

Appendix C

Emails from Governing Council and Past Presidents

New Frontiers/MCC Joint Task Force Final Report

On February 11, 2013, Gary Kleemann sent an email to all members of the New Frontiers Governing Council requesting input from them for consideration by the Task Force. A similar email also was sent to the most recent four past presidents of New Frontiers. The email and the responses are below.

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Dear NF Governing Council Members:

As you know there has been an NF/MCC Joint Task Force appointed to review current financial policies and procedures with the goal of recommending changes to improve both the efficiency and effectiveness of these policies and procedures. Current written financial policies and procedures may be found in your copy of the NF Council Operating Manual. Every member of Council should have a copy of the Manual. If you don't have a copy and want one, let me know and I will send you a copy.

I am writing to ask for your input to the Joint Task Force. The Joint Task Force would greatly appreciate it if you could take the time and effort to put into writing your definition of any problem(s) you might have had or be having in achieving your NF goals and objectives because of financial issues, policies or procedures. These might be MCC policies and procedures or they might be NF policies and procedures.

Are there any MCC or NF financial policies or procedures that you think might be strengthened, changed, done away with or improved? We are asking you to help the Joint Task Force in defining the problem(s) with our current financial policies and procedures. We are not asking you to come up with solutions to the problem(s) – although if you have a solution to recommend we would welcome hearing about it.

Please send your written comments to the Joint Task Force in care of Gary Kleemann at gary@asu.edu.

We thank you for all of the good work you do on behalf of New Frontiers. With your help, we can make New Frontiers an even better and stronger organization for Life Long Learning.

Sincerely,

Gary

Gary L. Kleemann, Ph.D.
Financial Task Force co-chair, New Frontiers

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Hi Gary,

Right off, one of the situations that arises and could easily be corrected is a "slush fund" (as Rose F put it) to use as a quick fix for small things we need to purchase. Ex. Bob Becker would like some black paint and a curtain rod because of his need to make an additional sign holder for Open House as MCC would not let us use the 4th floor counter any longer since their

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renovation and we need to improvise using tables that need signage. We have to await the petty cash and hope there is enough moneys left for Bob's request after we buy what we originally requested petty cash for. This slush fund could be large enough each semester to cover all committee last minute emergency needs.

We are good at following MCC's protocols about financial requests, but when something unforeseen arises, there is no quick resolution. MCC sees NF as one unit. We have individual budgets for each committee and are diligent about that, but, we cannot always project for emergencies unless we have an emergency "quick" fix. We can account for each expenditure we make using the slush fund money so our accounts can be tracked accurately.

One thing that would be helpful is a better way for each committee to receive copies of all invoices when we request anything in any of our budget topics. I do receive most of mine now if I remember to remind Neva, and our caterer. Copying is a mystery as far as trying to determine our specific charges as we do not receive copy charges. Membership makes a minimum of about 3400 copies for Open House, mailings, flyers, New Member Coffee and committee meeting info for participants for the two semesters. The Budget has two areas named for copying/printing: "Ikon/Alpha Graphics" and "Membership Printing." Do not know if copying moneys go in the Ikon and any actual printing goes under "Alpha Graphics" or under "Membership Printing." If copying gets charged to a general fund, then there is no difficulty. If we need to figure an amount per copies, this will not be accurate without a copy invoice or something more specific.

If I think of anything else I will let you know. I'm used to following red tape. The committees that use outside vendors and need quick payments have the most difficulties that need fixing.

My difficulty is having to use the contracted caterer MCC has, which is not too inconvenient because they are one of the only companies that can wait for MCC's payment method. If we had some flexibility we may be able to save money by using other ways of purchasing bulk refreshments. Hope this is not too confusing.

Mary A

.....
Yes Gary,

I have two thoughts - if we can't disengage from College management, I would like to see the minimum amount for going out to bid doubled to \$5,000 to reflect inflation.

Also, have a question about tuition for new members - \$70 for a full year, but \$50 for a half year??

