

SOUTHWESTERN COLLEGE FOUNDATION

Tuesday, April 24, 2012

MINUTES

Present: Chayo Moreno, Hank Murphy, Dukie Valderrama, Melinda Nish, Jean Roesch, Joe Martinez, Linda Gilstrap, Ben Green, Kimberly Paul, Holly Hiding, Ruben Garcia (arrived at 7:41 am), Cynthia Reyna (arrived at 7:37 am)

Absent: Patti Finnegan, David Hoffman, Melyn Acasio, Jesse Navarro, Scott Sarem, Mitch Thompson

Recorder: Dawn Perez

1. WELCOME / CALL TO ORDER – Ben Green

President Green called the meeting to order at 7:36 a.m. and welcomed everyone.

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

A. Motion by Hank Murphy to approve the March 27, 2012 minutes, seconded by Dukie Valderrama, unanimously approved.

3. TREASURERS REPORT (Enclosures) – David Hoffman

In David's absence Ben Green presented the Treasurer's Report

A. Financial Report – David Hoffman

1. Attempts at collecting past receivables – **Action** – David Hoffman

- Recommend writing off Gala 2011 \$1,250 sponsorship pledge from *Cabrera* as uncollectable.
- Recommend writing off Gala 2010 \$1,047.50 overpayment to *A Casino Event Entertainment* as uncollectable.
- Motion made by Holly Hiding, seconded by Hank Murphy and unanimously approved to write off these past two receivables as uncollectable.

B. Community Outreach liability \$2,462.10 – **Action** – David Hoffman

1. Recommend returning excess funds to Design Acquisition Corporation (DAC) in the amount of \$2,462.10 and issue revised letter of receipt to DAC for tax deductible status.

- Discussion resulted in the decision to send DAC a letter asking if they want the \$2,462.10 returned or to designate it as a tax deductible contribution. In the same letter we will indicate the possible concerns with the receipt that was originally issued at the time of the initial receipt of funds in 2010.

C. RFP for Audit/Tax filing services – Info – David Hoffman

1. Ben Green reported that Request for Proposals were sent to Armando Martinez and Company and Caporicci & Larsen CPA firms.

4. REQUEST FOR FUNDS / ACTION (Enclosures) – Hank Murphy and Joe Martinez

A. Request for Funds

The following requests were approved:

- Seed monies for Continuing Education's College for Kids Program pilot program in National City. Funding will cover the materials and costs of the class for 25 students to attend this summer. Motion made by Dukie Valderrama, seconded by Hank Murphy and unanimously approved to fund up to \$2,000 if the college is not able to fund half of the costs (\$1,000) as recommended by the RFF committee.
- Hermanos Unidos Brothers United (HUBU) Career Roundtable, May 4, 2012. Motion made by Ruben Garcia, seconded by Kimberly Paul and unanimously approved to fund \$200 for refreshments.
- Fire Science Program participation at the Burn Institute's Spirit of Courage Awards Banquet, May 24, 2012. Motion made by Ruben Garcia, seconded by Hank Murphy and unanimously approved to fund attendance for three participants at \$125 per seat, \$375 total.

The following request was not approved:

- School of Arts and Communication travel expenses for faculty & students Mariachi Garibaldi to travel to Arizona State University in March 2012. Motion made by Chayo Moreno, seconded by Ruben Garcia and unanimously approved to not fund as it is the practice of SWCF not to fund in arrears.

The following requests were tabled:

- School of Arts and Communication Summer of Music Master Class Series start up monies for a one-week vocal music series. Tabled so staff can investigate if this program can be offered through Continuing Education since it is intended to be fee-based. Motion to table made by Ruben Garcia, seconded by Chayo Moreno and unanimously approved.
- School of Arts and Communication Mariachi Garibaldi tour of France and Spain, August 8-16, 2012. Tabled in order to give this request additional time for thought and discussion. Motion to table made by Chayo Moreno, seconded by Joseph Martinez and unanimously approved.

Discussion took place about the process we currently follow regarding requests for funding. Ideas were presented that could streamline the process and help to insure that we stay within the approved funding allocation each year. Staff will work to revise the process and funding notification to the campus community prior to next year. Ben asked that we place the funding allocation for FY 2012-13 on the May agenda.

5. **POLICY REVIEW (Enclosures) – Ben Green**

A. Ethics/Conflict of Interest Policy – **Action** – Ben Green

- Motion made by Ruben Garcia, seconded by Holly Hiding and unanimously approved to adopt this policy with the addition of adding a definition for the term ‘financial interest.’

