

**SOUTHWESTERN COLLEGE FOUNDATION
MEETING AGENDA
Tuesday, January 27, 2015 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: BUILDING 210, ROOM 214**

1. **WELCOME / CALL TO ORDER – Ben Green**
2. **APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green**
 - A. December 16, 2014
3. **TREASURERS REPORT – (Enclosure) – Cynthia Reyna**
 - A. Financial Report December 2014
4. **SWC GOVERNING BOARD SPECIAL MEETING – Melinda Nish, Ed.D.**
 - RE: Institutional Advancement, March 25, 2015
5. **COMMITTEE REPORTS – Ben Green**
 - A. Nomination Committee – **ACTION – (Enclosure)** – Ruben Garcia/Jesse Navarro
 - Consider the nomination of Mora de Murguia to the Board of Directors. Nominated by Melyn Acasio
 - B. Fundraising Committee
 - Appoint committee members for Golf Tournament and Garden Party
 - Golf Tournament 2015 – Patti Finnegan
 - C. Executive Committee – Ben Green
 - Operating Budget
 - Fundraising Goals
 - College Fundraising Policy/Procedures-draft (Enclosure)
 - Request for Funds/ SODA Spring 2015 Funding Amount – **(ACTION)**
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: February 27, 2015

SOUTHWESTERN COLLEGE FOUNDATION
MEETING MINUTES
Tuesday, December 16, 2014 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: BUILDING 210, ROOM 214

Present: Hank Murphy, Chayo Moreno, Melinda Nish, David Hoffman, Ben Green, Jesse Navarro, Linda Gilstrap, Kimberly Grady, Ruben Garcia, Sofia Corona, Patti Finnegan, Holly Hidingier (arrived at 7:48) and Lorena Victoria (arrived at 8:00)

Absent: Jean Roesch, Nora Vargas, Cynthia Reyna, Melyn Acasio, Joe Martinez, Ricardo Macedo, and Mitch Thompson

Guests: SCCD Trustee Norma Hernandez, Gabriel Martinez and Halim Yudiono of Armando Martinez and Company, CPA

Recorder: Dawn Perez

1. WELCOME / CALL TO ORDER – Ben Green

The meeting was called to order at 7:45 a.m.

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

- A. Motion made by Ruben Garcia, seconded by David Hoffman and unanimously approved to accept the minutes for November 25, 2014.

3. PRESENTATION – FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT FY END 6/30/14 – Information – Ben Green

- A. Mr. Gabe Martinez (Armando Martinez and Company, CPAs) reviewed the Auditor's Report with the Foundation Board and shared the independent review's conclusion of no findings after review of the Foundation's financial records and processes. This review is conducted in accordance with auditing standards generally accepted in the United States.

4. TREASURERS REPORT – (Enclosure) – Cynthia Reyna

- A. Ben Green presented the Financial Report for November 2014.

5. COMMITTEE REPORTS – Ben Green

- A. Fundraising Committee
1. Golf Tournament 2015 – Patti Finnegan
Patti is attempting to obtain 2 additional hole-in-one sponsorships. Interest in attending remains the same at 10 foursomes. Lunch tickets will be sold separately, foursomes are \$800, tee signs are \$250, sponsorship levels are \$2,500 and \$5,000. The date is Wednesday, May 6, 2015.

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

Trustee Norma Hernandez reported in Trustee Vargas' absence that student success efforts are very active and the board is reviewing policy on student success. Another main focus has been construction efforts on campus. Trustee Hernandez acknowledged the great work of the SWC Foundation and thanked the Directors for their commitment to our college and students.

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

- Dr. Nish invited everyone to attend the special swearing-in ceremony/reception at 5:00.
- Title V grant will bring in \$2.4 million over the next 5 years and a highly qualified candidate is being recommended to the Governing Board as the director. This grant has an extensive "first year experience" component.
- Student Success Services Program (SSSP) will bring in significant funding which will allow us to hire 6 new counselors.
- Student Equity Plan (SEP) is bringing in \$930,000 which will allow us to incorporate embedded tutors in basic skills courses.

- “Students First” customer service training is taking place for employees so that we are all better equipped to assist our students.
- Dr. Nish thanked the directors for the leadership role they have taken in their support of SWC. Dr. Nish believes that she will be able to free up some funding through auxiliary revenue sources which can help further the Foundation. She hopes to have this plan in place by March 2015.

