

## **CENTER FOR LIFELONG LEARNING ADVISORY BOARD POLICIES AND PROCEDURES**

### **1. PREFACE**

- 1.1. The Center for Lifelong Learning (herein referred to as the "Center") is a component of the University of South Carolina Aiken's Office of External Programs (herein referred to as "External Programs") in accordance with the Division of Responsibilities agreement on file with the University.
- 1.2. The Center shall establish an Advisory Board (herein referred to as the "Board") consisting of volunteers who assist in managing the Center's operations and advise External Programs on matters involving the program.
- 1.3. This document defines the policies and procedures followed by the volunteer component of the Center under the direction of the Board.

### **2. ADVISORY BOARD**

- 2.1. The Board advises External Programs regarding overall policy, direction, and operation of the Center within any guidelines issued by the University of South Carolina Aiken. It also manages and directs a number of Center functions on behalf of External Programs as described herein.
- 2.2. Voting members of the Board shall consist of the Board members as defined in Section 3.
- 2.3. The Board shall meet at least three times per semester, or upon the call of the President, or upon the demand of a majority of its voting members. Meetings shall be at such times and places designated by the President. Notice of regular and special called meetings and a proposed agenda for such meetings shall be provided to all Board members prior to each meeting.
- 2.4. The Board shall establish and maintain policies and procedures for its operation.
- 2.5. *Elections.* New Board members will be elected by the current Board. Candidates may be nominated by any Board member. The President may, at his/her discretion, form an Ad Hoc Nominating Committee.
- 2.6. *Terms of Office.* Officers' terms are as defined for the individual Board offices in Section 3. Terms shall begin each year on July 1. A Board member whose term is expiring may be re-nominated to continue serving on the Board.
- 2.7. *Termination.* Upon recommendation of the President to the Board, the President may, at his/her discretion, terminate a Board member for cause.
- 2.8. *Quorum.* The required quorum for voting matters is half of the total number of Board members plus 1. Board members may be represented in a Board meeting in person, electronically, or by proxy. Unless otherwise specified, a simple majority of the quorum is required to pass a motion. In the event a vote must be taken between Board meetings, Board members may be polled by electronic means.

### **3. BOARD MEMBERS AND DUTIES**

- 3.1. The President shall:
  - 3.1.1. Serve a one-year term. Should there be no incumbent Vice President to assume the President position, the President may be elected to additional terms.
  - 3.1.2. Serve as the principal liaison with the administrative staff of the University.
  - 3.1.3. Preside at Board meetings and official functions of the organization.

- 3.1.4. Serve as an ex-officio member of all committees.
- 3.1.5. Propose additional Board positions and specific purpose ad hoc committees when appropriate.
- 3.1.6. Assume the Immediate Past President position in the year following the end of his/her term as President.
- 3.2. The Vice President shall:**
  - 3.2.1. Serve a one-year term.
  - 3.2.2. Prepare for assuming the office of President the following year, followed by a year as Immediate Past President. Thus the Vice President's office implies a three year commitment.
  - 3.2.3. Perform the duties of the President in his/her absence.
  - 3.2.4. Accept assignments delegated by the President, including collaboration with designated committees in an ex officio capacity.
- 3.3. The Immediate Past President shall:**
  - 3.3.1. Serve a one-year term immediately following his/her term as President.
  - 3.3.2. Provide organizational policy continuity and advise the President as needed.
  - 3.3.3. Accept assignments delegated by the President, including collaboration with designated committees in an ex officio capacity.
  - 3.3.4. Lead the planning of the Earl Kauffman Recognition Day observance in conjunction with External Programs and report progress to the Board at regular intervals.
- 3.4. The Secretary shall:**
  - 3.4.1. Serve a one-year term but may be re-elected for additional terms.
  - 3.4.2. Record and file minutes of all meetings of the Board.
  - 3.4.3. Maintain a written record of the Board's Policies and Procedures as established by the Board.
  - 3.4.4. Receive and reply to all correspondence, as directed by the Chair.
  - 3.4.5. Preserve all records and letters of value to the organization and its officers in a permanent file.
  - 3.4.6. Transfer all files to the successor, upon completion of term of office.
- 3.5. The Catalog Coordinator shall:**
  - 3.5.1. Serve a one-year term but may be re-elected for additional terms.
  - 3.5.2. In conjunction with the Chairs of the Curriculum Committees, manage and direct the creation of the Center's catalog each semester.
  - 3.5.3. Convey all required catalog information to the External Programs Office to allow timely inclusion in External Programs' Continuing Education Catalog.
- 3.6. Standing Committee Chairs each shall:**
  - 3.6.1. Serve a one-year term but may be re-elected for additional terms.
  - 3.6.2. Lead the Committee in accomplishing its assigned duties.
  - 3.6.3. Represent the Committee to the Board and report on Committee issues needing Board attention.
  - 3.6.4. Represent the Board to the Committee, conveying any relevant Board actions or decisions.
- 3.7. At Large Members shall:**

