

MEMORANDUM OF UNDERSTANDING BETWEEN THE SCHOOL OF CONTINUING STUDIES AND THE MCGILL COMMUNITY FOR LIFELONG LEARNING

Note: This document is divided into three main parts. Part A begins with a statement of the prerogatives and responsibilities of the partners involved. Part B attempts to define in a practical fashion, the terms and conditions pursuant to which specific services which will be offered by the McGill School of Continuing Studies (SCS) to MCLL. The final section, Part C, identifies the places where MCLL is officially represented within the SCS.

PART A: STATEMENT OF PREROGATIVES AND RESPONSIBILITIES

The MILR By-Laws outline the relationship between the McGill Community for Lifelong Learning (**MCLL**) and McGill University. According to these By-Laws, responsibility for MCLL is held jointly by the School of Continuing Studies (**SCS**) and MCLL's elected Council. SCS recognizes the enormous contribution of MCLL members. In order to fulfil its part in this partnership, it takes on a number of responsibilities.

This section clarifies the interpretation which should be given to specific bylaws of the McGill Community for Lifelong Learning (MCLL). Each text box presents a particular bylaw (with its numeration). The interpretation of these excerpts follows.

MCLL Bylaw: ARTICLE III (a) first part: *MCLL is a program of SCS and MCLL will report to SCS, including submission of a report of activities, to the Dean of Continuing Studies (the Dean) by May 31 of each year.*

MCLL will be mentioned in all relevant SCS publications: its calendar, brochures and advertisements. The Dean follows with interest the activities of MCLL. He/she, or a person delegated by the Dean, represents the interests of MCLL and is an advocate for MCLL on Campus. The program represents an important element of SCS's service to the community.

SCS makes it a priority, as with all its programs, to be a leader in the field. It follows developments in seniors' education by maintaining liaison with other post-secondary institutions and with networks such as the Elderhostel Institute Network¹.

¹ The Elderhostel Institute Network evolved into Road Scholar in 2010. The latter is now an American not-for-profit organization, based in Boston, that provides educational travel programs primarily geared to older adults.

SCS shares responsibility with MCLL for future directions the program might take and is represented on the Planning Committee.

MCLL Bylaw: ARTICLE III (a) second part *The Dean's delegate will also be a member of the Council referred to below and will act as Coordinator of the interests and activities of MCLL with those of SCS and give general administrative support to MCLL.*

The Dean's delegate is also the Chief Administrative Officer of MCLL and as such answers to the elected Council of MCLL.

Because of the bicephalic nature of this position, this position will be referred to in the present document as the **liaison and administrative officer (LAO)**

The person fulfilling this position must be mutually acceptable to the Dean and to Council and for this reason, the president of MCLL, or a delegate, must be involved in the selection process.

The LAO coordinates MCLL activities, maintaining communication between committees and advising on administrative issues. He/she ensures that the interests of the University are represented and that MCLL receives appropriate support.

MCLL Bylaw: ARTICLE III (b) *While the intent is that members plan and run their own activities, the SCS will take responsibility for ensuring that the quality of programs and level of service to the members are appropriate. Programs, which will include educational and social activities, will be planned and administered by a council (Council) elected by the members.*

While the Council has been granted considerable freedom to plan its own program, it is SCS's responsibility to monitor activities and ensure they are within its mandate. The LAO is a member ex-officio of the Curriculum Committee and acts in an advisory capacity.

With regard to program quality, the responsibility for evaluating the program is delegated to MCLL, provided it uses an evaluation process acceptable to SCS.

With regard to quality of services, SCS ensures that members are well informed about the nature of the program and that they receive accurate information on a timely basis. In addition, it maintains high standards for the printed programs, notices and brochures, consistent with SCS's image.

Pending the SCS re-organization, the LAO reports to the Director of Finance and Administration. This is to ensure that MCLL administrative and finance procedures are aligned with the rest of SCS.

MCLL Bylaw: ARTICLE III (c) *Council will supervise, control and direct the affairs of MCLL, pursue its purposes, and determine its policies, consistent with and subject to policies of the University. Should it be necessary to hire paid employees for MCLL they will be staff of SCS. Responsibility for hiring and dismissing such employees will rest with SCS. The duties and responsibilities of such employees will be determined in consultation with Council and outlined in the Operating Rules.*

SCS advises MCLL members on University policy and procedures. It takes responsibility for all aspects of the hiring process and payment of staff.

MCLL Bylaw: ARTICLE V (b) *MCLL will be self-financing (including charges by the University for facilities, equipment and services) with funding coming from membership fees and grants and donations from external sources.*

Self-financing in this context means that MCLL must have a balanced budget. If there is a deficit in one year, then the deficit needs to be cleared at the beginning of the second year either by using prior year surpluses or reducing expenditures for the following year.

MCLL is to request use of prior year surpluses through the SCS Finance Office, the request must be approved by the Provost's Office.

MCLL Bylaw: ARTICLE V (c) *All funds relating to MCLL must be deposited in a SCS account. MCLL's budget will be separate from SCS's operating budget and any balance at the year-end will be carried forward.*

This article must be interpreted in conformity with University regulations. There are some fund types that do not permit carryforwards.

SCS takes care of the day-to-day management of MCLL accounts and monitors account statements.

PART B – TERMS AND CONDITIONS

This section specifies the way SCS will calculate the amount it charges MCLL for overhead and related services.

Pay for use basis

MCLL will pay SCS for the following items

- a) Salary and benefits for LAO (ADM1A, GR3) to the equivalent of 80% of a full-time position as per collective agreement
- b) Salary and benefits for other employees, as authorized by Human Resources.
- c) Rent for four MCLL classrooms, office, kitchen and lounge and three storage spaces located on the 2nd floor of 688 Sherbrooke St. W. in the amount of \$4,000 per annum
- d) Use of a trunk line for telephones and computers as well as mail services
- e) Full access to all library services of McGill University in the amount of \$5 per member per term.
- f) MCLL will pay the McGill Central Overhead charges at the rate set by the University in any given year. To the best of its ability, SCS will provide MCLL with a breakdown of the various items involved in these charges.

Administrative service charge

In addition, MCLL will pay SCS for various administrative services which include:

- a) Deposit of membership and other fees
- b) Processing refunds
- c) Transfer of funds
- d) Room bookings
- e) Human Resources and payroll services
- f) Inclusion in SCS marketing plans
- g) IT support
- h) Maintenance of software and database including MCLL archive database

This itemized service charge will be determined on an annual basis by SCS in consultation with MCLL and will not include payment for any services already billed by McGill Central Overhead. For FY20, the charge will be 12% of gross self-financing revenues.

Insurance coverage

McGill has an insurance policy that covers members of the McGill Community within the University's premises. In the event that McGill members have to participate in an event off campus a special insurance rider is required to ensure adequate insurance coverage. For this reason, any MCLL activity conducted outside of MCLL premises on the second floor of 688 Sherbrooke must be approved formally by the Dean's Office.

PART C: Representation of MCLL within SCS

1. The LAO is a member of the SCS Administrative Network
2. The LAO is a member of the SCS Council
3. A representative of the MCLL Council sits on the jury of the Fiona Clark Award.
4. The president of the MCLL Council is consulted in the nomination process of the Dean of continuing studies.
5. The president of the MCLL Council is included in the selection process of the LAO.

The present agreement is in effect for a period of five years after the date signed.

Signed in Montreal, Quebec



Dean of Continuing Studies

Date: 19 August 2020



President of MCLL

Date: 12 June 2020