

**SOUTHWESTERN COLLEGE FOUNDATION
MEETING AGENDA
Tuesday, May 28, 2013 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: ROOM L238 North**

1. **WELCOME / CALL TO ORDER – Ben Green**
2. **APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green**
 - A. April 23, 2013
3. **TREASURERS REPORT – Information – (Enclosures) – David Hoffman**
 - A. Financial Report – David Hoffman
 - B. Banking Needs Assessment
 - Establish a new account – **ACTION – Hoffman**
 - C. Board Docs program annual license fee – **ACTION – Green/Nish**
4. **COMMITTEE REPORTS – Ben Green**
 - A. Fundraising Committee
 - Golf Tournament Report – Patti Finnegan
 - Gala 2013 Report – Cynthia Reyna
 - Event planning and/or fundraising bid solicitation
 - B. Executive Committee – Ben Green
 - Set a date/location for this year's Directors Retreat. Potential dates include Saturday, July 13 (morning) or possibly Tuesday, July 16, Wednesday, July 17, or Thursday, July 18 (all evenings)
5. **GOVERNING BOARD REPORT – Humberto Peraza**
6. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**
7. **ADJOURNMENT – Ben Green**

Next meeting date: September 24, 2013

Upcoming Events:

Graduation – May 29, 2013, Sleep Train Amphitheater
SWCF Directors Retreat - TBD
SWC Foundation Gala – September 21, 2013

Item #2.A
4/23/13 Minutes

SOUTHWESTERN COLLEGE FOUNDATION
MEETING MINUTES
Tuesday, April 23, 2013 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: ROOM L238 North

Present: Ben Green, Linda Gilstrap, Patti Finnegan, Melinda Nish, Melyn Acasio, Joe Martinez (departed at 8:35 a.m.), Mitch Thompson, David Hoffman, Ruben Garcia and Cynthia Reyna.

Absent: Dukie Valderrama, Jesse Navarro, Jean Roesch, Chayo Moreno, Hank Murphy, Holly Hidingier, Humberto Peraza, and Kimberly Paul.

Recorder: Dawn Perez

1. **WELCOME / CALL TO ORDER – Ben Green**
President Green called the meeting to order at 7:42 a.m. and welcomed everyone.
2. **APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green**
 - A. Motion made by Melyn Acasio, seconded by Cynthia Reyna and unanimously approved to accept the minutes for March 19, 2013.
3. **TREASURERS REPORT – Information – (Enclosures) – David Hoffman**
 - A. Financial Report – David Hoffman
David Hoffman presented the financial report ending March 31, 2013. Ben Green pointed out that roughly \$20,000 was taken from the investment account to fund the scholarship awards for the various endowed funds. Discussion took place regarding the feasibility of moving the checking and savings account to a bank that may offer better options. Melyn shared that Seacoast Commerce Bank will allow a fund to be set up with credit/debit card options enabling staff to move forward with Gala spending needs during the summer. Discussion took place whether an RFP is needed or if the treasurer can review options and make a decision without going through an RFP process. Given the amount in the checking/savings account is relatively small; several directors feel that a bank would not bother to respond to an RFP and would take a lot of staff time unnecessarily. Discussion resulted in consensus to bring this forward on the May agenda with a recommendation from the treasurer, as chair of the Finance Committee.
4. **PATIO HEATER PURCHASE – ACTION – Ben Green**
Motion was made by Patti Finnegan, seconded by Melyn Acasio and unanimously approved to purchase patio heaters at the best price available for the college's inventory of special event items. A total of six heaters are needed. SWCF will purchase four heaters and Melyn Acasio will purchase and donate two heaters.
5. **COMMITTEE REPORTS – Ben Green**
 - A. Nominating Committee – **ACTION** – Ruben Garcia/Jesse Navarro
 - Motion made by Melyn Acasio, seconded by Cynthia Reyna and unanimously approved to renew the term of Patti Finnegan for another 3-year term to April 2016.
 - B. Fundraising Committee
 - Golf Tournament – Patti Finnegan
An update was provided regarding the number of golfers, prizes for golfers, volunteer assignments and raffle tickets are available for pre-sale. She suggested that we move forward and commit to holding a golf tournament every year, the first Wednesday in May. She also suggested that we develop a gala/golf tournament package deal for donors to consider. Melyn brought it to the attention of the directors that most of the support came from the National City area and that we need to branch out and cultivate relationships in the other cities within the college's service area.
 - Gala 2013 – Melyn Acasio
Melyn has been appointed the chair for special events. Cynthia Reyna and Hank Murphy will co-chair Gala 2013. Cynthia reported that she is looking for another volunteer to co-chair Gala 2013. The Gala will be held at SWC's main campus on Saturday, September 21, 2013 with a focus on supporting a Veterans Center. An overview and a proposed budget will be provided at the May meeting. Sycuan has graciously agreed again to

be the catering sponsor. Ben reported that two bids have been submitted for event planning services. Discussion took place whether or not we need to go through an RFP process and ultimately consensus was reached to go through with a bid solicitation process from additional companies besides the two who have already submitted bids for event planning and/or fundraising services. The committee will review all proposals and a recommendation will be placed on the May agenda as an action item.

