



Middlesex Community College  
Foundation, Inc.

## Policies, Procedures & Controls

Fall 2014

## **History**

The Middlesex Community College Foundation, Inc. was established on August 19, 1987. It was formed for the following purposes:

1. To increase community access to education by encouraging and aiding in the establishment of educational programs and services.
2. To sponsor, develop and promote services and programs that address in an effective and efficient manner the educational needs of the community.
3. To solicit, receive, manage, administer, grant, contribute, and loan funds and property for the assistance, benefit and support of Middlesex Community College; and
4. To engage generally in any business that may lawfully be carried on by a corporation formed under Chapter 180 of the General Laws of Massachusetts and which is not inconsistent with the corporation's qualification as an organization described in Section 501 (c ) (3) of the Internal Revenue Code of 1986.

## **First Board of Directors**

The initial board of directors of the Middlesex Community College Foundation, Inc. included:

*John C. Rennie, President*

*Robert R. Gilman, Treasurer*

*James E. Houlihan, Jr., Clerk*

*Iris Chandler*

*Paul B. Galvani*

*Lester J. Grant*

*James Henderson*

*Paul E. Tsongas*

*Frederic B. Viaux*

## **Current Board of Directors**

*James Henderson, Chair*

*David Grieb, Treasurer*

*Lois Alves*

*Robert Barton*

*David Basile*

*John Chemaly*

*John Cogliano, Jr.*

*Leo Creegan*

*Samir Desai*

*James Geary*

*Eric Hanson*

*Abbey Henderson*

*Terry McCarthy*

*Lura Smith*

*Duayne Taylor*

## **MCC Foundation Funds**

Middlesex Community College raises money through more than 60 different funds. These include anchor funds such as the Annual Fund, Student Success Fund, Celebrity Forum sponsorships and various scholarship funds.

Donors are comprised of several constituent groups and include MCC faculty and staff; MCC retirees, MCC alumni; corporations; local businesses, and foundations.

### **Annual Fund**

This fund provides direct financial support to college programs and services that broaden educational opportunities and experiences for students. MCC faculty and staff are invited annually to submit proposals for grants to fund projects, activities, or equipment not funded through the regular college budget process. Faculty and staff are the primary constituent group that donates annually to this fund.

As the annual fund campaign has continued each year, new funds (various scholarships, the Student Success Fund, etc.) housed within the MCC Foundation, are also attracting donors. In some instances,

as funds are created, faculty and staff reduce giving to the Annual Fund in order to support these new funds.

### **Celebrity Forum**

The Middlesex Community College Celebrity Forum is an annual event designed to bring well known personalities to the area in order to enrich educational and cultural opportunities for area residents. This event is made possible by corporate and individual sponsors as well as ticket buyers. Proceeds from this event directly support MCC scholarships.

### **Student Success Fund**

The Student Success Fund assists a growing number of MCC students who are struggling to pay for their college education. This fund was introduced in 2013. Participation was minimal for the first year; however the need is great. Solicitations for this fund are targeted to alumni, corporations, and businesses.

### **Buy-A-Brick Campaign**

This on-going campaign attracts faculty and staff, and members from the greater community who wish to purchase bricks for walkways established at both the Bedford and Lowell Campuses. Purchasers choose inscriptions for their bricks. Proceeds benefit the MCC Foundation.

### **Student Emergency Fund**

Donations generated by the “Change for Change” collection boxes at the cafeteria and bookstore cash registers feed this fund. In addition, an annual grant made possible from Annual Fund donations sustains this emergency fund, which is under the direction of the Dean of Students. As emergency needs are identified, the Dean taps this fund to provide one-time assistance to MCC students.

### **Foundation Scholarships**

The Middlesex Community College Foundation offers a variety of scholarships to current students to help them reach their education goals.