B. Investment Policy Statement: First Reading – Info – Ben Green

- Discussion resulted in the decision to add a qualifying statement regarding the 1-year 20% loss referred to under ‘risk tolerance.’

6. **REMOVAL FROM OFFICE – Ben Green**

A. Discuss possible removal of SWC Foundation director Scott Sarem due to non-participation. In accordance with Article IV, Section IV of the SWC Foundation bylaws a secret ballot vote is required in order to remove a director from office. Mr. Scott Sarem’s nomination was accepted in May 2011 and thus far Mr. Sarem’s participation has been non-existent.

- A secret ballot vote will take place at the May meeting in accordance with the by-laws.

7. **REPORTS / ACTION – Ben Green**

A. Gala 2012 – Melyn Acasio

- Linda Gilstrap reported that the next Gala committee meeting will be on May 7, 2012.

8. **RETREAT – Ben Green**

- Discussion regarding a retreat was held. Ben asked staff to bring potential Summer Saturday dates forward at the May meeting for consideration. Crown Cove Aquatic Center was recommended as a possible venue.

9. **GOVERNING BOARD REPORT – Jean Roesch, Ed.D.**

Dr. Roesch commented that she appreciates the perspective and valuable comments that Dukie brings to the board as our newest member. She reported that the board continues to hold many workshops, several pertaining to construction issues. It was reported that several Prop R projects are moving forward. She extended an invitation to the Foundation directors to attend any of the workshops as well as commencement on May 18th.

10. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**

Dr. Nish reported how busy this time of year is. On Thursday, April 26th Dr. Nish will be presenting her 100 Day Report. She also reported that on May 9th she will be presenting to the Governing Board her proposed goals and objectives for the next year which will be aligned with the governing board and institutional goals. She reported that all of the bargaining units and unrepresented employee groups reached a tentative agreement at the “Big Table” to take a 5% pay cut for FY 2012-13. This is going out to the various groups for ratification with a May 8th deadline. If ratified all employees, including the governing board will take the same cut in pay. The budget deficit is \$5.5M. In September negotiations will begin for the following year. Foundation directors indicated that they feel SWC has done a good job turning some of the negative publicity around. In response Dr. Nish reported that it has been a collective effort. She further reported that Institutional Advancement is something that needs to be addressed at SWC and that the Foundation is part of Institutional Advancement.

11. **ADJOURNMENT – Ben Green**

- The meeting was adjourned at 8:45 a.m.

SOUTHWESTERN COLLEGE FOUNDATION

Tuesday, May 22, 2012

MINUTES

Present: Chayo Moreno, Melyn Acasio, Hank Murphy, Cynthia Reyna, Dukie Valderrama, Melinda Nish, Linda Gilstrap, Ben Green, Kimberly Paul, Ruben Garcia, Holly Hidingier (arrived at 7:41 am), David Hoffman (arrived at 7:42 am) and Jesse Navarro (arrived at 7:45)

Absent: Patti Finnegan, Mitch Thompson, Joseph Martinez, Scott Sarem, Jean Roesch

Recorder: Dawn Perez

1. WELCOME / CALL TO ORDER – Ben Green

President Green called the meeting to order at 7:36 a.m. and welcomed everyone.

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

A. Motion by Ruben Garcia to approve the April 24, 2012 minutes, seconded by Cynthia Reyna, unanimously approved.

3. TREASURERS REPORT (Enclosures) – David Hoffman

A. Financial Report – Presented by Ben Green

B. RFP for Audit/Tax filing services – **Action** – David Hoffman

1. Motion to accept Armando Martinez & Company's proposal for audit/tax filing services made by Hank Murphy, seconded by Melyn Acasio, unanimously approved.

C. Credit Card Issuance – **Action** – David Hoffman

1. Discussion took place regarding the pros and cons of having a credit or debit card available for use by designated persons. A motion was made by Dukie Valderrama, seconded by Chayo Moreno to obtain either a credit card or debit card based on consensus of the finance and gala committees after thoroughly investigating which card would be most advantageous, with written procedures in place governing the use of the card. Motion unanimously approved.

2. During discussion it was also noted that Cynthia Reyna should be appointed to the Finance Committee based on her banking expertise.

