

Appendix D
Proposed Outline

New Frontiers/MCC Joint Task Force Final Report

NF/MCC Joint Task Force on Financial Policies and Procedures

Proposed Outline

- I. Background/History
 - a. New Frontiers
 - i. NF Programs and Services provided to the community
 - ii. NF Programs and Services provided to the College
 - iii. New Frontiers/MCC MOU
 - iv. NF as a “hybrid” organization
 1. Part independent student organization
 2. Part College department/operating unit
 - v. Growth of NF over the years
 - b. Mesa Community College
 - i. MCC programs and services provided to NF (organization)
 - ii. MCC programs and services provided to NF members
 - c. MCCC Financial Policies as applied at MCC toward NF
 - d. New Frontiers Operating Procedures (Bylaws)
 - e. New Frontiers/MCC – current financial practices
 - i. Formal written policies and procedures
 1. Petty cash
 2. Requisitions
 3. Purchase orders

New Frontiers/MCC Joint Task Force Final Report

4. Open purchase orders
 5. Social event forms and procedures
 6. Contracts
- ii. Informal policies and procedures as practiced
 1. Petty cash
 2. Open purchase orders
 3. Social event forms and procedures
- f. New Frontiers Operating Policies and Procedures Manual
 - i. Role of New Frontiers volunteers in managing New Frontiers programs and finances
 - ii. Role of MCC staff in managing New Frontiers programs and finances
- II. Definition of the Problem(s)
- a. Financial Difficulties/Problems as seen from an MCC staff perspective
 - i. Volunteers lack of understanding of MCCCDCollege financial procedures and the problems occurring when they do innocently violate policy
 - ii. Volunteers needing/wanting financial transactions in a short timeframe
 - b. Financial Difficulties/Problems as seen from a NF volunteer leader perspective
 - i. Timeliness of payments to vendors
 - ii. Contracting for social events costing more than \$2,500
 - iii. Ability to act quickly to take advantage of sales or special deals
 - iv. Cumbersome methods of making small purchases
 - v. Inability to be reimbursed for NF purchases
 - vi. Lack of knowledge of all the many financial rules of a large bureaucracy
 - c. Financial Difficulties/Problems as seen from an MCCCDCollege perspective

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- i. Students handling “college” funds
 - ii. Maintaining proper accountability with college staff and with student volunteer leaders
- III. Potential solutions/recommendations for change