3.7.1. Serve a one-year term but may be re-elected for additional terms.

3.7.2. Accept assignments from the Board as required.

#### **4. STANDING COMMITTEES**

4.1. Standing Committees shall be appointed by the Board as appropriate, with duties as designated.

4.2. Standing Committee Chairs shall be approved by the Board and serve on the Board as voting members.

4.3. Standing Committees shall each develop policies and procedures for their committee which govern its operation.

4.4. Maintain records that can be passed to the succeeding Chair to maintain continuity.

##### **4.5. General Interest Curriculum Committee**

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

4.5.2. Assembles needed information regarding the semester's General Interest courses, events, and instructors and provides this information to the Catalog Coordinator on a timely basis for class scheduling and inclusion in the External Programs Catalog.

4.5.3. Serves as the communication link between the University, the Center, and the instructors.

##### **4.6. Technology Curriculum Committee**

4.6.1. Plans and manages the Technology curriculum for each semester.

4.6.2. Assembles needed information regarding the semester's Technology courses, events, and instructors and provides this information to the University External Programs Department on a timely basis for class scheduling and inclusion in the External Programs Catalog.

4.6.3. Directs and manages the equipment, software, and infrastructure needs for providing instruction in the Technology area.

##### **4.7. Publicity Committee**

4.7.1. Manages the communication of the activities, goals, and offerings of the Center both within the Center and to the surrounding community.

4.7.2. Prepares and submits articles on a timely basis to local publications, media outlets, social media, etc., to promote the Center and inform the public of the Center and its offerings.

4.7.3. Produces a monthly newsletter to keep the members and other interested parties informed of Center happenings and issues. The Editor shall be an At Large member of the Board.

4.7.4. Maintains an internet website to disseminate information about the Center to Center members and the community. The Webmaster shall be an At Large member of the Board.

##### **4.8. Volunteer Committee**

4.8.1. Promotes the recruitment and orientation of new volunteers to the Center.

4.8.2. Creates and presents a Center orientation program for new volunteers.

4.8.3. Maintains a database of volunteers, including their interests and abilities.

- 4.8.4. Places new volunteers into appropriate positions, based on the skills and desires of the volunteers and needs of the Center
- 4.8.5. Encourages instructors and liaisons to recruit new volunteers from the students in their classes

## **5. COURSE POLICIES**

### **5.1. Membership and Registration Pricing Policies**

- 5.1.1. Membership and Registration Pricing policies are set by External Programs in collaboration with the Board.
- 5.1.2. Course and event prices are set according to the type of course or event and number of sessions. General Interest session length is normally one hour and Technology session length is normally two hours. Technology courses generally are priced higher due to the longer sessions and to offset the cost of handout materials.

#### **5.1.3. Memberships**

- 5.1.3.1. Membership fees allow the Center to administer the program and to support its goals, activities, and operation.
- 5.1.3.2. Semester's memberships are required in order to register for the Center's courses and events as students.
- 5.1.3.3. Liaisons, Classroom Facilitators, Technology Coaches, or other volunteers are charged membership fees only when registering for classes or events in which they are not involved as volunteers.

#### **5.1.4. Registrations**

- 5.1.4.1. A valid registration is required for each course or event attended as a student.
- 5.1.4.2. Those serving as Liaisons, Facilitators, or Coaches for a particular course or event are considered to be volunteer workers, not students, for that course or event. They may participate in that course or event without paying the course or event fee. External Programs staff will be provided a list of Liaisons, Facilitators, and Coaches and the courses they are supporting for the semester.
- 5.1.4.3. Liaisons, Classroom Facilitators, and Coaches attending additional courses and events beyond those for which they are supplying support do so as students. Normal Center registration fees apply for those additional courses and events.

#### **5.1.5. Instructor Fees**

- 5.1.5.1. Many instructors provide their services to the Center as volunteers without pay.
- 5.1.5.2. Instructors may elect to receive payment of \$75/session up to a maximum of \$450 per course. For instructors on the USCA Faculty electing to receive pay, the Center will be charged additionally for faculty fringe benefits. Non-faculty instructors must have the required forms on file with External Programs in order to be paid.
- 5.1.5.3. Instructors electing not to receive instructor pay may, upon request, register and pay for additional courses or events as students without being charged for a normal semester's membership

### **5.2. Course Registration**

- 5.2.1. Registration for courses normally opens in conjunction with a Registration Open House 2 to 3 weeks before the start of each semester's classes.
- 5.2.2. Registration for Technology courses 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. For General Interest courses registration will close the day before the class begins.

