

**SOUTHWESTERN COLLEGE FOUNDATION
MEETING MINUTES
Tuesday, March 24, 2015 ♦ 7:30 a.m. – 8:30 a.m.**

Present: Melyn Acasio, Chayo Moreno, Melinda Nish, Nora Vargas (departed meeting at 8:20 am), Ben Green, Linda Gilstrap, Ruben Garcia, Joe Martinez (arrived at 7:40 am), Cynthia Reyna, Hank Murphy, David Hoffman, Kimberly Grady, Jesse Navarro, Holly Hidingier (arrived at 7:50 am), and Lorena Victoria (arrived at 7:50 am)

Absent: Sofia Corona, Patti Finnegan, Mitch Thompson, Ricardo Macedo, and Jean Roesch

Recorder: Dawn Perez

1. WELCOME / CALL TO ORDER – Ben Green

The meeting was called to order at 7:37 a.m.

2. APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green

- A. Motion made by David Hoffman, seconded by Hank Murphy and unanimously approved to accept the minutes for February 24, 2015.

3. GOVERNING BOARD REPORT – Nora Vargas, SWC Governing Board Trustee

Trustee Vargas reported:

- All trustees agreed to participate in the Foundation's Annual Fund drive;
- Trustees Peraza and Vargas have been appointed to the college's legislative committee as co-chairs;
- A workshop on Career Technical Education is coming up.

4. TREASURERS REPORT – (Enclosure) – Cynthia Reyna

- A. Cynthia Reyna presented the financial report for February 2015.

5. ANNUAL FUND – Ben Green/Linda Gilstrap

A. Combined Federal Campaign (CFC) – **Ruben Garcia**

- Linda Gilstrap reported that the application is complete and ready for submission;
- There are 146,000 potential donors within the local CFC area;
- Discussion took place regarding administrative costs;
- Motion made by Jesse Navarro, seconded by Ruben Garcia and unanimously approved to submit the application this year.

B. CA State Employees Giving at Work Program (Our Promise) – **Linda Gilstrap**

- Linda reported that we just missed the deadline to submit an application, however the State program does not exclude an organization from participating.

6. COMMITTEE REPORTS – Ben Green

A. Executive Committee – **Ben Green**

- President's Report
 - SODA Awards–Ben Green reported that selection of SODA recipients just wrapped up.
 - Foundation Director's Retreat–Saturday, July 11, 2015 is set as the tentative date. An invitation will be extended to the Governing Board to join them for lunch.

B. Fundraising Committee – **Melyn Acasio**

- Golf Tournament 2015–currently there are 76 golfers; looking for a student to be a guest speaker; still taking donations for raffle/auction.
- Garden Party 2015–Friday, November 6, 2015 at the Westgate Hotel; committee needs to select a theme.

C. Planned Giving Committee – **Ben Green**

- Ben Green reported that Hugh Hyde, former college employee named SWC Foundation as a beneficiary to a life insurance policy in the amount of \$50,000. Mr. Hyde recently passed away.

D. Nominating Committee – **ACTION –Ruben Garcia/Jesse Navarro**

- Motion made by Ruben Garcia, seconded by Jesse Navarro and unanimously approved to renew Kimberly Grady's term to April 2018.

7. SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.

- CASE Conference-Newport Beach, CA March 5, 6 & 7, 2015–attended by Dr. Nish, Linda Gilstrap and Lillian Leopold (SWC’s community relations director); Dr. Nish wants to bring forward ideas to encourage giving to the Annual Fund campaign at SWCF’s April meeting.
- Establishing new positions has to go through program review. The Foundation executive director position has been included for the past 3 years. This year the position is in the top 3. Trustees are showing support if general fund monies are not used. Dr. Nish is suggesting using auxiliary funds. Accountability goals would be included. She is suggesting a 3 person shop to begin, which would include a full time executive director, a full time support person, and accounting support.
- “A Way With Words” Fundraising Proposal – (Enclosure)–SDICCA received this proposal for consideration and Dr. Nish is bringing it forward to SWCF for consideration. SWCF chose to pass on supporting this event because it is too close to our fall event. Some individuals may participate.
- Career Technical Education workshop being held on March 25th is open to the public.
- S/P Nish reported that Melyn Acasio was named a *Woman of the Year* by Assemblymember Lorena Gonzalez and was honored in a ceremony held at SWC.

8. ADJOURNMENT – Ben Green

The meeting adjourned at 8:40 a.m.