

SOUTHWESTERN COLLEGE FOUNDATION
MEETING AGENDA
Tuesday, December 17, 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. November 26, 2013
3. **TREASURERS REPORT – Information – (Enclosure) – Cynthia Reyna**
A. Financial Report November 2013
4. **COMMITTEE REPORTS – Ben Green**
A. Fundraising Committee
 - Gala 2014 – Melyn Acasio
 - Golf Tournament 2014 – Patti Finnegan
5. **GOVERNING BOARD REPORT – Humberto Peraza**
6. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**
7. **ADJOURNMENT – Ben Green**

Next meeting date: January 28, 2014

Have a happy and safe holiday season!

SOUTHWESTERN COLLEGE FOUNDATION
MEETING MINUTES
Tuesday, November 26, 2013 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: ROOM L238 North

Present: Linda Gilstrap, Chayo Moreno, Cynthia Reyna, Melyn Acasio, Ruben Garcia, Jean Roesch, Joe Martinez, David Hoffman, Melinda Nish, Holly Hiding, Jesse Navarro, and Ben Green

Absent: Dukie Valderrama, Patti Finnegan, Kimberly Paul, and Humberto Peraza, Hank Murphy and Mitch Thompson

Recorder: Linda Gilstrap

1. WELCOME / CALL TO ORDER

President Green called the meeting to order at 7:34 a.m. and welcomed everyone.

2. APPROVAL OF MINUTES – ACTION (Enclosure)

A. Motion made by Ruben Garcia, seconded by Cynthia Reyna and unanimously approved to accept the minutes for October 22, 2013.

3. PRESENTATION – FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT FY END 6/30/13 – Information – (Enclosure) – Ben Green

- Mr. Gabe Martinez (Armando Martinez and Company, CPA's) reviewed the Auditor's Report with the Foundation Board and shared the independent review's conclusion of no findings after review of Foundation's financial records and processes. This review is conducted in accordance auditing standards generally accepted in the United States.
- Dr. Nish thanked Mr. Martinez for his opening remarks of acknowledging the important role of management responsibility by the Foundation to prepare audit ready files and to follow appropriate accounting standards.
- Ruben Garcia indicated to Mr. Martinez that the accurate reference for SWC Foundation members is "Directors" and not trustees as this Auditor's Report indicates. Mr. Martinez said that he would be sure to make that the correct title is used in next year's audit report.

4. TREASURERS REPORT – Information – (Enclosure) – Cynthia Reyna

- Financial Report October 2013 was presented by Ben Green, SWCF President and Cynthia Reyna, SWCF Treasurer
- Melyn Acasio noted that the newly elected officers of the SWCF will be registered on the bank accounts at Seacoast Commerce Bank
- Ben Green noted that the Foundation's assets are likely to reach \$1 million in 2014

5. COMMITTEE REPORTS – Ben Green

A. Nominating Committee – ACTION – (Enclosure) – Ruben Garcia/Jesse Navarro

- Motion made by Joseph Martinez, seconded by Melyn Acasio and unanimously approved to accept the nomination of Ricardo A. Macedo to serve as a Foundation Director

B. Fundraising Committee

- Annual Fund – Linda Gilstrap

Linda Gilstrap reported that the Annual Fund Campaign was launched in October to staff, faculty, SWCF Board members and SWC Governing Board members. Superintendent/President Nish indicated the importance of 100% support of the Annual Fund Campaign and she has encouraged SWC administrative staff to join the campaign with monthly contributions. SWCF Director Garcia encouraged staff to look into registering the Foundation as a recipient with the United Way/Combined Federal Campaign so that Federal employees can easily deduct a monthly contribution from their paychecks.

- Donor Recognition – Linda Gilstrap

Linda Gilstrap reported that there have been several outreach efforts to acknowledge SWCF donors in the months of October and November 2013. Thank you letters and auction receipts were distributed to over

230 Gala guests; in addition, appreciation/gratitude cards were sent to all SWCF donors over the Thanksgiving holiday to express the Foundation's appreciation for their support.