- **Electronic Scoreboard Fundraising – Ben Green**

Ben reported that the Foundation has been asked to consider fundraising for an electronic scoreboard at the renovated football stadium. Dr. Nish reported that funds have been set aside in the construction budget for a scoreboard but an upgraded scoreboard is desired. She will check into this further.

C. **Executive Committee – Ben Green**

- Set a date/location for this year's Directors Retreat. Check availability for July 13, 20, and 27
July 20th not a good date and discarded as an option. After discussion it was decided to consider July 13th and look at a possible evening date. We will decide the retreat date at the May meeting.

D. **Request for Funds Committee – (Enclosure) – Joe Martinez**

- **Funding Report for FY 2012-13**

Joe presented the final funding report for FY 2012-13.

- **RFF Procedures Marketing Campaign**

Linda reported that as part of the marketing campaign she had attended Deans Council where she provided a synopsis of funding for this year. Feedback she received was for the Foundation to be consistent in funding decisions regarding the award amounts in light of our RFF criteria that suggests a specific funding range. Some of the approvals were significantly higher than the suggested range. There is a perceived confusion and unfairness when funding is approved at a higher level than the suggested funding range. Regarding the new procedures, everyone feels that the Q & A session that we will be hosting in August is a good idea.

6. **GOVERNING BOARD REPORT – Humberto Peraza**

Dr. Nish reported on behalf of Trustee Peraza and the Governing Board that at their last meeting they supported a resolution on immigration reform. Other Governing Board news is that they are getting ready to appoint a new member to the Governing Board.

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

Dr. Nish reported that a special meeting will be held to accept the Educational Master Plan and Facilities Master Plan on April 24. She explained some of the projects within the Facilities Master Plan. She further reported that she is expecting the Governor's May budget revise mid-May and that she is also waiting to hear whether SWC will receive Center status for the National City and San Ysidro sites.

8. **ADJOURNMENT – Ben Green**

The meeting adjourned at 8:45 a.m.

Item #3.A
Financial Report April 30, 2013

May 28, 2013

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Financial Position

April 30, 2013

(UNAUDITED)

ASSETS

Checking/Savings			
Operating Account	\$	46,334.85	
Money Market Account		35,950.12	
Undeposited funds		<u>19,800.00</u>	
Total Checking/Savings			\$ 102,084.97
Pledges Receivable		<u>20.00</u>	
			20.00
Other Assets			
Marketable Securities			
Unrestricted		159,329.64	
Temporarily Restricted		<u>661,472.03</u>	
Total Marketable Securities			
Total Other Assets			<u>820,801.67</u>
TOTAL ASSETS			\$ <u>922,906.64</u>

LIABILITIES & NET ASSETS

Other Current Liabilities			
Due to Southwestern College	\$	29,101.00	
Community Outreach		<u>2,462.10</u>	
Total Current Liabilities	\$	31,563.10	
Total Liabilities			\$ 31,563.10
Net Assets			
Temp. Restricted Net Assets		646,075.00	
Unrestricted Net Assets		159,235.42	
Net Income		<u>86,033.12</u>	
Total Equity			<u>891,343.54</u>
TOTAL LIABILITIES & NET ASSETS			\$ <u>922,906.64</u>

SOUTHWESTERN COLLEGE FOUNDATION

Profit & Loss

For The Ten Months Ended April 30, 2013

(UNAUDITED)

	<u>Apr'13</u>	<u>Year-to-Date</u>
Ordinary Income/Expense		
Dividend/Interest - Unrestricted	1,561.71	16,741.12
Dividend/Interest - Restricted	670.78	7,208.65
Realized gain/loss - Unrestricted	1,503.15	4,089.47
Realized gain/loss - Temporarily Restricted	10,676.83	65,933.08
Direct Public Contributions- Temporarily Rest.	6.00	46,752.40
Direct Public Contributions- Unrestricted	1,004.00	9,922.78
2012 Gala Scholarship Income:	0.00	83,280.50
2013 Golf Tournament Income:	4,950.00	4,950.00
Total Income	<u>20,372.47</u>	<u>238,878.00</u>
 Gross Profit	 20,372.47	 238,878.00
 Expenses		
On-Going Financial Comm. (Agreements)		
Raised the Paddle	0.00	11,550.00
Students of Dist. Award (SODA)	0.00	12,500.00
Students Scholarship Awards	19,800.00	19,800.00
Bank Fees - Merchant Service	0.00	99.95
Campus Activities/Events	160.00	14,960.00
Outside Services	1,350.00	10,486.00
Stipends	1,800.00	2,050.00
Community Events	0.00	475.00
Hospitality	64.00	1,112.27
Postage	0.00	90.00
Supplies	0.00	91.49
Taxes and Fees	0.00	80.00
Investment Expense	2,653.62	9,519.18
Conference, Conventions, Meetings	0.00	510.00
Total 2013 Golf Tournament Expenses	6,106.91	6,756.91
Total Gala 2012 Expenses	8,194.42	62,764.08
Total Expense	<u>40,128.95</u>	<u>152,844.88</u>
Net Ordinary Income	<u>-19,756.48</u>	<u>86,033.12</u>
 Net Income	 <u><u>-19,756.48</u></u>	 <u><u>86,033.12</u></u>

