

SOUTHWESTERN COLLEGE FOUNDATION

MEETING AGENDA

Tuesday, January 26, 2016

7:30 a.m. – 8:30 a.m.

LOCATION: BUILDING 210, ROOM 214

1. WELCOME/ CALL TO ORDER – Ricardo A. Macedo
2. APPROVAL OF MINUTES- **ACTION** (Enclosure) – Ricardo A. Macedo
  - A. December 15, 2015
3. EXECUTIVE DIRECTOR INTRODUCTION/REPORT– Zaneta Encarnacion
  - A. Spring Board Retreat – Saturday, March 12
    - Location
    - Ad-hoc Committee
  - B. All-Alumni Event, San Diego Gulls – Friday, March 11
4. GOVERNING BOARD REPORT – Griselda Delgado, SWC Governing Board Trustee
5. SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.
6. TREASURERS REPORT – (Enclosure) – Cynthia Reyna
  - A. Financial Report December 2015
7. COMMITTEE REPORTS – Ricardo A. Macedo
  - A. Fundraising Committee – Melyn Acasio
    - 2016 Golf Tournament
  - B. Nominating Committee – **ACTION** (Enclosure) – Ruben Garcia/Jesse Navarro
    - Consider new board member application for Lisa Johnson
8. BOARD MEMBER RECOGNITION – Ricardo A. Macedo
  - Holly Hiding
9. ADJOURNMENT – Ricardo A. Macedo

Next meeting date: February 23, 2016

Item #2.A

Draft Meeting Minutes for December 15, 2015

January 26, 2016

SOUTHWESTERN COLLEGE FOUNDATION

MEETING MINUTES

Tuesday, December 15, 2015

7:30 a.m. – 8:30 a.m.

LOCATION: BUILDING 210, ROOM 214

Present: Ben Green, Holly Hiding, Ricardo Macedo, Melinda Nish, Melyn Acasio, Jean Roesch, Hank Murphy, Mitch Thompson, Kimberly Grady, Linda Gilstrap, Jesse Navarro, Halé Richardson, Nora Vargas, David Hoffman, and Chayo Moreno

Absent: Patti Finnegan, Joe Martinez, Cynthia Reyna, Lorena Victoria, Ruben Garcia, and Sofia Corona

Guests: Gabriel Martinez and Halim Yudiono from Armando Martinez & Co., CPAs

Recorder: Dawn Perez

1. WELCOME/ CALL TO ORDER – Ricardo A. Macedo  
The meeting was called to order at 7:34 a.m.
2. APPROVAL OF MINUTES- **ACTION** (Enclosure) – Ricardo A. Macedo
  - A. Motion made by Melyn Acasio, seconded by Chayo Moreno and approved to accept the minutes for November 24, 2015 with Halé Richardson abstaining.
3. PRESENTATION – FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT FY END 6/30/15 (Enclosure) – Ricardo A. Macedo
  - A. A presentation of the Financial Statements and Independent Auditor's Report FY End 6/30/15 was given by Gabriel Martinez, Armando Martinez and Company, CPAs
4. GOVERNING BOARD REPORT – Nora Vargas, SWC Governing Board Trustee  
Trustee Vargas reported as follows:
  - She thanked the directors for their time and hard work over this past year. She further reported that the Governing Board is looking forward to the new phase the Foundation will embark on once the Executive Director starts.
  - The Governing Board is having their organizational meeting tonight.
5. SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.  
Superintendent/President Nish reported as follows:
  - Interviews have been completed and a job offer was made and accepted by Zaneta Encarnacion for the SWC Foundation Executive Director. Ms. Encarnacion will begin in January 2016. She gave the directors who served on the interview committees an opportunity to share their thoughts regarding the process. Zaneta is well known in the community and several directors expressed pleasure that she will be joining the Foundation