- **Gala 2014 – Melyn Acasio**

Melyn Acasio announced that Saturday October 25, 2014 is the tentative date for the 2014 Gift of Scholarship Gala. Securing the location of the gala is the next step and after much discussion it was decided to convene a meeting of the Gala Team in early December to determine location and to get sponsorship requests submitted to business and industry leaders by end of year in order to be included in 2014 budgets.

- **Golf Tournament 2014 – Patti Finnegan**

Melyn Acasio announced that Save the Date cards have been printed for the 2014 Golf Tournament and she distributed copies to all Foundation directors. Linda Gilstrap noted that the solicitation packet for the Golf Tournament has also been developed and is waiting for the co-chairs to be identified to serve along with Patti; Holly Hiding and Jean Roesch are considering this post, along with Chayo Moreno.

6. SWCF VENDOR SOLICITATION POLICY – (Enclosure) – Ben Green

- The draft policy was distributed to SWCF directors in the status of first reading and will be brought back in January for a vote.

7. GOVERNING BOARD REPORT – Humberto Peraza

- Dr. Nish explained that three members of the SWC Governing attended Governance Institute for Student Success on October 31-November 2, 2013 to learn about their policy role and responsibilities that pertain to supporting student success and completion at Southwestern College.
- Further, Dr. Nish noted that the December 11, 2013 SWC Governing Board meeting will convene at 7 pm promptly; the District is expecting a full audience due to an item of interest on the GB agenda regarding PLA.

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

- Dr. Nish reported that student success has been the focus of District activities and programs this academic year ; these efforts are represented with three initiatives that have been launched by the college: 1) degree audit and the ERP system are being completely re-configured in order to track completion milestones of our students 2) data analysis is also taking place to better understand where the obstacles or bottlenecks might be that can interfere with students achieving their educational goals 3) freshman experience program is being launched by offering a summer boot camp math refresher for incoming first year students. The data indicates that low scoring math placement results are a large problem for the first year student population; since high school students are not required to take Math in their senior year the District is offering a summer math boot camp in hopes of refreshing their knowledge and understanding in this area and possibly being able to place into college level math on their assessment tests. These efforts are in response to a stretch goal that Dr. Nish gave the college to improve student completion rates from 42% to 58% by 2015; with this rate being achieved then SWC would be in the top 10% of California Community Colleges regarding student completion rates.

9. ADJOURNMENT – Ben Green

The meeting was adjourned at 8:50 a.m.

SOUTHWESTERN COLLEGE FOUNDATION

FUNDS SEGREGATION REPORT

11/01/13 -11/30/13

Account Name	Fair Market Value as of November 1, 2013	Inflow	Outflow	Gain/(Loss)	Fair Market Value as of November 30, 2013
Unrestricted Funds Accounts					
UBS Brokerage Accounts	\$164,509.67	\$0.00	-\$63.68	\$2,343.90	\$166,917.25
Wells Fargo Checking	\$5,140.15	\$0.00	\$111.95	\$0.00	\$5,028.20
Wells Fargo Savings	-\$12.00	\$12.00	\$6.00	\$0.00	-\$6.00
Seacoast Commerce Bank Checking	\$28,055.85	\$1,540.00	\$7,312.59	\$0.00	\$22,233.26
Seacoast Commerce Bank Savings	\$50,218.78	\$40.88	\$0.00	\$0.00	\$50,259.66
Sub-Totals	\$247,912.45	\$1,592.88	\$7,366.86	\$2,343.90	\$244,432.37
Temporarily Restricted Funds Accounts					
UBS Brokerage Account (See Attachment for Scholarship Funds Breakdown)	\$679,562.42	\$6.00	\$0.00	\$8,834.31	\$688,402.73
Seacoast Commerce Bank Checking (See Attachment for Pilot Program Accounts Breakdown)	\$42,082.69	\$50.00	\$0.00	\$0.00	\$42,132.69
Sub-Totals	\$721,645.11	\$56.00	\$0.00	\$8,834.31	\$730,535.42
Total Funds Accounts	\$969,557.56	\$1,648.88	\$7,366.86	\$11,178.21	\$974,967.79