Could this figure be closer to half?

Thanks,

Pat
.....

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Hi Gary,

I know I have already sent in my problems with regards to money, but I talked to Pat Esparza today and got total clarification on the process. I gave her a copy of the Picnic Catering Confirmation for Sharko's and it's for an estimated people count of 110. We have no way of knowing how many people we will have at the picnic until a week before the picnic when all checks have to be in. At that time we call the caterer with the actual figure. They will fix enough food for the exact count I give them. I guarantee it will never be the exact head count we give to them when getting a proposal. (usually 2 months prior to the event). When MCC receives this Catering Confirmation for the 110 people, they assign a P.O. # for the invoice for 110 people. On the day of the picnic we may have 100 people or we may have 120, we don't know. The final bill has to be dated the day of the picnic and if it's not for 110, this whole P.O. # process has to start over again. We need to somehow come to a better solution on the P.O. process. It's what happened to the Windemere for the Holiday Party.

I considered being on the committee but Bruce said you needed very open and objective people. At this stage I know that wouldn't be me. I wish you guys luck on solving these problems so the next person taking over the Social Committee won't have to deal with this. Thanks for all your help.

Mary Kay

Gary, there was discussion in Monday's Council about the over \$2500 rule for purchase orders. If the request is over \$2500, bids must be obtained. It appeared to me that perhaps Council was making decisions based on staying under the \$2500. Perhaps if we have John Moll, MCC Fiscal Manager, explain the value of the over \$2500 bidding process, members would better understand that there are advantages for us. Of course, MCC staff would then need to help us with the timely process needed to get the best bid. Something to think about Gary.

Barbara

NFL ISSUES WITH MCC STAFF AND PROCEDURES

1. PETTY CASH: The MCC Staff, we are not sure who, changed the amount requested for Petty Cash without telling the Social Committee. When the SC Chairperson asked why she was told that because they did not spend the amount requested last year they felt no need to give them the full amount. This made the SC Comiittee change some of their plans for supplies for the Banquet.
2. Purchase Order Procedure: a. No one in NFL was told that if the cost of an affair exceeded \$2500 that there had to be two more bids. In the past the banquet was always just under the limit. Without telling anyone the MCC Staff, Scott and Pat, went out for two more bids. They found that they

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could not come under the Windemere bid. Pat said that if they had found a bid that was better than the Windemere they would have cancelled the PO for the Windemere and gone with the new one. All of this happened without anyone knowing.

b. Vendors waiting 6-8 weeks for payment in spite of Scott's statement that all invoices are paid within 2 weeks after receiving. Pat has confirmed this policy to me as well. The last Holiday Banquet Invoice was not paid for 8 weeks. The invoice and member checks were submitted to MCC on 12-13 but were held for 7 days before depositing them. The College then closed for the Holidays. On Jan 2nd The Social Committee Chairperson was told the invoice was approved and the check would be mailed in two weeks. The Windemere did not receive their check until either 2-8 or 2-11. The reason given for the delay was that a new PO had to be issued and that takes 10-14 days. Also when the Windemere submitted their invoice and contract for the banquet someone at MCC held it up because it did not include the corrected language that MCC required. No one was told this until the Windemere called about their deposit. This delayed the process several days.

c. We have had vendors say that they cannot wait 6-8 weeks for payment.

3. Failure to communicate when NFLL "Violates" MCC policies. The

MCC staff just make decisions without discussing the issue with any NFLL member, regardless of the impact on NFLL for the vendors.

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Gary, here is the latest "concern" for New Frontiers about the venue MCC felt would solve our growing membership situation.

Mary A

From: [Patricia Esparza](#)

Sent: Thursday, February 21, 2013 2:36 PM

To: [Bruce Reid](#) ; [Mary Adamick](#)

Subject: Fwd: New Frontiers Room Set Ups

Hello Bruce & Mary,

New Frontiers/MCC Joint Task Force Final Report

It has come to our attention from our MCC Facilities Coordinator the capacity we have on furniture (Chairs & Tables) in the Atrium for your events. Please take this into consideration as you move forward with future events.

