



“Investing in the Future of Our Community”

Orientation Manual

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I. Welcome to the Foundation

Welcome to the Middlesex Community College Foundation. We appreciate your willingness to serve and hope your association with us will be a satisfying experience.

This manual is intended to help serve you throughout your term as a Corporator or Director of the Foundation. As an orientation handbook, this manual provides information about the Foundation and its mission, explains the Board structure including Standing Committees, and provides a brief introduction to the Directors of the Board.

II. Foundation Mission Statement

The purpose of the Middlesex Community College Foundation is to support the College and its students by encouraging and securing charitable contributions to the College through the Foundation, and by managing and directing funds for scholarships, program and faculty development, instructional technology and equipment to create a learning environment that fosters student success. The Foundation also seeks to strengthen communication and collaboration among the Foundation, business, civic and professional leaders and organizations in order to advance the college as an educational resource for economic and community development throughout the region it serves.

The MXCC Foundation, Inc., is a non-profit 501(c) (3) public charity incorporated in Connecticut. Tax deductible gifts in the form of cash, securities, real or personal property, planned legacy gifts from life insurance, trusts and estates, as well as matching employer gifts can be made to support the needs of the college and its students or directed by donors to endowment funds, to individual memorial funds and dedicated scholarships. Donations of equipment can support program development and state-of-the-art instruction for the wide range of academic programs offered by the College. Donors can choose the gift that best fits their circumstance and meets their charitable goals. Please call the Foundation Office to discuss special gifts or directives.

Financial assistance is critical for many MxCC students as they work toward their educational and career goals. Each year the Foundation awards scholarships and mini grants to students from throughout the region served by Middlesex Community College which includes all 15 towns within Middlesex County, as well as Meriden, Wallingford, and Rocky Hill. Statistics show that many students continue to reside here following graduation, to work, live, and contribute to their communities.

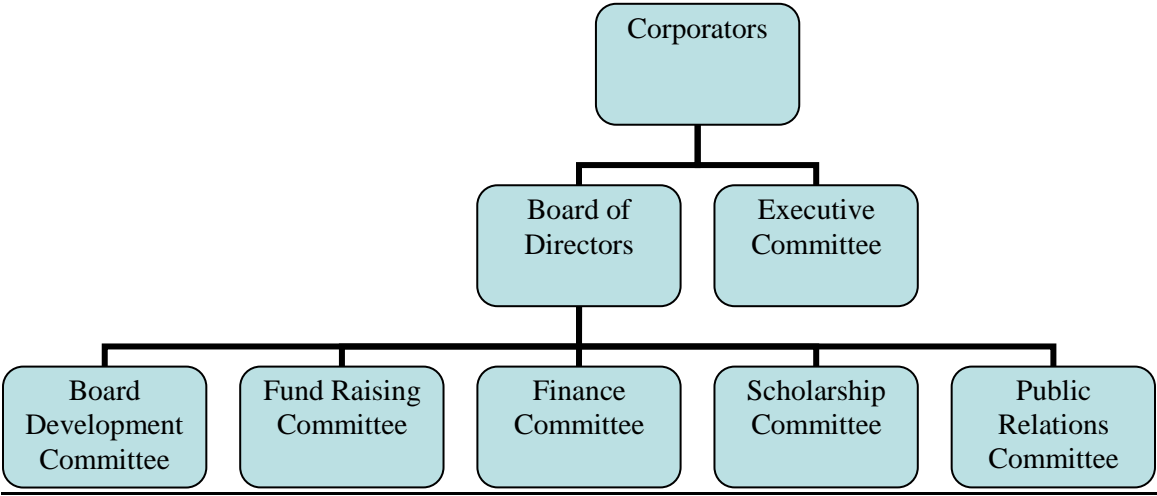
The Foundation has many generous individuals, civic organizations, alumni, businesses, and faculty and student organizations to thank for making higher education affordable and accessible for students.

III. History and Organizational Structure

A brief and current overview of the college, its student demographics, programs and services is depicted in MxCC Fast Facts included in **Appendix E**.

The Foundation is made up of three distinct governing/managing bodies: Corporators, Directors, and Standing Committees.

From an organizational perspective, the Corporators elect the Board of Directors; and the Board manages the affairs and interests of the Foundation. The committees assure sound management of the Foundation and its assets by focusing in greater detail on specific areas of personal expertise and interest.



IV. Role of the Corporators

At the top of the organizational chart are the Corporators of the MxCC Foundation, Incorporated, and the group that elects the Foundation’s Board of Directors.

A Corporator, by definition, is a member of a corporation, the Middlesex Community College Foundation is a “not for profit” **corporation**. A Corporator is a term used mainly in public charitable corporations. In a “for profit” publicly traded corporation, our “corporators” would be referred to as shareholders.

As is the case with “for profit” companies, Corporators of the MxCC Foundation have a vested interest in the success of the Foundation; they support the mission of the Foundation, serve as liaisons between the Foundation and the College service area, and actively participate in the Foundation’s fundraising activities.

