

## Appendix I

### Working Teams Draft Reports

# New Frontiers/MCC Joint Task Force Final Report

## *NF/MCC Joint Task Force on Financial Policies and Procedures*

### *Outline*

#### I. Background/History

##### a. **Background History affecting Financial Policies.** (Rose and Pat E.)

##### Historical Documents:

- 1) Early History of New Frontiers
  - a. "New Frontiers for Learning in Retirement A Profile - October 1994 – November 2000" written by Mim Alexander Daulke
  - b. Printed in "New Frontiers for learning in Retirement Handbook" published in 2000 and 2003.
- 2) The Memorandum of Understanding (MOU) between NFLR and Mesa Community College as of 2000.
  - a. It was approved in 1995
  - b. Available: Version of 2000-2003
  - c. Printed in "New Frontiers for learning in Retirement Handbook" published in 2000 and 2003.
  - d. No information as to whether it was revised between 2003 and 2010, the latest version
- 3) Change of Status according to MOU
  - a. 2003: "New Frontiers for Learning in Retirement (NFFLIR) is a membership learning organization sponsored by Mesa Community College and affiliated with ALIROW, the Association of Learning in Retirement Organizations of the West.....The purpose of this memorandum is to mutually establish the basis for the operation of the organization with the support provided by Mesa Community College and its Continuing and Community Education Department."
  - b. 2010: "This Memorandum of Understanding is entered into between New Frontiers for Lifelong Learning (NFLL), 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.)"  
"NFLL courses that College approves will be offered under this Agreement through the Center (Community Education Department) as College non-credit courses on College's campus or space that MCCCD leases... the courses become part of the curriculum of the

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Center, the Courses will be open to the community through membership in NFLL.”

- 4) “Bylaws of New Frontiers for Learning in Retirement” in effect in 2003.
  - a. Printed in “New Frontiers for learning in Retirement Handbook” published in 2000 and 2003.
  - b. The Bylaws were revised a number of times—the primary reason in all cases through 2010 was to change or add a Standing Committee—from 3 in 1995 to 6 in 2013.
    - i. In 2010 “Bylaws” was changed in order to add the Volunteer Standing Committee. At this time “Bylaws” was changed to “Operating Procedures” in compliance with MCCCCD policy.
    - ii. Current version: “Operating Procedures” approved in November 2012 – no new Standing Committee.
- 5) “General Policies” in effect 2003 (Also named “Operating Procedures” or “Council Manual” in future revisions.)
  - a. Printed in “New Frontiers for learning in Retirement Handbook” published in 2000 and 2003. (We have revised the “General Policies” from time to time but not on an annual basis.)
  - b. Current version: “New Frontiers Council Manual” of November 2012

### History of New Frontiers Relating to Financial Issues

#### Number of Members during first 5 years

First Open House September 1995 – 70 Charter members

Close of fiscal year 1998 – 261 members

Fiscal Year 2000 – 350 members

As of March 2013: 467 members

#### Member Dues

1995: Annual Membership: \$60 per person; Semi-Annual Membership: \$45 per person

2013: Annual Membership: \$70 per person; Early-Bird Registration (about 2/3 of our membership) at \$60; Semi-Annual: \$50

Fee paid to the College for hosting NF:

1995: \$ 8 per year per person annual; \$4 per person semi-annual

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2010: \$20 per person annual or semi-annual started.

## Name Change

2005: New Frontiers Changes its name from “New Frontiers for Learning in Retirement” to “New Frontiers for Lifelong Learning

## College Liaison

- 1) MOU in effect as of 2003: NFLIR was part of Community Education Department. Barbara Thelander was Director of Continuing & Community Education since New Frontiers started until her retirement in 2011.
  - a. “Responsibilities of MCC regarding College Liaison:
    - i. MCC shall provide the services of a staff liaison coordinate NFLIR activities with MCC.”
    - ii. Our first College Liaison was: Nancy Olson, “Mesa Community College Liaison for New Frontiers.” She was appointed in 1994 and was with us until June 1999. Her time was totally dedicated to NFLIR.
- 2) We have had other College Liaisons, April 2000: Dr. Ann Mahoney of the Philosophy Department; October 2000: Claire Keyworth, Professor Emeritus of Nursing; Community Education Department: Marie Allen and Barbara Thelander. Note: Since 1999 the time of our College Liaisons was no longer totally dedicated to New Frontiers.
- 3) MOU of 2010: “Responsibilities of MCC regarding College Liaison:
  - i. “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.”
  - ii. The time of the College liaison is not totally dedicated to NFLL.
  - iii. . In July of 2011 the Continuing and Community Educations Department (CCE) was placed under the direction of Leah Palmer, Director of Workforce Development and Community Partnerships. At that time Patricia Esparza, Coordinator of Community Partnerships was appointed as our College Liaison.

## Finances

- 1) According to MOU in effect in 2003:
  - a. “MCC shall provide financial services including collection and disbursement of all NFLIR funds as authorized by NFLIR and MCC through MCC’s established administrative rules and procedures.
  - b. Seed money for the startup of the organization was provided by MCC.

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- c. New Frontiers originally had an Administration and Finance Standing Committee—these duties were turned over to Council when the Bylaws were first revised.
- 2) According to MOU of 2010
  - a. “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.

### Reimbursements:

- 1) Early policies: Amounts of up to \$25 can be reimbursed from petty cash by completing a request detailing purchase and seeing Coordinator in Community Education.
  - a. Any expense over \$25 has to be approved by a Chair or Vice Chair.
  - b. Facilitators were told they could spend up to \$25 for a Class, however, they had to bring in a receipt for the item purchased and no reimbursements for the purchase of food.
  - c. Council must approve non-recurring requests for expenses.
  - d. After Nancy Olson left in 1999, Members planning events worked with Ann Cox who handled all the details.

### 2) Current Policies

- a. Amounts of up to \$200, that have been authorized by Council, are requested via the College Liaison who prepares and administrates a petty cash voucher. Once the funds are available, designated members make the purchase and return receipts and leftover cash to the College Liaison. No reimbursements are permitted.

- b. Authorized members can purchase from vendors with an Open Purchase Order

- c. A new Purchase Order can be created for a specific vendor via a request to College Liaison.

- d. All events that include food require an “Official Function Form.”

