



OFFICE OF THE PRESIDENT  
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## MEETING OF THE BOARD OF TRUSTEES OF THE MAINE COMMUNITY COLLEGE SYSTEM

Northern Maine Community College  
Presque Isle, Maine

**Wednesday, September 26, 2018**

**Board Members Present:** Jean Ginn Marvin, Chair, William Cassidy, Vice Chair, Patricia Duran, Nicki Fowlie, Laurence Grondin, Kimberly Lindlof, Beth Ann Lorigan, David MacMahon, Emily Smith, and Michael Thibodeau.

**Absent:** Robert Moore, Shawn Moody, Paula Silsby, Commissioner Robert Hasson, and Commissioner John Butera

**Others Present:** Derek Langhauser, President and Secretary and Bonnie Brown, Clerk

Chair Jean Ginn Marvin determined that a quorum of Trustees was present and no requests from the public to address the Board of Trustees had been received, therefore, the meeting was called to order at 11:20 a.m.

### CHAIRMAN

Chair Jean Ginn Marvin welcomed Robert Clark, past Chair of the MCCS Board of Trustees, to the meeting. President Langhauser and Chair Ginn Marvin acknowledged Mr. Clark's commitment to the System and presented him with a chair in recognition of his service to the MCCS.

### ACCEPTANCE OF MINUTES

#### Resolution to Approve Minutes of the June 13, 2018 Meeting

A motion was made, and seconded, to approve the minutes of the June 13, 2018 meeting as presented. The motion was unanimously approved.

## **COMMITTEE REPORTS**

### **Education Committee**

The Education Committee presented the following for the Board's consideration:

#### **Resolution to Approve Program Changes**

New Program: (303.1)	
Licensed Practical Nurse Certificate	NMCC
Program Discontinuation: (303.2)	
Healthcare Information Technology Certificate	EMCC
Pulp and Paper Technology A.A.S.	EMCC

A motion was made and seconded to approve the program changes as presented. The motion was unanimously approved.

### **Finance Committee**

No report.

### **Strategic Plan Committee**

No report.

## **BYLAWS**

A motion was made to approve the amendments to the Bylaws as presented (see attached).

## **POLICY**

MCCS Policy 710 – Financial Affairs – College Affiliation with Foundations (Amendment)


A motion was made and seconded to approve the policy as presented. The motion was unanimously approved.

## OTHER

President Langhauser presented a request to authorize him to initiate a request from the Foundation for Maine's Community Colleges in the amount of \$60,000 to support the public awareness campaign to inform voters about the importance of the \$15 million bond on the November ballot.

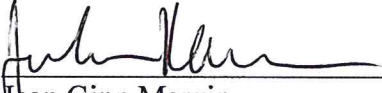
A motion was made and seconded to authorize the request as presented. The motion was unanimously approved.

There being no further business to be addressed by the Trustees, the meeting adjourned at 11:35 a.m.



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Derek P. Langhauser  
President & Secretary  
Maine Community College System



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Jean Ginn Marvin  
Chair of the Board of Trustees  
Maine Community College System

**Amend Board Bylaws as follows:**

**Section 3.1 Executive Committee.** There shall be an Executive Committee of the Board which shall consist of the Chair and Vice Chair; and the chairs of the Education, Finance and Facilities, and Strategic Planning Committees. ~~And immediate past Board chair.~~ The Board Chair shall chair the Executive Committee, and the Executive Committee:

**Section 3.7.1 Appointment and Membership.** The Chair shall annually appoint the members and chairs of each committee. Each committee shall have at least three voting members. The Board Chair, or Vice Chair if so designated by the Chair, shall be an ex-officio member of all committees. ~~and not counted for the quorum.~~ A quorum for a board committee shall consist of two committee members; provided that the Board Chair may authorize matters to be reviewed by fewer than two members so that matters may be timely presented to the Board for its review and approval.

**Section 3.7.4 Reports.** Except as otherwise provided, all committee actions shall be reported to the Board for approval. ~~Actions taken by a committee requiring Board approval shall typically be placed on the consent agenda at the Board's next regular meeting.~~

**Section 5.3 Record of Amendments.** These Bylaws were revised by the Maine Technical College System Board of Trustees on January 23, 2002; Maine Community College System Board of Trustees on June 10, 2005 (name change only); ~~and~~ Maine Community College System Board of Trustees on April 23, 2014; and Maine Community College System Board of Trustees on September 26, 2018.