Corporators are elected on a rotating basis to three-year terms at the Foundation’s Annual Meeting, held every fall. Terms begin on the date of the Annual Meeting.

Corporators are invited and encouraged to attend all Foundation activities and, along with members of the Board of Directors, are the only group eligible to serve on one of the five Foundation Standing Committees.

V. Role of the Directors

Board of Director members are responsible for overseeing the operations of the MXCC Foundation, maintaining a commitment to the Foundation's mission, establishing the strategic direction, and maintaining the organization's financial well-being by supporting and contributing to fund raising efforts that ensure adequate resources to advance the mission effectively. These responsibilities include but are not limited to the following:

A. Fiduciary Responsibility: While ensuring compliance with state and Federal law is perhaps the most important responsibility of the Board, monitoring the organization's financial health could be considered equally critical. The Board of Directors is ultimately responsible for ensuring that the Foundation remains solvent. Accordingly, Board members must remain informed of the Foundation's financial situation at all times. Financial documents are provided by the Treasurer of the Foundation. The annual budget is prepared by the Finance Committee and reviewed by the Board of Directors.

It is the responsibility of the Board to ensure that the Foundation fully complies with all applicable federal and state laws and regulations for 501-c (3) corporations.

In addition, Directors are expected to comply fully with the Foundation's Governing Policies, which include the Foundation's Affirmative Action and Equal Opportunity Policy (**Appendix A**); the Conflict of Interest Policy (**Appendix B**); and the Whistle-Blower Policy (**Appendix C**).

It is important that Directors demonstrate commitment to the Foundation by regularly attending both Board meetings and Standing Committee meetings. Members can attend meetings without being physically present through a pre-arranged conference call; however, members in absentia cannot vote by proxy.

B. Strategic Planning: The Board of Directors determines the strategic direction of the Foundation to ensure future sustainability and growth of the Foundation. The Board develops a long-term organizational plan every three to five years. The starting point of any strategic plan is the Foundation's mission statement. The Board must have a clear understanding of the organization's mission and how the Foundation's current activities serve that mission. The Board must consider the interests and concerns of the Foundation's various stakeholders as well as the resources that exist to meet the needs of the communities served by the College.

C. Board Evaluation: It is important for the Board to meet annually to discuss how it can improve its performance. The Board should determine what skills the Board may be lacking and recruit new members as needed. This task is not up to the Board Development Committee alone, but is an exercise that requires participation of the entire Board.

Moreover, each Director must be engaged in the work of the Board. If the Directors are not fully engaged in the Board's work, the Board should discuss steps to be taken to re-engage members.

If efforts to re-engage a Director do not work, the Board should be willing to ask the Director with poor performance to resign from the Board, or leave the Board at the end of his or her term. While evaluating the performance of individual members can be hard, it is important to remember that the Board's first duty is to serve the best interest of the Foundation and not those of the other members of the Board. Building a strong Board makes the Board's workload more manageable and improves the performance of each member of the Board of Directors.

D. Directory and Background of Current Board Members: A list of current Board members, along with a summary of each member's background, skills, talents, contact information, and committee roles, can be found in the appendix section under

Contact Information (**Appendix D**) and in the Supplemental Information (Member Biographies).

VI. Executive Committee

Executive Committee: The Foundation By-Laws allow for the formation of committees to assure sound structure for the Foundation and its assets. One such committee is the Executive Committee. The Executive Committee includes the Chairperson, Vice Chairperson, Treasurer, and Secretary of the Foundation, as well as the chairpersons of the Standing Committees, and such other Directors as the Board may appoint. This Committee meets only when the Foundation Chair deems it necessary or beneficial to do so.

Per the By-laws, the Executive Committee: *“shall have and may exercise all of the authority and powers of the Board of Directors in the management of the Foundation during the intervals between meetings thereof, except that the Executive Committee shall not have authority as to the following matters: The dissolution, merger, or consolidation of the Foundation; or the sale, lease, or exchange of any of the property of the Foundation, or the filling of vacancies on the Board of Directors or the Executive Committee; financial matters or issues involving the expenditure of money for any item or expense not included in the Foundation budget, or in excess of any such budgeted amount; and the amendment or repeal of any resolution of the Board of Directors”.*

VII. Standing Committees

Sub-committees tend to work well in Boards of eight or more individuals, by freeing up the regularly scheduled “full” Board meeting to focus on regular business and long-term goals. In that the Foundation By-Laws require the Foundation to have a minimum of twelve members, it has been determined that certain “sub-committees” should be formed on a “standing” (permanent) basis in order to better serve the Board’s mission statement. While ad hoc (short-term) committees can be formed as needed for specific short-term projects; the Foundation By-Laws allow for five permanent “Standing” Committees. Those standing committees are: Board Development Committee; Fund Raising Committee; Finance Committee; Scholarship Committee; and the Public Relations Committee.

