

SOUTHWESTERN COLLEGE FOUNDATION
MEETING AGENDA
Tuesday, April 22, 2014 ♦ 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. March 25, 2014
3. **TREASURERS REPORT – ACTION (Enclosure) – Cynthia Reyna**
 - A. Financial Report March 2014 (Information) (Enclosure)
 - B. Seeking approval to obtain a SWCF debit card (**ACTION**) (Enclosure)
4. **COMMITTEE REPORTS – Ben Green**
 - A. Fundraising Committee
 - Golf Tournament 2014 – Patti Finnegan
 - Afternoon Tea, Westgate Hotel, November 14, 2014 – Melyn Acasio/Mitch Thompson
5. **EXECUTIVE DIRECTOR PROPOSAL – ACTION (Enclosure) – Ben Green**

Draft agreement requesting District to establish position with financial commitment from Foundation to pay for half of salary cost.
6. **GOVERNING BOARD REPORT – Nora Vargas, SWC Governing Board Trustee**
7. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**
8. **ADJOURNMENT – Ben Green**

Next meeting date: May 27, 2014

Upcoming Events:

- Athletics Hall of Fame Banquet — Saturday, April 26, 2014, San Diego Country Club, 5 p.m.
- Student Awards Ceremony/SODA Awards — Tuesday, April 29, 2014, Mayan Hall, 5:30 p.m.
- Commencement — Friday, May 30, 2014

**SOUTHWESTERN COLLEGE FOUNDATION
MEETING MINUTES
Tuesday, March 25, 2014 ♦ 7:30 a.m. – 8:30 a.m.**

Present: Melyn Acasio, Jean Roesch, Melinda Nish, Ben Green, Linda Gilstrap, Chayo Moreno (departed at 8:15), David Hoffman, Mitch Thompson, Ricardo Macedo, Patti Finnegan, Cynthia Reyna, Joe Martinez, Hank Murphy (departed at 8:25), Kimberly Paul, and Ruben Garcia.

Absent: Jesse Navarro, Dukie Valderrama, Nora Vargas, and Holly Hiding.

Recorder: Dawn Perez

1. WELCOME / CALL TO ORDER – Ben Green

President Green called the meeting to order at 7:35 a.m. and welcomed everyone.

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

- A. Motion made by Ruben Garcia, seconded by Hank Murphy and unanimously approved to accept the minutes for February 25, 2014.

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

- A. Cynthia Reyna presented the Financial Report for February 2014

4. COMMITTEE REPORTS – Ben Green

- A. Nominating Committee – **ACTION –Ruben Garcia/Jesse Navarro**

5. Motion made by Mitch Thompson and seconded by Melyn Acasio to renew Jesse Navarro's term to March 2017.

- B. Fundraising Committee

- Golf Tournament 2014 – Patti Finnegan

Patti reported that a meeting had been held with Sycuan and that the event details are set. She asked directors to continue to work towards obtaining sponsorships and/or foursomes. The target is to raise \$30,000.

- Other fundraising event – Melyn Acasio/Mitch Thompson

Linda Gilstrap explained the efforts that the fundraising committee has gone through in narrowing down the type of fundraising event the Foundation should hold and the different venues that have been under consideration for the type of event to hold. A great deal of discussion was held and consensus was reached that in addition to the golf tournament a Tea/Fashion Show will be held in the fall at the Westgate Hotel.

5. SWCF PROGRAM ACCOUNTS – ACTION (Enclosure) – Ben Green

- A. Motion made by Mitch Thompson, seconded by Ruben Garcia to approve the finalized documents regarding Program Accounts with one change to be made in the set-up fee. Motion carried with Melyn Acasio abstaining.

6. GOVERNING BOARD REPORT – Nora Vargas, SWC Governing Board Trustee

Dr. Nish reported on Trustee Vargas' behalf:

- The Governing Board conducted an accreditation workshop and is looking closely at the self-evaluation the college will be preparing.
- A resolution in support of AB850 was approved.
- Work on a policy agenda for student success is in the works.

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

Dr. Nish reported:

- In recruitment and hiring phase for several key positions. Of importance to the Foundation would be the position for an internal auditor who would be available to review the Foundation program accounts.
- The college will be fiscally independent on 1/1/15.

- SWC will be hiring 16 new tenure track faculty.
- Dr. Nish has been busy within the community updating organizations on what is happening at SWC. Two Proposition R forums have been held.
- A discussion regarding a full time executive director for the Foundation need to take place.

