



Lifelong Learning Institute (LLI)

Collaborative Guidelines UWGB Continuing Education & Workforce Training and LLI Advisory Board

LLI's Mission and Character

Established in 1991, Lifelong Learning Institute is a University of Wisconsin - Green Bay program, functioning in agreement with the rules and policies of the UW System and the Board of Regents. LLI has a distinct mission and is a member-advised program for adults that provides a wide variety of non-credit learning and volunteer teaching opportunities. UWGB is committed to the continuation of and is represented on the campuses of Green Bay, Manitowoc, Marinette, and Sheboygan. LLI activities will utilize the UWGB name, logo, and branding for all programs.

CEWT and LLI Volunteer Collaboration

In order for the LLI program to be successful, it requires a collaborative working relationship between the UWGB Continuing Education and Workforce Training (CEWT) and the LLI volunteers (LV).

In recognition of the above, CEWT commits to the following:

1. CEWT recognizes that the LLI Volunteers are an integral part of the program and bring resources to the partnership that are essential to the success of the LLI program.
2. CEWT recognizes that LV is in the best position to understand the needs of the LLI membership and what is needed in order for the LLI program to be successful.
3. Throughout fundraising efforts, CEWT will collaborate closely with LV to ensure the funds are allocated to support and enhance the LLI program.
4. CEWT will collaborate with LV to develop an electronic newsletter. Content for the newsletter will be sourced directly from LV members, who will contribute articles and updates. Once the articles are submitted, the UWGB Marketing team will utilize the provided content to design and distribute the newsletter through the MailerLite platform, ensuring a consistent and professional presentation.
5. CEWT works collaboratively with the LLI Advisory Board to develop an ongoing, effective volunteer appreciation program.



In recognition of the above, LV commits to the following:

1. To provide the essential services to develop and operate the LLI program curriculum.
2. Follow the procedures for communication between CEWT and the LLI membership as follows:
 - a. All members will communicate all of their suggestions, recommendations, improvements, etc. to the appropriate Standing Committee chair or designated Board member, who will communicate any appropriate issue.
 - b. All LLI member communication with CEWT will be handled by the appropriate Board member or their designee, which is acceptable to both parties.
 - c. Any LLI member violating the above communication protocol will be subject to the LLI member code of conduct.
3. To maintain the following five committees, which may advise or provide suggestions to the Advisory Board:
 - Finance Committee
 - Curriculum Committee
 - Publicity and Promotion Committee
 - Social Committee
 - Technology
4. The Advisory Board including the standing committees will provide quarterly Benchmark reporting to CEWT and the LLI members in simple terms so all members understand the organizational health and direction of the LLI Program

Administration, Fiscal and Program Responsibilities

The Advisory Board shall provide guidance on the curriculum offerings that support the interests of the members. UWGB will provide staffing, facilities, technology, and maintain financial oversight of the program. LLI board leadership, in collaboration with the CE team members, will provide support of activities, to carry out its mission and ensure we abide by the rules and policies of UW-Green Bay and the UW System.

LLI will retain oversight of curriculum development, including course offerings, course scheduling, course coordination, locations for the courses, LLI lectures and other member-directed events. UWGB shall limit and direct the conduct and location of the class to maintain compliance with UW-Green Bay Policy as well as the rules established by the UW System. UWGB will communicate to ensure that limitations are the least restrictive alternative and has minimal impact on the content of the course and the freedom of the presenter.



UWGB will manage all functional and fiscal responsibilities for the non-credit courses and other educational opportunities, program development, logistics, marketing, special events, membership management, communications, and administration associated with the program. UWGB will retain ownership of the financial health and viability of all efforts to ensure long-term sustainability

Membership Fees

There is a membership fee for LLI and membership fees will be collected and processed by UWGB. UWGB will maintain fiduciary duty to collect the fees for participation. Payment of the LLI membership fee is a mandatory prerequisite for participating in LLI activities. Any change in the amount of the membership fee and/or its allocation will be jointly formulated and agreed upon by UWGB and the LLI Advisory Board, and the Finance Committee.

Funds generated through LLI shall be deposited into a University approved account. These funds shall be used for appropriate LLI needs as determined by the Board and CE staff, in accordance with university policies and procedures. UWGB provide oversight of the LLI budget and all expenditures.

All program expenses associated with the delivery of LLI programs will be paid for out of the total membership fees collected. Personnel expenses for the Program Specialist, the CE LLI Advisor and LLI's portion of the Marketing Manager will be charged to the LLI account for their time assigned to the LLI program. Any funds collected must be processed and distributed consistent with the Policies and Procedures of UW System's Financial Administration.

UWGB staff will make the Advisory Board and the Finance Committee aware of any UW policy changes. LLI will maintain a contingency balance for unforeseen expenditures. UWGB will keep an accurate account of the receipts and disbursements for this program account and prepare an annual report.

Reporting Lines

The LLI Board President works directly with the Manager of Continuing Professional Education. In the absence of the LLI President, the LLI Vice President will work with the Manager of Continuing Professional Education. Any LLI member, including those serving on the LLI Advisory Board, will communicate directly with the Advisory Board President and/or Vice-President.



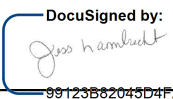
LLI President and Vice President may meet with the Executive Officer of Continuing Education by request to discuss the program's health and key concerns. The Executive Officer, Continuing Professional Education Manager, and LLI Program Specialist may participate in the meeting.

Liability and Assumption of Risk


No member or the organization shall be liable for the debts, liabilities, or other financial obligations of LLI, in according with UW System policies. Liability protection is provided to LLI members and presenters who govern, coordinate, or present LLI programs on or off campus will acting within their duties.

Each member agrees to have a completed and signed Agreement for the Assumption of Risk, Indemnification, and Release for those participating in any class or activity that may involve an inherent risk of injury. This includes any physical activity related to participation in LLI activities, which carry with them certain inherent risks that cannot be eliminated regardless of the care to prevent injuries. These documents will be retained for not more than three years on the UWGB campus via electronic files. All participants must have a completed and signed form in possession of UWGB prior to participating any class or activity. LLI members and volunteers understand the importance of this requirement and will adhere to its requirement.

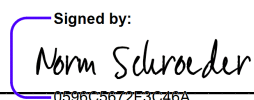
Revised: September 15, 2025

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Jess Lambrecht, Executive Officer
University of Wisconsin-Green Bay
Division of Continuing Education and Workforce Training

X  01313BE44D146C... Date: 2/12/2026 | 10:12 AM CST

Christopher Paquet, Assistant Vice Chancellor
University of Wisconsin-Green Bay
Policy and Compliance

X  0596C5672F3C46A... Date: 3/9/2026 | 1:27 PM CDT

Norm Schroeder, President
Lifelong Learning Institute