The following scholarships are awarded annually:

- Emily Boudrot Memorial Scholarship
- Matthew Boule Scholarship (for Lowell Middlesex Academy Charter School)
- Collegiate TRIO Programs/Scholarships
- Audrey Cogliano Memorial Scholarship
- Olga Costello Memorial Scholarship
- John Michael Delehanty Memorial Scholarship
- Geraldine B. Deragon Scholarship

- Caryl Dundorf Scholarship
- Kim Forte Memorial Scholarship
- Muriel Hervey Memorial Scholarship
- Lexington-Concord Chapter of the Armed Forces Communications and Electronics Association Scholarship
- Charles and Olga Malvers Memorial Scholarship
- Markowicz-Dundorf Scholarship
- Tom McKay Memorial Scholarship
- Roger Melanson Memorial Scholarship
- Robert Minue Memorial Scholarship
- New England Woodcarver's Scholarship
- Northeast Association of Realtors
- Thomas O'Mahony "Spirit of Excellence" Award
- Barbara B. Saloom Scholarship
- Securitas Security Scholarship
- Ray Shea Memorial Scholarship
- Paul Sheehy Memorial Scholarship
- Lura Smith Scholarship
- Paul Sullivan Scholarship
- Support Staff Scholarship
- Verena Stair Scholarship
- Judith Tarutz Technical Writing Certificate Software
- Shirley Thidemann Memorial Scholarship
- Unitas Scholarship

## Special Interest Funds

Within the MCC Foundation account are funds dedicated to special interests, other than scholarships. They include:

- **COMECC (Commonwealth of Massachusetts Employees Charitable Campaign)**  
*Middlesex Community College employees have the opportunity each fall to join fellow Massachusetts employees by donating, through payroll deduction, a percentage of their wages to many different charitable organizations. One such organization is the Middlesex Community College Foundation. This provides state employees throughout the Commonwealth with an opportunity to donate to the MCC Foundation. They may happen to be alumni; family members of current students, employees, or alumni; or friends and neighbors of the college who wish to financially support the institution.*
- **Ciccolo Foundation/Mind/Body Supportive Education/Veteran Resource Center**  
*Ray and Grace Ciccolo, local philanthropists, have supported for many years the college's efforts to address the needs of veterans. Through the Ciccolo Family Foundation, Mr. and Mrs. Ciccolo continue to provide funding to pay for student nursing internships at the Bedford V.A., applying skills in Mind/Body Education as well as services offered through the MCC Veterans Resource Centers on campus.*
- **TJX Youth Business Institute Scholarships for Lowell Middlesex Academy Charter School**  
*The TJX Companies, Inc. provides financial scholarships annually to LMACS graduating seniors in an effort to support their pursuit of higher education.*

- **Strings for Cambodia**  
*This fund was established by an MCC faculty member (who traveled to Cambodia) who wishes to raise funds to support music education and instruction at the university level in Cambodia. Work is being done to re-introduce music and musical instruments, all of which were eliminated during the Pol Pot regime.*
- **Paul Sullivan Institute**  
*This fund supports the work of the Paul Sullivan Institute, which provides MCC students with opportunities to learn about the world of work, incorporating leadership skills and social etiquette education. The Institute also provides funding for the Paul Sullivan Scholarship.*
- **Desai Launch Pad**  
*Funded by the Desai Family Foundation, the Launch Pad supports entrepreneurial education by providing seed money to support student proposals for start-up ideas.*
- **Lura Smith Fund**  
*In addition to the Lura Smith Scholarship, the Lura Smith Fund supports programs that promote African-American culture and education.*

### **Overall Control Environment**

The MCC Foundation (the Foundation) is a non-profit organization established to raise funds and support MCC (the College). The Foundation is managed by employees of the College and is located at the College's Bedford campus. The MCC Executive Vice President serves as the Executive Director of the Foundation who, along with the MCC Comptroller, provide financial oversight to the Foundation. Various College personnel also provide various fundraising and program support to the Foundation.

The Foundation has an active board that is independent of the College and provides overall entity oversight as well as having responsibility for overall business and entity risk assessment and communication.

The Foundation maintains its financial records on QuickBooks. The QuickBooks program is password protected; The Comptroller, Assistant Comptroller and an Accounting Associate have access to the password. The month end financial close is performed by the Comptroller and the Accounting Associate. They prepare bank reconciliations and generate financial statements. The Accounting Associate works part time for MCC to assist with the foundation activities. He has prior accounting experience. The financials and bank reconciliations are reviewed by the Comptroller. The financial statements are presented to the board on a semi-annual basis and to the Treasurer.