6. COMMITTEE REPORTS – Ricardo A. Macedo
  - A. Nominating Committee – **ACTION** – Ruben Garcia/Jesse Navarro
    - A motion was made by Mitch Thompson, seconded by Jesse Navarro and unanimously approved to renew Jean Roesch’s term to December 2018.
  - B. Fundraising Committee – Melyn Acasio
    - 2016 Golf Tournament
      - Committee Co-chairs – Hank Murphy and Jesse Navarro agreed to co-chair this event.
      - Date for event – Preferred date is Friday, May 6, 2016. Hank Murphy has arranged to host a meeting at Sycuan on Monday, December 21, 2015 to begin discussing details.
7. SCHOLARSHIPS – Ricardo A. Macedo
  - A. Needs Based Scholarship Recommendations
    - Ricardo asked the directors to review the draft handout. Linda Gilstrap provided background information about \$5,000 in seed money provided by SWCF in 2011 to start an emergency loan/scholarship fund. In consultation with Student Services personnel, Linda found that they would like to see similar criteria this time around. It was suggested that this be considered a pilot program. Mitch Thompson, Nora Vargas, Chayo Moreno, Kimberly Grady, and Jean Roesch volunteered to serve on an ad-hoc committee to develop this initiative further.
8. POTENTIAL RETREAT DATES – Ricardo A. Macedo
  - A. Consensus was reached to hold March 12, 2016 as the date for a half-day retreat.
9. TREASURERS REPORT – (Enclosure) – Cynthia Reyna
  - A. Financial Report November 2015 was presented by Ricardo Macedo.
10. ADJOURNMENT – Ricardo A. Macedo

The meeting was adjourned at 8:39 a.m.

Next meeting date: January 26, 2016

Item #6.A  
Financial Report December 2015

January 26, 2016

**12/01/15 - 12/31/15**

[illegible]

# **SOUTHWESTERN COLLEGE FOUNDATION**

## **Statement of Financial Position**

**DECEMBER 2015**

**(UNAUDITED)**

### **ASSETS**

Checking/Savings			
Operating Account	\$	69,842.87	
Money Market Account		<u>45,555.16</u>	
Total Checking/Savings			\$ 115,398.03
Other Assets			
Marketable Securities			
Unrestricted		202,967.05	
Temporarily Restricted		<u>674,899.40</u>	
Total Marketable Securities			
Total Other Assets			<u>877,866.45</u>
<b>TOTAL ASSETS</b>			<b>\$ <u>993,264.48</u></b>

### **LIABILITIES & NET ASSETS**

Other Current Liabilities			
Due to Southwestern College		<u>2,400.00</u>	
Total Other Current Liabilities			\$ <u>2,400.00</u>
Total Liabilities			\$ 2,400.00
Net Assets			
Temp. Restricted Net Assets		732,680.76	
Unrestricted Net Assets		252,719.72	
Net Income		<u>5,464.00</u>	
Total Net Assets			<u>990,864.48</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>			<b>\$ <u>993,264.48</u></b>

# **SOUTHWESTERN COLLEGE FOUNDATION**

## **Profit & Loss**

**For The Six Months Then Ended December 31, 2015**

**(UNAUDITED)**

	<u><b>Dec'15</b></u>	<u><b>Year-to-Date</b></u>
<b>Ordinary Income/Expense</b>		
Annual Fund - Unrestricted	0.00	1,750.00
Dividend/Interest - Unrestricted	747.09	2,882.48
Dividend/Interest - Temporarily Restricted	2,506.94	9,684.51
Realized gain/loss - Unrestricted	-3,450.63	-5,318.52
Realized gain/loss - Temporarily Restricted	-12,083.80	-19,266.36
Direct Public Contributions- Temporarily Rest.	-369.00	-276.00
Direct Public Contributions- Unrestricted	1,108.00	9,963.36
<b>Total Income</b>	<u><b>-11,541.40</b></u>	<u><b>-580.53</b></u>
<b>Gross Profit</b>	<b>-11,541.40</b>	<b>-580.53</b>
<b>Expenses</b>		
Bank Fees	578.93	739.27
Campus Activities/Events	-300.00	14,350.00
Outside Services	0.00	8,492.00
Stipends	0.00	900.00
Postage	0.00	42.92
Taxes and Fees	0.00	85.00
Investment Expense	0.00	5,480.88
<b>Total Expense</b>	<u><b>278.93</b></u>	<u><b>30,090.07</b></u>
<b>Net Ordinary Income</b>	<u><b>-11,820.33</b></u>	<u><b>-30,670.60</b></u>
<b>Other Income/Expense: Special Events</b>		
<b>2015 Afternoon Luncheon</b>		
Income	875.00	51,131.00
Expenses	(646.10)	14,996.40
<b>2015 Afternoon Luncheon</b>	<u><b>1,521.10</b></u>	<u><b>36,134.60</b></u>
<b>Total Other Income/Expense: Special Events</b>	<u><b>1,521.10</b></u>	<u><b>36,134.60</b></u>
<b>Net Income</b>	<u><u><b>-10,299.23</b></u></u>	<u><u><b>5,464.00</b></u></u>