8. ADJOURNMENT – Ben Green

The meeting was adjourned at 8:17 a.m.

Next meeting date: February 24, 2015

SOUTHWESTERN COLLEGE FOUNDATION

FUNDS SEGREGATION REPORT

12/01/14 - 12/31/14

Account Name		Fair Market Value as of December 1, 2014	Inflow	Outflow	Gain/(Loss)	Fair Market Value as of December 31, 2014
Unrestricted Funds Accounts						
UBS Brokerage Accounts		\$168,927.00	\$0.00	\$9.29	-\$1,409.68	\$167,508.03
Wells Fargo Checking		-\$200.00	\$0.00	\$0.00	\$0.00	-\$200.00
Seacoast Commerce Bank Checking		\$26,096.36	\$12,521.39	\$7,882.72	\$0.00	\$30,735.03
Seacoast Commerce Bank Savings		\$45,481.09	\$5.79	\$0.00	\$0.00	\$45,486.88
Sub-Totals		\$240,304.45	\$12,527.18	\$7,892.01	-\$1,409.68	\$243,529.94
Temporarily Restricted Funds Accounts						
UBS Brokerage Account (See Attachment for Scholarship Funds Breakdown)		\$740,743.07	\$6.00	\$0.00	-\$5,925.94	\$734,823.13
Seacoast Commerce Bank Checking (See Attachment for Pilot Program Accounts Breakdown)		\$5,107.69	\$25.00	\$0.00	\$0.00	\$5,132.69
Sub-Totals		\$745,850.76	\$31.00	\$0.00	-\$5,925.94	\$739,955.82
Total Funds Accounts		\$986,155.21	\$12,558.18	\$7,892.01	-\$7,335.62	\$983,485.76

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Financial Position

DECEMBER 2014

(UNAUDITED)

ASSETS

Checking/Savings			
Operating Account	\$	35,667.72	
Money Market Account		<u>45,486.88</u>	
Total Checking/Savings			\$ 81,154.60
Accounts Receivable			
Returned Ck Hernandez for SWCB 2010		<u>512.79</u>	
Total Accounts Receivable			512.79
Other Assets			
Marketable Securities			
Unrestricted		167,508.03	
Temporarily Restricted		<u>734,823.13</u>	
Total Marketable Securities			
Total Other Assets			<u>902,331.16</u>
TOTAL ASSETS			\$ <u>983,998.55</u>

LIABILITIES & NET ASSETS

Total Liabilities			-
Net Assets			
Temp. Restricted Net Assets		733,423.76	
Unrestricted Net Assets		216,028.52	
Net Income		<u>34,546.27</u>	
Total Equity			<u>983,998.55</u>
TOTAL LIABILITIES & NET ASSETS			\$ <u>983,998.55</u>

SOUTHWESTERN COLLEGE FOUNDATION

Profit & Loss

For The Six Months Ended December 31, 2014

(UNAUDITED)

	<u>Dec'14</u>	<u>Year-to-Date</u>
Ordinary Income/Expense		
Annual Fund - Unrestricted	1,040.36	2,890.36
Annual Fund - Temporarily Restricted	0.00	550.00
Dividend/Interest - Unrestricted	1,422.23	4,207.65
Dividend/Interest - Temporarily Restricted	6,068.99	14,873.28
Realized gain/loss - Unrestricted	-2,831.91	-973.50
Realized gain/loss - Temporarily Restricted	-11,989.14	1,043.41
Direct Public Contributions- Temporarily Rest.	31.00	274.00
Direct Public Contributions- Unrestricted	1,672.13	6,934.19
Total Income	<u>-4,586.34</u>	<u>29,799.39</u>
Gross Profit	-4,586.34	29,799.39
Expenses		
Bank Fees	428.64	725.66
Campus Activities/Events	2,916.88	11,566.88
Outside Services	0.00	6,894.00
Stipends	100.00	950.00
Hospitality	108.50	162.75
Taxes and Fees	20.00	80.00
Investment Expense	3.29	5,369.01
Membership & Dues	0.00	800.00
Total Expense	<u>3,577.31</u>	<u>26,548.30</u>
Net Ordinary Income	<u>-8,163.65</u>	<u>3,251.09</u>
Other Income/Expense: Special Events		
2014 Tea Event		
Income	5,450.00	45,560.00
Expenses	(236.99)	14,264.82
2014 Tea Event Income	<u>5,686.99</u>	<u>31,295.18</u>
Total Other Income/Expense: Special Events	5,686.99	31,295.18
Net Income	<u><u>-2,476.66</u></u>	<u><u>34,546.27</u></u>

