

Appendix J

Provost Burkhardt PowerPoint

NFLL-MCC Relationship

1995-2013

Situation Analysis

Meeting Objective

Arrive at a Common Understanding
Of
The History and Evolution
Of
The NFLL-MCC Relationship
And
Understand the As-Is Model

Relationship History

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Evolution

MOUs

- Original – 1995
- Revisions – 2003 & 2010

NFLL Bylaws

- Multiple Revisions 1995-2013

NFLL Growth and Fee Structure

- Membership

- 1995 – 70 Members
- 1998 – 261 Members
- 2000 – 350 Members
- 2013 – 467 Members

- Fees

- 1995
 - \$60 Annual
 - \$45 Semi-Annual
- 2013
 - \$70 Annual
 - \$60 Early Bird
 - \$50 Semi-Annual

MCC Support Staffing

- 1995-1999
 - Full-Time College Liaison
- 1999-2013
 - Part-Time College Liaison
 - Staff Supporting Multiple Organizations

NFLL-MCC Relationship 2013

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NFLL

- Partner to MCC
 - Volunteer Service Activities
 - Student Registration
 - Open House
 - Homecoming
 - Mentoring
 - Empty Bowls
 - Theater Outback
 - Career Counseling
 - Mock Interviews
 - Scholarship Support
 - President's Commission on Excellence

NFLL

- Customers of MCC
 - Event Support
 - Educational Programming Support
 - Fiscal Management
 - Communications Support
 - Administrative Support

NFLL – MCC Mission Correlation

NFLL

- Unincorporated Membership Organization
 - Continuing Education
 - Community Service
 - Enrichment Through Social Engagement

MCC

- Government Chartered Community College
 - Open Access to a Broad Base of Learners
 - “Traditional” Students
 - AA Degree
 - Career Certificate
 - H.S. Dual Enrollment
 - **Life Long Learners (Including NFLL)**
 - GED
 - Informal Education

MCC Ongoing Investment

Major Task Category	Estimated Staff Time/Year
NFLL Open House	68
Program Management	28
Events	349
Class Scheduling	80
Class Registration	<u>420</u>
Total	945

The roughly estimated staff time expense for MCC is ~ \$25,000.
Additional expenses absorbed by MCC include mailing costs of ~ \$2,900.

NFLL Ongoing Investment

Major Category	Estimated Time/Year	Dollar Equivalent
Volunteer Hours in Support of College	1,000	\$7,800
Volunteer Hours in Support of NFLL	7,000	\$54,600
Membership Dues to Support College	~475 x \$20	\$9,500
Membership Dues to Support NFLL	~ \$19,000	\$19,000
Total		<u>\$90,900</u>

The dollar equivalent for volunteer hours is based upon the Arizona minimum wage rate of \$7.80 per hour. Membership dues are based upon approximately 475 paying members.

Fiscal Relationship

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Income

- Membership Dues
 - Deposited In a “Fund II Account”
 - Fixed Revenue Sharing with MCC (\$20/participant)
 - Balance Held for NFLL Activities

Expenses/Disbursements

- Governed by MCCCCD “District” Policies and Procedures
 - MCCCCD Fiscal P&Ps have become more stringent in recent years.
 - Strengthening of controls, accountability and transparency.
- Purchasing
 - \$2,500 - \$10,000
 - Minimum of Two Verbal or Written Bids
 - Subject to MCCCCD Purchasing Review
 - Less than \$2,500
 - Not Subject to Competitive Bid
 - Limited Purchase Order can be created and approved by the College Fiscal Agent
 - Petty Cash
 - \$200 Limit
 - Pre-Transaction Approval Required
 - Official Function Form may be Required
 - Cash given prior to transaction
 - Documentation supplied after the transaction

Reporting & Budgets

- MCC Staff
 - Accountable to MCC/MCCCD Fiscal
 - Accountable to NFLL Leadership
- NFLL
 - Committee Budgets
 - Approval by NFLL Leadership