## **MAINE COMMUNITY COLLEGE SYSTEM**

### **FINANCIAL AFFAIRS**

#### **Section 710**

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**SUBJECT: COLLEGE AFFILIATION WITH FOUNDATIONS**

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**PURPOSE: To establish guidelines for college affiliation with foundations**

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#### **A. Introduction**

The Board of Trustees encourages the colleges to engage in fund-raising efforts that will benefit the colleges' facilities, endowments and programs. The Board further supports college affiliation with support groups, organizations or foundations (collectively referred to herein as "foundations") that will help provide such benefits.

#### **B. Foundation Status and Activities**

To be recognized as an authorized affiliate of a college of the MCCS, a foundation must:

1. Exist as an independent entity and not as an agent of a college;
2. Comply with all applicable laws and any Memorandum of Agreement with the college;
3. Act consistently with a college's strategic, academic and capital plans;
4. Adhere to all established financial reporting guidelines and procedures set forth by the chief financial officer of the System. Those guidelines will include, but are not limited to, delivery of audited financial statements that conform to Generally Accepted Accounting Principles in the United States of America by September 15th each year. Such statements, their notes and supplemental schedules should be sent to the MCCS chief financial officer at the System Office;
5. Not use such resources for partisan political activities including, but not limited to, political campaigns. Foundations are not, however, prohibited from promoting or spending money to promote the passage of bond issues that may benefit a college; and
6. Not incur debt without providing prior notice to the MCCS Chief Financial Officer and receiving prior approval of the college president.

#### **C. College Presidents' Authority**

College presidents shall have the authority to permit a foundation to use a college's facilities; use college personnel to assist the foundation; use the name, seal and/or logo of a college; and act on behalf, in the name, or for the benefit of a college.

#### **D. Transfer of Assets**

The provisions of MCCS policy governing Acceptance of Gifts shall govern the transfer of money, equipment, services, real property, personal property or other items of value from a foundation to a college.

#### **E. Capital Campaigns**

If a college intends to conduct a capital campaign, the college president shall first present the college's proposed capital campaign plan to the System president and the Executive Committee of the Board of Trustees for approval.

#### **F. Timely Coordination of Efforts**

Efforts to raise resources by the colleges, their local foundations and the Foundation for Maine's Community Colleges (FMCC) shall be coordinated in a manner that maximizes philanthropic support, system-wide priorities and professional expertise. The common goal of these philanthropic efforts shall be to ensure that all such foundations employ a strategic approach to donor relations that maximizes the short- and long-term opportunities for support that advances both local and/or statewide priorities. To that end, the MCCS and college presidents shall comply with the following.

##### **1. MCCS President Duties**

The MCCS president shall:

- a) Regularly support efforts for college employees who staff college foundations to meet periodically with FMCC staff to share professional best practices, align college and system priorities, and discuss prospect strategies;
- b) Regularly inform the college presidents of FMCC's activities;
- c) Periodically distribute to the college presidents an updated list of those potential donors reserved to FMCC by the MCCS/FMCC Agreement; and
- d) Periodically request reports from the college and FMCC presidents on the amounts that the colleges, their local foundations and FMCC have received and are planning to solicit.

## **2. College Presidents' Duties**

Each college president shall:

- a) Regularly inform the MCCS and FMCC presidents of the college's annual fund raising plan, goals and, when known, intended donors;
- b) Regularly support efforts for college employees who staff college foundations to meet periodically with FMCC staff to discuss professional best practices, align college and system priorities, and discuss prospect strategies;
- c) Periodically inform members of the college foundation boards of the collaboration between the FMCC and college foundations that is expected by the MCCS Board of Trustees; and
- d) Notify the MCCS and FMCC Presidents when a college or its foundation becomes aware that college or its foundation may seek or receive a gift of \$50,000 or more. The MCCS President shall ensure that such a gift aligns with both college and System strategic and operational priorities; aligns with the and with the MCCS/FMCC Agreement; and that, through the advice of the FMCC President, best professional practices are applied to the gift. Such practices shall include, for example, strategic relationship management, proposal development, and the use of gift agreements.

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REFERENCES: 20-A M.R.S.A. §12706(5), (9) and (13)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: June 23, 2010; September 26, 2018