### Conference Expenses

- 1) Early policies: NFLR will pay the full business expenses for our council designated representatives to such conferences as ALIROW and EIN.
- 2) Current: No recent Conferences

### History of Activities and Events – From Review of Newsletters

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## First Five Years

### 1) Activities and events instituted during the first five years – 1996-2000

#### a. Council

- i. Two general membership meetings—Fall and Spring
- ii. Surveys of Membership
- iii. Sunshine Committee
- iv. Scholarship Committee - \$1,000 annual divided among 4 recipients.
  1. Fundraising via “Breakfast for the Mind,” seminars, travel program and other fundraisers.
- v. Annual Travel Program

#### b. Curriculum

- i. Two semesters of classes plus some summer classes
- ii. Classes at various MCC locations and off-site
- iii. Sponsored Faculty Lecture Series: MCC and ASU Faculty
- iv. Publishing of Semi-Annual Class Schedule

#### c. Membership/Curriculum

- i. Two Open Houses—one per semester
- ii. Communications to members: Mailings, Newsletter, website, *Listbot* (similar to current *Infolist*.)
- iii. Member Database was stored on Peggy Randolph’s computer
- iv. Name tags and other promotional items

#### d. Social and Volunteer

- i. Holiday Party, Spring Picnic, annual July 4<sup>th</sup> and New Year’s Celebrations.
- ii. Out-to-Lunch Bunch
- iii. “Coffee Classics” at the Symphony

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## iii. Volunteer Events to College:

1. Advisement/Registration
2. Support for MCC Rose Garden
3. Empty Bowls
4. Water Safety Day
5. Fundraisers for Scholarship Committee

## iv. Volunteer Events to Community

1. KAET Fund Drive
2. America Reads
3. Friendship Family International Student Program
4. Adopt-A-Family

Since 2000—these activities are still in place 2013

New Member Coffee each semester.

Membership Committee Mentoring Program

Social Committee special events.

Volunteer: GED Tutoring, MCC Student Open House

Facilitator/Volunteer Luncheon

## b. New Frontiers

- i. NF Programs and Services provided to the community (Rose and Pat E.)
- ii. NF Programs and Services provided to the College (Rose and Pat E.)
- iii. New Frontiers/MCC MOU (Rose and Pat E.)
- iv. **NF as a unique organization** - Defining our relationship (who are we to each other). (Leah and Gary)
  1. New Frontiers is not your typical College organization but it is not unique. There are other non-typical college organizations. New Frontiers is sometimes referred to as an independent student organization and at other times as a program of the College. It was designed to be “self-governing and self-

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sustaining” according to two of its most important documents: The Memo of Understanding (MOU) between MCC and New Frontiers and the New Frontiers Operating Procedures (bylaws).

- a. The written Memo of Understanding between the College/MCCCD and New Frontiers spells out the relationship between the two parties. The MOU has been reviewed and approved by the New Frontiers Governing Council and the College/MCCCD through their legal counsel’s office. The MOU refers to New Frontiers as “a self-governing and self-sustaining community of lifelong learners.” (See Appendix XYZ for a copy of the MOU.)
  - b. There is a written constitution for New Frontiers called the Operating Procedures or bylaws. The New Frontiers Governing Council, the New Frontiers General Membership (by vote) and the College’s legal counsel, have all reviewed and approved the Operating Procedures (see Appendix XYZ for a copy of the 2012 Operating Procedures). They spell out how New Frontiers sees itself as an organization and how these policies, procedures and practices will be implemented in accordance with college governing regulations.
2. **Part independent student organization** – New Frontiers is a peer lead, membership organization. Members are enrolled as students and New Frontiers is sponsored by the college as a fiscal agent receiving and distributing funds for the membership.
- a. Below are other relationships that are non-typical at the MCCCD campuses:
  - b. EXAMPLE - Student clubs or associations at the college have peer leadership, sponsored staffing by the college, separate fund II fiscal accounts for activities with fundraising and grant funds accounted for. (RIO Salado's RISE "Learning for Life" nonprofit program which is similar to New Frontiers, is modeled after the Student Club structure for operating funds)
  - c. EXAMPLE - Chandler Gilbert Community College has a peer lead (NF like) organization that is external to the college as a 501 C3 but enrolls members as students for



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their classes delivered at the college facilities each fall and spring semester. The organization has separate fiscal operations and no staff sponsorship for activities but rather has a student only partnership relationship to the college.

**2. Part College department/operating unit** – New Frontiers is sometimes referred to as a program of the College. The MOU notes: “As a program of MCCCDC, NFLL is also subject to all applicable policies and administrative regulations of MCCCDC, as well as the laws under which MCCCDC must operate” (Section 4.1). However, having the College serve as the fiscal agent for New Frontiers fund II dollars (special funds that are fluid and not part of the approved operating budget) does not equate the New Frontiers organization or their activity as a department or operating unit of the college. The member dues, peer leadership and charter or mission of New Frontiers is external to the college. College Departments or Operating units are funded through college budgets, resources and Fund I dollars which are part of the college annual approved Operating budget. A sponsorship/partnership such as New Frontiers is distinctly different than a college department and/or operating unit as their funding is external to the college budget.

[Maybe Scott or John can help explain the difference between Fund I and Fund II dollars and what, if anything, that means in terms of practical day-to-day expenditure of funds.]

In the simplest terms – Fund I are appropriated (tax) dollars from the District. Fund II are dollars that come from other sources – ie: grants, contracts, gifts, other income sources that are not appropriated. Regardless, all funds are considered “District” resources and thus subject to the same fiscal policies.]

- d. EXAMPLE - East Valley Think Tank - External dues paying member organization that is staffed and sponsored by the college for a fee paid by the EVTT organization. This is not an operating unit or a department of the college but a sponsorship as the organization is in alignment with the mission and vision of MCC. This is defined as a partnership by the college.

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- v. **NF as a partner/customer** (Leah and Gary) – New Frontiers is both a partner and a customer of the college with shared activities and joint accountability.

1. **Partner** - The New Frontiers organization and the College have a shared understanding of each other's values, mission and vision. This partnership should support the success of meeting both of the partner's missions.

- a. **EXAMPLE** - This partnership is evident in Volunteer hours provided **to the College by New Frontiers** members and the sponsorship of fiscal support and facility usage provided **by the College to New Frontiers**.

2. **Customer** – New Frontiers is a customer of MCC as students enrolled in noncredit courses delivered at the college which insures the New Frontiers members all of the rights and responsibilities of a student while on MCC campus.

3.

- a. **EXAMPLE** - As identified in the MOU, the NF member is defined as a "student" within our institution. As members of our community at large, we are committed to serve our community with the highest level of service by staff and administrators and would serve the NF members to the best of our ability.

