



Humber College Retirees' Association

MEMORANDUM OF UNDERSTANDING

Preamble

The purpose of this Memorandum of Understanding (MOU) is to provide a foundation and framework for closer collaboration between the Humber Institute of Technology and Advanced Learning (herein referred to as the College) and the Humber College Retirees' Association (HCRA) for their mutual benefit. It is based on the recognition of retirees – whether faculty, administration, or support staff – as continuing and valued members of the College community. It addresses ways that the College can maintain and enhance its relationships with retirees and ways that retirees may participate more fully in the life of the College and contribute to the achievement of its aims and objectives. This MOU reflects the mutual intentions of the two parties to foster greater retiree involvement. It does not alter any existing legal rights and obligations that may exist.

Now therefore, and in consideration of the mutual promises and covenants expressed herein, the parties agree as follows.

The College will:

1. Continue to ensure that new retirees each year are made aware of the Association's existence and are given an opportunity, prior to leaving the college, to authorize release of their contact information to the Association. These new arrangements will also include a report from the College to the Association at least twice each year (in June and December) containing (a) the total number of current retirees for the reporting period and (b) contact information of those retirees who have authorized it be shared with the Association.
2. Continually review procedures at the College that ensure increased communication and consultation with retirees with respect to College activities. The range of matters involved is broad and extends from:
 - a. Invitations to College events such as: retirees' annual recognition dinner where a representative from the HCRA be allowed to address the new retirees. Other events can be discussed on a case by case basis.
 - b. Teaching courses, workshops or offering advice on general interest courses following the established procedure for anyone external to Humber who is interested in teaching at Humber. (As an example, retirees could arrange to offer/teach mature learning opportunities to retired individuals and continue to offer retirement workshops at Showcase). All of the above would be at the discretion of the dean and would need to follow established procedures.

3. Provide printing and mailing of Association materials to retirees with a monetary limit agreed upon by both parties. An account will be established by the Vice President of Human Resources.
4. Continue to provide space at the College for Association meetings and functions at no cost.
5. Provide complimentary parking for retirees attending Association or College functions at the College if available.
6. Maintain a mailing address at the College for use by the Association, as follows:
Humber College Retirees' Association, HUMBER INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING, 205 Humber College Blvd., LRC6162, Toronto, Ontario M9W 5L7. Establish internal procedures whereby mail received at this address is directed to the Office of the VP Human Resources who in turn will notify the current executive of the Association so that any such mail can be collected.
7. Continue providing the following services:
 - a. Registration for the AGM/BBQ, Christmas Fest, membership, and courses
 - b. HCRA financial accounts
 - c. Handling of our bursary and scholarship funds
 - d. Providing web space for the HCRA web page
 - e. The college will investigate and if possible will establish a link from the Humber College home page to the HCRA home page.

The Retirees Association will:

1. Celebrate the achievement of College students through support for student bursaries, scholarships and other awards.
2. Assist with the ongoing documentation of the College's history and archives.
3. Encourage its retirees to volunteer as ambassadors to the community on behalf of the College.
4. Act as a source of social and professional networking for retirees.
5. Enhance communication to the College community about the activities and accomplishments of retired members.

Neither the Retirees' Association nor its members shall use the logos of the College unless such use has been authorized in writing in accordance with the College's Marketing and Communications Office. The Association is obligated to use its own logo in all correspondence, advertising and marketing information.



Humber College Retirees' Association

Approved:

Humber College

A handwritten signature in blue ink, appearing to read "L. A. Abdul", written over a horizontal line.

VP Human Resources

A handwritten date "April 19, 2016" in blue ink, written over a horizontal line.

Date

Humber College Retirees Association

A handwritten signature in blue ink, appearing to read "W. Deby", written over a horizontal line.

Chair(s)

A handwritten date "Apr 21/2016" in blue ink, written over a horizontal line.

Date