

BOLLI



Brandeis



# BOLLI MEMBER HANDBOOK

**Welcome to the Osher Lifelong Learning Institute  
at Brandeis**

WHERE *learning* AND *friendship* THRIVE

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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.

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](http://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](mailto:abernstein@brandeis.edu)

**Megan Curtis**, Assistant Director

(781) 736-2175, [mcurtis@brandeis.edu](mailto:mcurtis@brandeis.edu)

**Lily Gardner**, Program Coordinator

(781) 736-2992, [lgardner@brandeis.edu](mailto:lgardner@brandeis.edu)

Jim Nagle, Program Coordinator (part-time)

(781) 736-2195, [jnagle@brandeis.edu](mailto:jnagle@brandeis.edu)

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

MS 085, Brandeis University

Waltham, MA 02454-9110

**General email:** [bolli@brandeis.edu](mailto:bolli@brandeis.edu)

**Website:** [www.brandeis.edu/bolli](http://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 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.

### **Lunchtime Programs**

On all study group days, 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. Other lunchtime programs include presentations by leaders of BOLLI special interest groups and a performance for the BOLLI Scene-actors Acting Troupe. All lunchtime programs take place from 1:00-2:00pm at 60 Turner Street.

### **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!

## **Brandeis University Services and Resources**

### **Campus Events**

BOLLI members are welcomed to Brandeis campus events 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](#). Study Group Leaders may apply for remote library access by emailing Lily Gardner at [lgardner@brandeis.edu](mailto:lgardner@brandeis.edu).

### **Wi-Fi**

BOLLI members may access Brandeis' free wi-fi from anywhere on campus by connecting to the brandeis\_guest network. After choosing brandeis\_guest as your preferred network, open any browser and follow the log-in instructions to gain internet access.

### **Brandeis ID cards**

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 Lily Gardner 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 members of the BOLLI community are expected to treat each other with consideration and respect.

### **Independence clause**

To participate at BOLLI, one must be able to get to and from the program independently and move around the space safely. If you need special considerations, please contact the Director. We are committed to helping you succeed at BOLLI.

### **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. 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.

### **Mobility**

If you need special considerations because you use a wheelchair, walker or other mobility device, please contact a Program Administrator.

Classroom Assistants and SGLs are asked to locate and reserve suitable space for class members who use wheelchairs, walkers and crutches. In most cases this seating can be near the door, at or near the end of a table. The goal is to enable these participants to enter and leave the room easily, with a minimum of delay, and to allow other class members space to pass them safely. After members are seated, assistance equipment (wheelchairs, walkers, crutches, canes) will be parked where it will be available but will not block the aisles.

## **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 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 Lily's office phone at 781-736-2992 and left in an out-of-office message on Megan and Lily's email. 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](http://www.brandeis.edu/bolli) for up to date information on registration, upcoming events, course schedules and additional resources.

### **The BOLLI Banner**

The Banner is a printed newsletter focused on member and SGL profiles, news and activities relevant to members, and campus and community events. Banner authors are BOLLI members.

Back issues can be found here: <http://www.brandeis.edu/bolli/bolli-banner.html>

### **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, such as those available from [IdentifyYourself.com](http://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.

## **Locations**

### **Study group and meeting locations**

- All BOLLI study groups take place at 60 Turner Street. The building opens at 8:45 a.m. daily. The outside door may be locked before 8:45 a.m.
- Most BOLLI committee meetings take place at 60 Turner Street.
- The BOLLI Director's office is located in the gray building at 480 Old South Street, next to the railroad tracks.

### **Parking**

BOLLI members park along Turner Street in close proximity to the building, and across the street from 60 Turner Street in the large parking lot. (Note that this large parking lot is not owned by Brandeis. While no difficulties have been reported by BOLLI members to date, Brandeis does not assume liability or risk for this parking area.)

Parking in the spaces in the driveway or rear of 60 Turner Street is strictly prohibited and may result in ticketing. Regarding this policy there is an exemption for handicap placard holders only: There are four handicap spots in the small lot behind 60 Turner Street, immediately accessible from the 60 Turner Street driveway. Only BOLLI members with handicap placards may park in these four spots. Be sure to display your placard prominently. BOLLI members with handicap placards may not park in any other spots in the lot directly behind 60 Turner Street, as these are dedicated for tenants of the building.

If you ever have difficulty finding parking in the immediate vicinity of Turner Street, you may park at our Charles River Parking Lot (J Lot), approximately .4 miles away from our building on Angleside Road.

**Please take caution when crossing South Street and Turner Street on foot.**