participation in off campus trips is optional, and you hereby knowingly and voluntarily consent to travel to and from the location of the trips. You understand that there are inherent risks involved with participation in the trips that are beyond the control of Brandeis, and that Brandeis cannot guarantee your safety or security.

Accessibility

We strive to make all members feel welcome at BOLLI. If you need assistance, please contact a Program Administrator.

Hearing

If you have hearing challenges, please inform a Program Administrator. When we're meeting at 60 Turner Street, we have a number of microphones for the SGLs to use and we will work with you to address your needs. We have assisted listening devices available for all lectures & activities that take place in the Gathering Space.

Policies

Auditing Courses

Members may not audit study groups at BOLLI. If a study group is full, additional members may not join the group due to fire code regulations. If you wish to join a study group that has space available, please contact a Program Administrator.

Inclement Weather

BOLLI closes the space at 60 Turner Street anytime Brandeis University campus is closed, and may also decide to close 60 Turner Street out of weather-related safety concerns even if Brandeis University does not close its campus. If a closure or delay will occur, an email from the BOLLI office will be sent by 7:30 a.m. of the day in question at the very latest. A closure message will also be recorded on the Program Coordinator's office phone at 781-736-2992 and left in an out-of-office message on staff email addresses. It is the member's responsibility to check his or her email before departing for 60 Turner Street. Your safety is our paramount concern.

Financial Aid

Financial assistance is available and awards are strictly confidential. To apply please contact the Director.

BOLLI Communications

All-BOLLI e-mails

Occasionally the BOLLI staff communicates to all members in a mass e-mail, usually to inform the community about event cancellations or other urgent information.

The BOLLI Bulletin

The Bulletin is e-mailed to all members year round on Friday morning and contains BOLLI announcements, upcoming event information, and Brandeis campus opportunities.

The Bulletin features an “In Memoriam” Section as needed. The “In Memoriam” section typically announces events associated with a member’s passing, or the passing of a member’s spouse. This may also be applied to members whose membership has lapsed, but who have been members within the last two years. These notices need to be directly approved by the grieving party.

The Website

Please visit www.brandeis.edu/bolli for up to date information on registration, upcoming events, course schedules and additional resources.

The BOLLI Banner

The Banner is an online newsletter focused on member and SGL profiles, news and activities relevant to members, and campus and community events. Banner authors are BOLLI members. Click [here](#) to read the BOLLI Banner.

The BOLLI Journal

The Journal is a juried collection of prose, poetry, and photography submitted by BOLLI members, published every two years. Back issues can be found here: <http://www.brandeis.edu/bolli/current-members/community-information/the-bolli-journal.html>

The BOLLI Blog

A blog devoted to the interests of BOLLI members and potential members. You can read the blog here: <http://blogs.brandeis.edu/bolli/>

Annual Report

The Annual Report is a yearly document showcasing BOLLI’s partnership programs with Brandeis, our financial statements and our hard-working committees. View last year’s Annual Report here: <http://www.brandeis.edu/bolli/current-members/community-information/the-bolli-journal.html>

Emergency Procedures

Emergency phone numbers

In an emergency at BOLLI:	DIAL 63333 from any phone in our space
Non-emergency public safety number:	DIAL 65000 from any phone in our space

In the event of an emergency, phones are available in every classroom and in the Gathering Space. If you don’t see a phone immediately, **ask a staff member** to dial 63333. It is the BOLLI staff policy to call 63333 for any injury bigger than a paper cut, including all falls, as staff members cannot offer medical assistance. A first aid kit is on the wall in the kitchen.

BEMCo

The on-campus emergency team ([BEMCo](#)) can reach BOLLI within minutes. Public Safety will also call for an ambulance. Please do not call 911.

Automated External Defibrillator

There is an AED, which is effective for treating cardiac emergencies, available behind the podium in the Gathering Space.

Medical ID bracelets

If you have a medical condition, allergy, or other health concern, BOLLI recommends you wear a Medical ID bracelet or necklace while you are at 60 Turner Street, such as those available from IdentifyYourself.com.

Brandeis Fire Drill Procedure

BOLLI members are required to follow the safety policies of Brandeis University and evacuate when the alarm is sounded. **There are two exits: one up the main entrance stairs and one next to the podium in the Gathering Space.** If you require assistance to exit by stairs, please remain seated in the Gathering Space and wait for emergency personnel to assist you.