

MAINE COMMUNITY COLLEGE SYSTEM

**FINANCIAL AFFAIRS
Section 710**

SUBJECT: COLLEGE AFFILIATION WITH FOUNDATIONS

PURPOSE: To establish guidelines for college affiliation with foundations

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 MCCA, 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 MCCA 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 MCCA 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 M CCS 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 M CCS and college presidents shall comply with the following.

1. M CCS President Duties

The M CCS 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 M CCS/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 MCCA 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 MCCA Board of Trustees; and
- d) Notify the MCCA 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 MCCA President shall ensure that such a gift aligns with both college and System strategic and operational priorities; aligns with the and with the MCCA/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.

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

DATE ADOPTED: June 24, 2009

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