All Board members must commit to serving on at least one Standing Committee. The time commitment for the committee meetings vary but are approximately one hour each month. Aside from Board members, Corporators are encouraged to serve as well. A brief description of the Standing Committees follows:

A. Board Development Committee: In some ways the most influential of all the committees, the Board Development Committee is responsible for identifying potential Corporators and Directors, and recruiting these individuals with the assistance of other Foundation members and College leaders. These nominees are then elected at the Foundation’s annual meeting or, if filling a vacancy, at a regular meeting of the Board for a term to carry until the next Annual meeting. The committee provides an orientation to all new Foundation Corporators and Directors. A mentor for the new member may also be assigned during the orientation process.

The Board Development Committee is also tasked with preparing a slate of officers for action by the Board of Directors and Corporators at the annual meeting.

The Board Development Committee sources potential Corporators and Directors to serve on the various other Standing Committees described here and below.

B. Finance Committee: The Finance Committee’s responsibilities include developing, monitoring and reporting on the status of an annual budget for review and action by the Board. The Finance Committee also reports any financial irregularities, concerns or opportunities discovered by the committee throughout the year, to the Board or the Board’s auditor during the annual audit review. In addition, the Finance Committee makes sure all annual tax filings for a 501-c (3) are on file with the appropriate state and federal agencies.

The Finance Committee recommends to the Board the selection of the annual auditor, banking, and asset investment company(s) used by the Foundation. Upon selection of the banking and investment companies, the Committee then reviews their performance on an ongoing basis.

The Finance Committee also reviews the annual endowment funds, and informs the Scholarship Committee of the amount available in any given year for scholarship awards.

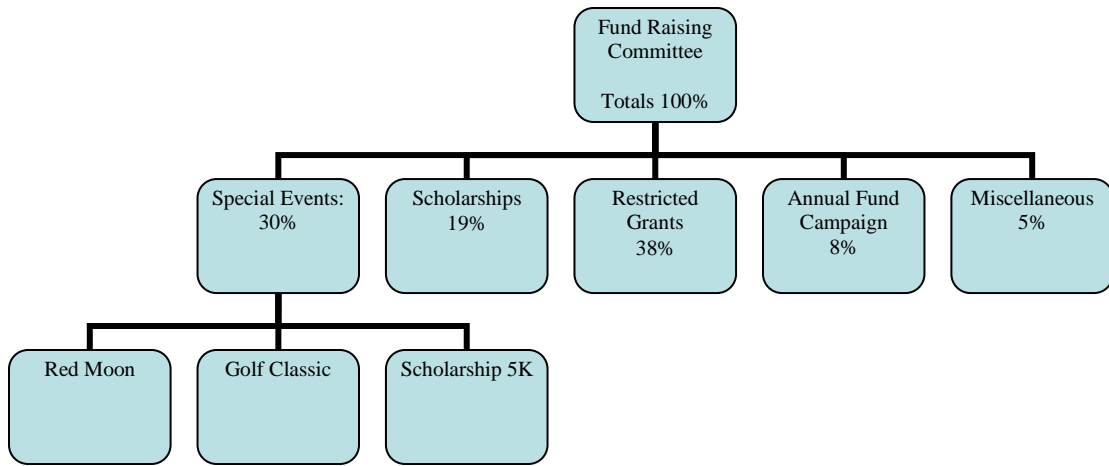
C. Fund Raising Committee: The Fund Raising Committee is vital to the life and financial well being of the MxCC Foundation. The Fund Raising Committee’s job is not simply to raise money. The Committee is responsible for overseeing the organization’s overall fund raising, and in particular, the fund raising done by the Board of Directors. To accomplish this, its responsibilities include working with staff to establish a fund raising *plan* that incorporates a series of appropriate vehicles, such as “special events”, phonathons, and capital campaigns.

In addition, the Fund Raising Committee works with the College’s Associate Dean of Development/Executive Director of the Foundation in order to coordinate all fund raising activities. The Committee is expected to take the lead in certain types of outreach efforts, such as chairing a “special event” or hosting a fund raising party, etc.

The Fund Raising Committee is also responsible for involving all Board members in fund raising. The Fund Raising Committee monitors all fund raising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fund raising efforts are cost effective.

Most importantly, it is essential that all Foundation Directors and Corporators exhibit their commitment by making a monetary contribution/pledge to the College, thereby displaying the utmost support to the primary goal of fund raising for the college.

The following chart shows the traditional fundraising actives of the Foundation, along with the estimated percentage of *gross* revenue budgeted for each.



D. Public Relations Committee: The Foundation’s Public Relations Committee works closely with MxCC’s Public Relations staff liaison in order to prepare press releases on Foundation activities, initiatives, and significant gifts after review by the Foundation Chairperson.

The Public Relations Committee and staff liaison also work to communicate major Foundation events, including the Red Moon Fest, the annual golf tournament, Scholarship 5K, and the Foundation’s Annual Awards Program. The Committee also prepares the Foundation’s Annual Report, with the aid of the Finance and Scholarship Committees.

Lastly, the Public Relations Committee makes sure all social media sites are current, including but not limited to the Foundation’s website, and the Foundation’s Facebook page.

