

Appendix N  
Action Items  
Spring 2013

# New Frontiers/MCC Joint Task Force Final Report

April 16, 2013

New Frontiers/Mesa Community College

Joint Task Force

On

Financial Policies and Procedures

Action Items

Pursuant to the meeting of the Joint Task Force on April 15, 2013, the following action items are being implemented.

## **Immediate**

1. The NFLL will recruit a volunteer to serve as the lead in implementing a training program, in partnership with the Center for Workforce and Community Partnerships for NFLL volunteers that focuses on proper procedures for using MCC facilities and resources.
  - a. Lead: Bruce Reid
  - b. Partner: Michelle Chambers
2. Implement NFLL registration on the NFLL website.
  - a. Lead: Michelle Chambers
3. Develop and propose a new NFLL registration fee for presentation at the May 8, 2013 meeting of the NFLL Governing Council.
  - a. Leads: Patrick Burkhart, John Moll, and Leah Palmer
4. Implement fiscal training for NFLL chairs.
  - a. Leads: Rose Frankfort and Scott Olson
5. Implement caps for NFLL class registration. Implement a policy of no late registrations.
  - a. Lead: Leah Palmer

## **Intermediate**

1. By July 1, 2013, implement a new financial reporting procedure to the NFLL Board.
  - a. Leads: Patrick Burkhart and John Moll

## **Next 12 Months**

1. Complete an evaluation of MCC structure and operating costs in supporting the NFLL program.
  - a. Leads: Patrick Burkhart and the NFLL Governing Council
  - b. Time Frame: October 2013
2. Research and evaluate Rio Salado and Chandler-Gilbert operating structures and models, report to MCC and the NFLL Governing Council.

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- a. Leads: Patrick Burkhart, Leah Palmer, Pat Esparza, Gary Kleemann, Bruce Reid and Marlin Fried
  - b. Time frame: October 2013
3. Assess the effectiveness of **Immediate** and **Intermediate** implementation steps. Determine the need to implement further solutions, or make adjustments to existing solutions.
  - a. Task Force
4. Produce a report for MCC and the NFLL Governing Council on Design and Processes for consideration at the December meeting of the NFLL Governing Board. Meet with the NFLL Governing Board in November to review actions taken to date as well as to preview the discussion for the December meeting.
  - a. Leads: Patrick Burkhart (others?)