- vi. **GROWTH OF NF** (Jeanette & Barbara)

*New Frontiers is an organization dedicated to adults wishing to continue their discovery of knowledge and advance their learning. Founded in 1994, New Frontiers for Lifelong Learning was created through the auspices of the Mesa Community College and the Center for Continuing and Community Education. NFLL is a peer-led, self-governing organization with interests in learning, volunteer opportunities, travel, hiking and healthy lifestyles.*

√ The **close to 500 NFLL members** represent a cross section of the community including retired professionals in education, medicine, and corporate and civil employees. Members join in **leadership roles** as elected officers and members of committees such as Membership, Communication, Curriculum, Volunteer and Social. **Volunteer hours**

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**to lead and support the operations of New Frontiers have been estimated at more than 7,000 member hours a year. At the Arizona minimum wage rate of \$7.80 per hour that works out to be about \$54,600 contributed by the volunteer leaders toward the organization.**

√ *One of NFLL most valuable goals is to use idle time to continue to **learn and grow**. For that purpose we use member's life experience as well as available expertise from our affiliates to offer **over 90 classes and lectures each semester**.*

### ***AFFILIATES:***

- *Mesa Community College, Southern & Dobson, Downtown Center and Red Mountain;*
- *East Valley Active Adult Centers, Downtown and Red Mountain;*
- *ASU Retirees Association;*
- *ASU Emeritus College;*
- *Mesa and Tempe Centers for the Arts;*
- *Mesa Police Department;*
- *AARP*

√ **Volunteer** opportunities are always a goal for NF members. **Members volunteered over 1,000 hours last year** to MCC in support of MCC students. At the minimum wage that translates to about \$7,800. NF members volunteered at MCC at:

- Registration
- Open house
- Homecoming
- Mentoring
- Empty Bowls
- Theater Outback
- Career counseling (Just beginning)
- Mock Interviewing (New)

√ Each year NFLL provides further support for MCC students by offering **three \$1,000 scholarships**. Student scholarship recipients

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are invited to meet and speak with NFLL members at the Spring Membership meeting.

√ **NFLL members are also invited to socialize**, become better acquainted and enjoy new fun filled activities.

NFLL members believe that **we are a resource to MCC** and to the community in a number ways. Obviously, we provide volunteer help when asked. We are also a cross section of the community, available for wherever our backgrounds would be useful.

### vii. NF FUTURE ASPIRATIONS (Jeanette & Barbara)

- Develop a vision and a five year strategic plan with attainable goals for the organization in consultation with MCC.
- Continue to meet with the MCC people who support NF to develop an understanding of how NF growth affects the College staff.
- Collaborate with MCC/CE staff to develop processes for NF registration, class set-up, room scheduling etc. that is efficient and effective for both MCC and NF.
- Request a yearly orientation from MCC Fiscal Staff so that NF officers and committee chairs clearly understand MCCC'D fiscal requirements for processing NF funds.
- Create news releases internal to MCC Faculty and Staff so that the Community knows who NF is and what we do to support MCC students.
- Identify and meet with an MCC Manager who has a broad vision of where NF volunteers will be the most effective in supporting MCC students.
- Continue to be a part of MCC's Commission on Excellence to understand MCC's message, and share that message with the external

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## b. Mesa Community College - (P. Burkhart and S. Pierson)

### 1. MCC Mission Statement and Lifelong Learning

a. **Mission Statement:** *MCC excels in teaching, learning, and empowering individuals to succeed in our local and global community. We serve as a resource for college and career readiness, transfer education, workforce development, and life-long learning.*

#### b. Pertinent MCC Values:

***Service Excellence*** - *MCC makes a positive difference in the lives of our students, community members, and each other through meaningful relationships.*

***Integrity*** - *MCC upholds the highest standards of ethics and public stewardship.*

***Individuals & Community*** - *MCC encourages active citizenship and embraces the diversity of people and ideas.*

c. **MCCCD (District) Vision Statement:** *A Community of Colleges—Colleges for the Community—working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.*

### 2. MCC Programs and Services Provided to the New Frontiers Organization

<b>Open House Tasks</b>	<b>MCC Staff Members</b>	<b>Staff Hours Annually</b>
Run Six Rosters	Michelle, Diane, Neva	2 hrs
Turn On classes	Diane, Michelle	2 hrs
Coordinate with Registration/Cashiers for extra staff	Michelle, Steve G, Gloria S	2 hrs
Room set-up for Rm 402	Michelle, Diane	2 hrs
Registration: Average 1600+ From 1pm - 5pm	Michelle, Diane, Neva, Edith, 2 additional Staff	60 hrs

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<b>Program Management Tasks</b>	<b>MCC Staff Members</b>	<b>Staff Hours Annually</b>
Official Function Form (OFF) Completion	Pat	8 hrs
Retrieve Two Signatures for OFF	Pat	8 hrs
Alphagraphics Printing i.e. e-mails, proofs,	Pat	12 hrs
<b>Events needing OFF &amp; Quotes/Fiscal Process:</b>	Pat	
NF Annual Meeting	Pat	2 hrs
Holiday Luncheon	Pat	2 hrs
Two Open Houses & Prep Set-up	Pat	16 hrs
New Member Coffee	Pat	2 hrs
Spring Picnic	Pat	2 hrs
Volunteer Luncheon	Pat	2 hrs
All Member Meeting	Pat	2 hrs
NF Council Operating Procedures /MOU	Pat/Leah/District Legal	16 hrs
Petty Cash Voucher Process (8 per yr)	Pat/Leah	16 hrs
Course material shipment receipt, record & distribute (Great Courses) 4/yr		2 hrs
Supply orders (5 times per yr)	Neva/Pat	7 hrs / yr
MCC NF Financial Task Force Member	Team	50
Supervisory approvals	Leah/Patrick	50 hrs/annually
Fiscal Support	Scott Olson	180 hrs/yr

### 3. MCC Programs and Services Provided to New Frontiers Members

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<b>Class Scheduling</b>	<b>MCC Staff Members</b>	<b>Staff Hours Annually</b>
Building the Schedule:		
Build NF Classes into Catalog/Coursebank	Diane, Michelle	20 hrs
Build NF Classes into SIS	Diane, Michelle	20 hrs
Book Rooms in SIS for their Classes	Michelle	20 hrs
Move classes to new rooms	Michelle	20 hrs
* 52 Classrooms in Use for NFF		
<b>Ongoing Semester Registration</b>		
New Frontiers Enrollment - Monday after Open House til Feb. 15	Michelle, Diane, Edith, Neva	160 hrs
Run/Print/Mail/Email rosters	All Staff	40 hrs
Instructional Support	All Staff	180 hrs
NF Council Meetings	Pat, Michelle	40 hrs

The total estimated staff hours expended by MCC staff in support of the New Frontiers Program is 890. This equates to a direct staff cost of approximately \$25,000 per year including employee related expenses.

