

# ***Lifelong Learning Institute***

***at Waubonsee Community College***



## **Member Handbook**

Created by Member Services  
Version 2- 2018

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# INTRODUCTION

## **Welcome**

We are pleased to welcome you as a member of Lifelong Learning Institute at Waubensee Community College, a dynamic group of lifelong learners. This handbook was prepared to provide you with information about LLI: its history, goals, structure, policies and benefits. We hope you find it helpful!

## **LLI at WCC**

Previously known as Institute for Learning in Retirement (ILR), our chapter was organized by five Founding Members and four Charter Members, offering its first four courses in September 1996.

We are a totally volunteer organization, which allows us to keep our fees quite low. Therefore, we rely on our members to offer their passions and talents in the various volunteer opportunities. More detail is provided on page 10.

To meet the diverse needs and interests of a growing organization, the Curriculum Council strives to present a diverse offering of courses, outings and trips for LLI members. Diversity is manifested in the offerings' varied subject matter, style of delivery and depth of inquiry. In our LLI curriculum, the challenges of aging present themselves in our participants and facilitators, giving each of us another opportunity to learn and understand more about ourselves and others.

## **Affiliation with Road Scholar**

Road Scholar (previously called Elderhostel) is an American not-for-profit organization that provides educational tours geared toward adults 50 and older. It was founded in 1975 by Marty Knowlton and longtime friend David Bianco to extend the youth hostel experience to adults. Road Scholar currently offers programs in the United States and 150 other countries.

More information can be found on their website: <https://www.roadscholar.org>

Lifelong Learning Institute (LLI) chapters are affiliates of Road Scholar and must be approved for membership into their network. Each LLI chapter is sponsored by a college or university, with the goal of fostering lifelong learning through courses and programs that engage the learner, provide social interaction, and enrich lives. LLI members are challenged to understand the cultural forces of today, to interact socially and intellectually with one another and to live empowered lives.

# GOVERNANCE

## **LLI's Guiding Principles**

These principles guide leaders and members in the foundation and growth of LLI:

### *LLI Values Statement*

Our Values include continued learning, intellectual inquiry, social interaction and active member participation in lifelong learning.

### *LLI Mission Statement*

Our Mission is to provide our membership with a defined and member-generated framework for life-enriching, dynamic, educational experiences through lifelong learning programs.

### *LLI Vision Statement*

Our Vision is to be a self-sustaining and self-governing community of active mature adults offering a diverse and intellectually stimulating array of noncredit educational offerings in a wide variety of academic disciplines.

## **Governing Documents and Bodies**

LLI at WCC is governed by a Constitution (primary governing document) and Bylaws (intended to support and implement the LLI Constitution). Amendments to the Bylaws may be adopted by a majority vote of the Board after written notification to the membership and a specified discussion interval (as outlined in Bylaws Section L).

The Board consists of the following positions:

President

Vice President

Secretary

Treasurer

Member Services Coordinator

Operations Coordinator

Three Representatives of the Curriculum Council

Each office is an elective two-year term, with the exception of President who assumes a one-year term after serving as Vice President for one year. Also, the LLI Coordinator/Advisor functions as our liaison to the college and is a non-voting member of both the Board and Curriculum Council.

The Curriculum Council (CC) is composed of seven Curriculum Coordinators. All CC members are elected by the membership for two-year terms. Three of these members are selected to serve on the Board. The CC oversees proposals for courses, outings and trips; develops and implements policies related to curriculum; recruits and mentors facilitators; and works to enlarge the quantity of offerings, while maintaining the quality to fulfill LLI's values, mission and vision.

## **OPERATIONS AND POLICIES**

### **Membership**

- LLI is an open-membership organization for adults 50 and older.
- The membership year is from September 1 – August 31.
- The annual membership fee is \$25. Each course is \$5; outings and trips vary.

An outing is an activity where the member provides his/her own transportation and is typically a partial day in length. A trip varies in length and includes provided transportation and other amenities which vary based on destination (lodging, meals, admission fees, etc.).

