

Appendix H

New Frontiers Council Manual

2012 - 2013

New Frontiers/MCC Joint Task Force Final Report



New Frontiers for Lifelong Learning

Council Manual 2012-2013

Prepared by Rose Frankfort
November, 2012

New Frontiers/MCC Joint Task Force Final Report

New Frontiers Relationship with Mesa Community College (MCC) and the
Maricopa County Community College District (MCCCD.)

MCC Staff Directory

MCCCD Calendar by Semester

The Status of New Frontiers

Memorandum of Understanding among New Frontiers, MCC and MCCCD

New Frontiers/MCC Joint Task Force Final Report

MCC Staff Directory

Center for Workforce Development and Community Partnerships
Continuing and Community Education Department, Leah Palmer, Director
Downtown Campus, Suite 208

NFLL Registration	461-7497	
Pat Esparza, NFLL Liaison	461-6266	pesparza@mesacc.edu
Leah Palmer	461-6141	lpalmer@mesacc.edu
Scott Olson, Fiscal (at Dobson campus)	461-6115	scott.olson@mccmail.maricopa.edu
Michelle Chambers	461-7413	michelle.chambers@mesacc.edu
Diane Piorkowski	461-7493	diana.piorkowski@mesacc.edu
Neva Hansen	461-6330	neva.hansen@mesacc.edu

Please copy Pat Esparza on email requests to Staff.

11/5/12

New Frontiers/MCC Joint Task Force Final Report

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT 2012-2013 ACADEMIC CALENDAR¹ APPROVED SEPTEMBER 21, 2011 • AMENDED DECEMBER 6, 2011

Colleges/Centers may modify start dates in order to meet special needs. Dates listed below which are directly related to instruction refer to the traditional academic year. Some courses may be offered over time periods for which these dates are not applicable.

SUMMER SEMESTER – 2012 Note: Subject to the 2012-2013 Catalog

Tues	May 29	First 5-Week/8-Week Sessions Begin
Thur	Jun 28	First 5-Week Session Ends
Mon	Jul 2	Second 5-Week Session Begins
Wed	Jul 4	Observance of Independence Day
Thur	Jul 19	8-Week Session Ends
Thur	Aug 2	Second 5-Week Session Ends

FALL SEMESTER – 2012

*		Registration*	ASU
Sat	Aug 18	Classes Begin	Thur. Aug 23
Mon	Sept 3	Observance of Labor Day	
*		Application for December 2012 Graduation*	
+		Last Day for Withdrawal without Instructor's Signature	
Mon	Nov 12	Observance of Veterans' Day	
Thur-Sun	Nov 22-25	Thanksgiving Holiday	
++		Last Day Student Initiated Withdrawal Accepted	
Sun	Dec 9	Last Day of Regular Classes	
Mon-Thu	Dec 10-13	**Final Exams	
Fri	Dec 14	Mid-Year Recess Begins for Students	
Fri	Dec 14	Fall Semester Ends	Wed. Dec. 19
Winter Break (Campus Closed) Dec 25 through Jan 1			

SPRING SEMESTER - 2013

*		Registration*	
Sat	Jan 12	Classes Begin	Mon. Jan. 7
Mon	Jan 21	Observance of Martin Luther King Day	
Mon	Feb 18	Observance of Presidents' Day	
*		Application for May 2013 Graduation*	
+		Last Day for Withdrawal without Instructor's Signature	
Mon-Sun	Mar 11-17	Spring Break	March 18-24
++		Last Day Student Initiated Withdrawal Accepted	
Sun	May 5	Last Day of Regular Classes	
Mon-Thu	May 6-9	**Final Exams	
Fri	May 10	Commencement	
Fri	May 10	Spring Semester Ends	Wed. May 8
Mon	May 27	Observance of Memorial Day	

-
- * For specific information concerning registration dates, class start dates, application for graduation dates, and final exam dates, consult the class schedule for the college of intended enrollment.
- ** Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting.
- + See your student schedule in my.maricopa.edu for the Last Day to Withdraw without an Instructor Signature for each class in which you are enrolled.
- ++ Refer to the Important Deadlines for Students to determine the Last Day Student Initiated Withdrawal will be accepted.

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MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT 2013-2014 ACADEMIC CALENDAR¹ APPROVED SEPTEMBER 21, 2011 • DECEMBER 6, 2011

Colleges/Centers may modify start dates in order to meet special needs. Dates listed below which are directly related to instruction refer to the traditional academic year. Some courses may be offered over time periods for which these dates are not applicable.

SUMMER SEMESTER – 2013 Note: Subject to the 2013-2014 Catalog

Tues	May 28	First 5-Week/8-Week Sessions Begin
Thur	Jun 27	First 5-Week Session Ends
Thur	Jul 4	Observance of Independence Day
Mon	Jul 1	Second 5-Week Session Begins
Thur	Jul 18	8-Week Session Ends
Thur	Aug 1	Second 5-Week Session Ends

FALL SEMESTER – 2013

*		Registration*	<u>ASU</u>
Sat	Aug 17	Classes Begin	Thur. Aug 22
Mon	Sept 2	Observance of Labor Day	
*		Application for December 2013 Graduation*	
+		Last Day for Withdrawal without Instructor's Signature	
Mon	Nov 11	Observance of Veterans' Day	
Thur-Sun	Nov 28-Dec 1	Thanksgiving Holiday	
++		Last Day Student Initiated Withdrawal Accepted	
Sun	Dec 8	Last Day of Regular Classes	
Mon-Thu	Dec 9-12	**Final Exams	
Fri	Dec 13	Mid-Year Recess Begins for Students	
Fri	Dec 13	Fall Semester Ends.	Wed. Dec 18
Winter Break (Campus Closed) Dec 25 through Jan 1			

SPRING SEMESTER - 2014

*		Registration*	
Sat	Jan 11	Classes Begin	Tues. Jan 6
Mon	Jan 20	Observance of ML King Birthday	
Mon	Feb 17	Observance of Presidents' Day	
*		Application for May 2014 Graduation*	
+		Last Day for Withdrawal without Instructor's Signature	
Mon-Sun	Mar 10-16	Spring Break	March 17-23
++		Last Day Student Initiated Withdrawal Accepted	
Sun	May 04	Last Day of Regular Classes	
Mon-Thu	May 5-8	**Final Exams	Wed. May 7
Fri	May 9	Commencement	
Fri	May 9	Spring Semester Ends	
Mon	May 26	Observance of Memorial Day	

* For specific information concerning registration dates, class start dates, application for graduation dates, and final exam dates, consult the class schedule for the college of intended enrollment.

