



**Continuing Education and Workforce Training &
Lifelong Learning Institute**

**Manual of Procedures
and Guidelines**

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Definitions

Affiliate	A member or branch. Connected or associated with.
Class	Individual session of a course.
Course	Any class or sequence of classes which comprise a listing in the LLI catalog.
Ex Officio	By virtue of one's office or position with no voting rights.
Fiscal Year	LLI's fiscal year is July 1 st through the following June 30 th .
Membership Year	LLI's membership year is from July 1 st through June 30 th .
Lifelong Learning Institute	Also referred to as LLI.
Guideline	A standard or principle by which one judges or determines a course of action.
Procedure	Method of proceeding in a course of action, especially the sequence of steps to be followed.
Quorum	The minimum number of members required to be present at a meeting before it can validly transact business. Unless otherwise specified, it is a majority of all members.

SECTION 1 PURPOSE OF THIS MANUAL

- 1.1 Purpose** The Manual's purpose is to facilitate transactions in an environment of cooperation and accord among organization members so as to accomplish LLI objectives.
- 1.2 Content** This Manual prescribes procedures and guidelines enacted to implement the rules and regulations of UW-Green Bay and the UW System for the Lifelong Learning Institute organization.
- 1.3 Public Access** A current copy of this Manual of Procedures and Guidelines and other organizational documents are available to all LLI members for review.

SECTION 2 ORGANIZATION

- 2.1 Mission Statement** Lifelong Learning Institute, under the direction of UW-Green Bay's Division of Continuing Education and Workforce Training (CEWT) and subject to the applicable rules and policies of the University, is dedicated to facilitating quality lifelong learning in an open, ongoing forum for all adults in Northeastern Wisconsin and beyond. As a member-directed organization, Lifelong Learning Institute strives to nurture a positive, cooperative climate and encourages members to work together effectively to accomplish meaningful common objectives.
- 2.2 Vision** Lifelong Learning Institute is a program committed to developing, at the lowest cost possible and in appropriate venues, enough non-credit courses and other quality educational opportunities of sufficient variety to meet the intellectual, social and cultural enrichment needs and interests of its members.
- 2.3 Purpose** Lifelong Learning Institute is a member-directed, organization offering non-credit courses and other educational opportunities that are taught or facilitated by peers, community members, campus faculty/staff and other knowledgeable presenters.

SECTION 3 MEMBERSHIP

- 3.1 Member** It is critical to the development of LLI to know member interests, backgrounds and talents. Members are, therefore, strongly encouraged to complete the annual member profile survey.
- 3.2 Privileges** Privileges of Membership include, but are not limited to:
- Online Catalog of course offerings each semester
 - Registration in available course offerings during the membership period
 - Notification of UW-Green Bay CEWT travel opportunities
 - Participation in the Spring Fling/ Annual Meeting and other scheduled events
 - Invitation to bring a guest to one class per semester, with Program Specialist approval
 - LLI Newsletters
 - UW-Green Bay campus parking
 - Attending Committee and Advisory Board meetings

3.3 Participation Members have a right to full participation in the organization. This includes the right to make motions, to debate and to vote for LLI business prior to the Annual meeting. Members are encouraged to share their time and talents to ensure continued program excellence and leadership.

3.4 Fee Refunds Failure to receive a requested course or courses without extenuating circumstances will not be grounds for a membership fee refund. All requests with extenuating circumstances must be made in writing to the Advisory Board.

LLI reserves the right to cancel any courses due to conditions beyond reasonable control, including but not limited to low enrollment, disaster, inclement weather, health emergency, unavailability of supplies, acts of God, or any other circumstance. In the case of course cancellations, full or partial annual membership fees will not be refunded. Any course-specific fees for canceled courses not already in session will be refunded.

Fees for individual courses are not refundable unless the course is rescheduled, altered, or canceled.

3.5 Grievance Should a member have a grievance with LLI, it may be brought to the attention of the appropriate LLI Committee Chair in writing. If the grievance is not resolved, it may be sent to the Advisory Board in writing.

