Memorandum of Understanding

**Purpose:** The mission of the Center for Creative Retirement (CCR) at the College of Charleston, founded in 1993, is to sponsor and support programs for its members who may be retired, semi-retired, or contemplating retirement, through continuing education and social opportunities. To further this mission, this MOU provides for continuing adequate space and administrative support for CCR programs.

**Parties Involved:**

**College of Charleston School of Professional Studies Center for Continuing and Professional Education (CCPE):** The CCPE offers programs for personal, professional and executive development. Our program provides the competitive edge for those seeking internships, jobs, professional advancement, and personal enrichment.

**Center for Creative Retirement (CCR):** The CCR is made up of a diverse group of seniors – some retired, some about to retire – for whom education is a lifelong adventure to be shared with enthusiastic and often new friends. It’s a self-governing group which depends upon active involvement of its members for program ideas and modest financial support. Members are considered noncredit students at the College of Charleston and are eligible for: weekly meetings from September through May, smaller in-depth study groups, some off-site meetings, College of Charleston CCR ID, CCR newsletters, and field trip to historical and cultural sites.

**Agreement:**

**Provided by the Center for Creative Retirement:**

1. A contribution of $1000.00 to the School of Professional Studies Dean’s Excellence funds (SPS will invoice CCR at the end of each fiscal year)
2. When necessary, a $25.00 cleaning fee for day-porter services
3. Up-to-date program information and literature for distribution and for the website
4. Assistance in marketing relevant courses offered by the SPS and CCPE
5. CCR Board schedules course information in accordance with the College of Charleston’s Academic Calendars, taking into account College holidays and closings.
6. Distribution of board meetings and minutes to the college designated representative, currently the Assistant Director of CCPE.

**Provided by the Center for Continuing and Professional Education**

1. Weekly accommodations for lecture series: guaranteed use of the School of Professional Studies’ large conference space (room 110), including table/chair setup as needed, every Monday from September through May from 12:00pm-4:00pm. IT and A/V assistance as needed.
2. Accommodations for board meetings, study groups and other events, pending space availability.
3. Support services for the Center for Creative Retirement, to include:
   a. Maintenance of member information using the CCPE’s ACEware Student Manager system
   b. Online registration and payment capability
   c. Collecting, depositing and recording of CCR funds, as needed
   d. Processing vendor payments, as needed
   e. Providing quarterly budget reports, with flexible budget schedule per CCR Treasurer and Business Manager
   f. Liaison (as needed) between the CCR and other CofC offices, such as Marketing, Copy Center Services, Cougar Card Services, Aramark, Library.
   g. Update of the College’s website for the Center for Creative Retirement, when necessary. The CCPE will aim to obtain access for CCR to maintain their own website, but in the event that this is not possible, the CCPE will make updates.

4. Storage space for Center for Creative Retirement supplies including a small locked space in the Administrative Office area.

5. Responds to participant inquiries and makes referral to the CCR for any additional follow-up needed.

Signatures:  College of Charleston          School of Professional Studies