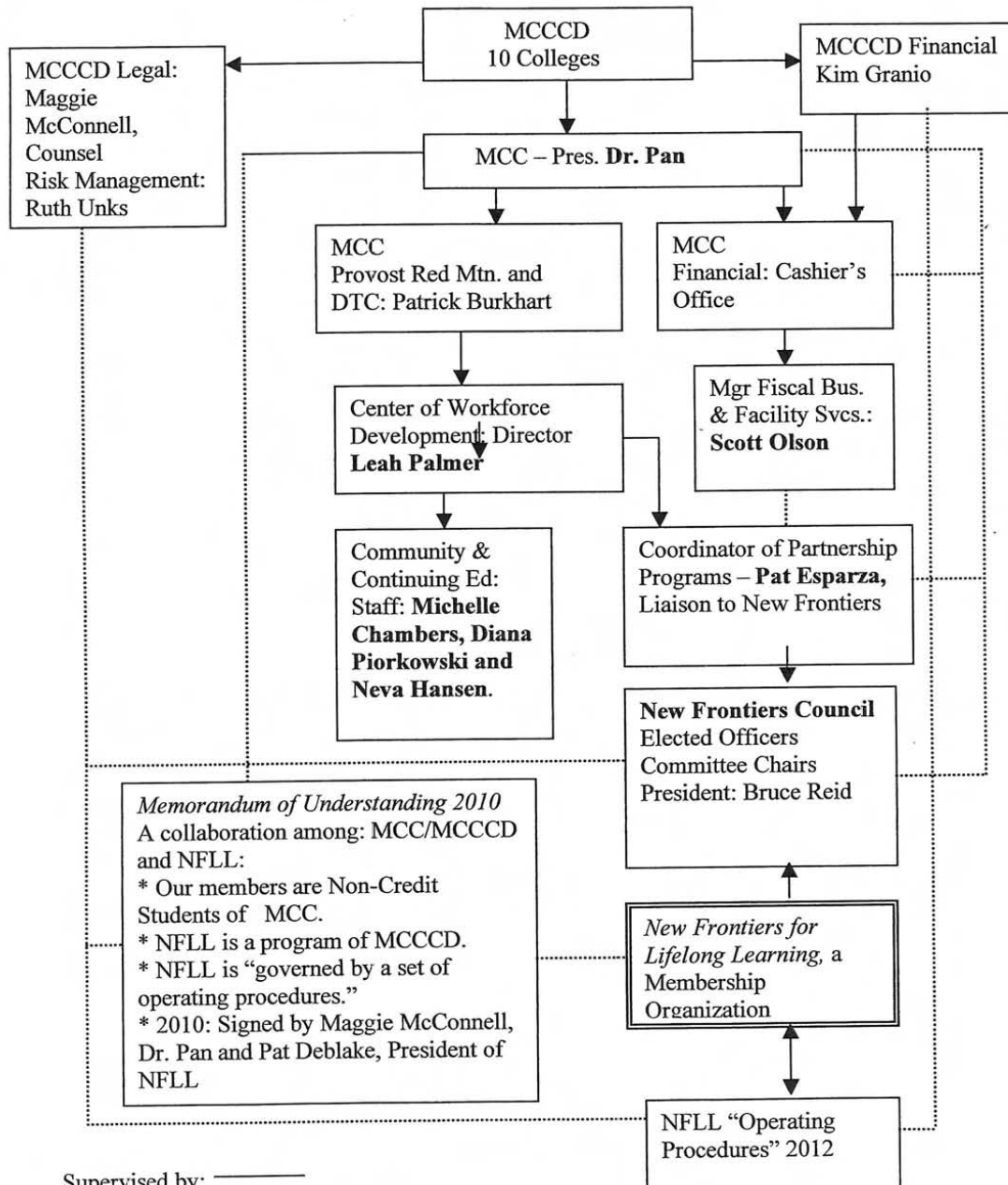
** Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting.

+ See your student schedule in my.maricopa.edu for the Last Day to Withdraw without an Instructor Signature for each class in which you are enrolled.

++Refer to the Important Deadlines for Students to determine the Last Day Student Initiated Withdrawal will be accepted.

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The Status of New Frontiers



Supervised by: _____
Approved by:

New Frontiers/MCC Joint Task Force Final Report

Operating Procedures New Frontiers for Lifelong Learning

Approved by the Membership on November 8, 2012

New Frontiers/MCC Joint Task Force Final Report

OPERATING PROCEDURES New Frontiers for Lifelong Learning (NFLL) Revision as of July 2012*

Preamble

New Frontiers for Lifelong Learning is a membership learning organization and program designed to help meet the educational needs and interests of the growing number of retired, and semi-retired active adult men and women through non-credit courses and other lifelong learning activities. The organization seeks to meet its goals by recognizing and utilizing the unique experience, capabilities, and diversity of active adult students and, thereby, to build a self-governing and self-sustaining community of students that becomes an integral part of the College and the community. New Frontiers for Lifelong Learning is sponsored by Mesa Community College (MCC) and the Maricopa County Community College District (MCCCD).

Article I. Name

The name of the organization is New Frontiers for Lifelong Learning (NFLL).

Article II. Purpose

The purpose of NFLL is to provide opportunities for the intellectual and cultural growth of its members in a pleasant, social atmosphere. It offers a comprehensive array of stimulating activities, including classes, workshops, study groups, social events, leadership and civic engagement opportunities. Classes may be held on or off the campuses. Members should be committed to exploring ideas, developing new skills, and enjoying the camaraderie of a community of active adults who come from diverse educational, social, ethnic, economic and career backgrounds.

Article III. Membership

Section 1

Membership is open to individuals interested in lifelong learning.

Section 2

Membership is contingent upon payment of a membership fee. The Council shall set the fee amount and term. NFLL pays the College an annual membership fee. Refunds may be determined at the discretion of the President or Treasurer. All refund requests must be submitted in writing.

Section 3

A meeting of the current general membership shall be held at least once each calendar year to elect members of the Council and to conduct business. This general membership meeting will be held during October/November. At any general membership meeting New Frontiers business may be conducted.

* Approved at June 2012 Council Meeting and approved by MCCCD Legal Counsel July 2012. Not binding until approved by a majority of the Membership attending the November 2012 General Meeting.

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Section 4

Members shall be notified of each general membership meeting at least two weeks prior to the date of the meeting.

Article IV. Governance

Section 1

The activities of NFLL shall be coordinated by a governing council. The Council shall consist of Council President, Vice President, Secretary, Treasurer, the Chair and Vice Chair for each NFLL standing committee, two members at large and the most recent Past President. The NFLL liaison designated by MCC shall be an ex-officio member of the Council without vote. A parliamentarian with no voting rights may be appointed by the President.

Section 2

The Council shall, subject to the policies of MCCCCD and the College, determine policies and procedure, direct activities and administer all the affairs of NFLL. All decisions relating to the expenditure of NFLL funds or receipt of grants or donations are subject to compliance with the financial, accounting, procurement, management and other procedures of MCCCCD including, where applicable, approval of its governing body.

Section 3

The officers of the Council: President, Vice President, Secretary, Treasurer and two Members-at-Large shall be elected to one year terms by the NFLL membership at the Fall General Membership Meeting. No elected member of Council shall serve more than three consecutive terms in any one office.

Section 4

No member of the Council shall serve in more than one position on Council at the same time.

Section 5

The Council shall meet a minimum of six times a fiscal year. Regular council meetings will be open to all members of NFLL.

Section 6

A majority of the Council shall constitute a quorum for conducting business. *Robert's Rules of Order* shall be used in the conduct of the Council meetings. A copy of *Robert's Rules of Order* will be available for reference.

Section 7

The President may establish ad-hoc committees and appoint individuals to those committees to carry out functions of the Council.

Section 8

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The President, or a council member designated by the Council, shall serve as liaison from NFLL to the College and shall work directly with the College liaison to help further the mission of NFLL and coordinate communications between NFLL and the College.

Section 9

Council vacancies can occur by resignation or extended absence. The Council shall fill vacancies on the Council from members of NFLL until the next regular election. In the case of the President, the Vice President shall succeed. In extenuating circumstances, a special election may be held.

Article V. Nomination and Election

Section 1

Election of Council Officers shall be conducted at the Fall General Membership Meeting.

Section 2

The President shall ask the Past President of New Frontiers to serve as the Nominating Committee Chair. Should the Past President be unwilling to serve, the President shall select a Nominating Committee Chair. The Nominating Committee Chair shall then select four additional members. No more than one additional member of the current Council may serve on the Nominating Committee. The remainder will be selected from the membership at large.

Section 3

The Nominating Committee shall propose candidates for council officers and members at large. Candidates must have agreed to be members of NFLL for the term of office.

Section 4

Names of candidates shall be mailed at least two (2) weeks in advance of the General Membership Meeting.

Section 5

Additional nominations may be taken from the floor at the General Membership Meeting. Floor nominations must have the consent of the individuals nominated and their commitment to be members of NFLL for the term of office.

Section 6

Voting for Council members shall be by either written ballot or voice vote as recommended by the Council.

Article VI. Committees

Section 1

The primary activities and functions of NFLL shall be planned and implemented by Five Standing Committees: (1) Curriculum, (2) Membership, (3) Social, (4) Volunteer, (5) Communications.

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Section 2

Committee membership shall be open to any member of NFLL, and all members shall be encouraged to participate in one of the Standing Committees.