Additionally, MCC absorbs the costs of various mailings on behalf of the New Frontiers Program as follows:

<b>Other Expense:</b>	
Postage:	
Mail out rosters 400 qty x .46 = \$184	\$184
Schedule 2/yr 900 qty x 1.44 = \$1296	\$1,296
Newsletter 3/yr 450 x 3 x .46 = \$621	\$621

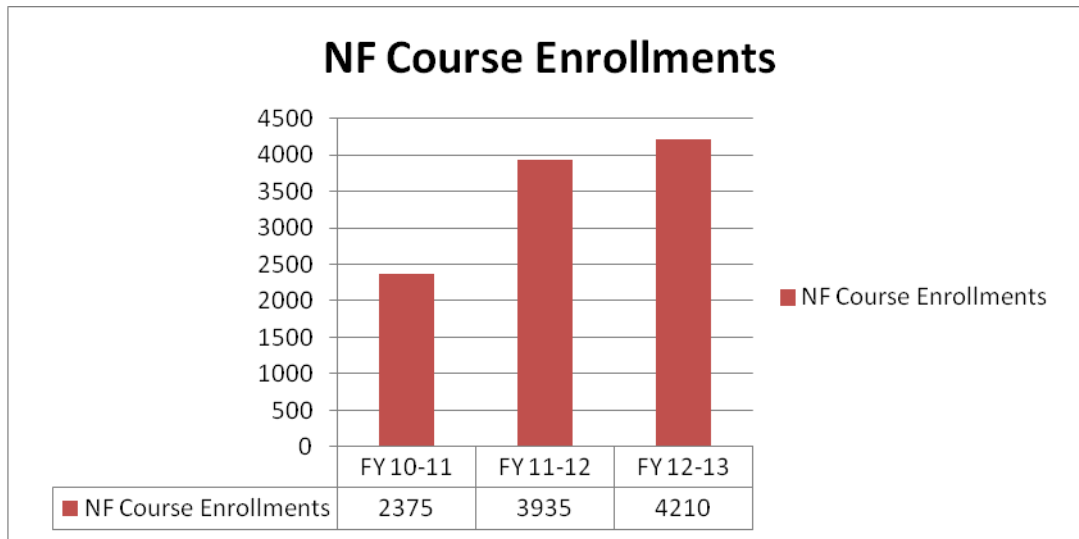
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Membership - 3/yr 4501-3x.46=\$621	\$621
All Member Meeting -Notices, invitations 450x.46=\$207	\$207
<b>TOTAL</b>	<b>\$2,929</b>

Chart 1

## New Frontiers Course Enrollment Growth

FY 2010 -2013



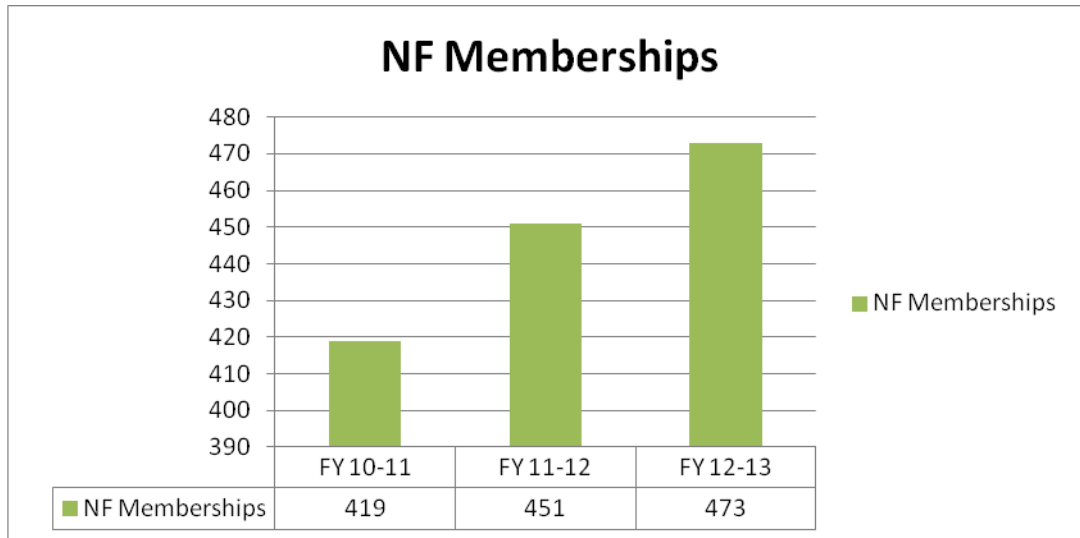


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Chart 2

Growth in New Frontiers Program Memberships

FY 2010 -2013



- c. MCCC Financial Policies as applied at MCC toward NF (John, Scott and Marlin)
  - i. The New Frontiers group is a peer-led free association of citizens who are interested in life-long learning. Mesa Community College is a part the Maricopa County Community College District (the District), which is a tax-payer and tuition supported institution. The fiscal arrangement of these two organizations working together has been problematic in the past.

New Frontiers members pay membership dues to belong to the organization, which are deposited with MCC, which tracks the use of these funds in the college’s financial system. Once those funds are deposited, they become subject to all procurement related policies and rules of the District. These rules exist for several reasons: to have proper pre-authorization for all purchases, to prohibit even the appearance of unfair purchasing practices and to obtain the best value for the taxpayers of Maricopa County. A simple purchasing process is NOT a stated reason for these policies, and these processes and rules can be cumbersome and confusing even for full-time employees of the college, not to mention for members of an outside organization.

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## 1) Description of partnership

(1) Provide assistance and cooperation through Community Education office staff

(2) Assist in planning, organizing and operating NF courses and programs

## 2) Financial Services

The Maricopa Community College District (MCCCD) 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.

a) Collection and disbursement of all NF funds as authorized by NF and MCCCD's and MCC's established administrative rules and procedures.

**b) NF members are students of MCC:**

(1) Are covered under the Student Accident Insurance Plan

(2) MCC Liaison will provide monthly MCCCD financial reports to the NF treasurer.

## 3) Financial Process

a) Appropriate written confirmation is provided by NF council members or Chairs to the appropriate staff of MCC to begin the Fiscal processes providing the opportunity for NF members to purchase materials: Petty Cash, Open Purchase Orders and other Vendor Purchase Orders

b) Purchased items may include: materials for class activities, instructional material, registration and enrollment items, marketing material, and contracts for special services.

c) **All** expenditures must be requested in advance of the NF's Expenditure Form

(1) Submitted to MCC Downtown Center – Coordinator Partnership Programs

(2) Do not spend cash or charge NF supplies and materials before receiving approval from the NF Chair or Council member as

(3) MCC cannot reimburse for purchases without prior approval from MCC Fiscal outside of policy.

(4) MCC's general petty cash limit is \$200 for local purchases only.

d) Petty cash provides ready cash for expenditures not available through a purchase order.

(1) Requests for petty cash must be in **writing (email)** by the Chair or Co-Chair to Coordinator Partnership Programs.

(2) Please allow up to two weeks for processing.

(3) No reimbursement for purchased items out of pocket before an approved petty cash.

(4) Receipt with the date of the purchase must be on or after the approved date on the *Petty Cash Form*.