E. Scholarship Committee: Annually the Scholarship Committee reviews a roster of scholarship applications and awards student scholarships that are funded by donations from individuals, businesses, service and civic organizations, alumni, charitable foundations, and by proceeds from “special” Foundation events.

The Scholarship Committee reviews the donor intent of the various named scholarships and attempts to honor that intent to the best of their ability, as permitted by law and policy. Where donor intent is silent, the Scholarship Committee decides on the overall focus of the scholarships, whether for new, continuing, or graduating students, and the criteria for each.

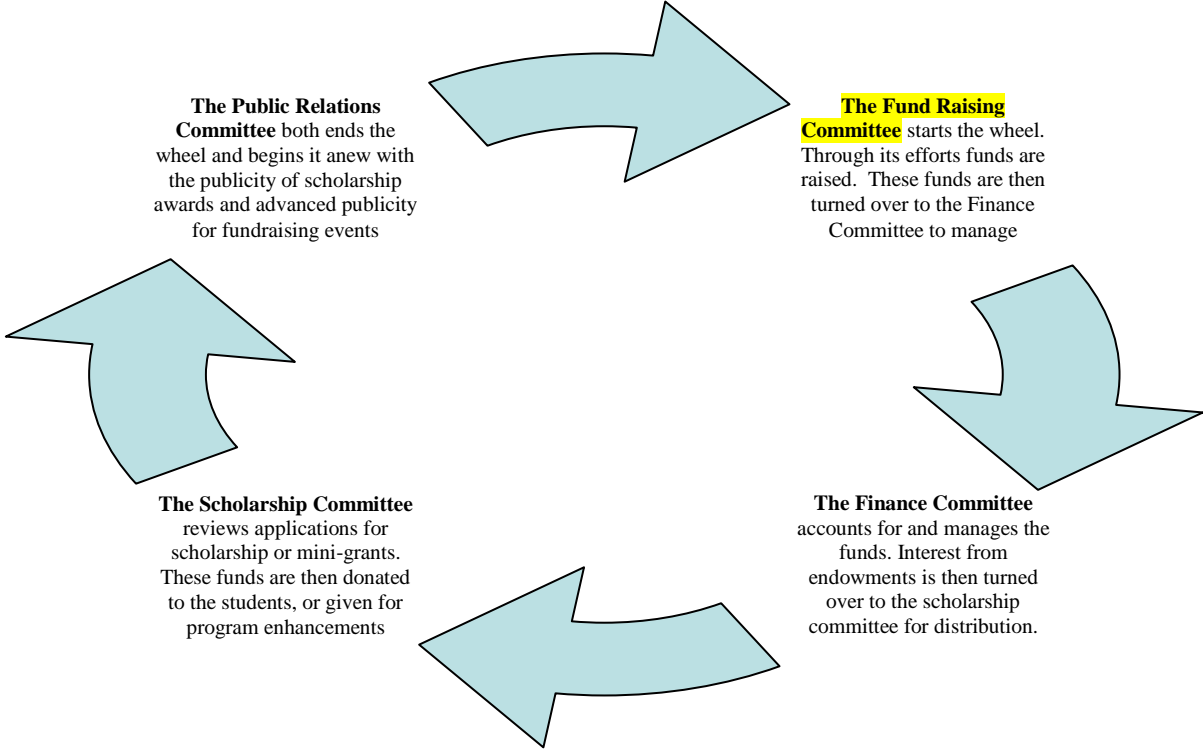
The Scholarship Committee then submits reports to the Board on the above matters for review and action. The Scholarship Committee will award scholarships, prizes, gifts, and equipment only when the money is available. No awards will be given from anticipated funds.

Finally, the Scholarship Committee works closely with the Fund Raising Committee to identify new donors, and new named scholarships.

F. Committee Structure:

If all of the above mentioned Standing Committees are working efficiently together, the organizational chart looks more like a wagon wheel than a straight line or dotted line structure.

As mentioned above, the success of the wheel starts with recruiting the right people to be both Corporators and Directors, as these individuals are the basis for each individual sub committee. This recruitment process is undertaken by the Board Development Committee.



VIII. Conclusion: A Note to New Directors and Corporators

The Middlesex Community College Foundation appreciates the willingness of its members to serve as Corporators or Directors of the MxCC Foundation. There are many exciting challenges ahead, and we are grateful that you have accepted our invitation to work with us in achieving our goals.

As an organization, we are committed to giving you the resources you need to succeed. As previously stated, the Board Development Committee has enlisted the help of the Vice Chair of the Board to mentor new members and to assist with orientation to the Foundation. Your presence enriches and renews the diversity of the Foundation.

Our mission is an important one, and we believe that you will find serving as a volunteer for the Foundation a rich and rewarding experience. Thank you for joining us.

IX. Appendix

Appendix A



Affirmative Action and Equal Opportunity Policy

The Middlesex Community College Foundation, Inc. Board of Directors agrees to comply in all respects with the provisions and spirit of the Civil Rights Act of 1964.

The Foundation will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, veteran status, political beliefs, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups.

With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes.