Section 3

Prior to February 1, each Standing Committee shall elect committee officers of Chair, Vice Chair, and Recorder, for one-year terms, beginning February 1. No current Council officer or Council Member at Large shall serve.

Section 4

The Chair and Vice Chair of Standing Committees shall represent their committees on the NFLL Council. If unable to attend, the Chair and Vice Chair of a standing committee may designate in advance of a Council meeting other committee members to represent the committee and vote.

Section 5

Chairs of standing committees may establish subcommittees and appoint members of NFLL to those committees to carry out specific functions belonging to the committees.

Section 6

All committees shall hold regular meetings at a time and place agreed upon by the committee members. All committee meetings will be held, if possible, prior to Council Meeting. Regular committee meetings will be open to all members of NFLL.

Section 7

In lieu of Chair and Vice Chair, the elected incumbents may choose to operate as Co-Chairs.

Article VII. Finance and Administration

Section 1

Budget

NFLL shall develop and adopt an annual budget in accordance with College and MCCCCD Finance Policies and Procedures. The NFLL Council shall approve and submit the budget to the membership. The Council may amend this budget during the year. Announcement of all amendments shall be given to all members after Council approval. The current annual budget shall be posted on the NFLL website.

Section 2

Monthly Finance Reports

Monthly finance reports showing all revenues, expenditures, and fund balances shall be prepared by the Council Treasurer. Reports shall be presented and approved as part of the NFLL Council regular monthly meetings. Reports shall be posted on the NFLL website and made available to NFLL members upon request.

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Section 3

Protection of Information

Membership lists, NFLL documents, financial data and other related information, will be used only for NFLL purposes, and will not be shared with other organizations, subject to public records law requirements.

Section 4

Publications and Communications

All NFLL publications, including newsletter mailings, correspondence and other documents shall be reviewed and approved by a representative of the Council. All publications and communications shall contain primarily information about NFLL/College, activities, programs and events. Articles may be edited according to NFLL policy, College policy and available space. New Frontiers shall strive to work cooperatively and collaboratively with other lifelong learning organizations. While the focus of the communications committee should be on activities sponsored by NFLL, the communications committee shall endeavor to make NFLL members aware of other lifelong learning opportunities available to them. NFLL may actively publicize lifelong learning opportunities offered by others and may ask others to publicize NFLL opportunities open to non-members.

Section 5

General Membership Meeting

A meeting of the current members shall be conducted at least once each calendar year to elect members of the Council, to hear committee reports and to conduct other business. Members shall be notified of each general membership meeting at least two weeks prior to the date of the meeting. Notice shall include proposed meeting agenda and other appropriate documents.

Section 6

Meeting Rules and Procedures

All meetings of the NFLL Council, committees, sub-committees and other administrative groups shall use *Robert's Rules of Order, Revised* to conduct business. All meetings are open to NFLL members.

Section 7

Council Manual

A Council Manual shall be written and maintained by the Council. Copies of the Council Manual are to be made available to all members upon request and by posting on the NFLL website. The Council will conduct an annual review of the Manual and recommend appropriate changes.

Section 8

Operating Procedures

Copies of the Operating Procedures are to be made available to all members upon request and by posting on the NFLL website. The Council shall review the Operating Procedures at least once every three (3) years and recommend appropriate changes.

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Section 9

MCCCD/NFLL Memorandum of Understanding

There shall be a written Memorandum of Understanding between MCCCD and NFLL. It shall set forth the duties and responsibilities of MCCCD, the College and NFLL. It will be reviewed and approved as needed by the College and the Council. The Memorandum of Understanding with MCCCD will be posted on the NFLL website.

Section 10

Non-Discrimination

In accordance with Policies of MCCCD and the College, NFLL does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability and veteran status.

Article VIII. Amendments

Section 1

Proposed Amendments

Operating Procedure amendments may be proposed by the Council or by written petition signed by at least 25 percent of the NFLL members.

Section 2

Procedure

Amendments must be reviewed and recommended by the Council. In the case of amendments offered by written petition, the Council shall review the petition and make a recommendation to the membership. Proposed amendments, including those by written petition, must be sent to all members at least two weeks prior to the General Membership Meeting Date.

Section 3

Approval

Amendments must be approved by the College and approved by a majority vote of NFLL members attending the General Membership Meeting.

Article IX. Adoption

These Operating Procedures shall become effective upon approval by the NFLL membership, the College and MCCCD.

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9/9/10



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

MEMORANDUM OF UNDERSTANDING FOR NEW FRONTIERS FOR LIFELONG LEARNING

This Memorandum of Understanding ("Agreement") is entered into between **NEW FRONTIERS FOR LIFELONG LEARNING ("NFLI")**, an unincorporated membership learning organization sponsored by **THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT ("MCCCD")**, a political subdivision of the State of Arizona, on-behalf of **MESA COMMUNITY COLLEGE ("College")**.

BACKGROUND

- A. NFLI is a self-governing and self-sustaining community of lifelong learners. It offers education and life-long learning opportunities for the community, including cultural, language and sociological course offerings through the College. The courses are aimed at older adults. Those attending the courses pay a fee to the College as non-credit students.
- B. College has a Center for Community Education Department ("Center") that as part of its outreach to the community in which it is located. The Center fields non-credit courses to the community with one of its goals being to acclimate the community to the College and the educational opportunities that it has to offer. The Center provides a broad range of personal interest and community education programs that meet the diverse needs of the community. College recognizes the educational value of organizations that serve a diverse population.
- C. NFLI and College wish to collaborate to provide non-credit, personal interest educational courses to meet the diverse needs of the community.

AGREEMENT

1. **Duration; Termination.** This Agreement will begin when authorized representatives of both parties have signed it, and continue until a party terminates it. Either party may terminate this Agreement by giving a 30-day written notice of intent to terminate to the other party. Termination will not be effective until all of the Courses taught by the College in process on the date that notice is given have been completed.

2. Courses, Registration and Instruction.

2.1 Under the laws that establish MCCCD, the authority to determine curriculum and course charges generally reside with MCCCD's elected governing board. Therefore, College will evaluate NFLI courses and instructional services on an on-going basis to assure that they are consistent with the laws and policies that govern MCCCD. NFLI courses that College approves will be offered under this Agreement through the Center as College non-credit courses on College's campus or space that MCCCD leases ("Courses").

2.2 Once the courses become part of the curriculum of the Center, the Courses will be open to the community through membership in NFLI. Community members paying an annual or per semester NFLI membership dues, as applicable, and the Course fee specified in Paragraph 3.1 will have access at no further charge to Courses offered during that time period, other than for technology Courses, which may require payment of an additional minimal fee. Each person desiring to take a Course will become a member of and enroll in the NFLI through College and MCCCD/College's student information system ("SIS") as a non-credit student. To ensure compliance with applicable law and the terms of this Agreement, the NFLI member/student must be registered in SIS before attending the Course.

2.3 NFLI will select facilitators/instructors for the Courses and will be entirely responsible for assuring the availability of instructional services for each Course. NFLI facilitators/ instructors will complete an MCCCD volunteer form and provide it to the appropriate College representative before teaching under this Agreement. If instructors are hired as MCCCD employees, NFLI will follow all MCCCD procedures applicable to the hiring of employees to teach MCCCD non-credit courses. Funds to pay for instructors for the Courses shall derive exclusively from NFLI membership dues.

2.4 College will assign NFLI-recommended facilitators/instructors to teach the Courses. To the extent that NFLI members who are not facilitators/instructors have access to student educational records, the federal Family Educational Rights and Privacy Act of 1974 applies. NFLI will ensure that those members with access comply with that law concerning those

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records. NFLL will ensure that its members understand that they may not provide student roster lists or any other educational records about students to any person unless the student expressly authorizes MCCC or College to disclose or permit the disclosure of that information.

