



MEETING MINUTES

Tuesday, February 28, 2017

7:30 a.m. –9:00 a.m.

Room 214, Chula Vista Campus

1. WELCOME/ CALL TO ORDER–Ricardo A. Macedo
 - A. Meeting called to order at 7:35 a.m.
 - B. Foundation Board Members Present: Jean Roesch, Halé Richardson, Kimberly Grady, Patti Finnegan, Melyn Acasio, Ruben Garcia, Jesse Navarro, Joe Martinez, Ricardo Macedo and David Hoffman
 - C. Foundation Board Members Absent: Ben Green, Lorena Victoria, , Cynthia Reyna, Griselda Delgado, Chayo Moreno, Lisa Johnson, Sofia Corona, Mitch Thompson, Melinda Nish, and Hank Murphy
 - D. SWC Advisors and Staff: Angelica Suarez, Zaneta Encarnacion, Alison Hunter and Debbie Dyer
2. APPROVAL OF JANUARY MINUTES- **ACTION** (Enclosure)–Ricardo A. Macedo
 - A. Hoffman and Martinez were noted as absent in January’s minutes and they were in attendance.
 - i. Hoffman moved to approve minutes with changes. Garcia seconded and the motion carried.
3. PUBLIC COMMENT
 - A. None
4. BOARD REPORTS
 - A. GOVERNING BOARD REPORT– Nora Vargas
 - i. Suarez extended Vargas’ regrets for not being able to attend. Vargas is on a work trip in Washington D.C.
 - B. SUPERINTENDENT/PRESIDENT REPORT – Angelica Suarez, VP of Student Services on behalf of Kindred Murillo, Ed.D.
 - i. Accreditation team on campus the week of 3/20/2017. All 15 accreditation recommendations have been addressed.
 - ii. Student Services is committed to partnering with students regarding immigration concerns. Workshops to address the immigration concerns of the students – to be set up in the future.
 - iii. Grand Opening of the Center in National City was successful. Suarez thanked board members who were able to attend.
 - iv. Suarez announced that Encarnacion received the honor of “Chula Vista Champion of Community Service”.

C. EXECUTIVE DIRECTOR REPORT – Zaneta Salde Encarnacion

- i. Introduced and welcomed Dyer to the Office of Development and Foundation.
- ii. Community College Foundations Summit was attended by Encarnacion and Hunter and included a full day of training on auxiliary organizations and financial reporting.
- iii. Campus training on new gift policy and scholarship transition procedures will be coming in the near future. Board members were encouraged to participate. Encarnacion will send dates once confirmed.
- iv. Executive Committee met to discuss endowment policy and will meet again in March to finalize.

D. TREASURERS REPORT – (Enclosure) – Ricardo Macedo, on behalf of Cynthia Reyna

- i. Financial Report
 - 1. Staff will be bringing back a mid-year budget.
- ii. Acceptance of Gifts
 - 1. Richardson moved to ratify the acceptance of pass-through grant awards. Garcia seconded and the motion carried.

5. NEW BUSINESS:

A. Request to Serve as Fiscal Agent on Grants

- i. Finnegan moved to approve role as fiscal agent for grant applications on behalf of the Nursing Program and the Small Business Development Center. Acasio seconded and the motion carried.

B. Mini Grant Recommendation from Ad Hoc Committee

- i. Discussion regarding Mini Grant program and work to continue improving processes.
- ii. Garcia moved to approve funding \$38,280 in the Spring 2017 cycle. Navarro seconded and the motion carried.

C. Fund Classification Report

- i. Encarnacion provided background of fund audit conducted last year.
- ii. Finnegan moved to approve the recommended reclassification of temporarily restricted funds to permanently restricted funds. Garcia seconded and the motion carried.

D. Bylaw Presentation

- i. Final draft of bylaws were presented.

E. Fundraising Committee Report -

- i. 2017 Golf Tournament, May 12, 2017 - Patti Finnegan
 - 1. Registration now open
 - 2. Confirmed sponsors to-date were shared with the board.
 - 3. Discussion ensued on how to build future fundraising opportunities into the luncheon and to increase donors in the silent auction
- ii. 2017 Jaguar Award Celebration, November 3, 2017 - Melyn Acasio
 - 1. Sponsorship outreach has begun
 - 2. Next committee meeting will be in late April / early May

6. ANNOUNCEMENTS:

- A. Next meeting date: March 21, 2017 (Third Tuesday due to Spring Break)
- B. Campus will be closed the week of March 27-31, 2017.

7. ADJOURNMENT: Ricardo A. Macedo