SECTION 4 OFFICERS

4.1 Officers LLI officers are the President, Vice-President, Secretary, and Treasurer.

4.2 Duties The duties of the officers include, but are not limited to, the following:

President

The President serves as the chief executive of the organization, presides over meetings of the membership and Advisory Board and prepares a board agenda, serves as an ex-officio member of all Standing Committees (except the nominating committee), meets on a regular basis with the UW-Green Bay CEWT Advisor.

The President is responsible for working with the Program Specialist on the day to day operations of the LLI office.

The President presents an annual state of LLI report at the annual meeting and prepares an article for each newsletter.

The President should review the responsibilities of the Advisory Board at the first Advisory Board meeting of the fiscal year.

Vice-President

The Vice-President assumes the duties of the President in his/her absence and assumes the Presidency if a vacancy in that office occurs.

Secretary

The Secretary keeps accurate minutes of Advisory Board meetings and is responsible for the prompt filing of the minutes to the LLI office.

Treasurer

The Treasurer serves as chair of the Finance Committee and reports financial records. The Treasurer provides quarterly projections of revenues and expenses from CEWT and presents these for presentation to the Finance Committee at its regular monthly meetings. At the end of the fiscal year, the Treasurer prepares a summary report of all revenues, expenses and assets. A proposed budget is prepared annually by the Finance Committee and CEWT, brought to the Advisory Board for its recommendation and approval, and presented at the Annual Meeting to the membership.

4.3 Resignations

Resignations for any office are to be in writing and forwarded to the Board of Directors. Any officer who resigns can only be restored to office by re-election.

SECTION 5 ADVISORY BOARD

5.1 Responsibilities

The responsibilities of the Advisory Board include, but are not limited to the following:

- Attends the Fall Kickoff and the Annual Meeting
- Develops guidelines for LLI's operation
- Holds regular meetings on the 4th Monday of the month and submits copies of minutes to the LLI office and made available on the LLI website.
- Approves the proposed annual LLI budget submitted by the Treasurer and the Finance Committee and CEWT
- Approves Chairs of all Standing Committees
- Establishes ad hoc and Standing Committees as deemed necessary to accomplish the objectives of LLI
- Reviews and advises on the operation of all committees as deemed necessary
- Reviews and approves all procedures and guidelines and programs of all committees that are to follow UW-Green Bay's policies before they become official acts of the organization
- Makes operational decisions and enters into operational agreements within the campus' policies and procedures, to accomplish the orderly transaction of business and promote the aims of LLI
- Serves as liaison to the Division of CEWT at UW-Green Bay and any other organizations deemed appropriate
- Ensures the preservation of LLI records and its history
- Sets date for the Annual Membership Meeting
- Approves the minutes of the Annual Membership Meeting on the first Advisory Board meeting following the Annual Meeting Note this.

SECTION 6 STANDING COMMITTEES & SUBCOMMITTEES

6.1 Types of Committees

There are five LLI Standing Committees:

- Finance Committee
- Curriculum Committee
- Publicity and Promotion Committee
- Social Committee
- Technology

All Standing Committees report to the Advisory Board

6.2 Other Committees

The Advisory Board and/or Standing Committees may appoint subcommittees and/or special committees for specifically defined purposes.

- A sub-committee is a permanent sub-division appointed by and reporting to a standing committee
- A special committee is appointed by the Advisory Board or Standing Committees, as the need arises, to carry out a specified task at the completion of which (on presentation of its final report) it automatically ceases to exist

6.3 Committee Membership

Once appointed by the Committee Chair, committee members serve on a fiscal year basis. The chair may re-appoint members for the next fiscal year.

6.4 Finance Committee

Purpose

The purpose of the Finance Committee is to work with the CEWT to develop LLI's annual budget and to oversee the financial matters of the organization. Responsibilities include, but are not limited to, the following:

Duties and Responsibilities

- Reviews revenues and expenses for budgetary compliance
- Working with the CEWT prepares an annual budget with additional input from the standing committee chairs and the LLI President
- Presents the proposed budget to the Advisory Board for its approval and then to the membership at the Annual Meeting
- Recommends annual membership dues and monitors fees
- Oversees the LLI Future Funds
- Reviews proposed gifts and donations and presents to the Advisory Board for approval
- Oversees the LLI Tuition Assistance program
- Finance committee members are required to attend meetings or be excused by the Chair
- Develops guidelines for its operation
- Files copies of its minutes to the LLI office