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Financial Position

NOVEMBER 30, 2013

(UNAUDITED)

ASSETS

Checking/Savings

Operating Account \$ 69,394.15

Money Market Account 50,253.66

Total Checking/Savings \$ 119,647.81

Other Assets

Marketable Securities

Unrestricted 166,917.25

Temporarily Restricted 688,402.73

Total Marketable Securities

Total Other Assets 855,319.98

TOTAL ASSETS \$ 974,967.79

LIABILITIES & NET ASSETS

Other Current Liabilities

Due to Southwestern College \$ 101.00

Community Outreach 2,462.10

Total Current Liabilities \$ 2,563.10

Total Liabilities 2,563.10

Net Assets

Temp. Restricted Net Assets 646,075.00

Unrestricted Net Assets 255,145.04

Net Income 71,184.65

Total Equity 972,404.69

TOTAL LIABILITIES & NET ASSETS \$ 974,967.79

SOUTHWESTERN COLLEGE FOUNDATION

Profit & Loss

For The Five Months Ended November 30, 2013

(UNAUDITED)

	<u>November'13</u>	<u>Year-to-Date</u>
Ordinary Income/Expense		
Dividend/Interest - Unrestricted	348.70	2,648.17
Dividend/Interest - Restricted	854.52	6,427.89
Realized gain/loss - Unrestricted	1,995.20	11,035.79
Realized gain/loss - Temporarily Restricted	8,020.67	49,981.16
Direct Public Contributions- Temporarily Rest.	56.00	168.00
Direct Public Contributions- Unrestricted	934.00	3,572.52
Total 2013 Gala Income	550.00	85,981.00
2013 Golf Tournament Income:	<u>0.00</u>	<u>0.00</u>
Total Income	<u>12,759.09</u>	<u>159,814.53</u>
 Gross Profit	 12,759.09	 159,814.53
 Expenses		
Students Scholarship Awards	0.00	1,500.00
SWC Athletic department	0.00	17,600.00
Bank Fees	362.42	1,472.01
Campus Activities/Events	750.12	9,065.12
Outside Services	6,200.00	6,200.00
Stipends	0.00	800.00
Community Events	0.00	500.00
Hospitality	0.00	337.61
Postage	46.00	46.00
Taxes and Fees	60.00	80.00
Investment Expense	-69.65	4,881.40
Office Expense	0.00	47.11
Membership & Dues	0.00	600.00
Conference, Conventions, Meetings	0.00	450.00
Gala 2013 Expenses	<u>0.00</u>	<u>45,050.63</u>
Total Expense	<u>7,348.89</u>	<u>88,629.88</u>
Net Ordinary Income	<u>5,410.20</u>	<u>71,184.65</u>
 Net Income	 <u><u>5,410.20</u></u>	 <u><u>71,184.65</u></u>

SOUTHWESTERN COLLEGE FOUNDATION

Date	Numb	Name	Memo	Amount
Campus Activities/ Events				
10/11/2013	1037	CLIFF	Funding for Culture & Language Intl Film Fest	300.00
10/11/2013	1038	We End Violence	Funding for Gender Equity Committee projects	1,000.00
10/11/2013	1039	SWC Architecture Club	Funding for University Campus Tours FA/13 and SP/14	500.00
10/11/2013	1040	African American Alliance	Funding for African American success Series Fall 2013	600.00
10/11/2013	1041	SWC Art Gallery Trust	Funding for the Art Gallery speaker Series Fall 2013 Spring 2014	1,000.00
10/11/2013	1042	Puente Club	Funding for Puente Club University Visists FA/13	4,500.00
10/25/2013	1044	IPhi Theta Kappa	Funding for the Phi Theta Kappa Radio Project License	415.00
			Total October	8,315.00
11/04/2013	1047	Rob Estigoy	Funding for FilAm History month Oct 2013 Presenter	75.00
11/04/2013	1048	Ella DeCastro Baron	Presenter funding for FilAm History month	75.00
11/04/2013	1049	Bridget Mabunga	Presenter funding for FilAm History month	175.00
11/04/2013	1050	Jen Palmares Meadows	Presenter funding for FilAm History month	175.00
11/04/2013	1051	Donna Miscolta	Presenter funding for FilAm History month	175.00
11/21/2013	1056	Henry Aronson	Hospitality Purchases for FilAm History Month Series Funding	75.12
			Total November	750.12
Grand Total				9,065.12