The Foundation prepares GAAP basis financial statements on an annual basis only. Anstiss & Co., P.C. prepares the draft statements. The Foundation's statements are included with the College's as part of the Commonwealth's annual financial statement (therefore requiring a yellow book audit).

## **Activity Level Controls**

### *Cash Receipts and Disbursements*

#### Control Procedures:

All mail is retrieved from the post office box of the Foundation a minimum of three days per week by the Staff Assistant for the Office of College Advancement daily. The Staff Assistant works closely with the Administrative Assistant for the Office of College Advancement to open mail and record gifts. Invoices and request for payment received are reviewed by the Staff Assistant, who then directs the Assistant Comptroller to enter deposits in into QuickBooks and prepares checks, which are forwarded to the Comptroller for approval. Payment checks for various services are then issued from the Assistant Comptroller to the Staff Assistant who in turns mails payments to vendors.

Deposits are made by the Staff Assistant. The Accountant Associate enters them into QuickBooks. Receipts are also reviewed by the Dean of College Advancement and the Foundation Treasurer.

### *Investments*

#### Control Procedures:

Investments are managed in accordance with Foundation investment policies. The Foundation Treasurer and the Director and Investment Advisor are primarily responsible for investment oversight along with the Board of Directors. The Associate records the investment activity monthly. Control over the investments is primarily through monitoring by the Comptroller, the Executive V.P. and the Board.

### *Support and Revenue*

#### Control Procedures:

Significant receipts of contributions are monitored by the Comptroller, Executive Vice President and the Board as they would generally be aware of expected large contributions.

Fundraising revenue which is significant, in the case of the annual Celebrity Forum event, is also monitored closely by the Executive Vice President and the Board. They have a strong level of involvement with the progress of ticket sales and sponsorship activity and would be aware of any discrepancies in the reported financial results of all fundraising events.

### *Expenses and Accounts Payable*

#### Control Procedures:

Fundraising expenses for the Celebrity Forum and some other Foundation expenses are paid by the College. This procurement process takes place under the College's procurement controls and is reviewed by the Executive Vice President and the Comptroller. The Foundation reimburses for these expenses annually. The reimbursement is reviewed by the Treasurer as part of the Foundations normal cash

policies.

### Net Assets

Control Procedures:

The Accounting Associate captures restricted donations as part of the monthly bookkeeping. The Comptroller is responsible for monitoring net asset reporting along with review by the Executive Vice President. On an annual basis, Anstiss & Co., P.C. prepares an updated analysis of net assets for purposes of reporting on the year-end financial statements. This analysis is reviewed and approved by management.

## **Scholarship Disbursement Procedure/Policy**

### MCC Scholarship Disbursement Policy-MCC Students

Once MCC scholarship recipients are selected, the MCC Foundation or the sponsoring organization (JDM/Leno Foundation, Greater Lowell Community Foundation, etc.) is asked to pay the scholarship amount directly to the Student Accounts Office at Middlesex Community College.

Upon receipt of the scholarship payment, the Student Accounts Office will communicate to the Financial Aid Office the name of the scholarship recipient and the amount of the scholarship.

Scholarship dollars will be applied to the recipient's tuition and fees. The Financial Aid Office will maintain a record of this award and advise those students who may have student loans, etc. on the best way to apply the scholarship funds.

Should there be remaining scholarship funds after paying tuition and fees, the Student Accounts Office will send the scholarship recipient a check for the balance remaining from the scholarship.

### MCC Scholarship Disbursement Policy-Transferring MCC Students

A similar process will apply to our Foundation scholarships awarded to MCC students who are transferring to another college or university. That is:

Once MCC scholarship recipients are selected, the MCC Foundation or the sponsoring organization should communicate to the other college or university that it intends to pay the full scholarship amount directly to the Student Accounts Office at that particular institution upon certification from the four-year college or university Registrar's Office that the awarded student has enrolled at their College or University.

Communication should include a cover letter when mailing the scholarship payment instructing the institution to apply scholarship dollars recipient's tuition and fees. (If the scholarship is a large sum -for example, \$5,000- the sponsoring organization may express their wish to have the amount



divided equally over two semesters.) Once MCC receives certification, scholarship disbursement in the awarded students name shall be issued.

In addition, the sponsoring organization should instruct the institution to pay the recipient the amount of any balance remaining from the scholarship.