3. Membership Dues and Course Charges.

3.1 NFLL will establish membership dues as specified in Paragraph 4.2. For Course charges, MCCC's governing board policies require that College assess charges for non-credit courses that include recovery of direct costs and permit College to add, on a limited bases, additional charges. Based on those policies, College, in cooperation with NFLL, will develop a Course charge to be paid by each NFLL member annually or per semester as part of NFLL dues to be paid for access to all Courses during that time period. College will retain that charge for recovery of its direct costs and any additional expenses, with the goal of keeping the charges at a rate that will permit broad enrollment. For purposes of the MCCC governing board policies, NFLL membership dues will not be considered part of College's Course charge, and NFLL is responsible for calculating into its membership dues any additional amounts needed to defray NFLL expenses related to Course offerings or other NFLL campus activities.

3.2 College will be responsible for collecting the NFLL membership dues, which will include the College Course charges. College must receive a completed registration and the membership dues for each student before student will be permitted access to any Course

4. Responsibilities

4.1 NFLL is governed by a set of operating procedures approved by NFLL membership and College. As a program of MCCC, NFLL is also subject to all applicable policies and administrative regulations of MCCC, as well as the laws under which MCCC must operate.

4.2 NFLL membership dues, exclusive of the Course charge, are used to provide for all out-of-pocket costs of NFLL operations NFLL will calculate the next fiscal year's membership dues well in advance of the July 1 start date, and submit a yearly budget to College for approval.

4.3 By no later than July 1, NFLL will submit an annual report to NFLL members and to College covering activities for the subsequent fiscal year. NFLL will provide copies of all NFLL advisory board meeting minutes to the College administration through the College liaison.

4.4 NFLL will determine curriculum, provide facilitators for study groups, and secure presenters and instructors as specified in more detail in Paragraph 2. NFLL will also plan and conduct member social activities, provide speakers to promote NFLL programs, and provide for publicity through available media resources. NFLL will comply with the standards for the use of MCCC names and logos specified at: http://www.maricopa.edu/publicstewardship/governance/adminregs/auxiliary/4_19.php

4.5 NFLL will provide volunteer assistance to College for all NFLL-membership College programs. NFLL will provide volunteer assistance as available for other College programs.

4.6 College will provide assistance and cooperation through the Center's office staff in planning, organizing and operating of NFLL Courses and programs, such as:

4.6.1 Financial services including collection and disbursement of all NFLL funds as authorized by NFLL and MCCC's and College's established administrative rules and procedures (NFLL members are students of College and as such are covered under the Student Accident Insurance Plan);

4.6.2 Space on the campuses for use by NFLL; classroom space for the study groups, with the proviso that use of classrooms by NFLL will not conflict with normal college operation; activity space for social and open house events sponsored by NFLL; congregating and work space for members, including computer access and use, when this becomes an essential need of NFLL and if such space becomes available for such purpose.

4.6.3 Use of College's audio-visual equipment subject to availability;

4.6.4 Registration services for NFLL membership and study groups.

4.6.5 Use of College's printing and copying resources but not the cost of paper or other materials.

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4.6.6 Support from the College for publicity, including press releases, as well as study group listings, invitations and outreach information through College publications.

4.6.7 Provide use of College's mailing facilities but not the cost of the mailings.

4.6.8 Utilization of College's library, subject to MCCCCD regulations

4.6.9 College bookstore services for materials required for NFLL study groups.

NEW FRONTIERS FOR LIFELONG LEARNING:

By: Patricia A. Blake

Title: President

Address: 2333 E. Southernth 1057
Tempe 85582

Date: 9-2-10

MESA COMMUNITY COLLEGE

By: Shouan Pan
Dr. Shouan Pan
President

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT:

By: Margaret E. McConnell
Margaret E. McConnell, Assistant General Counsel

Date: 9-13-10

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General Information Useful for Council Members

Council Member phone numbers and emails

Major Responsibilities of Council Members

New Frontiers Year: Activities and Events

Calendar of Meeting Dates and Events

Instructions on sending *Infolist* Messages via *Volgistics*

Available on our web site: newfrontiers.mesacc.edu

Current and archived Newsletters

Class Schedule

Facilitator's Handbook

Class Proposal Form

Risk Forms

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Position	Council Member	Home	Email
Membership	Adamick, Mary	(480) 892-7298	madamick@cox.net
Communications	Cline, Caroline	(480) 964-7128	ccline4@mindspring.com
Treasurer	Dodds, Helen	(480) 281-4727	grandmadodds@hotmail.com
Curriculum	Dukelow, Bob	(480) 699-4824	ace1bob@gmail.com
Curriculum	Dukelow, Rose	(480) 699-4824	rosedukelow@hotmail.com
Past President	Frankfort, Rose	(480) 460-8980	rlaganella@aol.com
Vice President	Fried, Marlin	(480) 820-6126	mfried5751@cox.net
Volunteer	Jones, Helen	(480) 496-8553	heljo7001@msn.com
Membership	Kohnke, Rosemary	(480) 892-3091	kjkohnke@cox.net
Member At Large	Kozlo, Sharon	(480) 892-2636	slkozlo@gmail.com
Social	Owen, Mary Kay	(480) 834-5908	marykayowen@hotmail.com
Volunteer	Petty, Lou	(480) 981-7135	louispetty@gmail.com
President	Reid, Bruce	(480) 962-4469	bkreid103@cox.net
Social	Schaffer, Lois	(480) 833-1672	ljsnaz@q.com
Member At Large	Thelander, Barbara	(480) 890-8386	bthelander@cox.net
Communications	Whitworth, Kathy	(480) 981-3673	gwhitworth1@cox.net
Secretary	Wira, Pat	(480) 855-4206	pwira34@yahoo.com
Newsletter	Susan Lehr	(602) 76-8336	slehraz@gmail.com
Web Master	Susan Lehr	(602) 76-8336	slehraz@gmail.com
Scholarship	Suzanee Steadman	(480) 966-9483	ssteadman@asu.edu
	Diana Pearce	(480) 663-3384	dianapearce@cox.net
Sunshine	Diana Pearce	(480) 663-3384	dianapearce@cox.net
Volgistics	Kathy Whitworth	(480) 981-3673	gwhitworth1@cox.net
	Shirley Epp	(480) 969-6967	gsepp@cox.net

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New Frontiers Council

This overview is intended to provide information on the major responsibilities of Officers and Committees.* There are 17 Members of Council as follows:

Six Council Officers: Elected November 8, 2012

President – Bruce Reid

Vice President – Marlin Fried

Treasurer – Helen Dodds

Secretary – Pat Wira

Two Members at Large – Barbara Thelander, Sharon Kozlo

These six Council Member are elected for one-year terms; an Officer can serve for three years in one position. Elections to Council are held in the Fall General Membership Meeting.

Past President – Rose Frankfort

10 Committee Chairs: Five Standing Committees as created under the Operating Procedures:

Curriculum: Bob and Rose Dukelow

Membership: Mary Adamick and Rosemary Kohnke

Social: Mary Kay Owen and Lois Schaffer

Communications: Caroline Cline and Kathy Whitworth

Volunteer: Lou Petty and Helen Jones

(There is no term limit on Committee Chairs—they are appointed by their Committees; or if no appointment by a Committee, the President of Council can appoint.)

General Duties of Council Members:

The President

Liaison with the College Representative (or can delegate that task to another Council Member)

Presides over Council Meetings

Coordinates activities managed by two or more committees

Open House

Volgistics Database

In charge of two general membership meetings, Fall and Spring

Coordinates the Spring Volunteer Luncheon

Prepares end-of-the-year Annual Report to the College

Provides support to Officers and Committee Chairs as they perform their tasks

Answers questions from Members and outsiders

Vice President

The President keeps the Vice President informed so the Vice President can step in when needed.

* Detailed lists of Committee Responsibilities are maintained by Committee Chairs.

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The President can designate certain tasks to the Vice President.

The Vice President is in charge when the President requests or in the absence of the President.