Community Events

10/11/2013	1036	National University	Tickets to National University Gala 10/19/13	500.00
			Total October	500.00
Grand Total				500.00

SOUTHWESTERN COLLEGE FOUNDATION
Contributions Received
NOVEMBER 2013

Date	From	Memo	Recorded under	Amount
	RESTRICTED			
11/15/13	Southwestern Comm. College District	Contributions made thru Payroll - Unrestricted Oct 23/13	034 Hayden Steward	6.00
11/15/13	Southwestern Comm. College District	Contributions made thru Payroll - Unrestricted Oct 23/13	028 SWC Sun	50.00
			Sub-Total Restricted	56.00
	UNRESTRICTED			
11/15/2013	Southwestern Comm. College District	Contributions made thru Payroll - Unrestricted Oct 23/13	General and Admin	709.00
11/15/2012	Arthur J. Diaz	Frequently contributions Nov/13	General and Admin	225.00
			Sub-Total Unrestricted	934.00
Total Contribution Received				990.00

Southwestern College Foundation
Temporarily Restricted Funds Accounts Detail - 11/01/13 - 11/30/13

Scholarship Funds

Account Description	FMV - 11/01/13	Inflow	Outflow	Gain/(Loss) 0.013	FMV - 11/30/13
♦ Athletic Endowment - 061	\$13,408.24			174.31	\$13,582.55
♦ CAN Scholarship - 032	\$128,442.50		\$0.00	1,669.75	\$130,112.26
♦ Douglas Barnhart Scholarship - 059	\$38,554.42			501.21	\$39,055.62
♦ Eastlake Company - 058	\$31,027.49			403.36	\$31,430.84
♦ Garden of Giving -037	\$73,714.43			958.29	\$74,672.71
♦ Jean Wear Scholarship - 056	\$6,421.34			83.48	\$6,504.82
♦ McMillin Companies - 052	\$32,216.48			418.81	\$32,635.29
♦ Metallic Scholarship - 016	\$12,247.06			159.21	\$12,406.28
♦ M. Watkins Scholarship - 036	\$14,178.70			184.32	\$14,363.03
♦ Otay Mesa Child Development - 044	\$16,390.61			213.08	\$16,603.68
♦ Tantaló/Conti Scholarship - 033	\$48,347.57			628.52	\$48,976.09
♦ Sarah Riker Scholarship - 046	\$4,995.40			64.94	\$5,060.34
♦ Hayden Stewart Scholarship - 034	\$100,997.44	\$6.00		1,312.97	\$102,316.41
♦ Valenzuela Scholarship - 055	\$17,568.16			228.39	\$17,796.55
♦ WalMart Scholarship -060	\$10,605.28			137.87	\$10,743.14
♦ SCEA Scholarship - 065	\$6,142.59			79.85	\$6,222.45
♦ Luckman Scholarship -066	\$5,925.54			77.03	\$6,002.57
♦ Lassman Scholarship - 054	\$14,366.24			186.76	\$14,553.01
♦ Carolyn Brady Fund - 053	\$104,012.92		\$0.00	1,352.17	\$105,365.09
Totals	\$679,562.42	\$6.00	\$0.00	\$8,834.31	\$688,402.73

Program Accounts Pilot Program

Account Description	FMV - 11/01/13	Inflow	Outflow	Gain/(Loss)	FMV - 11/30/13
♦ 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 Mattero 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
♦ SWC Sun	\$200.00	\$50.00	\$0.00	\$0.00	\$250.00
Totals	\$42,082.69	\$50.00	\$0.00	\$0.00	\$42,132.69