In addition to being a totally volunteer organization, LLI's low membership fee and course fees are made possible to a large degree by the support provided by Waubonsee Community College, including use of classrooms, office space, technical and staff support, all at no cost to LLI.

### **Terms**

LLI follows Waubonsee's academic schedule, which includes three academic terms:

- Fall – mid-September through mid-December
- Spring – mid-February through May or early June
- Summer – mid-June through early to mid-August

Catalogs listing the respective offerings are mailed to members on a schedule that allows adequate time for registration:

- Fall - late July
- Spring - late December or early January
- Summer – early May

### **Course Locations**

Many courses are scheduled on Waubonsee's main Sugar Grove campus. Others are held at WCC's other campus sites (Aurora, Plano) and at satellite locations. These are typically libraries, senior centers or municipal buildings and are determined based on availability and resources. Sites vary from term to term, but are always identified in the curriculum catalogs.

### **Course Length**

Courses can vary from one to eight sessions. The course length varies by course content and is determined by the facilitator. Each session is typically two hours but can vary based on the specific course.

## **Closures**

LLI follows WCC's severe weather policy. Any changes to normal college operations will be announced on major radio and television stations. Off-campus LLI courses are automatically canceled when the facility where they meet closes. If WCC's campus is not closed, it is up to the facilitator to determine if the course will meet.

If you are unsure whether a course will meet, you may also contact the facilitator. Please use your discretion regarding the weather as your safety is our primary concern.

The following resources can be used to check closing status:

- The college's website: [www.waubonsee.edu](http://www.waubonsee.edu)
- The Emergency Closing Center website: [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)
- Local radio and TV stations
- Your email and voice mail as your facilitator may have left a message

## **Handicap Accessibility**

All selected course sites are handicap-accessible and include handicap parking spaces. We understand this is an important consideration to our members when scheduling courses.

## **ADA (Americans with Disabilities Act) Compliance**

In October 2015 the Board appointed an ad hoc committee to investigate all aspects of LLI's compliance with ADA. (A disability is defined as anything that impairs learning or impacts major life functions.)

*LLI is covered under WCC's policies for ADA.* As an organization sponsored by WCC, LLI follows WCC's guidelines published in its Student Handbook. Further, the Board has appointed a standing committee to address the needs of LLI members with disabilities in all offering environments.

## **We Welcome Facilitators**

All members are encouraged to share their passion by being a facilitator! You do not need to be a teacher, just an avid learner and can start by being a co-facilitator. The Curriculum Council assigns mentors and provides a myriad of resources. Seasoned facilitators are always available to share their ideas and experience. You are not alone in this experience.

Proposals for all offerings must be submitted to the Curriculum Council by specific due dates to allow adequate time for proposal review, course scheduling and catalog creation. The specific dates for the fall, spring and summer terms are regularly published in the quarterly newsletters or can be obtained through the Curriculum Council.

# **REGISTRATION AND COMMUNICATION**

## **Procedures**

Registration is by U.S. mail or by hand delivery.

- As some courses fill quickly, mail your form and payment as soon as possible, preferably within one or two days of receipt.
- Payments are accepted by check or credit card only. Please use a separate check or credit card slip per member for married couples mailing registration forms in the same envelope.
- LLI uses a “shuffle period,” the period between catalog mailing and beginning of registration, to “even the playing field” for all members. Registration forms are held for the specified time, shuffled and randomly selected for processing.
- After all forms held in this category are processed, other incoming registrations are handled as received for the duration of the registration.
- All return envelopes are mailed to the WCC Bursar office for payment processing, then are forwarded to the LLI office for registration.
- Each member should receive a registration confirmation in a timely manner, indicating those offerings which were open and closed. If confirmation is not received, contact the LLI office at (630) 466-2593.