SOUTHWESTERN COLLEGE FOUNDATION						
FUNDS SEGREGATION REPORT						
04/01/13 - 04/30/13						
Account Name	Fair Market Value as of April 1, 2013	Inflow	Outflow	Gain/(Loss)	Fair Market Value as of Apr. 30, 2013	
<u>Unrestricted Funds Accounts</u>						
UBS Brokerage Accounts	\$161,424.40	\$17,300.00	\$22,459.65	\$3,064.86	\$159,329.61	
Wells Fargo Checking	\$35,967.49	\$10,960.00	\$42,475.33	\$0.00	\$4,452.16	
Wells Fargo Savings	\$35,948.64	\$1.48	\$0.00	\$0.00	\$35,950.12	
<u>Sub-Totals</u>	<u>\$233,340.53</u>	<u>\$28,261.48</u>	<u>\$64,934.98</u>	<u>\$3,064.86</u>	<u>\$199,731.89</u>	
<u>Temporarily Restricted Funds Accounts</u>						
UBS Brokerage Account (See Attachment for Scholarship Funds Breakdown)	\$667,419.90	\$6.00	\$17,300.00	\$11,346.14	\$661,472.04	
Wells Fargo Checking (See Attachment for Pilot Program Accounts Breakdown)	\$41,882.69	\$0.00	\$0.00	\$0.00	\$41,882.69	
<u>Sub-Totals</u>	<u>\$709,302.59</u>	<u>\$6.00</u>	<u>\$17,300.00</u>	<u>\$11,346.14</u>	<u>\$703,354.73</u>	
<u>Total Funds Accounts</u>	<u>\$942,643.12</u>	<u>\$28,267.48</u>	<u>\$82,234.98</u>	<u>\$14,411.00</u>	<u>\$903,086.62</u>	

Southwestern College Foundation
Temporarily Restricted Funds Accounts Detail - 04/01/13 - 04/30/13

Scholarship Funds

Account Description	FMV - 04/01/13	Inflow	Outflow	Gain/(Loss)	FMV - 04/30/13
♦ Athletic Endowment - 061	\$12,470.62			212.00	\$12,682.62
♦ CAN Scholarship - 032	\$123,897.81		\$3,000.00	2,106.26	\$123,004.07
♦ Douglas Barnhart Scholarship - 059	\$36,350.00		\$500.00	617.95	\$36,467.95
♦ Eastlake Company - 058	\$31,315.99		\$2,500.00	532.37	\$29,348.36
♦ Garden of Giving -037	\$70,919.56	\$0.00	\$2,400.00	1,205.63	\$69,725.19
♦ Jean Wear Scholarship - 056	\$5,972.30			101.53	\$6,073.83
♦ McMillin Companies - 052	\$31,438.55		\$1,500.00	534.46	\$30,473.00
♦ Metallic Scholarship - 016	\$11,783.96		\$400.00	200.33	\$11,584.28
♦ M. Watkins Scholarship - 036	\$13,187.21	\$0.00		224.18	\$13,411.39
♦ Otay Mesa Child Development - 044	\$15,244.43			259.16	\$15,503.59
♦ Tantalio/Confi Scholarship - 033	\$44,966.69			764.43	\$45,731.13
♦ Sarah Riker Scholarship - 046	\$4,646.08			78.98	\$4,725.07
♦ Hayden Stewart Scholarship - 034	\$95,872.24	\$6.00	\$2,000.00	1,629.83	\$95,508.07
♦ Valenzuela Scholarship - 055	\$18,797.86		\$2,500.00	319.56	\$16,617.42
♦ WalMart Scholarship -060	\$10,355.31		\$500.00	176.04	\$10,031.35
♦ SCEA Scholarship - 065	\$6,696.34	\$0.00	\$1,000.00	113.84	\$5,810.17
♦ Luckman Scholarship -066	\$5,511.17			93.69	\$5,604.86
♦ Lassman Scholarship - 054	\$14,344.92		\$1,000.00	243.86	\$13,588.78
♦ Carolyn Brady Fund - 053	\$113,648.88			1,932.03	\$115,580.91
Totals	\$667,419.90	\$6.00	\$17,300.00	\$11,346.14	\$661,472.04

Program Accounts Pilot Program

Account Description	FMV - 04/01/13	Inflow	Outflow	Gain/(Loss)	FMV - 04/30/13
♦ SWC Retirees Scholarship Fund	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
♦ Micro Enterprise Family Child Care Program	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
♦ SBDC Small Business Development Ctr	\$37,500.00	\$0.00	\$0.00	\$0.00	\$37,500.00
♦ SSG Joshua P Matterno Memorial Fnd	\$632.69	\$0.00	\$0.00	\$0.00	\$632.69
♦ Presidents Circle	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Totals	\$41,882.69	\$0.00	\$0.00	\$0.00	\$41,882.69