Treasurer

Works with the College liaison and with the fiscal representative of the College
Prepares the Budget in consultation with the President and Committee Chairs
Prepares and distributes monthly financial reports to the Council
Keeps a record of expenditures from data received from the College
Alerts Committee Chairs when their expenditures are likely to exceed their budgets

Secretary

Takes Minutes at Council Meetings
The Minutes of the last Council Meeting are presented to and approved by the Council at the following meeting.
Maintains copies of the Minutes

Members-At-Large

The Members at Large represent the Membership to the Council. They gather information from the Membership to present to the Council.
Focus Groups: Members at Large select a number of Members to function in their Focus Group by gathering information from members.

Past President

A voting member of Council
Performs duties at the request of the President of Council.

Committee Chairs:

Curriculum:

Chairs Curriculum Committee Meetings
Recruits members for leadership positions
Responsible for creating and scheduling classes each semester and for recruiting and instructing facilitators.
Liaison with CCE Staff for class-related issues.
Works with Membership Committee on two Open Houses
Publishes the Class Schedule.
Manages problems concerning classes and facilitators on a regular basis.
Risk Form Procedures—liaison with Ruth Unks of MCCCCD
Creates Facilitator Handbook
Prepares and gives committee reports at:
 Council Meetings
 Fall membership Meeting
 Spring membership Meeting

Membership

Chairs Membership Committee Meetings
Recruits members for leadership positions
Communicates with continuing and potential members.
Manages membership mailings

New Frontiers/MCC Joint Task Force Final Report

- Plans and manages two Open House events
- Plans and manages two New-Member Coffees
- Liaison with CCE Staff for membership-related issues.
- Publishes two Telephone Directories
- Signs in members at events.
- Manages problems concerning membership on a regular basis
- Prepares and gives committee reports at:
 - Council Meetings
 - New Member Coffees
 - Fall membership Meeting
 - Spring membership Meeting

Social Committee

- Chairs Social Committee Meetings
- Plans Social Events including:
 - December Holiday Party
 - April Picnic
 - Other social events
- Prepares and distributes flyers about social events.
- Liaison with MCC regarding booking, deposits and final payment for Social events.
- Communicates with members regarding attendance and payments for social events.
- Prepares and gives committee reports at:
 - Council Meetings
 - Fall membership Meeting
 - Spring membership Meeting

Communications Committee

- Chairs Communication Committee Meetings
- Publishes Newsletter 5 times a year
 - President and Committee Chairs send an article for the Newsletter (5 times a year) upon request of the Newsletter Publisher.
- Maintains the web site
 - President and Committee Chairs answer sent to them via the web site.
- Maintains the database of emails for the *Infolist*
 - President and Committee Chairs utilize the *Infolist* to send messages to all members.
- Prepares and distributes publicity for New Frontiers to the East Valley
- Manages the Speaker's Bureau
- Prepares and gives committee reports at:
 - Council Meetings
 - Fall membership Meeting
 - Spring membership Meeting

Volunteer Committee

- Chairs Volunteer Committee Meetings

New Frontiers/MCC Joint Task Force Final Report

Liaison with the College regarding Volunteering
Establishes programs of volunteering to the College or other entities
Manages NFLL Volunteer events"

- MCC Registration

- Empty Bowls

- GED Instruction

- MCC Open House

- Other activities and events at the request of MCC

Prepares and gives committee reports at:

- Council Meetings

- Fall membership Meeting

- Spring membership Meeting

Ad-hoc Committees

Scholarship Committee

- Manages the New Frontiers Scholarship Program with assistance from the Development Office of MCC.

Nominating Committee appointed in June

- The Committee nominates a Slate of Offices to be approved by the Membership at the Fall General Membership Meeting.

Budget Committee: Treasurer, President and Committee Chairs

- See Section on Finance for Budget Timeline and Tasks

New Frontiers/MCC Joint Task Force Final Report

New Frontiers Year

November 2012

Annual Meeting

Election of Council Officers

Approval of Operating Procedure Revision

Classes Continue

Council receives new Manual

Members received new Telephone Directory at Annual Meeting.

Check with Michelle about Meeting Space for Committee Meetings and General Membership Meetings in Spring of 2013 (Red Mountain) and Fall of 2013 (venue not yet selected.)

December 2012

Social Committee: Holiday Party, December 13, 2012

At end of month the Fall Semi-Annual Membership ends.

Planning for Spring All Member Meeting held in March.

January

New Members can begin to register for Spring/Summer Semester

Membership and Curriculum plan and implement the Open House that takes place in January

Membership Mentor Program welcomes new members

February

New Committee Chairs appointed

Spring Classes begin

Membership Committee plans and implements the New Member Coffee

Budget: Treasurer prepares interim Budget with President of Council

March

The President and Vice President are in charge of the Spring All Member Meeting.

Venue: Community Room at Red Mountain

Members receive new Telephone Directory at Spring Meeting

April

The Social Committee in charge of the Annual Picnic

Curriculum: Summer Class Proposals due

May

Final Issue of Newsletter for the year; next one in August.

Decision as to whether to revise the Operating Procedures

If Council decides to revise, then an Operating Procedures Committee is appointed.

New Frontiers/MCC Joint Task Force Final Report

June

The New Frontiers *Fiscal Year ends on June 30th. This is the year the College and District use.*

Early Bird Registration June 1 – 30th

Nominating Committee formed to nominate Officers

Volgistics Contract needs to be renewed via request for Purchase Order from Scott Olson

The official start and end of the year according to the College:

July 1st 2013 to June 30 2014

Note: The College does not like us to make purchases in June—they want to close the books

July

Regular NFLL Registration starts.

Summer Semester begins

Fall Class Proposals Due

No Council Meeting

August

The Curriculum Committee prepares the Class Schedule.

Class Schedule prepared and printed.

At the end of the month, all prior year memberships expire.

Nominating Committee reports to Council on a Slate of Officers

If Operating Procedures revised, send to MCCC legal department via our MCC liaison.

August/September

1st Issue of new Volume of Newsletter (published 5 times a year.)

The Membership and Curriculum Committee are in charge of the Fall Open House

The President plans the Fall General Membership Meeting (formerly, the Annual Meeting)

If the Operating Procedures have been revised, they have to be printed for the entire membership.

October

Fall Classes Begin

Slate of Officers and Invitations to Fall Membership Meeting mailed out at least two weeks prior to the meeting.

November

President and Vice President are in charge of the Fall General Membership Meeting

If Operating Procedures are revised, then membership votes.

Election of Officers for the period: November 2013 to November 2014

Note:

New Frontiers uses a variety of “calendar years:”

Membership Year: September 1 – August 31st

Newsletter Year: August/September - May

New Frontiers/MCC Joint Task Force Final Report

Council Year: November 8 –Date of next Annual Meeting

Volunteer Hour collection year: June 1 to May 31

Class Semesters:

Fall: October – December

Spring: February – June

Summer: July – August

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New Frontiers Calendars

Standard Meetings:	Calendar*	Time	Location
Council	2 nd Monday	9:30	DTC
Committees			
Curriculum	2 nd Thursday	9:30	Kirk Center, Kiva Room
Membership	1 st Thursday	9:30	DTC
Social	1 st Monday	9:30	DTC
Communications	No fixed dates	9:30	DTC
Volunteer	1 st Wednesday	9:30	DTC

* Meeting times and locations may change; they are posted on the Calendar on our web site. Please contact Chris Dugandzic to revise the input or revise the information when necessary.

New Frontiers Major Events

Event	Calendar	Time	Venue
Holiday Party	December 13	11:30	Windemere
Spring Open House	January 18	1:00	DTC
Spring New Member Coffee	February 22	9:30	DTC
Spring All Member Meeting	March 1+		Red Mountain
Picnic	April		TBA
Volunteer Luncheon	May		Shalimar*

+Tentative

New Frontiers functions with a variety of Calendars:

July 1 to June 30. College fiscal year calendar

The College counts the membership year starting on July 1.

Start of our Budget and Financial Year

New Purchase Order numbers for the fiscal year

New Frontiers *Annual Report to the College* covers this time period.

New *Volgistics* Contract

September 1 to August 31. Our Academic Year.