### **5.3. Course Minimum Enrollment and Cancellation**

- 5.3.1. If USC Aiken cancels classes on any given day, Center classes scheduled to meet on campus at the same time will also be canceled.
- 5.3.2. For General Interest courses a minimum of 10 students is desired. For courses that are undersubscribed the General Interest Curriculum Committee Chair, in consultation with the instructor, may direct cancellation at his/her discretion.
- 5.3.3. For Technology courses a minimum of 3 students are desired. For courses that are undersubscribed the Chair of the Technology Curriculum Committee, in consultation with the instructor, may direct cancellation at his/her discretion.
- 5.3.4. In the cases of course cancellation, the registrant may receive a credit that may be applied to another desired course or have the course fee returned.
- 5.3.5. 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.
- 5.3.6. Any member accident/illness during the course that causes a member to miss the course will be considered as a special case.
- 5.3.7. Any request for the return of membership money will be considered as a special case through the respective Curriculum Chair and referred to the President.

## **6. CENTER FUNDS**

- 6.1. Center finances primarily are administered by External Programs through the University accounting system.

- 6.2. Center funds are held as follows:

### **6.2.1. USC Aiken Operating Account:**

- 6.2.1.1. This account in the University accounting system primarily is funded by the membership and course fees paid by Center members through the External Programs registration system. Most Center expenses are paid from this account.
- 6.2.1.2. Any surplus at the end of the University fiscal year is carried over to the following year.

### **6.2.2. Center Checking Account:**

- 6.2.2.1. The Board maintains an outside checking account to be used for payment of incidental expenses that would be too cumbersome or too time critical to pay through the University system. All such expenditures must be approved by the Board.
- 6.2.2.2. Funds for this account may originate from Board sponsored events outside the Center, and donations from Board members and other interested parties.

### **6.2.3. Endowment Funds**

- 6.2.3.1. Several endowments with the University specify that the interest they earn may be used to support the Center. The Board may petition External Programs to apply the interest earned by these endowments in accordance with the conditions specified in each endowment.
- 6.2.3.2. *Kauffman Foundation Fund.* Expenditures from this fund are to be used exclusively for Kauffman Recognition Day expenses.
- 6.2.3.3. *Julia Thurlow Watson Endowment Fund.* This endowment was established for program enhancements to benefit members of the Center, including but not limited to speakers, seminars, and workshops.
- 6.2.3.4. *Center for Lifelong Learning Endowment Fund.* Funds may be used by USC Aiken in a manner the University deems to best suit its needs.

## **7. ANNUAL SCHOLARSHIP AWARDS**

- 7.1. The Board may request External Programs to provide one or more needs-based scholarship to USC Aiken student(s) to be paid from an appropriate endowment or the Center Operating Account.
- 7.2. The recipient(s) are selected by the University Faculty Honors Award Committee according to criteria supplied by the Board.

## **8. SPECIAL EVENTS**

### **8.1. HOLIDAY FUNCTION**

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

### **8.2. EARL KAUFFMAN RECOGNITION DAY**

- 8.2.1. An annual luncheon is held each spring to honor Earl F Kauffman, the man most responsible for forming the Center's predecessor, the Academy for Lifelong Learning, at USC Aiken. The Kauffman Award is given to an individual or group who has provided exceptional service to the Center. Traditionally this award is not given to current active Board Members.
- 8.2.2. 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.
- 8.2.3. The Master of Ceremonies for the Luncheon is the Board President. The Kauffman Award presentation is made by the Immediate Past President.
- 8.2.4. The Kauffman Award
  - 8.2.4.1. During the early Spring semester of each academic year, the President shall issue a call for nominations for the recipient of the Kauffman Award(s). Each nomination should explain the reason(s) for the nomination, which may include, but are not limited to:
    - 8.2.4.2. Long service to the Center and its predecessors
    - 8.2.4.3. Demonstrated dedication to the Center and its mission;
    - 8.2.4.4. Individual accomplishments of extraordinary value to the Center and its mission.
  - 8.2.4.5. Nominations shall be submitted to the Board, for the Board to choose the awardee(s). The Awardee(s) may be a single person or a group of persons.

- 8.2.4.6. The name of the recipient will be announced at the luncheon and the recipient will be presented an appropriately inscribed plaque or other appropriate commemorative item.
- 8.2.5. At the discretion of the Board, recognition awards in addition to the Kauffman Award may be presented as merited.
- 8.2.6. All current Center members are invited to attend.
- 8.2.7. 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 Center course instructors, selected University personnel, selected local elected officials, Center scholarship recipients, members of the families of the awardee(s) and the guest speaker.

### **8.3. OTHER EVENTS**

- 8.3.1. Additional events may be scheduled and managed as warranted.