Kindly read the e-mail below regarding this and I appreciate your consideration.

Thank you,

Pat

----- Forwarded message -----

From: **Angela Cissell** <angela.cissell@mesacc.edu>

Date: Thu, Feb 21, 2013 at 10:28 AM

Subject: New Frontiers Room Set Ups

To: Pat Esparza <patricia.anne.esparza@mesacc.edu>, Michelle Chambers <michelle.chambers@mesacc.edu>

Cc: Facilities and Vehicle Scheduling <facsched@mcmail.maricopa.edu>, Edward Gonzales <edward.gonzales@mesacc.edu>, Richard Cluff <richard.cluff@mesacc.edu>, Dartell Johnson <dartell.johnson@mesacc.edu>

Pat and Michelle,

I am writing with concerns of the set up requests from New Frontiers for their events in the Atrium at the DTC. There is a very limited number of available furniture for events at the DTC:

(71) chairs

(18) 4' square tables

(4) 5' rectangular tables

Will you please relay this information to the New Frontiers group and ask that they build their requested set ups on what is available? Pulling tables, chairs, etc out of classrooms should not be expected as the academic classroom set ups should not change and it is very hard on the furniture (as well as Ed) to attempt to move them in and out of the classrooms.

There is also the issue of possibly requesting that more furniture be purchased, although a storage space must be available which doesn't appear to be available.

We thank you for conveying this message to New Frontiers. Please let us know if you have questions and/or concerns.

Angela Cissell

Facilities Coordinator & R25 Administrator

Facility & Vehicle Scheduling

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Mesa Community College

[\(480\) 461-7457](tel:(480)461-7457)

Gary,

Here is another “glitch” with finances that makes using procedures tedious. I also cannot find a document that gives these details mentioned. I asked Pat E for a copy of the document having these details. Do you have such a document?

Mary A

From: [Patricia Esparza](#)

Sent: Wednesday, February 27, 2013 4:34 PM

To: [Mary Adamick](#)

Subject: Re: Petty Cash receipts

Hi Mary,

The issue is not the number of days purchased, although it is still important to purchase the day of receipt of petty cash up to the day of the event. It's that the purchase needs to be made in **cash** not visa, check, or any other means....just cash. I will not be able to submit that receipt. MCC Cashier inspects all receipts to ensure dates allowed and how items were purchased.

Pat

On Wed, Feb 27, 2013 at 3:07 PM, Mary Adamick <madamick@cox.net> wrote:

Hello Pat,

When Bob Becker purchased these items it was during the timeframe of 10 days. Since three different people were attempting to purchase items during the period of 10 days and not able to connect with me immediately, we thought we were meeting the criteria of MCC: purchasing the items during the 10 days we had the petty cash. How can this be fixed?

Mary A

From: [Patricia Esparza](#)

Sent: Wednesday, February 27, 2013 8:27 AM

To: [Mary Adamick](#)

Subject: Petty Cash receipts

Hello Mary,

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In reviewing the Petty Cash receipts, I found one receipt for \$9.76 that was made with a visa card. We are unable to accept this as it was not purchased with the cash and can not be reimbursed. Please call or see me today or tomorrow to go over this.

Thanks,

Pat

Pat Esparza

Office of Workforce & Community Partnerships & Adjunct Faculty - Business Dept.

Mesa Community College Downtown Center

165 N. Centennial Way, Ste 208

Mesa, Az 85201

[\(480\) 461-6266](tel:4804616266)

pesparza@mesacc.edu

Gary,

I do not know if the attached information [below] will be of any help to you or not, but it is what was followed when I was President. The greatest help we had during that time was the assistance of Ann Cox, because she knew the policies and also the “politics” of the collage, and would always follow through on any of our requests in a timely manner. As a result we never ended up in a situation that indicated we were not following the rules of the college.