Annual Membership: September 1 to August 31.

Fall Semi-Annual Membership: September 1 to December 31st.

Spring Semi-Annual Membership: Jan. 1 to Aug. 31.

Fall Classes start in Oct; Spring Classes start in Feb; Summer Classes start in June.

Members need to have paid their registration fees prior to enrolling in classes.

November 8 2012 – November ? 2013. Our Council Year

New Officers and Members-At-Large are elected for a term of one year

Committee Chairs, appointed by their Committee, have no term limits

June 1 to May 31st. Our Volunteer-Hours Year

Charles Barry collects this information. It is used in our Annual Report to the College

New Frontiers/MCC Joint Task Force Final Report

Instructions on How to send an Infolist Email via Volgistics –

1. Go to Volgistics.com

2. Go to: Log in (Tab on far right)

3. Enter: Account Number: 385-818-508

4. Enter Email Address: communications@newfrontiersaz.org

(You can save the Account Number and Email address on you computer but you will have to enter the password each time. Only the Volgistics Administrator will be able to change passwords.)

5. Enter password: mesaaz

[If the message asks you if you want to Continue, it means someone else is using the system—please try again later.)

6. Go to Mailbox (Tab on the Left)

7. Go to Outbox (Tab on the Top)

A. If you want to send an Email without an attachment:

[To send a message with an Attachment please see next page]

8. Go to: *Send a Message* (at the top)

9. Send this message by: place a checkmark in box marked: Email

.....
To Test the Instructions, send an email only to yourself:

To: Volunteers:

There is a “drop down” menu right below.

If you click on it, you will see list of all our Members.

Please select your own name and click on it. Your test message will go only to your email.

Uncheck to “All Active”

.....
11. To send a an Infolist message

To: Volunteers

(Do not select “All Active”)

Go to: All of the volunteers in this set

Check this box

Drop down menu: Select “Infolist Emails”

To post your message:

11. Go to Subject and enter a heading:

Please put the word New Frontiers as the first word in the subject

12. In the Message box: Write your message.

13. Please add your name: Posted by:

Your name

14. Select: Save, Send, or Cancel.

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*

B. To send an email with a pdf.

Attachment

Note: Some of our members can't access Word

Go To Mailbox – left hand tab

Go to Outbox – top tab

- a. Click on Document (Tab on the top)
- b. Go to: Upload
- c. **Choose a .pdf file on your computer**
- d. Go to: Upload --and your file will be uploaded
8. Go to: *Send a Message* (at the top)
9. Send this message by: place a checkmark in box marked: Email
10. To: Volunteers.

.....
To test the system:

There is a “drop down” menu right below.

If you click on it, you will see list of all our Members.

Please select your own name and click on it. Your test message will go only to your email.

.....
11. To send a an Infolist message

To: Volunteers

(Do not select “All Active”)

Go to: All of the volunteers in this set and check this box

Drop down menu: Select “Infolist Emails”

Your message:

Please put the word New Frontiers as the first word in the subject box

To post your message:

12. Go to Subject and enter a heading

13. In the Message box: Write your message.

14. Please add your name: Posted by:

Your name

15. Go to Attachment and select the attachment – the file name of the file you just uploaded

16. Select: Save, Send, or Cancel.

11/5/12

New Frontiers/MCC Joint Task Force Final Report

Financial Information

Annual Budget Timeline

Budget 2012-2013 and prior year Revenues and Expenditures

Petty Cash Procedures

New Frontiers/MCC Joint Task Force Final Report

PROPOSED

NEW FRONTIERS ANNUAL BUDGET PROCESS AND TIMELINE

2012 – 13

October – November 2011

Pro Forma placeholder budget developed by Treasurer in consultation with President and MCC Liaison and presented to MCC for review and approval and entry into the MCC financial system as a placeholder for the “real” NFLL budget to be adopted by the Council in the Spring. The placeholder budget will be based upon the prior year's as spent budget and the current year's budget.

December 2011

Process and timeline for budget development presented to Council for discussion and approval.

President appoints a Budget Committee to review budget proposals and make recommendations to the Council.

January – February 27, 2012

Committee chairs work with Treasurer and committee members to develop budget request for 2012 – 2013 fiscal year (July 1, 2012 – June 30, 2013).

Committee budget requests are due on Monday, February 27, 2012 to the New Frontiers President and Treasurer. Requests should be submitted electronically in Excel spreadsheet format. A sample format will be provided. A written justification for the request should accompany the budget request. It may be in Excel or Word.

February 27 – April 9, 2012

Treasurer collates requests into a budget proposal.

Budget Committee reviews requests and develops recommendation for 2012 – 2013 Budget to present to Council.

April 9, 2012

Proposed budget submitted to Council for review and approval.

July 1, 2012

New budget takes effect.

New Frontiers/MCC Joint Task Force Final Report

President's New Frontiers Financial Summary
Fiscal Year 2012-2013

President's Report New Frontiers Financial Summary Fiscal Year 2011- 2012	Actual Revenues and Expenditures As of June 30, 2012 As of 6/30/12	Budget 2012-2013 As of 3/28/12 Corrected 9/15/12
Revenue		
Membership Annual	\$23,770	23,850
Membership Semester	3,600	4,000
Revenue from Programs (Socials)	2,910	3,180
Total Revenues	30,280	31,030
Fund Balance +	23,496	23,496
Expenditures		
Advertising	0	60
Printing		
IKON/Alphagraphics	2,260	3,300
Social	0	50
Membership	555	900
Curriculum	112	1,000
Newsletter	728	850
Communications \$200 additional authorized 9/10/12		400 200
Total Printing	3,655	6,500
Social Activities		
Social Committee Socials	5,125	5,350
2 New Member Coffees	1,111	1,300
2 Open House events	2,820	2,650
Facilitator's Luncheon	1,714	2,200
2 All-Member Meetings	1,702	2,000
Total Social Activities	12,473	13,500
Supplies		
Social	55	460
Membership	1,043	1,050
Curriculum	845	1,200
Communications	40	0
Council	1,026	480
Volunteer	0	400
Total Supplies	3,009	3,590

Budget 2013 vs. Actual

11/4/12

New Frontiers/MCC Joint Task Force Final Report

President's New Frontiers Financial Summary Fiscal Year 2012-2013

<u>Miscellaneous</u>		
Scholarships	3000	3,000
MCC Support from Member Fees	9020	9,200
<u>Total Miscellaneous</u>	12,020	12,200
Total Expenses	31,156	35,790
Revenues Less Expenses	- 877	4,760
Transfer from Fund Balance	-877	4,760

+ According to MCCCCD accounting.

New Frontiers/MCC Joint Task Force Final Report

Petty Cash Procedures

MCCCD and MCC are in charge of our collection of revenues and our expenditure policies and procedures. Even though we have a Budget and Council Members have the authority to spend money, we are restricted by college policies on purchases. Pat Esparza is our official liaison.

The best way to ensure that purchases can be made via the Petty Cash process is by advance planning. Features of the Petty Cash System:

- 1) The Petty Cash system is used only if the items/services cannot be procured through the Purchase-Order System.
 - a. The Dollar amount cannot exceed \$200.
- 2) The procedure is managed by our MCC liaison.
- 3) Purchase Orders
 - a. We have **Open Purchase orders** with certain suppliers:
 - i. IKON Copy Center – Code: NFR 912 – on any campus
 - ii. Alphagraphics – to print when Copy Center is not appropriate
 1. Purchase Order Number required: Check with Pat Esparza
 - iii. Office Max
 1. You can look up your product on their web site and print your order (without making a purchase.)
 2. Email your purchase request to Neva Hansen and she will place the order
 3. It is assumed that if a Council Member makes a request it is authorized—Council member may designate another Member as the Purchaser.
 - iv. MCC Bookstore
 - v. You can make a request of Pat Esparza to create a Purchase Order for the authorized amount in your budget from a particular vendor, however, be advised that this takes advance planning and is not advisable for small amounts.
 - b. Purchase Orders we have on file for a specific purpose
 - i. *Volgistics*
- 4) Petty Cash
 - a. No goods or services can be purchased in advance of the Petty Cash procedure. (The College will not issue refunds for purchases made in advance of the procedures shown below.)
 - b. It is the responsibility of Committee Chairs to explain the above to their committee members.
 - c. New Frontiers does not have a credit card account. We are not able to make purchases on a credit card belonging to a MCC staff member.
 - d. Committee Chairs or Council President do not need authorization as long as their requests are within their own budgets.
 - e. Requests are made of our liaison; she will complete the Petty Cash form and get the necessary signatures.
 - f. Once a request is made, it may take two or three weeks for the cash to arrive.