Chairperson Duties and Responsibilities

- Treasurer of LLI
- Appoints members to the committee
- Selects a Vice Chair
- Appoints a Committee Secretary
- Develops committee meeting agendas
- Orients new/incoming Chair to the work of the Committee

- Submits articles about the Committee and its work to the LLI newsletter
- Attends the Advisory Board meeting on the 3rd Monday of the month
- Attends membership meetings: Fall Kickoff, Holiday Social and Spring Fling/Annual meeting

Recommended Skills and Abilities

- Works well with team; interacts effectively with peers
- Ability to use e-mail and knowledge of Microsoft Word and Excel
- Basic understanding of Income Statement and Balance Sheet
- Basic understanding of LLI operation and interest in learning more

Members Appointed By and Report To

- Chair of the Finance Committee

Number of Volunteers Required

- Five (5) or more

Committee Meets

- 3rd Monday of the month

Time Commitment

- 2-3 hours per month

Other Committee Volunteer Needs

- None

6.5 Curriculum Committee

Purpose

The purpose of the Curriculum Committee is to assume the development of non-credit courses and other quality learning opportunities to meet members' intellectual, social and cultural enrichment needs and interests.

Duties and Responsibilities

- Seeks new courses and presenters
- Enters Course Proposals using Qualtrics software
- Reviews past courses and presenters for possible repeat presentations based on the quality of courses and evaluations
- Monitors courses and solves problems as they arise
- Analyzes course feedback
- Monitors course expenses
- Selects courses to live-stream for member viewing
- Curriculum Committee members are required to attend committee meetings or to be excused by the chair
- Assigns Coordinators and Moderators to classes
 - Recruits new Coordinators and Moderators
 - Maintains contact information for Coordinators and Moderators
 - Emails Coordinator and Moderator pool the list of classes that need to have a Coordinator or Moderator assigned
 - Updates catalog database in Google Sheets with assigned name, email and phone number
 - Trains Coordinators and Moderators as needed
- Develops guidelines for operation of Curriculum Committee

- Files copies of committee minutes to the LLI office
- Prepares and submits an annual committee budget to the Finance Committee
- Presents all proposed non-budgeted expenses to the Finance Committee
- Assures fees that are a part of a course are to be for materials and supplies and not used to pay a presenter or offset venue rental. This will apply to all fees for LLI courses
- The course presenter(s) shall provide the LLI office with a list of supplies that students should purchase for the class and should accompany the Course Proposal form when it is submitted to the LLI office. The LLI office will post these lists on the LLI website after the deadline for the next semester's catalog. Estimates for supplies will be provided by the presenter and included in course description
- If the presenter(s) provide materials, the following shall apply:
 - The application for reimbursement must conform to the policies that UW-Green Bay has for the payment for such materials as stated in the Presenter Confirmation Letter
 - The application for reimbursement must include the original receipts for the materials purchased and be submitted to the LLI Program Specialist within 60 days of PURCHASE
 - The fees for any course must be for materials and supplies appropriate for that course and are not to be used to pay a presenter or to defray any part of the cost of venue rental. Any questions as to whether materials are appropriate shall be referred to the Curriculum Committee Chair(s) for a determination.
 - Fees for a course may not be for entrance fees to a facility unless such fees are the same or less than those charged to the general public for such entrance and the fees are charged by a section 501© (3) charitable organization
 - Whenever possible, presenter handouts will be emailed to the roster. There will be no reimbursement for copies made by the presenter

Chairperson Duties and Responsibilities

- Makes monthly meeting agenda
- Attends monthly Advisory Board meetings
- Submits a budget for the next year Prepares and submits an annual committee budget to the Finance Committee- repeat from above
-
- Lists courses on master calendar
- Monitors venue assignments to be sure it is the best venue for the presenter and attendees weighing the needs for seating, technology equipment, previous audience sizes, waitlists and cost of the venue
- Explores new venues as suggestions are made
- Submits article to the LLI newsletter periodically

Recommended Skills and Abilities

- Works well with a team; interacts effectively with peers
- Ability to identify resources
- Ability to use e-mail
- Experience or willingness to learn Google Docs and Google Sheets and other software for course data input

Members Appointed By and Report To

- Presiding Chair of the Curriculum Committee

Number of Volunteers Required

- Approximately 15 for Green Bay and 5 for Manitowoc/Sheboygan and 3 for Marinette

Committee Meets

- 1st Monday of the month

Time Commitment

- 2-3 hours per week

Other Committee Volunteer Needs

- Proof-readers

6.6 Publicity and Promotions Committee

Purpose

The purpose of the Publicity and Promotions Committee is to publicize and promote the LLI program and its activities to members and the greater campus communities.