This policy especially applies to the recruiting process for members of the Foundation's Board of Directors and Foundation Corporators.

The Role and Purpose of Affirmative Action

The Foundation recognizes that historically certain groups have been excluded from full participation in educational opportunities and that if members of those groups are to overcome the present effects of this past exclusion, affirmative steps beyond simple neutrality are required. Without such affirmative action, society runs the risk of the perpetuation of the status quo ante.

Affirmative action in employment involves taking additional steps to recruit, employ, and promote members of protected groups. More particularly, the Board endorses and expects full compliance with the requirements of law, including but not limited to positive action designed to identify and remove practices, policies, or other job related requirements which act as barriers to equal employment opportunity for women, blacks, Hispanics, and other protected groups found to be underutilized in the work force or affected by policies or practices having an adverse impact.

Similarly, the Foundation endorses and expects that there will be efforts made to reach out to groups within our society which have historically been excluded from or are disproportionately represented in postsecondary education. The Foundation believes the mission of Middlesex Community College is particularly well suited to include and provide an environment of success for members of such historically underrepresented groups.

Need for Immediate Action

Both the executive and legislative branches of government have identified the need for positive and effective affirmative action in employment and services offered to the public through the agencies of the state of Connecticut. The Foundation recognizes, adopts, and pledges its support for such affirmative action as a necessary and immediate objective for programs and activities presented by or sponsored by the Foundation.

In considering the need for affirmative action, it is useful to distinguish between affirmative action and equal employment opportunity. The latter implies an absence of discrimination. In contrast, affirmative action recognizes that a simple stance of neutrality is not sufficient to surmount existing patterns of under representation and under utilization both in employment and education.

While it is understood that affirmative action relates to societal groups based on such characteristics as race and sex, the Board of Directors of the MxCC Foundation also recognizes the special problems of the aged and people with disabilities as requiring particular attention and sensitivity in the implementation of equal opportunity and affirmative action. To this end, the Foundation will identify problem areas, if any, and where appropriate report violations of this policy or suggestions for improvements to the Affirmative Action Officer of the college.

Affirmative Action Officer

The Secretary of the Board of Directors is the Affirmative Action Officer of the Foundation and has the primary responsibility of implementing and enforcing the Foundation's affirmative action policy. The Affirmative Action Officer shall

- 1) Disseminate information on a regular basis informing or reminding Board members, Corporators, contractors, vendors, donors, friends and associates of the foundation, scholarship recipients and others who receive awards or benefits from the Foundation, that the Foundation is an equal opportunity/affirmative action organization.
- 2) Work closely with the Board's Nominating Committee to ensure that active steps are taken to recruit women and minorities to join the Foundation as Corporators and Directors.
- 3) Work closely with the officers of the Foundation to ensure that women and minorities are fairly considered when hiring contractors and vendors to do work of the Foundation.
- 4) Work closely with the officers of the Foundation to ensure that there is no discrimination or unlawful or improper harassment in any activities of the Board or other activities of the Foundation.
- 5) Make a report annually to the Board of Directors on the status of equal opportunity and affirmative action at the Foundation, including recommendations for corrective action as needed.
- 6) Perform other duties as necessary to carry out the equal opportunity/affirmative action policy of the Foundation.

Adopted: March 16, 2010

Appendix B



CONFLICT OF INTEREST POLICY

In general, Board members may not use their positions or authority for personal financial benefit, nor compromise any confidential Foundation information. The following list summarizes some of the specific prohibitions that may apply to you:

OUTSIDE EMPLOYMENT: No Board member may accept outside employment that will impair his or her independence of judgment with regard to his/her board duties or would encourage the disclosure of confidential Foundation information gained through board service. Additionally, although a Board member may use his/her expertise, he/she may not use his/her Foundation position to obtain outside employment. A Board member is not allowed to use his/her Foundation address, telephone number, title or status in any way to promote, advertise or solicit personal business.

CONFIDENTIAL INFORMATION: Foundation board members are prohibited from disclosing confidential information gained while serving on the MxCC Foundation Board of Directors. If you are unsure about whether certain information is deemed confidential, please consult the board chairperson and/or executive committee about releasing such information.

CONTRACTS WITH THE STATE: Board members, their immediate family members, and/or a business with which a member or his/her family member is associated may not enter into a contract with the Foundation valued at \$100 or more, unless the contract has been awarded through an open and public process. Board members are also prohibited from interfering with or soliciting contracts for or on behalf of any person.

FINANCIAL BENEFIT: Board members may not use their official position or confidential information gained in their service for personal financial benefit, the financial benefit of a family member, or the financial benefit a business with which they, or a family member, are associated.

Additionally, the use of Foundation employees or materials – including telephones, computers, e-mail systems, fax machines, copy machines, any Foundation-owned vehicles and any other state, college, or Foundation systems or supplies – for a personal business or for other personal, purpose unrelated to the MxCC Foundation is considered a financial benefit, and is therefore strictly prohibited.

