



## Adventures in Learning

### Memorandum of Understanding

Adventures in Learning (AIL) at Colby-Sawyer College (CSC) is a program functioning under the auspices of and in accord with the mission and policies of CSC. This program was launched as a trial in 1998 and was guided by an organizing committee until the Board of Trustees of CSC approved and endorsed AIL in May 2000. In spring/summer of 2005, the college and AIL reaffirmed that the substance of the Memorandum of Understanding (MOU) continues to be valid and to represent a shared commitment. In October 2019, the MOU was updated to reflect changes in the support that AIL and the College provide to one another. This relationship is thriving and both entities will continue to create fresh opportunities to enhance the work of the other.

The mission of Adventures in Learning “is to provide lifelong learning experiences for adults with an interest in the world of ideas and who wish to continue their intellectual growth in an informal setting.” AIL achieves this mission by offering a diverse array of stimulating courses and programs throughout the year in the Kearsarge-Lake Sunapee region.

The program is staffed by a full-time AIL Program Manager and a part-time assistant, both of whom are Colby-Sawyer College employees. The college and AIL share responsibility for compensation of the Program Manager, with AIL supporting 20 hours per week and the college covering 20 hours per week plus inclusion in the benefits programs offered to all college employees. The assistant is compensated out of the AIL budget and is eligible for any benefits offered to part-time Colby-Sawyer employees who work 25 hours per week or fewer. In addition, members of the Advancement Office staff regularly provide administrative support to the program as needed. The college also provides on average 2 – 4 hours of support per week for payroll, expense processing and other business processes through the Financial Services Department.

Performance evaluations of the AIL Office staff will be conducted on an annual basis, in coordination with the performance review timeline established by the college.

The performance review process will include the following steps:

- a. Self-Assessment: The AIL Office staff will complete a self-assessment, reflecting on achievements, challenges and areas for improvement.
- b. Supervisor Evaluation: The immediate supervisor for the AIL Office staff will conduct an evaluation based on overall performance, knowledge of and adherence to program objectives and alignment with organizational goals.

c. AIL Board Feedback: Feedback from the AIL executive committee and AIL committee chairs will be solicited via anonymous survey to provide a comprehensive perspective on the AIL staff performance. This feedback will be used to help inform the formal supervisor evaluation.

d. Performance Review Meeting: A face-to-face meeting will be scheduled between the AIL staff and their immediate supervisor to discuss the evaluation results, set goals for the upcoming period and identify professional development opportunities.

Following the performance review meeting, the Program Manager's supervisor will convene with the AIL executive committee to summarize the performance review results and ensure performance goals match with broader organizational objectives.

All performance review documentation, including self-assessments and supervisor evaluations, will be maintained confidentially by the Colby-Sawyer College Human Resources Office.

Using the guidelines approved by the Board of Trustees at CSC in May 2000, AIL at Colby-Sawyer is governed by its own board. The AIL Board of Directors is responsible for implementing the educational objectives of this program without further approval or oversight from the Board of Trustees of CSC or the administration of the college. The educational opportunities and activities offered must redound to the benefit of AIL, and consequently, to CSC. Changes in guidelines require the approval and endorsement of the president of the college, duly authorized by the Board of Trustees of the college.

There shall be an AIL Board of Directors, elected by the membership at its Annual Meeting, which shall develop and vote upon Bylaws for the organization that are consistent with its mission and its relationship with CSC. Such Bylaws shall establish operating policies for AIL including, but not limited to, board and committee structure, annual budget and dues and class registration fee structures.


The Finance Committee, chaired by the Treasurer of AIL, shall develop a budget annually to be approved by the AIL Board of directors at its July meeting. All financial transactions will be made through the college's business office. Specifically, the college and AIL agree that AIL will meet all of its own expenses and maintain a reserve, and will be subject to the annual audit at the college at no expense to this program. After meeting its own annual financial obligations, AIL intends to consider an annual gift to CSC.


The leadership of AIL will meet with the president of CSC (or designee) throughout the year as deemed necessary to discuss AIL matters, so that the college has the opportunity to respond optimally regarding unfolding opportunities and needs for this subsidiary program. At this time CSC and AIL will confer regarding the expense of the program to the college, especially in terms of staff support. Should the program request additional support from the college for program enhancement or adjustments, the college may decline if such additional support impinges on the college's ability to achieve the primary aspects of the college's mission for students enrolled directly in the college's credit program. Additionally, a review process would assess whether the activities of AIL (a community-oriented program) continue to align with the college's goal of bringing people from the local area closer to the college.

In 2016 CSC named the state-of-the-art classroom in Lethbridge Lodge in honor of AIL in recognition of AIL's \$42,000 in pledges committed to the new art building campaign. The AIL Board of Directors unanimously accepted this new Lethbridge Lodge classroom site. The classroom at Lethbridge Lodge is to be used as the dedicated AIL classroom on campus for its classes and special programs. If the room is not scheduled to be used by AIL for those purposes, it may be used by other Colby-Sawyer groups, providing their usage is cleared through the AIL Program Manager. It is also understood that this room at Lethbridge Lodge may be used at any time for meetings of the Colby-Sawyer Board of Trustees – gain providing that sufficient advance notice is given to the AIL Program Manager.

As part of its ongoing planning process, AIL will obtain college approval for dates and locations of meetings, lectures, and classes located elsewhere on the CSC campus. Whenever possible and when there is no conflict with other revenue-generating or college-sponsored events, standard college rental fees will be waived for AIL events that are open to the general public. In addition, the college will waive rental fees for up to 4 members-only lectures or special events that fall outside of the AIL weekly course schedule or the AIL Annual Meeting. For all events where space is reserved by AIL, the organization will be charged standard college rates for audio-visual and technical support needed. In addition, service charges to cover set-up and breakdown costs may be passed on to AIL under certain circumstances (complex event set-ups, tight timelines for room changeovers, etc.). AIL will be notified of any charges in advance of an event, during the planning and reservation process.

If the program should become dormant for a period of five years, and if new interest in reviving and continuing AIL at CSC cannot be generated, the program will be ended and all assets, if any, revert to the ownership of CSC, the founding 501 (c) (3) institution.

Signed:   
**Colby-Sawyer College President**

Signed:   
**Adventures in Learning President**

Date: 5/29/24