(5) Receipts and/or cash must be returned to Coordinator Partnership Programs within 10 days after the petty cash is received

(a) Coincide with the purpose indicated on the *Petty Cash Form*

(b) Clearly indicate the items purchased and the name of the vendor/store

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- (c) **Must** be taped to one side of an 8 ½" x 11" sheet of white paper Please use multiple sheets of paper if needed
- (d) Personal items should not be purchased and/or included on petty cash receipts
- e) Any event that provides food and decorations for an event must have a signed approval from the MCC President's office
  - (1) Requirement of our Campus and District offices
  - (2) Even if you just want \$50 in Petty Cash to buy refreshments, the form must be completed and approved
  - (3) Amounts below \$50, we ask that you anticipate future needs and "bundle" your expense on one Petty Cash request
  - (4) Please copy the NF Treasurer as this paper trail becomes the mechanism for tracking expenses for your committees, and will ensure that errors are few and timelines are clear.
- f) Catering Services
  - (1) An email with the appropriate information of the event, numbers, location, and dates will be submitted to the Coordinator Partnership Programs at 480 461-6266.
  - (2) This paper trail becomes the mechanism for tracking expenses and submitting the order for your committees, and will ensure that errors are few and timelines are clear.
  - (3) See reference section for additional help
- g) Email information
  - (1) Pat Esparza [pesparza@mesacc.edu](mailto:pesparza@mesacc.edu)
  - (2) cc: Leah Palmer [lpalmer@mesacc.edu](mailto:lpalmer@mesacc.edu)
  - (3) cc: Michelle Chambers [michelle.chambers@mccmail.maricopa.edu](mailto:michelle.chambers@mccmail.maricopa.edu)
  - (4) cc: Diana Piorkowski [piorkowski@mesacc.edu](mailto:piorkowski@mesacc.edu)
- h) Open Purchase Orders
  - (1) Community Education creates annually for the convenience of NF members
  - (2) Usual vendors
    - (a) Office Depot provides supplies usually delivered within five days
    - (b) Alphagraphics #291 (Baseline & Extension)
    - (c) AmeriCopy (856 E. Main, Mesa)
    - (d) IKON Copy Center (Southern & Dobson)-See Committee Chair for Code
    - (e) Identify the MCC department as New Frontiers when signing the receipt
    - (f) May be sent electronically (See Reference Section)
    - (g) Order may be picked up or delivered
    - (h) CE Office must receive the delivery receipt.
    - (i) Convenience copiers, for limited, self-service copies, are located in department offices at all MCC locations.
  - (3) Other Vendor Purchase Orders
    - (a) Goods and/or services not currently covered with open purchase orders contact Coordinator Partnership Programs
    - (b) Food and/or decorations for events require an approved *Official Function Form* signed by the MCC President

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- (4) Some venues require a contract signed by MCCCCD's legal counsel, a deposit, and a purchase order to reserve banquet facilities
  - (a) Documentation of approval for the expenditure by the NF Council should accompany the request.
  - (b) Allow four weeks for processing with Coordinator Partnership Programs
- 4) Registration services NFLL membership and study groups
  - a) Study groups that are held in an MCC facility
    - i) Listed on the NF "Grid" (Fall and Spring semesters by the Curriculum Chairs) will be entered into the Student Information System (SIS) and a class number assigned
    - ii) NF members may enroll in NF classes with the prerequisite of NF membership
    - iii) It may take up to one week to complete the SIS process for the class schedule (risk forms may need to be filled out due to class activity)
  - b) Approved and reserved space on the campuses for use by NF
    - (1) Use of classrooms by will not conflict with normal college operation
    - (2) Activity space for social and open house events.
    - (3) Congregating and work space for members – assigned rooms
    - (4) Computer access and use
    - (5) Request use of the College's audio-visual equipment subject to availability at MCC sites only.
    - (6) CE staff will assign classrooms
- 5) Event space, Council, and Committee meeting rooms are scheduled
  - a) One year in advance.
- 6) Use of College's printing and copying resources
  - a) Not the cost of paper or other materials
  - b) Please see instructions under Expenditures Procedures
- 7) Provide publicity press releases, study group listings, invitations and outreach information through College publications
- 8) Provide use of College's mailing facilities but not the cost of the mailings
- 9) Utilization of College's library subject to MCCCCD regulations
- 10) College bookstore services for materials required for NF study groups
- 11) Contact information
  - a) Leah Palmer, Interim Director 480-461-6141, Downtown [lpalmer@mesacc.edu](mailto:lpalmer@mesacc.edu)
  - b) 2. Pat Esparza, Coordinator of Partnership Programs 480 461-6266, Downtown [pesparza@mesacc.edu](mailto:pesparza@mesacc.edu)
  - c) Ann Cox, Adm. Asst. 480-461-6223 Downtown [ann.cox@mccmail.maricopa.edu](mailto:ann.cox@mccmail.maricopa.edu)
  - d) Diane Piorkowski, Asst. 480-461-6254, Downtown [piorkowski@mesacc.edu](mailto:piorkowski@mesacc.edu)
  - e) Michelle Chambers, Asst. 480-461-7413, Downtown [michelle.chambers@mccmail.maricopa.edu](mailto:michelle.chambers@mccmail.maricopa.edu)
    - d. New Frontiers Operating Procedures (Bylaws)
      - i. See Appendix XYZ for the Operating Procedures (bylaws)
    - e. New Frontiers/MCC – current financial practices (John, Scott and Marlin)

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## Financial Policies: John Moll, Marlin Fried & Scott Olson

### DETERMINATION OF AUTHORITY

The sections below have been extracted from their individual documents to identify the agreement and understanding between both parties as it relates to New Frontier's required compliance with the financial, accounting, procurement, management and other procedures of MCCCDC. The most pertinent information has been highlighted for ease of reading.

### **Reason for inclusion: Basis for current operating policies and procedures.**

#### MOU Verbiage extracted Regarding Financial Policies:

#### 4. Responsibilities

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

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 MCCCDC's and College's established administration rules and procedures** (NFLL members are students of College and as such are covered under the Student Accident Insurance Plan);

#### NF Operating Procedures Verbiage extracted Regarding Financial Policies:

#### Article IV. Governance

#### Section 2

The Council shall, subject to the policies of MCCCDC 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 MCCCDC including where applicable, approval of its governing body.

### PROCUREMENT POLICIES

#### PETTY CASH

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This section identifies existing petty cash procedures and the exceptions made by the MCC Cashier's Office. The most pertinent information has been highlighted for ease of reading.

**Reason for inclusion: To illustrate petty cash guidelines.**

**MCC Petty Cash Procedures** <http://www.mesacc.edu/cashier-services/employee-services/petty-cash-procedures#purpose>

## **Purpose**

The purpose of this document is to provide users with detailed procedures regarding the establishment and administration of a departmental petty cash fund.

