

LIFE COPY
4/9/2014

**Partnership Agreement
Between
The Learning Institute for Elders at UCF, Inc. (LIFE)
and
The Division of Undergraduate Studies
Interdisciplinary Studies (USIS) Program
University of Central Florida (UCF)**

A. Introduction:

The Learning Institute for Elders (LIFE) at UCF was organized in January 1991, as a unique partnership between LIFE and the University of Central Florida. LIFE at UCF provides non-credit lifelong learning experiences for senior adults aged 50 and over, within the context of a major university. It is unique among the more than 400 lifelong learning institutes nationwide, in that it is a privately incorporated 501c(3) organization which is hosted by UCF. Most other programs are administered by the university through a continuing education program or by some other university unit. A history of this unique relationship is included in Appendix A.

B. Purpose of the Agreement:

The University of Central Florida (UCF) on behalf of its Board of Trustees and the Learning Institute for Elders at UCF, Inc. (LIFE) agree to work together in the pursuit of lifelong learning opportunities for elders in central Florida. This partnership Agreement enables UCF to provide valuable assistance to create the opportunity for elders to obtain lifelong learning through the LIFE program, provides a research source of elder volunteers for UCF faculty and students provides a source of supplemental annual funds to units at UCF, and provides LIFE members with access to facilities to conduct their classes and a source of faculty to instruct classes. This arrangement is in keeping with the missions of both UCF and LIFE.

C. Responsibilities:

The Division of Undergraduate Studies/Interdisciplinary Studies (USIS) responsibilities:

1. The Division of Undergraduate Studies/Interdisciplinary Studies (USIS) will be the official sponsoring organization for the Learning Institute for Elders (LIFE) at UCF.
2. USIS, or its designee, will serve as the UCF Liaison to LIFE. The role of the UCF Liaison is outlined in Appendix A.
3. USIS will authorize LIFE to request space in the Student Union for the weekly meetings of LIFE at UCF.
4. UCF will provide office space of about 120 sq. ft. for LIFE. Administration will be provided by UCF.
5. USIS, in its capacity as UCF liaison, will facilitate arrangements with other UCF units as follows:
 - a. Issuance of a student identification card, the cost of which will be paid by LIFE at UCF. Privileges associated with that card will include use of the UCF library.
 - b. Parking Services will provide a special parking permit to LIFE at UCF members, paid by LIFE at UCF at a negotiated fee, for parking in student lots.

c. The Athletics Association will provide discounted admission to UCF football, and free "student admission" to all other athletic events.

The Learning Institute for Elders (LIFE) at UCF responsibilities:

1. LIFE will continue its status as a private, non-profit, 501c(3) organization affiliated with UCF.

2. LIFE will be governed by a Board of Directors elected annually by its membership in accordance with its by-laws. The UCF Liaison will be an ex-officio member of the Board of Directors.

3. LIFE will maintain insurance policies of at least one million dollars covering general, director and officer liability. A copy of the policies will be filed with the office of General Counsel.

4. LIFE will determine its own curriculum with an expectation that the majority of classes will be provided by UCF faculty. The UCF Liaison will serve as an ex-officio member of the LIFE Curriculum Committee.

5. Membership in LIFE will be open to all individuals in accordance with the principles of diversity and inclusion at UCF.

6. LIFE can limit membership to a maximum number determined by the Board of Directors and maintain a waiting list for prospective members when membership exceeds the maximum number.

7. LIFE will determine the annual dues for membership and be responsible for the administration of its own budget. USIS will establish an auxiliary account for LIFE to process internal UCF expenses such as telephone and student ID cards. The LIFE Treasurer will assure that an adequate balance is maintained in that account on a monthly basis to cover expenses.

8. LIFE will annually distribute a minimum of 50% of its annual excess income in grants and awards to units at UCF through various programs. These programs will be administered by the Gerontology and Grant and Awards Committees of LIFE. The UCF Liaison will serve as a voting member in these committees.

D. Liability:

UCF and LIFE will work together to provide a safe environment for all persons on the UCF campus. UCF will not be held responsible for any injuries suffered by persons visiting the UCF campus for functions held by non-UCF parties (i.e., LIFE or other approved persons) except to the extent expressly authorized by the laws and regulations of Florida.

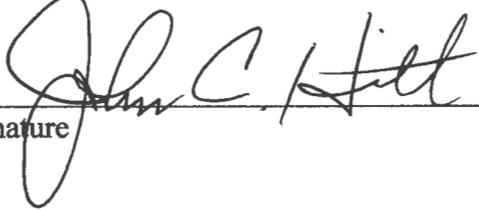
E. Terms and Conditions:

This agreement is binding upon UCF and LIFE and shall take effect upon the date it is signed by representatives of both organizations. This agreement will be in effect for a period of ten years with an opportunity for renewal following a review by both parties. Either party may terminate this agreement, with cause, by providing a 90 day notice. It will be superseded by any future agreement signed by representatives of UCF and LIFE and approved by UCF attorneys.