Duties and Responsibilities

- Provides input for newsletters, brochures, flyers, posters and other communication materials
- Distributes publicity and press releases
- Suggests content for LLI website content
- Suggests content for LLI bulletin boards
- Links with UW-Green Bay to provide videotaping events, as requested, for promos, publicity and archives when possible
- Preserves LLI history including a photographic record
- Presents programs and develops a list of available speakers promoting LLI to the greater community
- Develops guidelines for its operation
- Expects members to attend committee meetings or to be excused by the chair
- Files copies of its minutes to the LLI office
- Prepares and submits an annual committee budget to the Finance Committee
- Presents all proposed non-budgeted expenses to the Finance Committee

Chairperson Duties and Responsibilities

- Schedules and presides over committee meetings
- Appoints members of the committee
- Appoints a Vice Chairperson, preferably the past Chairperson if available
- Appoints a Committee Secretary
- Develops Committee meeting agendas
- Orients new/incoming Chairperson to the work of the Committee
- Submits articles about the Committee's work to the LLI Newsletter periodically
- Attends the Advisory Board meetings on the 4th Monday of the month

- Attends general membership meetings: Fall Kickoff, Holiday Social, Spring Fling/Annual Meeting

Recommended Skills and Abilities

- Ability to work independently and as a team
- Knowledge of LLI, its mission and its history
- Ability to write and speak effectively
- Ability to use the internet, website and possess basic computer skills including the ability to use email

Members Appointed By and Report To

- Publicity and Promotions Chair

Number of Volunteers Required

- No fewer than 5 members

Committee Meets

- 2nd Monday of the month

Time Commitment

- 4-5 hours per month

Other Committee Volunteer Needs

- Newsletter Editors
- Photographer and Video Specialists
- Interviewers
- Publication and News Reporters
- Historian

6.7 Social Committee

Purpose

The purpose of the Social Committee is to plan, organize and conduct Social Events for LLI membership each year and assist with social aspects of other meetings as requested by Committee Chairs.

Duties and Responsibilities

- Plans the social aspects of the membership meetings including but not limited to:
 - Fall Kick Off-September
 - Holiday Social-December
 - Spring Fling/Annual Meeting-May
 - Volunteer thank yous
- Coordinates the above functions with the Advisory Board for the business meeting
- Plans and organizes other socials according to committee plans
- Committee members are required to attend committee meetings or be excused by the chair
- Develops guidelines for its operation
- Files copies of committee minutes to the LLI office
- Prepares and submits an annual committee budget to Finance Committee
- Presents all proposed non-budgeted expenses to Finance Committee and

follows established procedures for securing speakers and for agreements with off campus business

- Submits article to the LLI newsletter when appropriate

Chairperson Duties and Responsibilities

- Creates the Social Committee meeting agenda for each committee meeting
- Chairs the Social Committee Meetings
- Attends the monthly LLI Advisory Board meetings and report progress of events
- Discusses and sets yearly dates for the LLI events. Decides in October with the Advisory Board so as to avoid classes being scheduled on the day of a social event
- Writes the event article/invitation for the LLI newsletter and submits to the office for the newsletter
- Prepares and submits an annual committee budget to the Finance Chair
- Assures that social expenses are recorded on monthly finance reports are accurate
- Assures that contract with a venue is done correctly i.e. never sign a contract, instead give to the UW-Green Bay LLI Advisor for approval and signature
- Completes social form on event being planned and give to LLI Program Specialist
- Submits agenda/program details to LLI Program Specialist for any meeting in which food is served