8. **ADJOURNMENT – Ben Green**

The meeting was adjourned at 8:27 a.m.

SOUTHWESTERN COLLEGE FOUNDATION

FUNDS SEGREGATION REPORT

03/01/14 - 03/31/14

	Account Name	Fair Market Value as of March 1, 2014	Inflow	Outflow	Gain/(Loss)	Fair Market Value as of March 31, 2014
Unrestricted Funds Accounts						
	UBS Brokerage Accounts	\$165,759.87	\$0.00	-\$54.29	\$2,683.17	\$168,497.33
	Wells Fargo Checking	-\$200.00	\$0.00	\$0.00	\$0.00	-\$200.00
	Wells Fargo Savings	-\$6.00	\$0.00	\$0.00	\$0.00	-\$6.00
	Seacoast Commerce Bank Checking	\$16,848.76	\$4,264.00	\$8,144.25	\$0.00	\$12,918.51
	Seacoast Commerce Bank Savings	\$50,301.94	\$122.94	\$0.00	\$0.00	\$50,424.88
	Sub-Totals	\$232,704.57	\$4,386.94	\$8,089.96	\$2,683.17	\$231,634.72
Temporarily Restricted Funds Accounts						
	UBS Brokerage Account (See Attachment for Scholarship Funds Breakdown)	\$694,760.25	\$6.00	\$0.00	\$10,421.40	\$705,187.66
	Seacoast Commerce Bank Checking (See Attachment for Pilot Program Accounts Breakdown)	\$4,782.69	\$50.00	\$0.00	\$0.00	\$4,832.69
	Sub-Totals	\$699,542.94	\$56.00	\$0.00	\$10,421.40	\$710,020.35
	Total Funds Accounts	\$932,247.51	\$4,442.94	\$8,089.96	\$13,104.57	\$941,655.06

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Financial Position

MARCH 31, 2014

(UNAUDITED)

ASSETS

Checking/Savings			
Operating Account	\$	17,551.20	
Money Market Account		<u>50,424.88</u>	
Total Checking/Savings			\$ 67,976.08
Other Assets			
Marketable Securities			
Unrestricted		168,497.32	
Temporarily Restricted		<u>705,187.66</u>	
Total Marketable Securities			
Total Other Assets			<u>873,684.98</u>
TOTAL ASSETS			\$ <u>941,661.06</u>

LIABILITIES & NET ASSETS

Other Current Liabilities			
Due to Southwestern College	\$	<u>101.00</u>	
Total Current Liabilities	\$		<u>101.00</u>
Total Liabilities			101.00
Net Assets			
Temp. Restricted Net Assets		646,075.00	
Unrestricted Net Assets		255,145.04	
Net Income		<u>40,340.02</u>	
Total Equity			<u>941,560.06</u>
TOTAL LIABILITIES & NET ASSETS			\$ <u>941,661.06</u>

SOUTHWESTERN COLLEGE FOUNDATION

Profit & Loss

For The Nine Months Ended March 31, 2014

(UNAUDITED)

	<u>March'14</u>	<u>Year-to-Date</u>
Ordinary Income/Expense		
Dividend/Interest - Unrestricted	847.55	6,063.18
Dividend/Interest - Temporarily Restricted	2,019.97	14,561.47
Realized gain/loss - Unrestricted	2,683.17	12,483.53
Realized gain/loss - Temporarily Restricted	7,596.26	57,926.18
Direct Public Contributions- Temporarily Rest.	56.00	492.00
Direct Public Contributions- Unrestricted	1,333.00	9,848.92
Total Income	<u>14,535.95</u>	<u>101,375.28</u>
Gross Profit	14,535.95	101,375.28
Expenses		
Students Scholarship Awards	0.00	1,500.00
SWC Athletic department	0.00	17,600.00
SBDC - Small Business Dev Ctr	0.00	37,500.00
Bank Fees	-12.00	1,488.01
Campus Activities/Events	6,490.00	26,555.12
Outside Services	0.00	8,876.00
Stipends	950.00	1,700.00
Community Events	0.00	500.00
Hospitality	54.25	500.36
Postage	0.00	46.00
Taxes and Fees	0.00	80.00
Investment Expense	-60.29	7,292.53
Office Expense	0.00	47.11
Membership & Dues	0.00	600.00
Conference, Conventions, Meetings	0.00	450.00
Total Expense	<u>7,421.96</u>	<u>104,735.13</u>
Net Ordinary Income	<u>7,113.99</u>	<u>-3,359.85</u>
Other Income/Expense: Special Events		
2013 Gala Scholarship:		
2013 Gala Net Income		41,474.87
2014 Golf Tournament		
Income	2,875.00	2,875.00
Expenses	(650.00)	(650.00)
2014 Golf Tournament Income	<u>2,225.00</u>	<u>2,225.00</u>
Total Other Income/Expense: Special Events	2,225.00	43,699.87
Net Income	<u>9,338.99</u>	<u>40,340.02</u>