For UCF:

John C. Hitt
Printed Name

President, UCF


Signature

FOR UCF/USIS:

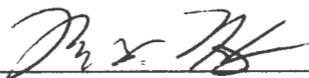
Elliot Vittes
Printed Name

Interim Vice Provost and Dean
Title

Signature

Date Signed:

Michael Hampton
Printed Name
Director Interdisciplinary Studies


Signature
Date Signed:

For LIFE:

Judith Thames
Printed Name

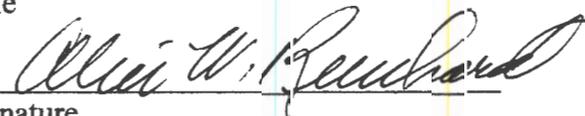
President LIFE


Signature

For LIFE:

Alice Reinhardt
Printed Name

Secretary
Title


Signature

Date Signed: 9/9/2017

Appendix A

ROLE OF THE “UCF LIAISON” TO THE LEARNING INSTITUTE FOR ELDERLY (LIFE) AT UCF

A. Introduction

The Learning Institute for Elders (LIFE) at UCF was organized in January, 1991, as a partnership between LIFE and the University of Central Florida. LIFE at UCF provides non-credit lifelong learning experiences for older adults aged 50 and over, within the context of a major university. It is unique among the more than 400 lifelong learning institutes nationwide, in that it is a privately incorporated 501-C-3 which is hosted by UCF. Most other programs are run by the university through a continuing education program or by some other university unit. After informal agreements that governed its initial operations, a formal “partnership agreement” was signed in 2003 outlining the nature of the partnership. This partnership agreement was revised in 2006 upon the reorganization of the College of Arts and Sciences into two separate colleges and the placement of LIFE under the College of Sciences. In 2008, the sponsorship moved to the Office of Undergraduate Studies and the Interdisciplinary Studies Program. Other than that reporting relationship, nearly all other aspects of the existing partnership agreement were unchanged.

This agreement specifies that UCF, through the academic unit(s) to which LIFE reports, will provide administrative office space and classroom space for the weekly meetings during the academic year. In turn, LIFE will dedicate allocate a significant portion of its annual membership dues to a program of annual grants and awards. To date, this highly valued partnership has enriched the lives of older adults in Central Florida, and in turn has provided models of successful aging and lifelong learning to the UCF community. Talented faculty from every college have shared their knowledge and intellectual passions. LIFE members have served as research participants for faculty and graduate students from departments across the university. LIFE has recognized the contributions of UCF by awarding to date over \$400,000 through their annual awards program. Additionally, the LIFE Board pledged \$20,000 for the new Psychology Building, and individual members have contributed over \$15,000 to the Psychology Building Auditorium “Take Your Seat” campaign, and ½ of a Medical School scholarship worth \$20,000 per years for four years. Clearly, this has been a mutually rewarding and highly successful partnership.

Since its inception, UCF has provided a faculty liaison to LIFE to serve as advisor to the group and as a facilitator for LIFE at UCF’s interactions with the university. That role to date has been filled by Dr. Richard Tucker, now Professor Emeritus of Psychology and Director, Initiative on Aging and Longevity. While LIFE at UCF operates under a set of by-laws and operating procedures, which clearly delineates the role of the Board of Directors, and other operational guidelines, it does not include the role of the UCF Liaison. The purpose of Appendix

A is to outline the roles and responsibilities of the UCF Liaison relative to the Board of Directors of LIFE at UCF.

B. Roles of the UCF Liaison to LIFE at UCF

1. Provide interface with the administration and faculty at UCF regarding:
 - a. Meeting arrangements. Routine arrangements will be done by a designated member of LIFE; any special arrangements will require involvement of the liaison. All final decisions will be made by the LIFE Board after consultation with the liaison.
 - b. Facilitate invitations to LIFE events for any administrators.
 - c. Serve as an ad hoc member of the Curriculum Committee and facilitate introduction and interaction with UCF faculty.
 - d. Gerontology Grants Committee. Serve as the contact person between LIFE and grant applicants to clarify questions regarding the application. Facilitate contact with Foundation and departments/units regarding LIFE grants.
 - e. Facilitate contact with Parking Services for issuance of parking permits and resolution of parking violations.
 - f. Serve as the contact with the Athletics Department to arrange for special admission to UCF athletic events.
2. Serve as an “ad hoc” member of the Board of Directors. Participate in discussions and serve as resource person, but do not vote. May join LIFE as a member but will not be eligible for election to the Board. May participate in annual meetings as a voting member.
3. Serve as the UCF spokesperson for LIFE and facilitate media contacts with LIFE officers and members.
4. Serve in other capacities specified by the LIFE Board of Directors.

C. Appointment of UCF Liaison

1. Appointment of the UCF Liaison will be done by the head(s) of the unit(s) under which LIFE is affiliated (currently the Office of Undergraduate Studies and the Interdisciplinary Program) in consultation with the Board of LIFE and subject to their final approval.
2. The UCF Liaison will officially report to the head(s) of the unit(s) with which LIFE is affiliated.
3. The UCF Liaison will submit a report each year summarizing the activities of LIFE at UCF. This report will be generated in consultation with the Board of Directors.
4. An evaluation of the UCF Liaison will normally be conducted every five years by UCF, based on input from the LIFE Board and others deemed appropriate. The LIFE Board may request an evaluation at any time prior to the normal five year interval.
5. Compensation, if any, for the services of the UCF Liaison will be the sole responsibility of UCF.