Recommended Skills and Abilities

- Works effectively with a team; interacts well with peers
- Ability to assist in the planning and carrying out of social activities

Members Appointed By and Report To

- Social Committee Chair

Number of Volunteers Required

- Minimum of 8

Committee Meets

- 5 or 6 times per year and prior to major events

Time Commitment

- 2 hours per month; 10-15 hours when chairing an event
- Other Committee volunteer needs
- Social Reserve Members to serve when called upon for special needs

6.8 Technology Committee

Purpose

The purpose of the Technology Committee is to ensure the ongoing efficacy of the technology hardware and software owned by LLI, including, but not limited to computers and Audio/Visual Devices. The technology hardware and software are used mainly in course presentations, but may also have other uses.

Duties and Responsibilities

- Provides recommendations to the LLI Advisory Board of additions and/or deletions to technology hardware and software as the need arises.
- Works with course venues to ensure venue's IT hardware and software meet LLI course requirements.
- Ensures that all technology hardware and software is in good operating order.
- Monitors technology hardware and software in a timely and responsible manner.
- Communicates and works with the UW-Green Bay Information Technology department when and where their services are required.
- Recruits committee members
- Publishes committee meeting minutes
- Keeps abreast of Technology trends and developments
- Prepares an annual committee budget
- Presents all proposed non-budgeted expenses to the Advisory Board for their approval.
- Maintains and updates Technology Use Booklets for Rose Hall and other venues as needed.

Chairperson Duties and Responsibilities

- Prepares the Technology Committee meeting agenda and share it with committee members
- Chairs the Technology Committee meetings
- Attends monthly LLI Advisory Board meeting or designate another if unable to attend
- Writes periodic articles for the LLI newsletter on Technology items of interest to LLI members
- Meets annually with the Finance Committee Chair to present Technology budget for coming fiscal year
- Orients new incoming chair to responsibilities of position
- Appoints a committee secretary

Recommended Skills and Abilities

- Working knowledge of Technology hardware and software
- Versed in Microsoft suite of software (Word, Excel, PowerPoint)
- Good interpersonal skills

Members Appointed By and Report To

- Technology Chair

Number of Members Required

- A minimum of three

Committee Meets

- As needed
- Location: To Be Announced

Time Commitment

- 2–5 hours per month

SECTION 7 MEETINGS

7.1 Membership Meetings

Membership meetings consist of a Spring Fling/Annual Meeting. Additional meetings of the membership may be called by the Advisory Board.

7.2 Standing Committees

Standing Committees meet on a regular schedule. The Committee Chair is responsible for scheduling regular committee meetings.

- Curriculum Committee meets the 1st Monday of the month
- Publicity and Promotions Committee meets the 2nd Monday of the month
- Finance Committee meets the 3rd Monday of the month
- Social Committee meets 5 or 6 times per year prior to plan major events
- Technology Committee meets as needed

7.2a Meeting Notices

Written notice of meetings is provided to each committee member. The notice will clearly state the time and place of the meeting.

- Include the proposed agenda
- Be sent at least three days prior to the meeting

7.2b Meeting Records

Accurate and complete minutes, signed by the secretary, will be prepared in draft form as soon as possible after a meeting. These draft minutes will be sent to all committee members.

- Minutes are not official until they are reviewed and approved by the committee
- Files copy of approved minutes to the LLI office

7.2c Meeting Guidelines

- A quorum constitutes a majority of committee members and is required for the conduct of business
- If a quorum is not present, it is the chair's duty to declare the meeting adjourned
- When a motion is made and seconded, it should be repeated by the chair and is then open for discussion
- After discussion, if any, the chair calls for a vote of the members present
- When a motion has been voted on and rejected, it cannot be proposed again at the same meeting except by a motion to reconsider
- Approval of a motion to reconsider cancels the earlier vote and enables the committee to discuss and /or amend the motion for another vote
- A motion may be made to void an action of a previous meeting; if seconded, discussed and passed, the rescinded action is not retroactive.

7.3 Special Meetings

Special Meetings can be called at the discretion of a Committee Chair or by the consensus of a majority of that Committee's Membership.