Petty cash disbursements should be used only for small incidental expenditures and not as a method to bypass Maricopa County Community College District's (MCCCD) Accounts Payable and Purchasing systems.

Thus, the purpose of a petty cash fund is to provide departments with ready cash for the payment of various small expenditures not available through a purchase order (PO). It is intended for local purchases only.

## **Restrictions**

The petty cash fund cannot be used for:

- Purchasing goods covered by an MCCCD cooperative contract. For example, office supplies that can be purchased through a purchase order with a cooperative contract with Office Depot or Office Max. These contracts provide very competitive pricing and discounts.
- Any type of professional service to either an employee or non-employee, this includes such payments for rentals and non-employee athletic event workers.
- Reimbursements of any kind, including travel. Please see the Fiscal Office for reimbursement process.
- Making personal loans, salary advances or to serve as a check cashing fund.
- The purchase of money orders, coupons, gift cards and other similar types of pre-purchase tenders to pay for goods.

## **Guidelines and Procedures**

**MCC's general Petty cash limit is \$200.** The Manager of College Business Services, Dean of Administrative Services or the Vice President of Administrative Services must sign all petty cash requests over \$200.

A petty cash must be pre-approved and issued prior to purchasing goods. The date of the

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receipt must be on or after the date issued on the petty cash.

**Original receipts and/or cash must be returned to the Bursar/Cashier Services within (10) days after you received the petty cash.** 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.

It is preferred that personal items not to be purchased and/or included on the petty cash receipts. If the receipt includes combined personal and business-related purchases, the business-related items are to be circled, and personal items crossed out. Calculate and include proper sales tax with the purchases.

**Petty cash for events, decorations, and food must have an Official Function Form** attached ([http://www.maricopa.edu/publicstewardship/governance/adminregs/fiscal/1\\_16.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/fiscal/1_16.php)), which must be approved with all the required signatures.

**Only board-approved employees may pick up and return a petty cash.** Students/Club Treasurers are not allowed to pick up petty cash. A student Club Treasurer may pick up petty cash for club functions when accompanied by their Advisor.

**Only one petty cash voucher per account number can be taken out at any given time.**

After the petty cash has been closed out with Cashiers, you may submit your pink copy petty cash form to Fiscal Services for Reimbursement if you spent more than the requested amount. This reimbursement process has to be approved through CFS requisitioning process.

### **Process**

Obtain a Petty Cash Voucher from the Department administrative support staff.

Complete all of the required information and especially provide a detailed description of purchases to be made with the Petty Cash. For example, for office supplies write, "pens, pencils, paper clips", etc. instead of just writing "office supplies".

Attach the signed and approved Official Function form, if applicable. (<http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/FM-7.php>)

Verify that funds are available in your account. For more information visit [http://www.maricopa.edu/its/bfs/CFS\\_GL08\\_Web\\_Financials.pdf](http://www.maricopa.edu/its/bfs/CFS_GL08_Web_Financials.pdf)

Obtain proper approvals for petty cash: Departmental Supervisor, Organization/Club Advisor, Department Chair, Dean, VP and/or the President.

Present the completed and approved petty cash voucher to Cashier Services to obtain cash.

Purchase items from suppliers.

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Return remaining cash and original receipts to Cashier Services within 10 business days after the petty cash was issued to you. Please do not highlight the totals on the receipts. If you want the totals to stand out you may circle them.

### **MCC Petty Cash Procedure Exceptions**

The exceptions identified below come from an email from Jeanette Cernetic and were offered in an effort to allow flexibility to the New Frontiers program. The body of the email identifying the exceptions to existing procedures is seen below:

Hi Leah,

I am writing to follow up on the telephone conversation we had today regarding petty cash for New Frontiers. As you know there are written guidelines that outline the MCC petty cash processes and procedures. We have these available on the cashier website at <http://www.mesacc.edu/students/cashiers/pettycash.html>, but I will attach them to the end of this email as well. These procedures have been approved by MCCC'D's internal auditors and are accepted and enforced as such. The MCC cashier office, however, has the flexibility when the need exists, to make exceptions to these guidelines as long as the exception is justifiable, rational and still within acceptable stewardship expectations.

With this said, I would like you to know that I understand the various needs of New Frontiers and the fact that they do not operate in the same fashion as the college. The college is made up of various departments with varying needs. Each department has one or several account numbers that have budgeted funds available to use for ancillary, operational and petty cash expenditures. New Frontiers, on the other hand, also has various areas in need of funds, but it must all come from one account. MCC's guidelines permit only one petty cash to be taken out at a time from a single account number that must be returned and reconciled before another can be requested. There is also a limit of \$200 for each of these, which may, under some circumstances, be increased to \$300. One of the reasons for the limit is that petty cash should be used for smaller purchases that are customarily not a "planned" purchase and one which a purchase order is not accepted.

New Frontiers accounts are held by MCC but are not monies that belong to MCC. The accounting for the funds was negotiated years ago and one would think that New Frontiers should be able to access their funds without challenges. However, because MCC holds those funds, there is a reasonable expectation that certain rules be followed that are similar in nature to those of the college. MCC would like to show some flexibility to New Frontiers by allowing them to take out more than one petty cash at one time. New Frontiers has always been financially and fiscally responsible for their funds and have been known to reconcile quite frequently. They have people that hold positions in their council, they meet, plan and have social activities.

In order for the college to remain fiscally responsible and still remain flexible, I would like to **recommend that New Frontiers be able to take out no more than three petty cash requests at one time** (exceptions may still be made, but these will not be the rule). We



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would also like to request the turnaround time to **return receipts to be no more than fourteen (14) business days**. Experience has shown that the longer a petty cash stays out, the higher the risk for loss of receipts or cash. The college turnaround time is ten (10) business days. I hope that this sounds reasonable enough to allow some flexibility to them. If there are further things you wish to discuss or things that come up in future meetings, let me know and we can come up with a solution. Once again, I have copied MCC's petty cash guidelines to this email for your review. If you have any questions let me know.

Jeanette

## **PROCUREMENT POLICIES**

### **REQUISITIONS / PURCHASE ORDERS / OPEN PURCHASE ORDERS**

The URL for each of the two documents identified below has been provided so that the entire set of procedures and the guide for their use can be viewed.

MCCCD Purchasing Procedures Manual:

<http://www.maricopa.edu/purchasing/pmanual.pdf>

Employee Purchasing Guide: <http://www.maricopa.edu/purchasing/epg.pdf>

As most New Frontiers concerns are related to the requisitions/purchase orders process, the Dollar Limits and Requirements section of the Maricopa Community College District Purchasing Procedures Manual has been inserted below. The situations that apply to New Frontiers have been highlighted for ease of reading.

