

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.