- The written notice of a Special Meeting must define the specific item/s of business to be considered
- Other business issues or items cannot be considered at the meeting

**7.4
Cancellation
Of Meetings
And LLI
Classes**

LLI follows the local Public-School District's lead. If the local Public-School District cancels classes, LLI classes are also cancelled. If the local Public-School District has a 2-hour delay, LLI classes scheduled for that morning are held as scheduled. In case of inclement weather LLI class/meeting cancellations will be announced on local media. The LLI Program Specialist is responsible for contacting the media.

If the local Public-School District is already closed for a reason other than weather and the weather is bad, the President and/or Vice President and the Program Specialist will make the decision on cancelling classes.

**7.5
Workshops**

A leadership workshop may be held each fiscal year. The purpose, agenda and participants involved in a workshop will be determined by the Advisory Board. Workshops may involve the complete governing body. A follow-up meeting may be held within a reasonable time period.

**7.6
Conferences**

Members are invited and encouraged to participate in regional and/or national conferences.

- Any LLI member may attend regional and/or national conferences by paying their own expenses
- LLI members designated by the Advisory Board to represent the UW-Green Bay LLI at approved conferences have all or part of fees/expenses paid.

SECTION 8 GIFTS, DONATIONS AND SOLICITATIONS

**8.1
Appreciation**

LLI is appreciative of public and private interest in and goodwill demonstrated toward the organization through gifts and donations. The Lifelong Learning Institute works in cooperation with the University Advancement Office and CEWT to determine the appropriateness of solicitations and gifts made to the University in support of LLI, as outlined in the sections that follow.

**8.2
Gift of
Support**

Any donation or financial gift of support gives the donor the choice of donating to the LLI Operating Fund or LLI Scholarship Fund.

**8.3
Acceptance**

The LLI Advisory Board, after receiving the opinion of the Finance Committee, and with consultation from CEWT shall have the final authority to:

- Specify the manner in which any gifts or donations are made
- Determine the appropriateness of any proposed gifts or donations
- Accept or reject any proposed gifts or donations

**8.4
Disposition**

All gifts or donations made to the Lifelong Learning Institute (LLI) shall be received and held by the UW-Green Bay Foundation, Inc. (Foundation), subject to Foundation policies, and used exclusively for the benefit and support of LLI. The Manager and Executive Officer of Continuing Professional Education will work with the Foundation to ensure that donors' wishes are honored in the use of these funds. However, the final use of all gifts or donations shall be determined by the LLI Board of Directors, in compliance with UW-Green Bay policies and subject to the approval of the Foundation.

8.5 Use All monetary gifts or donations, after consultation with CEWT, shall be used to help pay budgeted or unbudgeted expenses of the Organization with Finance Committee recommendation and Advisory Board approval.

8.6 Solicitation Solicitation of the LLI membership and/or solicitation of outside agencies on behalf of the LLI organization shall not take place without the prior review and consent of the Advisory Board, and in accordance with University policy.

- Request to solicit the LLI membership for donations, services, purchases or participation in trips or other activities shall be in writing and submitted with supporting or explanatory information to the chairperson of the Advisory Board at least ninety (90) days prior to the date of initial solicitation
- Proposals to solicit outside agencies for funds on behalf of LLI, which would obligate LLI in any way, shall be submitted in writing with supporting or explanatory information, to the chairperson of the Advisory Board at least ninety (90) days prior to the date of initial solicitation
- No Presenter shall use the LLI class time to solicit business. If LLI members choose to meet with presenters after class to discuss utilizing the presenters' products or services they are free to do so

SECTION 9 LLI OFFICE ADMINISTRATION

9.1 General Administration All LLI office computers are for use by LLI staff and assigned volunteers. When the office is closed, all computers must be logged off or locked. The Program Specialist will communicate in a timely manner with the office volunteer coordinator concerning office hours and functions/duties. The Program Specialist is responsible for ensuring that the office procedure manual is up to date and available to office volunteers.

SECTION 10 LLI ALCOHOL AND FOOD GUIDELINES

10.1 General Guidelines Lifelong Learning Institute will not offer alcohol "tasting courses". The main focus of the course must not be alcohol. This is in conformity with Wisconsin Statutes and UW-Green Bay Alcohol Policy.