FINANCIAL INTERESTS: Board members may not have a financial interest in any business, employment, transaction or professional activity that “substantially conflicts” with the proper discharge of their duties and responsibilities or service on the Foundation board. In other words, you are prohibited from taking an official action that will directly affect your financial interest (or the financial interests of a family member or a business with which

you are associated), such as awarding a contract from the Foundation to a private business that you own. You are not, however, considered to have a “substantial conflict” if the financial interest is shared by other members of your profession, occupation or group.

If, in the course of your volunteer service as a Foundation board member, you are asked or expected to take an action that would directly affect your financial interest (or the financial interests of a family member or a business with which you are associated), you must prepare a written statement that describes the potential conflict and give it to the Board chairperson (or executive committee) who may decide to reassign the matter.

BENEFITS THAT MAY INFLUENCE OFFICIAL ACTIONS: Board members serve to benefit the Foundation. They may not solicit or accept anything of value, including, but not limited to, a gift, loan, political contribution, reward or promise of future support, based on an understanding that it will influence your official actions as a member of the Foundation board.

MONITORING AND ENFORCEMENT: This policy will be reviewed annually by the Board’s executive committee at its first meeting of each fiscal year. Should violations be reported at any time, the executive meeting will take place in special session to review allegations and take appropriate measures, including expulsion from the board if warranted. A report to the full board will follow.

***Approved, MxCC Foundation Board of Directors
Nov. 17, 2009***

This is to certify that I support the Conflict of Interest Policy of the MxCC Foundation Board of Directors:

Signature and date

Member, MxCC Foundation Board of Directors

Appendix C



WHISTLEBLOWER POLICY

Because the MxCC Foundation is a single-purpose foundation dedicated to the support of a state agency (Middlesex Community College), the Foundation is subject to the provisions of the state's Whistleblower Act as set forth in General Statutes §4-61dd. Foundation board members and representatives now have the same rights and protection as state employees in "whistleblower actions."

Specifically, any person having knowledge of any matter involving corruption, unethical practices, violation of laws, mismanagement, gross waste of funds, abuse of authority, or danger to public safety occurring within Middlesex Community College Foundation, Inc., or in any state department or agency, any quasi-public agency, or any contractor doing business with the Foundation may report such matter to the state Auditors of Public Accounts.

The statute also protects Foundation volunteers and Board members who report such matters (commonly known as "whistleblowers") from retaliatory personnel actions taken or threatened by the person or firm who is the subject of a report to the Auditors.

Previously, an aggrieved state or quasi-public agency employee could file a claim with the Employees' Review Board under §5-202 or, in the case of an employee covered by a collective bargaining agreement, in accordance with contractual procedures. An employee of a large state contractor, after exhausting all administrative remedies, could also pursue a civil action.

On June 3, 2002, Governor John Rowland signed into law Public Act 02-91, amending §4-61dd. The amended statute now provides an additional forum for employees who claim that they were the subjects of retaliatory actions or threats for making whistleblower complaints. The existing procedures and remedies remain as options, but aggrieved employees—including those covered by a collective bargaining agreement—may, after investigation by the Attorney General, choose instead to file complaints with the Chief Human Rights Referee at the CHRO Office of Public Hearings. The matter will then be assigned to one of the five human rights referees who will conduct a hearing and issue a written decision. If the referee determines that a violation occurred, the referee may award the aggrieved employee "reinstatement to the employee's former position, back pay and reestablishment of any employee benefits to which the employee would otherwise have been eligible if such violation had not occurred, reasonable attorneys' fees, and any other damages." Any party may appeal the referee's decision in accordance with the provisions of General Statutes §4-183.

The new public act also creates a rebuttal presumption that any personnel action taken or threatened against a whistle blowing employee is retaliatory if it occurs within one year of that complaint.

PURSUANT TO General Statutes §4-61dd...

A WHISTLEBLOWER RETALIATION COMPLAINT FORM MAY BE OBTAINED FROM:

**STATE OF CONNECTICUT
CHRO OFFICE OF PUBLIC HEARINGS
21 GRAND STREET
HARTFORD, CT 06106
860.541.3452**

***Approved MxCC Foundation Board of Directors
Nov. 17, 2009***

Appendix D



2013-2014 Board of Directors

<u>Term Ends</u>	<u>Last Name</u>	<u>First Name</u>	<u>Affiliation</u>	<u>Role</u>	<u>Committee</u>	<u>Address</u>	<u>Email</u>
2017	Cox	Mary Anne	Retired, Marketing & PR	Chair	Development & Chair of Publicity	4 Milford Road Guilford, CT 06437	maryannebarrycox@gmail.com
2016	Crawford	Julé	Law Offices of Julé A. Crawford	Secretary	Fund Raising & Publicity	291 Long Hill Rd Middletown, CT 06457	jule.crawford@sbcglobal.net
2016	Dumeer	Brian	Atty. Carlson & Dumeer, LLC	Vice Chair		100 Riverview Center, Ste 202 Middletown, CT 06457	hbd@carlsondumeer.com
2016	Grasso	Ann	Architect/Design Consultant	Board Member	Chair of Development	52 Missionary Road, #11 Cromwell, CT 06416	A@AEGrasso.com
2015	Jordan Addo	Margaret	Law Office of M. Jordan Addo	Board Member	Scholarship	16 Bluebird Rd Middletown, CT 06457	m_jordanaddo@sbcglobal.net
2015	Keiser	Jay	Retired, Realtor	Treasurer	Chair of Finance	66 Meadowood Dr Middletown, CT 06457	jaykeiser0915@gmail.com
2015	Long	Ellen	Retired, Teacher	Board Member		52 Ridge Rd Rocky Hill, CT 06067	ellenwlong@aol.com