Points to consider:

- Requesting a course does not assure enrollment. Some courses have low maximum participant limits; some are led by very popular facilitators.
- Give careful thought to your selections based on your interests and schedules. As a courtesy to other members, do not overbook or over-register! Please remember that your selection may prevent another member from attending.
- Be open to trying new subjects and facilitators. You may be pleasantly surprised! At LLI we encourage our members to be open to new possibilities, expanding our interests and minds.
- Regularly check your email, as eblasts are sent informing members of openings. This information provides our members the opportunity to consider which open courses are of interest and to register for additional offerings. It is our goal to fill as many seats as possible in any given course.
- Remember that this organization is 100 percent volunteer-operated, and the more courses we can offer, the more likely you’ll get into those you request.

## **Filled Courses**

In the case of a filled course, the member will be placed on a wait list in the order of receipt. The Registration Committee will notify the member if an opening occurs. Credit certificates are issued for all closed courses. Facilitators have the option to increase the course size or to offer that course in a future semester.

## **Cancellations**

A course, outing or trip may be canceled if it fails to meet a minimum enrollment number. In that case, efforts will be made to notify participants a week before it was to begin. If a course session needs to be canceled, course members will be notified as soon as possible. If time permits, email notifications will be sent. If there is a short notice, course members will be notified by phone.

## **Refunds**

### Membership Dues Refunds

Because full membership includes access to a wide variety of LLI courses and an array of benefits, the membership fee is non-refundable. Membership in LLI is nontransferable to another LLI or another member.

### Activity Refunds

- There will be no return of **checks** in the event of a closed course, outing or trip. Credit certificates will be issued.
- If a **check** is used to pay for an outing or trip which has been canceled, the member may receive a refund from WCC after completing a vendor form and W9 form, provided the cancellation is made prior to the deadline date. This policy also applies to withdrawal from an outing or trip if made prior to the deadline date.
- If a **credit card** is used to pay for an outing or trip costing \$60.00 or more, a credit to the credit card used will be given in the event of a cancellation, closure or withdrawal if made prior to the deadline date.

Note: private trip cancellation insurance is encouraged through your private carrier.

## **Name Badges**

Member Services is responsible for issuing name badges to new members, with the goal of mailing them in a timely manner. Members are encouraged to wear name badges at all courses and functions to build community and to assist facilitators in identifying participants. If lost, contact the LLI office (630-466-2593) to request a duplicate.

## **Communication**

Communication is of great importance to our members. Member Services attempts to share critical information through:

- Quarterly newsletters (most recent posted on our website)
- Eblasts sharing important timely news

Also, we like to hear about any member needing support or recognition (get well, sympathy, congratulations). We send cards to these members on behalf of LLI. If you have such news to share, contact the Member Services Coordinator. (All updated contact information is listed on the last page of each newsletter.)



## **BENEFITS OF MEMBERSHIP**

### **General**

As a member of LLI, you receive many benefits and privileges:

- Opportunity to experience the joy of learning without grades, tests or papers to write
- Stimulating courses
- Engaging facilitators
- Enrichment through course-related outings and trips
- New friendships
- Semi-annual luncheons
- LLI Newsletters
- Access to LLI Board and Curriculum Council meetings, which convene at 9 a.m. on the second and first Friday of each month, respectively
- Participation in the development of LLI through Board or Curriculum Council positions or by membership on committees
- Convenient LLI textbook purchase through WCC Sugar Grove Bookstore
- Use of the Todd Library located on the Waubonsee Community College main campus and the Aurora Campus Library.
- Reduced fees at the WCC Fitness Center for LLI members.

### **Social Events**

The LLI community comes together as a whole multiple times throughout the year: in December for the Holiday Luncheon, in spring (late May/early June) for the Annual LLI Membership Meeting and Spring Luncheon and in the summer (August) for the Coffee Klatch. Separate invitations are mailed for the first two events.

### **Fitness Center Discount**

LLI members are allowed access to the Waubonsee Community College Total Fitness Center at a special discounted rate. You can show your name badge or pick up an ***LLI Membership Card*** from the Community Education office to verify you are a current LLI member. Please call (630) 466-7900, extension 2530 for more information.