**Reason for inclusion: To illustrate purchasing dollars limits and award criteria and some of the competitive bid rules.**

**MCCCD Purchasing Procedures Manual Verbiage extracted regarding Dollar Limits:**

#### **104: Dollar Limits and Requirements**

Procurement Transactions and the rules that govern how they are managed are based upon aggregate dollar amount and type of purchase. The guidelines are as follows:

##### **104.1 Purchases for \$50,000 and Greater Amounts; The Invitation for Bid Process**

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##### **104.2 Purchases for \$50,000 and Greater Amounts; The Request for Proposal Process**

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## 104.3 Purchases from \$10,000 to Under \$50,000

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### 104.4 Purchases greater than \$2,500 to under \$10,000

The procurement of goods and services in amounts from \$2,500 to under \$10,000 shall be made with as much competition as is practical and deemed necessary by the Purchasing Manager.

This may include verbal or written quotations from two or more vendors. These quotations may be obtained by either the responsible buyer or the requisitioning department and is subject to review and approval by Purchasing.

Supporting documentation and price quotations are maintained as part of the purchasing file.

In all competitive procurement, the award is made by the Purchasing Department to the vendor with the lowest price for the good or service that conforms to specifications and other requirements.

### 104.5 Purchases of \$2,500 and less

Purchasing transactions of \$2,500 or less are not subject to the competitive process. A Limited Purchase Order may be created and approved by the college Fiscal Agent for transactions up to this limit. This purchase amount does not include tax or freight. (See 105; Purchasing Documents.)

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### 104.6 Splitting Purchases

Purchasing transactions are not to be artificially divided or fragmented in order to meet the lesser requirements of lower dollar transactions.

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### 104.7 Confidentiality of Price and Other Information

Price and other confidential information provided by vendors shall not be shared with competitors by any individual involved in the process. This includes requisitioners, reviewers, and Purchasing staff.

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## SCOPE OF COVERAGE OF THIS REGULATION

This regulation covers expenses by MCCCDC and its colleges and centers for official functions. Its purpose is to provide fiscal and legal guidelines and standards for making certain expense decisions, and to ensure documentation of such decision-making. It applies to official function expenses regardless of the fund from which they are made. The official function object code should be used for all expenses that fall within the definition of "official function" as specified in this regulation.

## DEFINITIONS

The term "official function" means an activity or item that:

1. Does not appear to be, without explanation, an ordinary and necessary function of MCCCDC as a public educational institution; and
2. Provides a tangible benefit and links directly to MCCCDC's educational mission; and
3. Is reasonable and commensurate in value to the tangible benefit that MCCCDC will receive. Paragraphs 9 and 10 below contain some examples of activities that are not official functions, and some that may be if properly documented.

### Signatory Authority

**Reason for inclusion: To identify who is authorized to sign the catering agreements for NF events. Currently, members sign first, seems like they would be in jeopardy if the PO for whatever reason can't be issued.**

<http://www.maricopa.edu/purchasing/pmanual/309.htm>

### 309.5 Contract Signatory Authority

The authorized individuals to sign contracts on the behalf of the District are set by Governing Board Policy and are as follows:

- District Contracts Manager (Assistant General Counsel);
- Vice Chancellor for Business Services, in the absence of the Contracts Manager;
- The Director of Strategic Business Operations, in the absence of the Vice Chancellor for Business Services and the Contracts Manager.

*Note:* No other employee of the District is authorized to sign contracts on behalf of

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the District.

## **Purchasing Card**

**Reason for inclusion: To identify why the purchasing card is not a viable option for NF purchases by members.**

### **PROGRAM OVERVIEW**

#### **INTRODUCTION**

Welcome to the Maricopa County Community College District (MCCCD) Purchasing Card Program.

The fiscally driven Purchasing Card Program is designed to authorize employees to make small dollar Purchases of materials and supplies in support of operations, without undue delay. The MCCCD Purchasing Department, in conjunction with American Express and the campus fiscal agents, will issue the cards.

#### **WHAT IS THE PURCHASING CARD?**

The Purchasing Card is a credit card issued by American Express. It is a flexible purchasing tool that offers an alternative to the existing MCCCD purchasing processes and provides for an efficient and effective method of payment for items purchased. The card is to be used only for official MCCCD purchases and must follow MCCCD purchasing policies and procedures.

#### **In Brief, a Purchasing Card is:**

Authority and responsibility granted by MCCCD to individual designated MCCCD employees.

- For official District use only
- Authorized for purchases of \$2,500 or less (colleges/sites may elect for a lesser or greater amount).
- Authorized for use with only certain categories of merchants and commodities.

#### **A Purchasing Card is NOT:**

1. A means to avoid appropriate purchasing or payment procedures.
2. A card to obtain cash, credit, or gift cards.

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3. A right of employment.

4. For personal use.

## **WHAT ARE THE BENEFITS OF A PURCHASING CARD?**

The Purchasing Card enables cardholders, purchasing, and accounting staff to perform more efficiently and focus on the value-added aspects of their jobs by:

- Reducing the time needed to purchase and receive supplies.
- Reducing the number of requisitions and purchase orders.
- Reducing petty cash use and reimbursements.
- Reducing the number of checks issued.
- Reducing invoicing problems.

## **OBTAINING A CARD**

All participants must be permanent, full-time, board-approved employees of Maricopa Community Colleges.

- The individual must obtain approval from the department head and campus fiscal authority for participation in the program.
- Each participant must complete an Individual Purchasing Cardholder Application, and a Purchasing Cardholder Agreement.
- The department head must sign the Cardholder Agreement
- The assigned reviewer must sign a Purchasing Card Reviewer Agreement form.
- Each participant and their assigned reviewer must attend a training session before a Purchasing Card can be issued. Training sessions are held once a month. The schedule is available on the Purchasing Card Web Site.

## **MCCCD Purchasing Card User's Guide**

### **CARDHOLDER LIABILITY**

The Purchasing Card is a departmental corporate credit card, which does not affect the cardholder's personal credit. However, it is the cardholder's responsibility to ensure that the card is used within all MCCCD Policies and Procedures relating to the expenditure of MCCCD funds.

*(See "Consequences of Failure to Comply with Program Guidelines.")*

### **CREDIT CARD SECURITY**

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- Your Purchasing Card should be treated with the same care you use with your personal credit cards.
- The cardholder is the only authorized user of the card.
- Do not lend your card to anyone.
- Do not share your account number with anyone.
- Never allow anyone else to sign on a credit receipt for you.

**GUARD YOUR PURCHASING CARD ACCOUNT NUMBER CAREFULLY.**

**DO NOT POST IT OR WRITE IT IN A LOCATION THAT IS ACCESSIBLE TO OTHERS.**

**MCCCD Purchasing Procedures Manual Verbiage extracted regarding Unauthorized Purchases:**

**Reason for inclusion: To identify what NF members are really doing when they purchase items and expect reimbursement.**

### **903: Unauthorized Purchases**

#### **Definition**

(a) An "Unauthorized Purchase" is an agreement, a commitment, or an order for goods or services, or a change to existing contract by any person who does not have express written delegation of procurement authority to bind MCCC. This includes changes under existing contracts that are made by persons who do not have delegated purchasing authority. Unauthorized purchases are not binding on MCCC and the vendor may be advised to seek payment from the employee.