2017	Morin	Rick	CPA/Partner at Guilmartin, DiPiro & Sokolowski	Board Member		505 Main St Middletown, CT 06457	rick@gdscpas.com
2015	Muniz	Richard	Retired Dean, MxCC	Board Member	Scholarship	52 Federal St Hamden, CT 06514	muniz.r@sbcglobal.net
2017	Olson	Robert	Veterinarian/Owner Pieper-Olson and Pieper Memorial Veterinary Center	Board Member		29 Stephen Tom Rd Portland, CT 06480	RWODVM@gmail.com
2017	Probolus	James (Jim)	Indep. Manag. Consult. Profess.	Board Member		33 Fairview Ave Portland, CT 06480	jprobolus@sbcglobal.net
2016	Ryczek	Bill	Colebrook Financial	Board Member	Chair of Fund Raising	100 Riverview Center, Ste 203 Middletown, CT 06457	bryczek@colebrookfinancial.com
2015	Scarpati	Kevin	Athletic Director, Meriden YMCA	Board Member		40 Hobart St Meriden, CT 06450	Kscarpati@meridenct.gov
<u>NON-VOTING MEMBERS BELOW</u>							
2015	Crump	Tyquan	Student Representative	Non-Voting Member		29 Rose Circle Middletown, CT 06457	crumptyquan@yahoo.com
2015	Felton	Judith	Faculty Representative	Non-Voting Member		100 Training Hill Rd Middletown, CT 06457	jfelton@mxcc.edu
2016	Loew	Rebecca	Faculty Representative	Non-Voting Member		100 Training Hill Rd Middletown, CT 06457	rloew@mxcc.edu
2017	Wasescha	Anna	MxCC President	Non-Voting Member		100 Training Hill Rd Middletown, CT 06457	AWasescha@mxcc.edu

Appendix E



CONSENT AGENDA GUIDELINES

Information and Guidelines

Presented to Middlesex Community College Foundation Board

May 13, 2014

What is a Consent Agenda?

A consent agenda is a practice by which the mundane and non-controversial board action items are organized apart from the rest of the agenda and approved as a group. This includes all business items that require formal board approval, yet because they are not controversial, there is no need for board discussion before taking a vote. Items may only be on a consent agenda only if all board members agree; if even one member considers a specific item to need discussion, it must be removed and placed on the regular agenda for the meeting.

Why are Consent Agendas used?

Consent agendas are used to save board meeting time and to help ensure that board meetings focus on substantive topics that are worth discussion. By bundling consent agenda items for one vote, valuable time is saved for important topics.

How can Consent Agendas be used most effectively?

The keys to success are (1) information must get to board members well in advance of the meeting and (2) board members must read the material prior to the meeting. This allows for **any** member to ask for an item to be taken off the consent agenda and added to the regular agenda.

When there is to be action on the consent agenda, the Board Chair will first inquire whether there are any items that need to be removed from the consent agenda. If **any** member wishes an item to be removed, it must be removed and placed on the regular agenda. Immediately following the opportunity to remove any items, the consent agenda is moved and approved as a unit. (For example: "I move the consent agenda." Another member: "I second the motion.")

Suggested Guidelines

1. Items requiring Board action must be in writing and will follow a format which will be standardized over time, but mostly likely will include the following.

a) A brief narrative summary of the issue/proposal will be presented along with a detailed recommended Board action.

- The recommendation for Board action will specifically state the exact language for the Board action, e.g., “The new mission statement is approved as presented.”
- “Board action” includes approval or acknowledgment of receipt of an item, e.g., receipt of an informational Board committee report.

b) Bullet-point format is preferred whenever possible.

c) Each Proposal should include the name and telephone number of the individual(s) who should be contacted for additional information or questions.

2. Consent Agenda items are the first order of business on the Board agenda after the meeting is called to order and non-substantive business items are completed.

3. The Board Chair will ask for a motion to approve Consent Agenda items, and the motion will require a “second”.

4. Any item may be taken off the Consent Agenda upon the verbal request of a Board member; no motion or “second” is required. If an item is requested to be removed, it will be moved to the last item of business under the Regular Agenda, and the Board Chair will again ask for approval of the Consent Agenda.

5. Consent Agenda items approved by the Board will be individually reflected in the meeting minutes, using the written recommendation as stated in the proposal, e.g.:

CONSENT AGENDA ITEMS

Proposal to accept new Mission Statement

The Proposal to adopt the proposed new mission statement is **approved as presented.**

6. All written materials submitted with Consent Agenda items will be retained as a permanent part of the official minutes of the meeting.