### **Waubonsee Community College (WCC) Todd Library**

After you are a confirmed LLI member and have your LLI name tag, you may borrow from the WCC Library. The loan period is 28 days. Materials may be renewed in person if they have not been requested by someone else, but they cannot be renewed online or over the phone.

## **MEMBER RESPONSIBILITIES**

### **Friendly Reminders**

We value you as members and wish to share a few ways you can help our growing organization operate more smoothly:

- When registering for offerings, give thoughtful consideration to the type and number of courses workable in your schedule. Remember that over-booking may take the seat of another interested member.
- As soon as you receive course registration acceptance, mark your calendars with the appropriate dates and times.
- If you find that you have a conflict and will not be able to participate in a course series, please contact the registration office at 630-466-2593 promptly. You can leave a message if a volunteer is not in the office. There may be a wait list for the course and someone on that wait list will be delighted to fill your vacated spot.
- It is thoughtful to contact the course facilitator if you know ahead of time that you will miss an individual session.
- Allow enough time to get to your course as arriving late is disruptive. We understand there are times when this is unavoidable.
- Remember to bring and wear your name badge to build member community through name recognition.
- Regarding evaluation forms, facilitators truly appreciate knowing what it was that you liked about the course and suggestions for improvement. Thoughtful evaluations help with future planning.

### **Volunteer Opportunities**

There are many volunteer opportunities within our organization and we encourage you to consider those which match your interests, time and talent:

#### **Member Services**

Social Committee- assist with sign-in at various social functions  
Speakers Bureau- present LLI overview to venues expressing interest in LLI  
Assist with member communications and newsletter development

#### **Operations**

Mailing Committee- assist with various member mailings  
Assist with Database administration  
Registration Committee- register members for requested offering for the three terms within our membership year

Rush: In spring and fall, greet students as they enter the WCC Book Store, provide direction and answer questions. This also helps support our Scholarship Fund.

Committees: The Board and Curriculum Council appoint ad hoc committees to address specific or ongoing issues. Recommendations are then made to the Board or CC.

## **FREQUENTLY ASKED QUESTIONS:**

**1. What are the qualifications for membership?**

LLI is an open membership organization for adults 50 and older.

**2. What is the membership year?**

The membership year is from September 1 – August 31.

**3. What is the cost of membership?**

The annual membership fee is \$25. Each course is \$5; trips and outings vary.

**4. What is the length of the courses?**

Courses vary from one to eight sessions.

**5. Where are the courses held?**

Courses are held on Waubensee's main Sugar Grove campus and its Aurora and Plano campuses. Other sites are used based on availability and facilitators' requirements (e.g., libraries, senior centers).

**6. What happens if a course is cancelled?**

If a course is cancelled, the member is notified by the Registration Committee. Credit certificates are issued which may be applied to any future LLI fee or activity.

**7. What happens if the course is filled to capacity?**

If a course is filled, the member is placed on a wait list. (Credit certificates are issued which may be used for any future LLI fee or activity.)

**8. What is the refund policy?**

Membership and course fees are non-refundable. Outings and trips are refundable if cancellation occurs before the postmark deadline.

**9. Are the scheduled facilities handicap accessible?**

Sites are chosen which are handicap accessible, including handicap parking.

**10. Where can I find additional information about LLI?**

Additional information can be obtained by calling the LLI office at (630) 466-2593 or accessing the LLI website at [www.waubensee.edu/lli](http://www.waubensee.edu/lli)



WAUBONSEE  
COMMUNITY COLLEGE

ROAD SCHOLAR<sup>®</sup>  
*Institute Network*

“Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young.”

Henry Ford

“Learning is not a product of schooling but the lifelong attempt to acquire it“

Albert Einstein

Waubonsee Community College  
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(630) 466-2593  
[www.waubonsee.edu/lli](http://www.waubonsee.edu/lli)

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