SECTION 11 FINANCIAL ASSISTANCE

11.1 Financial Assistance If a person qualifies for Homestead Credit on their taxes, they may qualify for a financial assistance application. The recipient would normally pay 50 percent and be matched 50 percent by LLI. Based on an interview with the applicant the Program Specialist may recommend to the Finance Committee that the percentage be adjusted. The Finance Committee will determine and approve the final percentage of assistance. The decision of the Finance Committee will then be presented to the Advisory Board. Exceptions may be considered at the recommendation of the Program Specialist.

SECTION 12 ADDITIONAL GUIDELINE DOCUMENTS

12.1 Additional Documents

- Lifelong Learning Institute Guidelines
- Coordinator Duties (Appendix I)

- Code of Conduct (Section 13.1)

AGREEMENT FOR ASSUMPTION OF RISK, INDEMNIFICATION, RELEASE AND CONSENT FOR EMERGENCY TREATMENT

Must be completed by each LLI member participating in the following types of LLI classes:

- Biking, hiking and any other type of elevated physical activity where there is a risk of health issues and falls.
- Culinary and cooking classes where there is a risk of cuts, burns, slips, etc.
- Art and craft classes where there is a risk of cuts and burns from sharp tools i.e. scissor, heat guns, etc.
- Other activities and events that could assume risk

EMERGENCY PROCEDURES

- Document given to Course Coordinators to have at every class

COPYRIGHT OBSERVANCE

- Document given to each Presenter

LLI ALCOHOL POLICY

- Restrictions on Direct Purchase of Alcoholic or Intoxicating Beverages
- See Alcohol Guidelines on UW-Green Bay website

12.2 Non-Member Participation In LLI Sponsored Activities

Non-Member Participation

To ensure the quality of LLI activities and maintain the LLI mission statement as an organization, LLI's board may, at its discretion, allow non-members to participate in LLI sponsored activities. Examples include, but are not limited to, the Choir program and travel opportunities. Other special situations that benefit LLI and meet its mission may arise in the future. These situations will be brought to the LLI board for their review and approval.

13.1 Code of Conduct

Section 13 Lifelong Learning Institute (LLI) Code of Conduct

The Lifelong Learning Institute (LLI) is dedicated to providing enriching educational experiences in a welcoming and supportive environment. This Code of Conduct outlines expectations to ensure respectful, safe, and productive participation for all members. By joining LLI, individuals agree to uphold the following standards of behavior:

1. Respect for Others

- **Civility:** Engage with fellow students, instructors, and staff respectfully, showing courtesy in both words and actions.
- **Acceptable Language:** Use considerate language, avoiding any form of discriminatory statements, which would be in violation of the UW-Green Bay Discrimination and Harassment Policy

- **Active Listening:** Allow others to share their viewpoints, opinions, and questions without interruption.
- **Addressing Issues Respectfully:** Resolve disagreements with maturity and in a constructive manner.

2. Respect for the Learning Environment

- **Registration:** To attend a class, all individuals must be registered. Often, classes reach their enrollment capacity, and attending without enrollment may lead to issues, such as a shortage of seats or supplies for registered participants.
- **Minimize Disruptions:** Silence electronic devices during classes, refrain from unnecessary side conversations, and maintain focus on the learning experience.

3. Commitment to Learning

- **Engagement:** Participate actively and thoughtfully in discussions and activities.
- **Curiosity and Openness:** Approach learning with an open mind, welcoming diverse perspectives and new ideas.
- **Feedback and Questions:** Share constructive feedback respectfully and ask questions in a manner that enhances the learning environment.

Consequences for Violations

LLI is committed to maintaining a positive learning environment. Violations of this Code of Conduct may result in warnings, removal from a class or event, or in severe cases, removal from the LLI program. All reported violations will be reviewed with a fair and respectful approach.