Recent Concerns

- Fiscal Processes and Policies from NFLL Perspective
 - Appear Unclear or Complex
 - May be Insufficiently Agile to Support NFLL Member Activities
 - “It used to be easier than it is now”
- Fiscal Processes and Policies from MCC Perspective
 - Caught Between Two Masters
 - Compliance with MCCCCD/MCC P&Ps
 - Meeting the Needs of NLFF Members
 - Time Frames for Major Transactions (Events)
 - Frequency of Jumping Through Hoops to Accommodate P&P Exceptions

Other Models

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Similar Organizations in the MCCCCD

- Rio Salado's RISE – Learning for Life
 - FUND II Organization
 - Similar to a Student Club
- Chandler-Gilbert Community College
 - NFLL-like organization
 - Operated as a free-standing 501-c-3
 - Student-Only Relationship with CGCC

NFLL Aspirations

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NFLL Priorities

- Develop a Five Year Strategic Plan
- Understand how NFLL Growth will affect MCC Staff
- Improve Registration and Class Scheduling Process
- Obtain Yearly Orientation for NFL Officers and Committee Chairs regarding Fiscal Operations
- Increase Awareness of NFLL within MCC
- Seek Opportunities to Enhance NFLL Support of MCC Students
- Continue to Participate in MCC's Commission on Excellence and Share MCC's Message with External Community

Joint Task Force – Next Step

More Fully Delineate
Opportunities for
Relationship Effectiveness

Joint Task Force – Next Step

Definition of the Problems

In this step we are NOT looking for solutions. We are attempting to clearly define the problem.

- Problems identified in the process of researching for Section 1
 - Each Section 1 team should write up any problem(s) they identified.
- Problems contained in the preliminary outline
 - Teams will be formed to write up problem statements for these items.
- Problems identified by any Task Force member.
 - Each Task Force member should contribute problem statements for anything they have identified as a problem.

Definition of the Problem

- Problems identified in the process of researching for Section 1
- Teams:
 - Pat Esparza and Rose Frankfort
 - Leah Palmer and Gary Kleemann
 - Barbara Thelander and Jeanette Cernetic
 - Patrick Burkhardt and Steve Pierson
 - John Moll, Marlin Fried and Scott Olson
 - Jeanette Cernetic and Jerry Rumley

Definition of the Problem

- Problems contained in the preliminary outline
(Teams will be formed to write up problem statements for these items.)
 - Financial Difficulties/Problems as seen from an MCC staff perspective
 - Volunteers lack of understanding of MCCCD/College financial procedures and the problems occurring when they do innocently violate policy
 - Volunteers needing/wanting financial transactions in a short timeframe

Team Members:

Definition of the Problem

- Problems contained in the preliminary outline

(Teams will be formed to write up problem statements for these items.)

- Financial Difficulties/Problems as seen from a NF volunteer leader perspective
 - Timeliness of payments to vendors
 - Contracting for social events costing more than \$2,500
 - Ability to act quickly to take advantage of sales or special deals
 - Cumbersome methods of making small purchases
 - Inability to be reimbursed for NF purchases
 - Lack of knowledge of all the many financial rules of a large bureaucracy

Team Members:

Definition of the Problem

- Problems contained in the preliminary outline
(Teams will be formed to write up problem statements for these items.)
 - Financial Difficulties/Problems as seen from an MCCCCD perspective
 - Students handling “college” funds
 - Maintaining proper accountability with college staff and with student volunteer leaders

Team Members:

Definition of the Problem

- Problems identified by any Task Force member.
 - Each Task Force member should contribute a problem statement for anything they have identified as a problem

Next Meeting

Monday, April 1 at 1:30 p.m.

(no joke)

Please post your Problem Statements to the blog and email them to Patrick and Gary by **Wednesday, March 27th**.

Blog: nfmccjtf.blogspot.com