

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.