New Frontiers/MCC Joint Task Force Final Report

- g. The purchaser is notified by the liaison when the cash is delivered to the DTC Office Room 208. The cash has to be picked up from the Office. The item has to be purchased within 10 days with the receipt delivered back to our liaison.
- h. After you receive your cash, you may make a purchase using your own credit card—you will need a receipt.
- i. During the entire process from *initiating* the Petty Cash request with our liaison to our liaison *delivering the receipt* to the Cashier, *no other Petty Cash request can be started.*
 - i. Exception for our organization in emergency situations
 - 1. Three Petty Cash requests open at once
 - 2. Total of \$300 for all requests

Although we are one “Program” in the eyes of the College, we have 6 entities (Council and 5 Committee Chairs) entitled to make a Petty Cash Request through our College liaison (Pat Esparza.)

We cannot expect our liaison to decide whose request has precedence. We have been using a first come, first serve procedure--please plan ahead.

Activities and Events that include Food Service

An Official Function Form has to be used

Fill out form

Send to Pat Esparza

The choice of catering services depends on the venue; check with Pat Esparza

Please make yourself familiar with the Colleges rules on deposits and final payment in order to negotiate with the event planner of your preferred venue.

If the cost of the event is over \$2,500 then the College requires a bidding process. Please work with Pat Esparza.

If you need to purchase items (e.g., table decorations, invitations, door prizes) for your event, you can request petty cash but make sure you are making your request well in advance.

If some of the cost is borne by members:

Have the checks made out to Mesa Community College

Please inform members that there may be a delay in when the College cashes their checks.

New Frontiers/MCC Joint Task Force Final Report

Required College Forms and Information

MCCCD Official Function Form
IKON Copy Center Form
Non-Disclosure Form for Presenters
Risk Forms
 AZ Outdoor
 Tours & Excursions
 Dance
MCC Parking Information

Additional Information Available on our web site at
newfrontiers.mesacc.edu

Current and Archived Newsletters
Class Schedule
Class Location Map
NFLR Registration Instructions
SIS Guide
Facilitator's Handbook
Risk Forms
Non-Disclosure Agreement

New Frontiers/MCC Joint Task Force Final Report



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

OFFICIAL FUNCTION FORM

This form allows MCCC employees to properly document expense decisions for activities or items that are subject to the MCCC Administrative Regulation on Official Functions. See www.maricopa.edu/publicstewardship/governance/adminregs/appendices/FM-7.php. Expenses covered by this form are those for activities or items that do not appear to be, without the explanation, ordinary and necessary expenses of MCCC as a public educational institution. Note that the documentation requirement applies regardless of the fund from which the expense will be made. If the expense is for an institutional or individual membership, use the "Membership Payment Worksheet" located at www.maricopa.edu/publicstewardship/governance/adminregs/appendices/FM-8.php.

You'll find helpful instructions on Page 2 of this form, and at the following web address: www.maricopa.edu/legal/blc
Higher dollar expenses require answers with greater specificity.

COMPLETE THE ITEMS LISTED BELOW

1. Describe the activity or item: (Provide the full name of organization or program instead of an acronym, if applicable, and include in the description **how the organization or program relates to MCCC**.)
2. Date(s), time(s) and location(s), if applicable:
3. Identify the type and number of attendees (such as employees, students, general public):
4. Describe the direct link of the activity or item to MCCC educational mission: (See Instructions, Paragraph A)
5. Document and describe both the following: (See Instructions, Paragraph B)
 - The tangible and specific benefits of the activity or item to MCCC and its educational mission, with attachments if necessary;
 - How the benefit received by MCCC through the activity or item is equal to or greater than the expense.

Total Estimated Expense of Activity or Item	Charge Account	Req/LPO

REQUISITIONER

Signature _____

Printed Name _____

Title _____

Date _____

APPROVED BY

Signature _____

Printed Name _____

Title _____

Date _____

Note: The official function object code should be used for this expense. Requisitioner must be a full-time MCCC employee and must be someone other than the person approving this form. Only the Chancellor, President, Vice Chancellor or, if specifically delegated from one of them, appropriate vice president or administrative director at the District Office may sign in the "Approved By" space. All approvals must be made before the expense is incurred, including approval of the requisition by the appropriate Fiscal Office.

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INSTRUCTIONS FOR COMPLETING THE OFFICIAL FUNCTION FORM

MCCCD is required to spend its resources only for things that tangibly and directly benefit its educational mission and objectives. Some expenses by their nature aren't appropriate. Others require an explanation to meet that requirement.

Examples of expenses that are **not** official functions are charges for alcoholic beverages, memberships in non-school related civic organizations, and gifts and decorations for parties for births, deaths or weddings. Examples of expenses that **may** be official functions are employee retreats and conference banquet or hotel contracts.

Here are the procedures and guidelines for filling out the Official Functions Form. They apply regardless of the source of funds being used for the expense.

- A. The description in Item 4 must be specific. Vague or overly subjective descriptions won't satisfy the documentation requirement.

Examples of descriptions that are **insufficient** are:

- Scheduling this particular employee-only event at "X" location will significantly increase attendance.
- Participation as a sponsor in the specified event will provide the college with visibility in the community.

Examples of descriptions that may be **adequate** are:

- The day-long employee training to be provided at the specific event will directly address the development of some of the core skills that are identified in the employee manual as essential to the performance of the MCCCD employees who attend.
- The persons attending the event for which MCCCD intends to be a sponsor are those that MCCCD has targeted for outreach as potential students, specifically high school seniors. Attendance is expected to be 25. MCCCD's participation will provide advertising and marketing opportunities within that population. The expense is within the range for other MCCCD marketing or advertising efforts.

- B. Likewise, the description provided in Item 5 must be precise and identify specific activities or objectives of MCCCD. Vague descriptors are insufficient as are statements showing a benefit to the public generally. The benefit also needs to equate to or exceed the expense that MCCCD is incurring. So, while the benefit doesn't have to be described in dollars, it must be identified specifically in terms that "paint" a clear picture that the values exchanged are about the same. Higher-dollar expenses require answers with greater specificity.

Examples of descriptions that are **insufficient** are:

- Participation in the event will provide prestige to MCCCD.
- The particular event will boost employee morale.

Examples of descriptions that may, depending on the expense, be **sufficient** are:

- The agenda for the MAT employee retreat consists of sessions on essential management skills. The cost per employee trained at the retreat is \$40, which is significantly less than market training fees for the same management training.
- MCCCD's sponsorship of the event will provide advertising and marketing opportunities among targeted high school seniors. The expense of \$X is within the range for other MCCCD marketing or advertising efforts.

- C. If the expense is under a grant or similar restricted fund, the person initiating it must make sure that it is allowable.
- D. A separate form must be completed for each activity, even if the expenses are recurring in nature, or are encumbered under the umbrella of a blanket purchase order.

New Frontiers/MCC Joint Task Force Final Report



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

2411 West 14th Street, Tempe, AZ 85281-694

GENERAL ASSUMPTION OF RISK & RELEASE OF LIABILITY

Caution: This is a release of legal rights. Read and understand it before signing.