7. The Board Chair and CEO will determine, applying these Guidelines, which items are appropriate for Consent Agenda treatment

8. Board packets will be delivered to Board members at least 5 calendar days before the scheduled meeting.

The following items are eligible for Consent Agenda treatment:

- A. Board meeting minutes
 - B. Reports from Board committees (see format below)
 - C. Administrative reports, e.g. President’s Report (or portions thereof)
 - D. Proposals requiring Board action, if appropriate
 - E. Action items not requiring discussion or debate, as determined by the Board Chair and CEO.
 - F. Bylaw and Rules and Regulation amendments, as determined by the Board Chair and CEO.
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Sample of Report format for Committee Reports due the Monday the week BEFORE the Board Meeting to Patti Vassia at pavassia@gmail.com

Committee _____-----Reporter

Meeting Date _____

Attendees:

Topics covered:

Recommendations to Board: (state as motions, if necessary)

Appendix F



<u>FAST FACTS</u>

<p>Students</p>	<ul style="list-style-type: none"> • MxCC serves more than 4,400 credit students and 1,600 non-credit students a year. • Towns/cities served by MxCC: Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Meriden, Middlefield, Middletown, Old Saybrook, Portland, Rocky Hill, Wallingford, and Westbrook. • Fall 2014: 3,014 students (credit-only); 1,803 (full-time equivalent). • Fall 2013: 2,905 students (credit-only); 1,713 (full-time equivalent). • Average age: 26.9; 59 percent women; 38.6 percent full time (system average, 35 percent); minorities: 33.1 percent; employed: 70 percent; receive financial aid: 75 percent; previous college experience: 48 percent • MxCC serves "returning students" with associate, bachelor's, master's and doctoral degrees. • The Division of Continuing Education serves over 1,600 non-credit students each year. • More than 600 students enrolled in classes offered at the Meriden Center in fall 2014, representing 21.5 percent of all MxCC students.
<p>Faculty</p>	<ul style="list-style-type: none"> • MxCC has 45 full-time faculty and 176 part-time credit lecturers, 36 non-credit lecturers, 48 Extension credit lecturers, 73 full-time staff and administrators, 50 part-time staff, administrators, or educational assistants, and 94 student workers. • Faculty and staff earned degrees from more than 150 institutions. • 18 full-time faculty and staff are graduates of MxCC.
<p>Degrees and Certificates</p>	<ul style="list-style-type: none"> • 8,297 degrees awarded since 1966. • 644 certificates awarded since 1966. • MxCC offers associate of arts (A.A.) and associate of science (A.S.) degrees in more than 25 disciplines. Broad areas of study include accounting, broadcast cinema, business, business administration, computer information systems, computer science and technology, criminal justice, early childhood education, fine arts, general studies, health careers, human services, humanities, and the liberal arts and sciences. • MxCC offers programs of a shorter duration in each of the areas listed above, resulting in the awarding of a certificate. The certificate programs range from 6 to 32 credits, and some may be completed in as little as one year. • Through its Continuing Education division, MxCC also offers a wide variety of credit-free specialist and certificate programs. Examples include Certified Nurse Aide, Complete Microsoft Office, Pharmacy Technician, Veterinary Assistant, Medical Coding and Billing Specialist, CNC Certificate, LEED Green Associate Exam Preparation, Web Design, and Real Estate.
<p>Transfer</p>	<ul style="list-style-type: none"> • MxCC graduates are guaranteed admission to the Connecticut State Universities. The transfer compact between MxCC and the Connecticut State Universities provides special opportunities for students to complete an associate degree in a program designed for transfer. • Incoming students who have earned 16 or fewer college credits may enroll in the Guaranteed Admissions Program (GAP) at the University of Connecticut provided they maintain at least a 3.0 GPA and graduate with an associate degree. The GAP provides access to more than 60 majors in the College of Liberal Arts and Sciences or the College of Agriculture and Natural Resources. • MxCC Business Program graduates have the opportunity to continue their studies through the UCONN Business and Technology Transfer Pathway Program.

	<ul style="list-style-type: none"> MxCC graduates have successfully transferred to more than 100 public and private universities, both in Connecticut and throughout the country.
Budget	<ul style="list-style-type: none"> Annual 2014 budget: 20,646,766 million. Tuition and fees: \$1,933 per semester for full-time, in-state students.
Facilities, Programs, Special Events, and Community Activities	<p>Library open to the public; bookstore, Pegasus Art Gallery, cafeteria, Career and Counseling Center, Academic Support Center, MxCC Foundation, credit-free courses, numerous student organizations. MxCC hosts various seminars, workshops, exhibitions, Shakespeare in the Grove outdoor series, Red Moon Festival, Annual Scholarship Run and Fun Walk, MxCC Classic Golf Tournament, and guest speakers each year.</p> <p><i>Revised December 2, 2014:\My Documents\Fast Facts Sheet</i></p>