(b) Unauthorized Purchases include:

- (1) Placing an order without an approved Purchase Order.
- (2) Placing an order either before or after submitting the requisition on the assumption that a PO has or will be approved.
- (3) Over spending the authorized amount of a Blanket Purchase order.
- (4) Coercing a vendor to initiate an order on the promise that a PO is forthcoming.
- (5) Using personal funds to make a purchase of goods or services that would normally require the involvement of purchasing to secure competition, approve sole source or otherwise comply with MCCC policy and procedure with the intent to seek personal reimbursement.

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## *Processing an Unauthorized Purchase*

When an unauthorized purchase is identified an "Unauthorized Purchase Letter" will be sent via email to all involved parties. The letter will outline the circumstances surrounding the unauthorized purchase and provide instructions for providing a response. The college president or district vice chancellor will also be copied. Prior to a purchase order being issued or a payment being authorized, Purchasing must receive a copy of written acknowledgement and approval from the college president or district vice chancellor

## **MCCCD / MCC Financial Policies as applied to NFLL Disbursements**

### **John Moll with input from Scott Olson & Marlin Fried**

- i. Formal written policies and procedures (John, Scott and Marlin)
  1. **Petty Cash** – The purpose of a petty cash fund is to provide departments with ready cash for the payment of various small expenditures not available through a purchase order (PO). It is intended for local purchases only. MCC's guidelines permit only one petty cash to be taken out at a time from a single account number that must be returned and reconciled before another can be requested. There is also a limit of \$200 for each of these, which may, under some circumstances, be increased to \$300. The college turnaround time is ten (10) business days. MCC Cashiers have recommended that New Frontiers be able to take out no more than three petty cash requests at one time (exceptions may still be made, but these will not be the rule). MCC Fiscal would also like to request the turnaround time to return receipts to be no more than fourteen (14) business days.
  2. **Requisitions** – A requisition is an electronic document created within the College Financial System (CFS) to request permission to purchase. The ultimate purpose of a CFS requisition is the creation of a Purchase Order (PO). Only employees of MCC may create CFS requisitions. Requisitions are submitted to various levels of approval and are ultimately approved by MCC Fiscal department staff. All CFS requisitions, at a minimum, must contain a description of what is being purchased, a CFS charge account code, and a purchasing category code.
  3. **Purchase Orders** – Once a requisition has been approved, it can be used as the basis to create a Purchase Order, which is a legal document indicating that a purchase of goods and services can be made. According to District purchasing policy,

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any purchase over \$2,500 and less than \$10,000 requires two quotes to show evidence of competition. Any purchase over \$10,000 requires three written quotes. Further purchasing regulations can be found at [www.maricopa.edu/purchasing](http://www.maricopa.edu/purchasing).

4. **Open Purchase Orders** – An open purchase order is a special type of PO for various small, recurring purchases. Instead of specifically listing the items being purchased, the description for an open purchase order may be, “Open purchase order for purchases of office supplies for operations of the New Frontiers organization – expires June 30, 2013.” Purchasing made with an open purchase order may not exceed \$2,500 in one day, and any purchases of over \$1,000 will be scrutinized by District accounts payable.
  5. **Social Events Forms / Procedures** – Procuring a social event may be complex. Any purchase whose educational purpose is not clearly evident must have both a CFS requisition and an Official Function Form (OFF) completed. The Official Function Form indicates the public purpose of why college funds are supporting such an activity. The OFF must be signed by the College President or his designee. Again, any contract to a supplier for more than \$2,500 must show evidence of competition. The MCC Fiscal department will not process a CFS requisition for a social event until the approved OFF has been received in the Fiscal department, and District Purchasing will not create a purchase order over \$2,500 without evidence of competition.
  6. **Contracts** – All contracts must be approved by District legal counsel. No employee at MCC or at New Frontiers has legal authority to sign a contract on behalf of MCC. Information on creating and using contracts may be found at <http://www.maricopa.edu/legal/blc/index.htm>
- ii. Informal policies and procedures as practiced (Jeanette and Jerry)
    1. Petty cash
    2. Open purchase orders
    3. Social event forms and procedures
- f. New Frontiers Operating Policies and Procedures Manual (See Appendix ZYZ for a copy of the NF Policies and Procedures Manual)



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- i. Role of New Frontiers volunteers in managing New Frontiers programs and finances (Pat E. and Rose F.)
- ii. Role of MCC staff in managing New Frontiers programs and finances (Patrick and Steve)

### **Appendix**

#### **Suppose someone asked me “What is New Frontiers?”**

By Rose Frankfort

My answer to MCC staff or new members:

New Frontiers is a membership organization for older adults who are interested in continuing to learn and socialize with others. Members are recruited primarily by word or mouth but also as a result of publications in local newspapers, flyers at community centers and our Speaker’s Bureau.

In both the Fall and Spring of each academic year, members are sent a Class Schedule, prepared by the Curriculum Committee, that lists all the classes that are being offered. Classes are presented by New Frontiers members called Facilitators, or by Presenters who are not members but who donate their services to our program. Although some of our members and presenters are retired academics, many other retirees and guest presenters share their expertise, interests and hobbies.

Unlike courses given for academic credit, New Frontiers courses may be a single lecture, a multi-session discussion or activities class or a non-classroom event such as hiking or visiting educational attractions in the East Valley. Classes are held not only on one of the MCC campuses but also at various locations provided by our Affiliate organizations.

New Frontiers members have always valued the social component of our program. Members find opportunities to socialize as they volunteer to New Frontiers by joining Committees and their attendance at events such as our biannual General Membership Events and New-Member Coffees and at our annual social events (Holiday Celebration and Picnic) and smaller social events during the course of the year. Our Annual Travel Trip is also an opportunity for members to get better acquainted. There is a correlation between attending social events and volunteering to the Program and to the College.

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In addition, we are often told that belonging to New Frontiers improves one's health and outlook, in fact, members rarely talk about their health, having so many other interesting things to talk about.

New Frontiers is fortunate to have many members who are early adopters of new technology. Between 1995 and 2000 our most popular classes were computer classes. We had our first website, our first "listbot"-- to communicate with members via email-- and our first digital photography classes. Two years ago we put the New Frontiers Database on the "Cloud."

New Frontiers is led by a Council of elected officers and committee chairs appointed by the committees. Council benefits from the support of Mesa Community College as an institution and of the time, effort and support provided by MCC staff.