During the time Marie Allen and Barbara Thelander were the liaisons they were always tuned into our needs in advance of a problem happening. As a result we never ended up in a situation that indicated we were not following the rules of the college. This is only from hearsay, but the rumor is that the present staff no longer has that kind of interest in New Frontiers.

Thank you for your continued interest in New Frontiers,

Pat

EXPENDITURES PROCEDURES AND FORMS

MCC/MCCCD fiscal procedures include the following opportunities for NF members to purchase materials: Petty Cash, Open Purchase Orders and Other Vendor Purchase Orders. Purchased items may include: materials for class activities, instructional material, registration and enrollment items, marketing material, and contracts for special services.

Petty Cash

The petty cash fund provides ready cash for the payment of various small expenditures not available through a purchase order. It is intended for local purchases only. All purchases must be

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pre-approved by **MCC Staff ??** prior to the purchases. Requests for petty cash go through the Chair or Co-Chair to **MCC Staff ??**. Please allow up to two weeks for processing.

MCC's general petty cash limit is \$200. Additionally our MCC Community Education (CE) Office Liaison requests that we bundle petty cash purchases together so the CE Office can make one petty cash draw as opposed to several draws. The CE Office is not allowed to reimburse us if we purchase items out of pocket before an approved petty cash draw. Petty cash expenditure must be pre-approved and a draw issued to Ann Cox prior to purchasing goods. The receipt date of the purchase must be on or after the issue date on the *Petty Cash Form*.

Original receipts and/or cash must be returned to **MCC STAFF ??** within ten (10) days after the petty cash is received. Receipts must clearly indicate the items purchased and the name of the vendor/store. All receipts must coincide with the purpose indicated on the *Petty Cash Form*. Receipts must be taped to one side of an 8 ½" x 11" sheet of white paper. Please use multiple sheets of paper if needed.

Personal items should not to be purchased and/or included on petty cash receipts. If a receipt includes combined personal and business-related purchases, **circle** (*do not highlight*) the business-related items and cross out personal items. Please calculate and include proper sales tax for the purchases.

Petty cash for events, decorations, and food must have an *Official Function Form* attached. The *Official Function Form* is prepared by **MCC Staff?** and requires additional time to obtain the required signatures.

Open Purchase Orders

The Center for Community Education creates open purchase orders annually for the convenience of NF members at the following vendors:

Office Depot—Committee Chairs and facilitators may request office supplies, binders, envelopes, and so forth, by calling MCC Staff ??. This should be for substantial amounts of materials. The order is usually delivered within five working days.

Alphagraphics #291 (Baseline & Extension)—PO#381123

AmeriCopy (856 E. Main, Mesa)—PO#391125

IKON Copy Center (Southern & Dobson)—See Committee Chair for Code.

Committee Chairs may submit requests for printing directly to a select print facility. Please identify the MCC department as New Frontiers when signing the receipt. The order may be picked up or delivered to the Community Office at the Downtown Center or at Southern & Dobson. The CE Office must receive the delivery receipt. IKON convenience copiers, for limited, self-service copies, are located in department offices at all MCC locations.

Other Vendor Purchase Orders

New Frontiers members may require the purchase of goods and/or services not currently covered with open purchase orders. To place an order for goods or services needed to support New

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Frontiers activities, contact **MCC Staff?** Activities that necessitate the purchase of food and/or decorations for events require an approved *Official Function Form* signed by the MCC President. Some venues require a contract signed by MCCC'D's legal counsel, a deposit, and a purchase order to reserve the banquet facilities. Please allow up to four weeks for processing. Documentation of approval for the expenditure by the New Frontiers Council should accompany the request.

***NOTE:** The Maricopa Community College District (MCCD) is a publicly funded educational institution subject to public purchasing laws and regulations including State Statutes, Governing Board Policies, and institutional procedures. The MCC Fiscal & Cashiers Offices provide support and assistance to CE on behalf of New Frontiers.*

M C C C O P Y C E N T E R

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