The Maricopa County Community College District is a public educational institution. References to College ("College") include all of the Colleges within the Maricopa County Community College District ("MCCCD"), its officers, officials, employees, volunteers, students, agents, and assigns. I, _____, freely choose to participate in a **Tour & Excursion** class (henceforth, referred to as the "Program"). In consideration of my participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: (Specific dangers endemic in this Program's activity.)
Travel in private automobiles or on public transportation to museums, historical sites, etc. Potential risk of injury due to walking on uneven sidewalks, paths or terrain, exposed to unknown weather conditions.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any.

I recognize that College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in the Program, I authorize in advance the representative of the College to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the MCCCD and me. I release the MCCCD, its officers, officials, employees, volunteers, students, agents and assigns from all liability for any bodily injury or danger I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCD. I agree to pay all expenses relating thereto and release College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY. Knowing the risks described above, in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in the Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Arizona which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

Date

New Frontiers/MCC Joint Task Force Final Report



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-694

GENERAL ASSUMPTION OF RISK & RELEASE OF LIABILITY

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The Maricopa County Community College District is a public educational institution. References to College ("College") include all of the Colleges within the Maricopa County Community College District ("MCCCD"), its officers, officials, employees, volunteers, students, agents, and assigns.

I, _____, freely choose to participate in an **AZ Outdoors Class** (henceforth, referred to as the "Program"). In consideration of my participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: (Specific dangers endemic in this Program's activity.)
Road hazards and accidents during travel to and from trailheads. Injuries resulting from hiking on rough unimproved trails including but not limited to: falls resulting in breaks, sprains, lacerations; over-exertion; illness; animal or insect bites.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any.

I recognize that College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in the Program, I authorize in advance the representative of the College to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the MCCCD and me. I release the MCCCD, its officers, officials, employees, volunteers, students, agents and assigns from all liability for any bodily injury or danger I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCD. I agree to pay all expenses relating thereto and release College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY. Knowing the risks described above, in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in the Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Arizona which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

New Frontiers/MCC Joint Task Force Final Report



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-694

GENERAL ASSUMPTION OF RISK & RELEASE OF LIABILITY

Caution: This is a release of legal rights. Read and understand it before signing.

The Maricopa County Community College District is a public educational institution. References to College ("College") include all of the Colleges within the Maricopa County Community College District ("MCCCD"), its officers, officials, employees, volunteers, students, agents, and assigns.

I, _____, freely choose to participate in a **Dance/Posture** Class (henceforth, referred to as the "Program"). In consideration of my participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: (Specific dangers endemic in this Program's activity.)
Falls, muscle or joint strain, injury to feet or other parts of body.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any.

I recognize that College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in the Program, I authorize in advance the representative of the College to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between the MCCCD and me. I release the MCCCD, its officers, officials, employees, volunteers, students, agents and assigns from all liability for any bodily injury or danger I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCD. I agree to pay all expenses relating thereto and release College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY. Knowing the risks described above, in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in the Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Arizona which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

New Frontiers/MCC Joint Task Force Final Report



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

NON-SOLICITATION / NON-DISCLOSURE AGREEMENT

Non-Credit Courses

College Name: New Frontiers For Lifelong Learning/CCE/MCC ("College")

Instructor Name: _____ ("Instructor")

Course Sponsor (if applicable): _____ ("Sponsor")

Course Section Nos.: _____ ("Courses")

Semester: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II Year: _____

I, _____, accept responsibility for the proper use of the roster for Courses for the semester(s) indicated above, and agree that the information on it will not be used for any purpose other than as is needed for course-related activities.

I recognize that MCCCDC and its Colleges are public educational institutions whose missions are to provide quality education to the citizens of Arizona. I shall not use the Courses to primarily sell services or products of any particular for-profit entity or for my own business. I understand that I may not sell items or products in class unrelated to course activity or sell any materials without prior approval by College, and that I may only sell items or products directly to students only if they relate to my instruction in a particular course.

I shall not add students' names and addresses for mailing lists, give or sell them to others, or use them for business-related or for-profit activities or other non-educational purpose. I understand that prohibition applies as well to the use of personal information, including financial information, about the student supplied in conjunction with my instruction.

I understand that I may not give any information about a student to anyone, not even to confirm a student's enrollment in the course, to anyone other than the student him or herself.

I understand that, in teaching the courses described in this Agreement, that I am subject to the non-disclosure requirements of the Family Educational Rights and Privacy Act, 20 United States Code §1232g.

I understand that violating this Agreement will result, at a minimum, in the loss of the opportunity to teach at the MCCCDC and any of its colleges in the future.

Name: _____

Title: _____

Date: _____

New Frontiers/MCC Joint Task Force Final Report

IKON Office Solutions Management Services Mesa Community College

Acceptable documents that can be submitted for copying to the Copy Center online:

- Requests for Black & White and Color Copies.
- Only MS Office Documents (i.e. Word, Excel, and PowerPoint)"

Attach completed ticket with document and e-mail to:

Copycenter@mcmail.maricopa.edu

Please be sure to complete all areas in RED

Submitted digital documents will be deleted once copies are made.

Requestor's Name: _____ EXT: _____ Building _____

Today's Date: _____ Date Job Needed: _____ Time Job Needed: _____ Call
Will Pick-up

Confidential: YES / NO Part-time: _____ Full-time: _____ Deliver _____

Copy Account #: _____ Department Name: _____

Special Instructions:

Number of Originals: _____ Number of Copies: _____ Total Copies: _____

<u>SIZE</u>	<u>PAPER</u>	<u>PRINT</u>	<u>FINISHING</u>
8 1/2 X 11	3 HP _____		GBC BIND _____
8 1/2 X 14	WHITE _____	ONE-SIDED _____	TAPE BIND _____
11 X 17	BLUE _____	TWO-SIDED _____	LAMINATE _____
	GREEN _____		SHRINK WRAP _____
	YELLOW _____	COLOR COPIES _____	CUT _____
	PINK _____		FOLD _____
	ASTROBRIGHT _____		PAD _____
	CARDSTOCK _____		
	TRANSPARENCIES _____		COLLATED _____
	OTHER _____		UNCOLLATED _____
			STAPLE _____
			CLIP _____

New Frontiers/MCC Joint Task Force Final Report

NFLL Members as Students of MCC are eligible for Student IDs and Parking Stickers.

Parking Passes for Facilitators who have classes on Dobson campus:

You can get an Employee Parking Yellow Form to display when you park in a yellow employee parking space. This pass is valid for the Dobson campus.

Passes are available from Curriculum Committee. *However, you can only use this if you do not have a Student ID parking sticker—that is, you need to make a choice between using the Employee Parking Pass OR having a Student sticker.*

Student ID & Parking Stickers

All students who park a motor vehicle on College property must register their vehicle and display a valid parking permit on the vehicle. The permit, issued by Mesa Community College, is valid for all Maricopa Community Colleges.

Get Your Student ID

To obtain a Student ID a student must have a valid photo ID such as a driver's license. There is no charge for your first Student ID, but a fee of \$5 will be charged for replacement cards. You will be photographed at the time you apply for your student ID. *You may not wear a hat for your photo so be sure to fix your hair first!*

Where to Go

Student IDs are available at the Office of Student Life and Leadership inside the Kirk Student Center at the Southern and Dobson campus or in the Mesquite building inside Enrollment Services at the Red Mountain campus.

Why Do You Need an ID?

These cards should be carried on campus and will be required for library use and some class use. Remember you can also take advantage of "Student Discounts" at movies, museums, and theme parks by having a current Student ID!

Parking Sticker - No form required!

All you need is your MCC student ID and the license plate number of your car, as well as the year, make and model of your vehicle. If you do not have your MCC student ID yet - follow the directions below and we can take your photo and issue your ID at the same time you get your parking sticker!

Procedure

Bring your ID and information to the Office of Student Life (Southern/Dobson campus) or Enrollment Services (Red Mountain). You can also pick up your parking sticker at Public Safety at either campus. See maps of Southern & Dobson or Red Mountain [here](#).

Stickers Go Here

On autos or trucks, parking permits should be placed or affixed on the inside of the lower front windshield (driver's side) so that they may be viewed from the outside.