DocuSigned by:
Jess Lambrecht
X _____
99123B82045D4FA...
Jess Lambrecht, Executive Officer
University of Wisconsin-Green Bay
Division of Continuing Education and Workforce Training

Date: 2/12/2026 | 10:11 AM CST

DocuSigned by:
Christopher Paquet
X _____
01313BE24D1740C...
Christopher Paquet, Assistant Vice Chancellor
University of Wisconsin-Green Bay
Policy and Compliance

Date: 2/12/2026 | 10:14 AM CST

Signed by:
Norm Schroeder
X _____
0590C5872F3C48A...
Norm Schroeder, President
Lifelong Learning Institute

Date: 2/12/2026 | 11:02 AM CST

- Adopted: May 1998
- Revised: August 2003
- Revised: November 2005
- Revised: May 2008
- Revised: April 2009
- Revised: February 2011
- Revised: May 2014
- Revised: October 2015
- Revised: June 25, 2018
- Revised: January 21, 2020
- Revised: May 12, 2021
- Revised: September 2025



Continuing Education and Workforce Training & Lifelong Learning Institute

Green Bay – Manitowoc – Sheboygan – Marinette

Coordinator Duties and Responsibilities

(Appendix I)

At least 2 weeks before class:

- Contact the Presenter to assess his/her needs and introduce yourself and explain your purpose – This step is very important!
 - Course Handouts will be emailed to the roster members. The office no longer prints copies of handouts or reimburse the presenter for copies
 - Technology Needs? Please be aware of what equipment your classroom has and contact the office if there is anything more required
- Discuss how your presenter would like to be introduced and request background information if they choose to have you introduce them.
- If the Presenter will be on campus more than 5 times per semester for LLI, notify the office, they will need a parking permit.
- A class roster/sign in sheet will be emailed to the Coordinator prior to class (1-2 days)

Day of Class

- Be in the classroom about 30 minutes prior to the start of class to ensure the room is ready. Unlock the room in Rose Hall 220 and 230
- Set up the attendance sheet and a pen near the door
- Set up any special arrangement of tables and chairs, if applicable
- Log on to the computer
- Welcome the presenter when they arrive
- Consult with him/her regarding ground rules for class questions, comments, and/or discussion
- Remind the presenter that there will be a 5-10 minute break in the middle of class
- Emphasize the need to end the session on time
- Please have a bottle of water available for the Presenter if possible – most bring their own, but not all
- Lower the screen in Rose Hall 220 and 230
- Write the name of the class, presenter name, dates of the class and your name on the white board in Rose Hall

At the Start of Class

- Introduce yourself to the class and make any relative announcements
- Remind members to turn off or silence their cell phones
- Explain where the restrooms are located
- Remind members to wear their name badges (if any need a new one take their name and notify the office – one will be sent)
- Remind members that at the end of the class to complete the evaluation form that will be sent to them.
- During winter months, remind members of the inclement weather cancellation policy (In the event of inclement weather, the members should check the Green Bay Television stations for cancellation of classes listed under Lifelong Learning Institute – UW – Green Bay. Typically if the Green Bay schools are closed, LLI classes in GB will also be cancelled. The same thing holds true for Manitowoc, Sheboygan, and Marinette. If the public schools have a 2 hour delay, LLI's 10am classes are held. Coordinators do not need to contact members!
- Introduce your presenter using either the information they have provided you or ask them to introduce themselves

During Class

- Monitor volume and lighting
- Assure that there is a 5-10 minute break in the middle of class and that the class ends promptly
- Thank the presenter publicly and again privately after the class
- Take control of the class if a member seems adversarial, is taking up to much of the class time, or is coughing frequently and making others uncomfortable. Don't be afraid to ask them to continue a discussion after class or to step out of the room, or wear a mask for the sake of other members. Remember you as a coordinator are in charge of the room!

Before Leaving the Classroom

- Straighten the chairs and tables
- Erase the white board when necessary
- Raise the screen
- Collect the Sign in sheet
- In Rose Hall, do NOT turn off the computer. The equipment will go to sleep after a period of time
- Turn off the lights and lock the door in Rose Hall
- At some venues, if there is a front desk, let them know we are have finished

When the Class is Over

- Hand write a thank you note to the Presenter
- Return the roster and hand written thank you note to the office or place in the wire baskets in Rose Hall 220 or 230. In Manitowoc/Sheboygan and Marinette please mail the thank you card to the presenter and take a photo of the roster with your cell phone and send that to the LLI office

Remember – Coordinators should not collect fees. If anyone needs to pay class fees, have them contact the office.