

**CENTER FOR LIFELONG LEARNING BOARD OF DIRECTORS
POLICIES AND PROCEDURES**

1. GENERAL POLICIES AND PROCEDURES

- 1.1. The Center's Board of Directors has approved all policies and procedures of this organization stated below.
- 1.2. Meeting dates for the Center's curriculum calendar are published in advance of the activities scheduled.
- 1.3. The Center operates under the sponsorship of the UofSC Aiken Department of Continuing Education, which charges an agreed-upon fee per Center member for administrative support.
- 1.4. If UofSC Aiken cancels classes on any given day, Center classes scheduled to meet on campus at the same time will also be cancelled.

2. BOARD OF DIRECTORS

- 2.1. The Board shall meet in accordance with Article VI of the Center Bylaws. The schedule of regularly scheduled Board Meetings will be published in the Center's newsletter. The notice will contain the date, time, and location of the meetings.
- 2.2. Notice of special meetings of the Board shall be announced by mail (postal or electronic) to reach all Board members at least 5 days prior to the meeting.
- 2.3. A summary of Board actions shall be published regularly in the Center newsletter.
- 2.4. The Board shall approve all expenditures of Center funds.
- 2.5. Members of the Center are welcome to attend the Board of Directors meetings. Members may also direct their ideas or suggestions to any Board member for consideration by the Board.

3. CENTER FUNDS

- 3.1. Membership fees for all active members are collected at the start of each academic semester via the Continuing Education registration system in the amount specified by the Board.
- 3.2. Fees may be collected for events and short courses where warranted.
- 3.3. The general policy of the Center is to deny requests for contributions of Center funds to non-Center groups.
- 3.4. Center funds are held as follows:
 - 3.4.1. **UofSC Aiken Operating Account:**
 - 3.4.1.1. The principal of this account is derived from the membership and course fees paid by Center members through the Continuing Education registration system. Most Center expenses are paid from this account.
 - 3.4.1.2. The account is maintained on the books of the University, is monitored by the Treasurer, and is non-interest bearing. The balance is carried over from year to year.
 - 3.4.1.3. These funds shall be used to pay expenses approved by the Board and in accordance with UofSC Aiken policies and procedures.

- 3.4.1.4. Under the direction of the Board, the Office of Continuing Education acts as clearinghouse for receipts and disbursement from this account for all applicable Center activities.
- 3.4.2. Center Checking Account:**
 - 3.4.2.1. This account is used for payment of small incidental expenses that would be too cumbersome or too time critical to pay through the University system.
 - 3.4.2.2. The Center Treasurer controls the deposits and disbursements from this account as directed by the Board. In the event the Treasurer is a UofSC Aiken employee, other officers shall be enabled as signatories to the account.
 - 3.4.2.3. In times when the balance in the account is deemed to be insufficient to cover anticipated expenses, the Board may direct that elected Board members pay their membership fees directly into this account instead of the UofSC Aiken Operating Account via the registration system. Board members making such payments will receive a credit in the same amount to their individual accounts in the Continuing Education registration system.
- 3.4.3. Kauffman Foundation Fund:**
 - 3.4.3.1. This foundation was established by Dr. James Kauffman, Dr. Earl Kauffman's son, to fund an annual Earl Kauffman Recognition Day event. Members of the Center, the Center Board on behalf of the Center, University faculty, and members of the Aiken community have also made donations.
 - 3.4.3.2. Expenditures from this fund must be used exclusively for Recognition Day activities. An honorarium of up to \$250 or other consideration may be offered to the Recognition Day speaker.
 - 3.4.3.3. As an endowment, only the interest from this fund may be used for these purposes.
- 3.4.4. Julia Thurlow Watson Endowment Fund:**
 - 3.4.4.1. This endowment was established for program enhancements to benefit members of the Center, including but not limited to speakers, seminars, and workshops.
 - 3.4.4.2. As an endowment, only the interest may be used for these purposes.
- 3.4.5. Center for Lifelong Learning Endowment Fund:**
 - 3.4.5.1. This endowment was established by the Center from excess funds and contributions of individual members.
 - 3.4.5.2. It is to be used by UofSC Aiken in a manner the University deems to best suit its needs.
 - 3.4.5.3. As an endowment, only the interest may be used for these purposes.

4. CENTER COURSE POLICIES

4.1. Course Pricing

- 4.1.1. Course pricing shall be determined by the type (Technology courses are higher) and number of sessions. General interest course session is normally one hour in length and technology course session is normally two hours in length.
- 4.1.2. Instructors may receive payment of \$75/session for courses up to a maximum of

\$450. Instructors must submit the required forms to UofSC Aiken.

- 4.1.3. Liaisons are not required to pay for the course they are supporting. The Continuing Education staff will be provided a list of liaisons for the semester.
- 4.1.4. Technology coaches may take other courses by paying only the course fee. (Membership fee is not required) The Continuing Education staff will be provided a list of coaches for the semester.

4.2. Course Registration and Minimum Enrollment

- 4.2.1. Registration for courses normally opens in conjunction with the Open House 2 to 3 weeks before the start of classes.
- 4.2.2. Registration for any course will close at the end of the day on the Monday prior to the week that the class begins. Any registrations after that date must be authorized by the instructor.
- 4.2.3. For General Interest courses a minimum of 10 students are required. For courses that are undersubscribed the Chairman of the General Interest Curriculum Committee will direct cancellation.
- 4.2.4. For Technology courses a minimum of 3 students are required. For courses that are undersubscribed the Chairman of the Technology Curriculum Committee will direct cancellation.