SOUTHWESTERN COLLEGE FOUNDATION
Programs/Projects Report
Fiscal Year 2013

Date	Num	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 Gendesr 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 Visits FA/13	4,500.00
10/25/2013	1044	Phi 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
12/13/2013	1059	SWC Architecture Club	Funding for the Design Village Competition Apr 2014	1,000.00
12/13/2013	1060	SWC African American Alliance	Funding for the MLK Breakfast 2014	1,000.00
12/13/2013	1061	SWC Fine Arts Trust	Funding for African American History Month Events 2014	2,000.00
			Total December	4,000.00
01/15/2014	1063	SWC Sun	Funding for student Journalist Convention	6,000.00
			Total January	6,000.00
02/20/2014	1070	SWC Chicano/ Latino Coalition	Cesar Chavez Scholarship Breakfast March 28, 2014	1,000.00
			Total February	1,000.00
03/05/2014	1071	Higher Ed Center San Ysidro	Funding for HEC SY 25th Anniversary Celebration 05/08/14	1,000.00
03/05/2014	1072	Athletic Trust HESA	Funding for the Athletic Hall of Fame Banquet 04/27/14	240.00
03/05/2014	1073	Phi Theta Kappa	Funding for the International Convention	1,000.00
03/05/2014	1074	Psi Beta National Honor Society	Funding for WPA Psychology Convention 04/24 - 27/14	1,000.00
03/05/2014	1075	SWC School of Counseling & Pnal Dev	Funding HUBU Region X Conference 04/25/14	1,200.00
03/05/2014	1076	SWC EOPS Trust/ SCPD	Funding for summer Readiness Program June/July 2014	1,800.00
03/06/2014	1078	Otay Pizza	Funding for Catering HEC Otay Mesa Open House	250.00
			Total March	6,490.00
Grand Total				26,555.12

SOUTHWESTERN COLLEGE FOUNDATION
Programs/Projects Report
Fiscal Year 2013

Date	Num	Name	Memo	Amount
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
Temporarily Restricted Funds Accounts Detail - 03/01/14 - 03/31/14

Scholarship Funds

Account Description	FMV - 03/01/14	Inflow	Outflow	Gain/(Loss) 0.015	FMV - 03/31/14
♦ Athletic Endowment - 061	\$13,707.63			205.61	\$13,913.24
♦ CAN Scholarship - 032	\$131,310.44			1,969.66	\$133,280.10
♦ Douglas Barnhart Scholarship - 059	\$39,415.28			591.23	\$40,006.51
♦ Eastlake Company - 058	\$31,720.28			475.80	\$32,196.09
♦ Garden of Giving -037	\$75,360.36			1,130.41	\$76,490.77
♦ Jean Wear Scholarship - 056	\$6,564.72			98.47	\$6,663.19
♦ McMillin Companies - 052	\$32,935.82			494.04	\$33,429.86
♦ Metallic Scholarship - 016	\$12,520.52			187.81	\$12,708.33
♦ M. Watkins Scholarship - 036	\$14,495.29			217.43	\$14,712.72
♦ Otay Mesa Child Development - 044	\$16,756.58			251.35	\$17,007.93
♦ Tantalo/Conti Scholarship - 033	\$49,427.11			741.41	\$50,168.51
♦ Sarah Riker Scholarship - 046	\$5,106.94			76.60	\$5,183.55
♦ Hayden Stewart Scholarship - 034	\$103,276.75	\$6.00		1,549.15	\$104,831.90
♦ Valenzuela Scholarship - 055	\$17,960.43			269.41	\$18,229.84
♦ WalMart Scholarship -060	\$10,842.08			162.63	\$11,004.71
♦ SCEA Scholarship - 065	\$6,279.75			94.20	\$6,373.95
♦ Luckman Scholarship -066	\$6,057.85			90.87	\$6,148.71
♦ Lassman Scholarship - 054	\$14,687.02			220.31	\$14,907.33
♦ Carolyn Brady Fund - 053	\$106,335.38			1,595.03	\$107,930.41
Totals	\$694,760.25	\$6.00	\$0.00	\$10,421.40	\$705,187.66