Southwestern College Foundation
Temporarily Restricted Funds Accounts Detail - 12/01/14 - 12/31/14

Scholarship Funds

Account Description	FMV - 12/01/14	Inflow	Outflow	Gain/(Loss) -0.008	FMV - 12/31/14
♦ Athletic Endowment - 061	\$14,960.47			(119.68)	\$14,840.78
♦ CAN Scholarship - 032	\$141,743.18		\$0.00	(1,133.95)	\$140,609.24
♦ Douglas Barnhart Scholarship - 059	\$43,017.73			(344.14)	\$42,673.59
♦ Eastlake Company - 058	\$31,963.14		\$0.00	(255.71)	\$31,707.43
♦ Garden of Giving -037	\$79,698.06		\$0.00	(637.58)	\$79,060.47
♦ Jean Wear Scholarship - 056	\$7,164.71			(57.32)	\$7,107.40
♦ McMillin Companies - 052	\$34,883.55		\$0.00	(279.07)	\$34,604.48
♦ Metallic Scholarship - 016	\$13,664.87			(109.32)	\$13,555.55
♦ M. Watkins Scholarship - 036	\$15,820.12			(126.56)	\$15,693.56
♦ Otay Mesa Child Development - 044	\$18,288.09			(146.30)	\$18,141.79
♦ Tantalio/Conti Scholarship - 033	\$50,225.80		\$0.00	(401.81)	\$49,823.99
♦ Sarah Riker Scholarship - 046	\$5,573.70			(44.59)	\$5,529.12
♦ Hayden Stewart Scholarship - 034	\$110,634.58	\$6.00	\$0.00	(885.08)	\$109,755.50
♦ Valenzuela Scholarship - 055	\$16,945.67		\$0.00	(135.57)	\$16,810.11
♦ WalMart Scholarship -060	\$11,567.38		\$0.00	(92.54)	\$11,474.84
♦ SCEA Scholarship - 065	\$6,853.70			(54.83)	\$6,798.87
♦ Luckman Scholarship -066	\$6,611.52			(52.89)	\$6,558.63
♦ Lassman Scholarship - 054	\$15,072.64	\$0.00	\$0.00	(120.58)	\$14,952.06
♦ Carolyn Brady Fund - 053	\$116,054.15			(928.43)	\$115,125.72
Totals	\$740,743.07	\$6.00	\$0.00	-\$5,925.94	\$734,823.13

Program Accounts Pilot Program

Account Description	FMV - 12/01/14	Inflow	Outflow	Gain/(Loss)	FMV - 12/31/14
♦ 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	\$725.00	\$25.00	\$0.00	\$0.00	\$750.00
Totals	\$5,107.69	\$25.00	\$0.00	\$0.00	\$5,132.69



MEMBER APPLICATION

PERSONAL INFORMATION

Name: Mora Keller de Murguia

Address: [REDACTED] City/State: [REDACTED] Zip: [REDACTED]

Phone: [REDACTED] Cell: [REDACTED] E-Mail: [REDACTED]

Education: (school/degree): BA in Business

Did you graduate from SWC? No If so, when?

Languages spoken: English and some basic Spanish

Hobbies/Interests: Music, theatre and opera patron, photography, golf, reading, biking,
travel, spending time with family and friends.

Additional community organizations/activities: Board member Chula Vista Charitable
Foundation, Grant Committee, Chair Membership Committee, Rotary, Committee for South
Bay Community Services annual fund raising gala. Vice President Village of Montecito HOA.

WORK INFORMATION

Employment: Baldwin & Sons

Position/Title: Public Finance Manager and Office Manager

Address: 610 West Ash Street, Suite 1500 City/State: San Diego, CA Zip: 92101

Phone: 619-234-4050, Fax: 619-234-4088 E-Mail: mdemurguia@baldwinsons.com
ext. 105

Return completed application via fax, e-mail, or US mail to:

Southwestern College Foundation Nominating Committee
c/o Office of Institutional Effectiveness
900 Otay Lakes Road
Chula Vista, CA 91910
Fax: (619) 216-6713
E-mail to: dperez@swccd.edu

The Governing Board delegates the authority to the superintendent/president to accept gifts, donations, bequests, and devices offered to the College district that are determined to be of educational value to the College district, and to reject gifts that are not of educational value.