4. REQUEST FOR FUNDS – ACTION (Enclosures) – Hank Murphy and Joe Martinez

A. Funding Allocation for FY 2012-13 – **No action taken**

B. Request for Funds – **Action**

The following requests were approved:

- School of Arts and Communication Summer of Music Master Class Series start up monies for a one-week vocal music series. Motion to approve start up monies in the amount of \$1,000 made by David Hoffman, seconded by Dukie Valderrama and unanimously approved.
- School of Arts and Communication Mariachi Garibaldi tour of France and Spain, August 8-16, 2012. Motion to approved funding in the amount of \$1,450 made by David Hoffman, seconded by Dukie Valderrama and unanimously approved.

The following request was not approved:

- Mariachi Scholarship Foundation 16th Annual Scholarship Presentation & Concert, June 10, 2012. Motion made to not fund this activity due to no further funds are available made by David Hoffman, seconded by Dukie Valderrama and unanimously approved.

5. NOMINATING COMMITTEE – ACTION – Ruben Garcia and Jesse Navarro

A. Motion to renew the terms of the following SWC Foundation directors for another 3-year term made by Holly Hidingier, seconded by Dukie Valderrama and unanimously approved.

1. Melyn Acasio term to expire March 2015
2. Ben Green term to expire March 2015
3. David Hoffman term to expire May 2015
4. Kimberly Paul term to expire April 2015

6. **POLICY REVIEW (Enclosures) – Ben Green**
 - A. Ethics/Conflict of Interest Policy – Ben Green
 - Signed Conflict of Interest disclosure statements were collected by everyone in attendance that had not already turned them in.
 - B. Investment Policy Statement – **Action** – Ben Green
 - Motion to accept the revised Investment Policy Statement made by Dukie Valderrama, seconded by Ruben Garcia and unanimously approved.

7. **REMOVAL FROM OFFICE – ACTION – Ben Green**
 - A. Hold a secret ballot vote whether to remove SWC Foundation director Scott Sarem due to non-participation in accordance with Article IV, Section IV of the SWC Foundation bylaws.
 - Motion made by Jesse Navarro, seconded by Holly Hiding and unanimously approved to hold the secret ballot vote. Results of the secret ballot vote: 11 yes, remove from office; zero no, do not remove from office. A formal letter will be sent to Mr. Sarem advising him of such.

8. **REPORTS – ACTION – Ben Green**
 - A. Gala 2012 – Melyn Acasio
 - Melyn reported that the gala committee had met. A budget report is included for everyone's information. She further reported that the committee recommends moving the date of the Gala to October 6, 2012 in order to have additional time for sponsorship and ticket sales. The board agreed that this is a good idea since printed materials have not been sent out yet indicating date of event. Hank Murphy advised that he has had preliminary conversations with representatives of the other Indian casinos for possible support and that a meeting is scheduled between the casino reps and the gala committee on June 7th. Linda Gilstrap shared a draft save the date card and sponsorship opportunities handout. She also advised that permission has been given for the college's vendor list to be made available. She further advised that contact with vendors will be thoughtful and careful and no company who is involved in any sort of bidding process will be approached for a sponsorship. Linda continued by saying that the committee is asking all of the directors to open doors with their contacts for possible Gala sponsorships. Dukie Valderrama suggested that it may be prudent for the board to meet prior to the gala to assist the committee if needed.

9. **RETREAT – ACTION – Ben Green**
 - A. Select a date from these potential dates:
 - August 4, 2012 selected as the preferred date for a summer retreat to be held from 8am-noon (approx.) at Crown Cove Aquatic Center. Motion made by Hank Murphy, seconded by Jesse Navarro, unanimously approved.

10. **MEETING SCHEDULE FOR FY 2012-13 (Enclosure) – Ben Green**

Ben advised the group that the schedule was in their packet of information.

11. **GOVERNING BOARD REPORT – Jean Roesch, Ed.D.**

No report given as Dr. Roesch was absent.

12. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**

Dr. Nish advised that 550 students walked in the college's 51st commencement on May 18th at Cricket Amphitheater. She also advised that she would be taking forward the final two vice president recommendations to the Governing Board at a special meeting on May 23rd. Dr. Nish reported that some faculty hires would be taking place in order to meet required faculty obligations and avoid monetary penalties. Dr. Nish reported is that she will be starting an informational campaign over the summer regarding tax initiatives that will be on the November ballot so that voters can make an informed vote.

13. **ADJOURNMENT – Ben Green**

The meeting was adjourned at 8:35 a.m.