Program Accounts Pilot Program

Account Description	FMV - 03/01/14	Inflow	Outflow	Gain/(Loss)	FMV - 03/31/14
♦ 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
♦ 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	\$400.00	\$50.00	\$0.00	\$0.00	\$450.00
Totals	\$4,782.69	\$50.00	\$0.00	\$0.00	\$4,832.69



Payment Processing

Check Processing

Southwestern College Foundation (SWCF) uses what is called a Payment Order (see attached) to process all payments. Payments must be accompanied by an original invoice addressed to the Southwestern College Foundation and/or a written receipt or some sort of documentation that authorizes the payment.

Examples of payments include charges related to printing of fundraising materials, costs associated with meetings and/or events, charges related to non-profit filing fees, scholarship payments or approved requests for funding.

Payment orders require dual signatures for authorization by either the Foundation Treasurer or President and the College President or designee. Checks require dual signatures from either the Foundation President or Treasurer and the College President.

Debit Card Processing

SWCF may also hold a debit card connected to its checking account. The card will be held in a secure location by SWC staff. Authorization to use the card will be completed in the same manner as processing checks. Prior to using the debit card a Payment Order will be completed.

Payment orders require dual signatures for authorization by either the Foundation Treasurer or President and the College President or designee.

To: Melinda Nish, Superintendent/President
FROM: Ben Green, President of Southwestern College Foundation
RE: Proposal to Hire an Executive Director for Southwestern College Foundation
Date: April 22, 2014

On behalf of the Southwestern College Foundation, I am pleased to submit this proposal to partner with the District to hire a full - time executive director for the Southwestern College Foundation (SWCF). Our Foundation has worked hard without full time staffing and we are proud that we will soon exceed our goal of raising one million dollars; as you know, all of these dollars benefit the learning environment at Southwestern College as well as provide for student scholarships and underwrite student development and leadership activities. We appreciate the support that you have given to the SWCF and we are especially hopeful in submitting this proposal to the District to hire a full time executive director of the Foundation; we are proposing that the salary of the executive director is equally shared by the District and the Foundation and that the District will be responsible for the cost of benefits associated with this position. If at all possible, the Foundation would like to see such an agreement in place by July 1, 2014.

Job Summary

The following is an overview of the position described in this proposal:

Serve as Executive Director of the Southwestern College Foundation; oversee the activities of the Southwestern College Foundation; provide leadership for and management of the development and implementation of a comprehensive fund development program/plan for the Foundation that includes annual giving campaign, corporate and community solicitation program, special events, alumni association, Request for Funds program, and planned giving program.

- Focus the efforts and provide leadership to Foundation Board of Directors on achieving the mission of the Southwestern College Foundation;
- Produce an annual report and quarterly newsletters regarding SWC Foundation activities and accomplishments;
- Advance the educational experience of students and support for the faculty of Southwestern College by raising funds for student scholarships, student leadership and development and academic programs;
- Develop programs and strategies to identify, cultivate, track and solicit community and corporate friends and alumni of Southwestern College for major gifts to fund identified institutional and Foundation priorities;
- Develop and facilitate opportunities for College superintendent/president and Foundation Board members to engage potential donors to solicit support;
- Identify, cultivate and personally solicit major gift prospects;
- Conduct annual Giving Campaign;
- Organize and implement two major fundraising programs/events annually;
- Establish and maintain a SWC Alumni Association;
- Work with administrators, faculty and Foundation Board to recommend and implement cultivation and solicitation strategies of individual prospects including planned giving opportunities;
- Traveling will be on an as needed basis
- Assure compliance with all pertinent federal, state, and local laws relevant contractual obligations and recognized reporting standards applicable to fundraising.
- Cultivate corporate and foundation prospects and present appropriate proposals;
- Research and develop grant proposals that meet Foundation and College needs;
- Write or collaborate with SWCF in drafting proposals, newsletters, pamphlets, and other materials as necessary;
- Assist with publicity arrangements on important gifts, programs, accomplishments and special events;
- Ensure that the talents of the Board members are fully utilized to meet fund raising and Foundation mission objectives;
- Promote both continuity and renewal of Board membership.

I am looking forward to discussing this proposal with you further and learning about the next steps involved in seeking approval to hire and recruit an executive director for the Southwestern College Foundation.