Once a determination has been made to accept a gift, the receipt of such a gift shall be processed through the Foundation Office of the College district, which has been designated by the superintendent/president to be responsible for the acceptance, processing, and stewardship of gifts, as well as the coordination of all fundraising activities for the College district **and when legally permitted, will be routed through the Southwestern College Foundation**. Only in extremely unusual circumstances, with the approval of the superintendent/president, will gifts be deposited in a College district trust account.

Should the foundation cease to exist for any reason, all of the assets of the foundation will inure to the College district.

Depositing gifts with the Southwestern College Foundation shall afford the donor ability to take an approved charitable deduction to an authorized IRS 501(c)3 organization. **Gifts donated directly to the district may also qualify for tax deductions as outlined by the Internal Revenue Service.** The Board of Trustees reserves the right to refuse to accept any gift in accordance with its policies and procedures that does not contribute toward the goals of the district and/or foundation, or the ownership of which would have the potential to deplete resources of the district or the foundation.

Neither the foundation nor the district shall assume any responsibility for appraising the value of gifts made to the district or the foundation.

Acceptance of a gift shall not be considered endorsement by the foundation or district of a product, enterprise, or entity.

In no event shall the district or the foundation accept a donation from any donor who engages in practices or policies that discriminate against any person on the basis of race, sex (i.e. gender), color, religion, national origin, age, disability, or sexual preference, or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

The Southwestern College Foundation has been designated by the superintendent/president to be responsible for the acceptance, processing, and stewardship of gifts, as well as the coordination of all fundraising activities for the district.

Generating private support for Southwestern Community College District is one of the major institutional priorities of the district. To be most effective and serve the best interests of the district, fundraising efforts must be related to the district purpose, mission, vision, and values; be carefully coordinated; and be aligned with the district's annual planning and evaluation processes.

Gift Solicitation

In order to ensure proper coordination, gift solicitations of funds or property in the name of Southwestern College must be preapproved by the Foundation. This excludes fundraising activities sponsored by the Associated Student Organization (ASO) or by other student groups. ASO will, however, communicate annually with the Southwestern College Foundation regarding fundraising activities.

The purpose of coordinating fundraising activities through the Foundation includes:

- A. To avoid conflict and duplication of efforts in the fundraising programs.
- B. To maximize the contributions from each donor.
- C. To provide continuity for understanding of and support for funding needs through the district.
- D. To ensure that all gifts are properly acknowledged.
- E. To ensure that accurate records of all gifts are maintained.
- F. To ensure that all the contributions are receive through 501(c)3 nonprofit organization and comply with Internal Revenue Service (IRS) regulations.

Faculty, staff, and students are encouraged to undertake fundraising and solicitation activities. Anyone who seeks to engage in any fundraising activity in the name of Southwestern College from individuals, business, industry, foundations, community organizations, or others must follow the guidelines set forth in this policy.

Before pursuing formal discussions with any potential donor for support of Southwestern College, approval is required by the Southwestern College Foundation Executive Director. This includes approval of any written documents, mailing lists, and other related documents used for solicitation.

Gift Acceptance

All gifts that the district accepts will be processed by the Southwestern College Foundation. Only in extremely unusual circumstances, with the approval of the superintendent/president, will gifts be deposited in a district trust account. In that circumstance, the name, address, amount of gift, and purpose will be provided to the Southwestern College Foundation.

- A. The purpose for which the gift is given must be consistent with the stated purpose, goals, objectives, and educational philosophy of Southwestern Community College.
- B. All gifts must be within IRS regulations governing charitable contributions and cannot be restricted for the donor's benefit.
- C. No gift shall be accepted with an intent that is so restrictive as to make the gift's use unnecessarily difficult.
- D. The nature of the gift, the identity of the donor, and the kind of program that the gift is intended to support must be carefully evaluated in order to avoid placing the district or the foundation in an undesirable position.
- E. The cost of accepting a noncash gift must be considered in advance (i.e. delivery, storage, permanent installation, operation, and maintenance). If foundation or general district funds are needed to secure, store or install, operate, or maintain the gift, these funds must be requested and obtained before accepting the gift.
- F. Noncash donations (art, furniture, equipment, etc.) must be approved by the Vice President, Business and Financial Services before acceptance.

Board Notification of Gifts

The Southwestern Foundation will report to Southwestern College Board of Trustees annually the gifts accepted by the superintendent/president for the benefit of the district.