4.3. Course Cancellation

- 4.3.1. In the case of any course cancellation the monies for that course may be applied to another desired course or will be returned.
- 4.3.2. If a member withdraws from a course before the start of the course the money can be applied to another course or returned to the member. If a member withdraws after the start of the course or does not attend, no money will be refunded. Any accident/illness during the course that causes a member to miss the course will be considered as a special case.
- 4.3.3. Any request for the return of membership money will be considered as a special request through the Chairman of the respective Curriculum committee to the President of the Board.

5. STANDING COMMITTEES

5.1. Standing Committees shall:

- 5.1.1. Be composed of members in good standing of the Center.
- 5.1.2. Develop policies and procedures for their committee which govern its operation in accordance with UofSC Aiken policies and Center Bylaws
- 5.1.3. Maintain records that can be passed to the succeeding Chairperson to maintain continuity.

5.2. Current Standing Committees

5.2.1. General Interest Curriculum Committee

- 5.2.1.1. Plans and manages the General Interest (i.e., not Technology) curriculum for each semester.

- 5.2.1.2. Assembles needed information regarding the semester's General Interest courses, events, and instructors and provides this information to the University Continuing Education Department on a timely basis for class scheduling and inclusion in the Continuing Education Catalog
- 5.2.1.3. Serves as the communication link between the University, the Center, and the instructors.

5.2.2. Technology Curriculum Committee

- 5.2.2.1. Plans and manages the Technology curriculum for each semester.
- 5.2.2.2. Assembles needed information regarding the semester's Technology courses, events, and instructors and provides this information to the University Continuing Education Department on a timely basis for class scheduling and inclusion in the Continuing Education Catalog
- 5.2.2.3. Directs and manages the equipment, software, and infrastructure needs for providing instruction in the Technology area.

5.2.3. Publicity Committee

- 5.2.3.1. Manages the communication of the activities, goals, and offerings of the Center both within the Center and to the surrounding community.
- 5.2.3.2. Prepares and submits articles on a timely basis to local publications, media outlets, etc., to promote the Center and inform the public of the Center and its offerings
- 5.2.3.3. Produces a monthly newsletter to keep the members informed of Center happenings and issues, and to report on Board activity.
- 5.2.3.4. Maintains an internet website to disseminate information about the Center to Center members and the community.
- 5.2.3.5. Webmaster and Newsletter Editor are encouraged to attend Board meetings in an ex officio capacity to facilitate communication of Center happenings and issues via the website and newsletter

5.2.4. Volunteer Committee

- 5.2.4.1. Promotes the recruiting and orientation of new volunteers to the Center
- 5.2.4.2. Creates and present a Center orientation program for new volunteers
- 5.2.4.3. Places new volunteers into appropriate positions, based on the skills and desires of the volunteers and needs of the Center
- 5.2.4.4. Encourages instructors and liaisons to recruit new volunteers from the students in their classes

6. ANNUAL SCHOLARSHIP AWARDS

- 6.1. When sufficient funds are available, the Center may provide one or more needs-based scholarship to UofSC Aiken student(s), paid from an appropriate endowment or the Center Operating Account. Scholarship amount(s) and criteria for scholarship eligibility will be set by the Board. The recipient(s) are selected by the University Faculty Honors Award Committee.
- 6.2. The Center Board will invite a representative of the University Advancement Department to a Board meeting each fall, after Center enrollment numbers are known and thus the Center's financial situation is fairly well determined, to help set up the scholarship plan for that year.

7. SPECIAL EVENTS

7.1. HOLIDAY FUNCTION

- 7.1.1. If the Center holds a Holiday Function, early in the Fall semester the President shall invite the University Chancellor to attend.

7.2. EARL KAUFFMAN RECOGNITION DAY

- 7.2.1. The Immediate Past-President is responsible for the planning of the luncheon and program, including the recipient commemorative item(s). The Immediate Past-President also recommends a speaker to the Board for its approval.
- 7.2.2. The speaker is to be identified by the end of October and a date for the luncheon selected.
- 7.2.3. Nominations
- 7.2.3.1. During the early Spring semester of each academic year, the President shall issue a call for nominations for the Kauffman Award(s) to be presented on Earl Kauffman Recognition Day. Each of the four CLL Committees (General Interest, Technology, Volunteer and Publicity) is eligible to submit a nominee. Nominations will be prepared by the committee chair (after discussion with the committee members) and presented to the Board. Nominations may also be made by an individual Board member.
- 7.2.3.2. The Committee Chair or Board member making the nomination for the Kauffman Awards shall prepare a citation supporting the individual(s) nominated. Each citation should explain the reason(s) for the nomination, which may include, but are not limited to:
- 7.2.3.2.1. Long service to the Center and its predecessors;
- 7.2.3.2.2. Demonstrated dedication to the Center and its mission;
- 7.2.3.2.3. Individual accomplishments of extraordinary value to the Center and its mission.
- 7.2.3.3. Nominations shall be submitted to the Board of Directors, and the Board shall review all submissions and will choose the awardee(s). The Awardee(s) may be a single person or a group of persons.
- 7.2.4. The name of the recipient is not announced until the luncheon at which time the recipient receives an appropriately inscribed plaque or other appropriate commemorative item.
- 7.2.5. The Master of Ceremonies is the current President. The Kauffman Award presentation is made by the Immediate Past-President.
- 7.2.6. All current Center members are invited to attend.
- 7.2.7. Invited guests include the Chancellor and the family of Dr. James Kauffman. The Board may elect to invite other non-Center members at their discretion, such as selected members of the UofSC Aiken faculty, staff, and administration, Center short course instructors, selected local elected officials, Center scholarship recipients, and members of the families of the awardee(s) and the guest speaker.

7.3. OTHER EVENTS

- 7.3.1. Additional events may be scheduled and managed by the Curriculum Committees.