**Southwestern College Foundation**  
**Temporarily Restricted Funds Accounts Detail - 12/01/15 - 12/31/15**

**Scholarship Funds**

Account Description	FMV - 12/01/15	Inflow	Outflow	Gain/(Loss) -0.014	FMV - 12/31/15
♦ Athletic Endowment - 061	\$14,630.58			(204.83)	\$14,425.75
♦ CAN Scholarship - 032	\$138,617.67		\$0.00	(1,940.65)	\$136,677.02
♦ Douglas Barnhart Scholarship - 059	\$40,105.85		\$0.00	(561.48)	\$39,544.37
♦ Eastlake Company - 058	\$28,804.19		\$0.00	(403.26)	\$28,400.93
♦ Garden of Giving -037	\$74,978.03		\$0.00	(1,049.69)	\$73,928.34
♦ Jean Wear Scholarship - 056	\$7,006.73			(98.09)	\$6,908.63
♦ McMillin Companies - 052	\$32,641.87		\$0.00	(456.99)	\$32,184.88
♦ Metallic Scholarship - 016	\$12,774.55		\$0.00	(178.84)	\$12,595.71
♦ M. Watkins Scholarship - 036	\$15,471.28			(216.60)	\$15,254.68
♦ Otay Mesa Child Development - 044	\$17,884.83			(250.39)	\$17,634.44
♦ Tantalo/Conti Scholarship - 033	\$48,136.63		\$0.00	(673.91)	\$47,462.72
♦ Sarah Riker Scholarship - 046	\$5,450.80			(76.31)	\$5,374.49
♦ Hayden Stewart Scholarship - 034	\$106,291.41	\$6.00	\$0.00	(1,488.08)	\$104,809.33
♦ Valenzuela Scholarship - 055	\$14,117.87		\$0.00	(197.65)	\$13,920.22
♦ WalMart Scholarship -060	\$10,821.49		\$0.00	(151.50)	\$10,669.99
♦ Luckman Scholarship -066	\$6,465.73			(90.52)	\$6,375.21
♦ Lassman Scholarship - 054	\$14,058.61	\$0.00	\$0.00	(196.82)	\$13,861.79
♦ Carolyn Brady Fund - 053	\$96,217.93		\$0.00	(1,347.05)	\$94,870.88
<b>Totals</b>	<b>\$684,476.05</b>	<b>\$6.00</b>	<b>\$0.00</b>	<b>-\$9,582.66</b>	<b>\$674,899.39</b>

**Program Accounts Pilot Program**

Account Description	FMV - 12/01/15	Inflow	Outflow	Gain/(Loss)	FMV - 12/31/15
♦ SWC Retirees Scholarship Fund	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00
♦ Micro Enterprise Family Child Care Program	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00
♦ SWC Law Related Program	\$400.00	\$0.00	\$400.00		\$0.00
♦ 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	\$1,275.00	\$25.00	\$0.00	\$0.00	\$1,300.00
<b>Totals</b>	<b>\$6,307.69</b>	<b>\$25.00</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>\$5,932.69</b>

Item #7B  
Board Member Application for Lisa Johnson

January 26, 2016



## MEMBER APPLICATION

### PERSONAL INFORMATION

Name: Lisa C. Johnson

Address: [REDACTED] City/State: Sanito, CA Zip: 91902

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

Education: (school/degree): MA Counseling Psychology (National Univ.) <sup>BS -</sup> READ - USC

Did you graduate from SWC? no If so, when? \_\_\_\_\_

Languages spoken: Some Spanish but not proficient; English

Hobbies/Interests: Reading, writing, cooking, exercising, traveling.  
Additionally, people are always of interest to me.

Additional community organizations/activities: Rotary, CVCF, CV Chamber,  
AltruSO

### WORK INFORMATION

Employment: NTC Foundation

Position/Title: President + CEO

Address: 2825 Dewey Rd., Suite 207 City/State: SD, CA Zip: 92106

Phone: 615.573.9314 Fax: 615.764.4994 E-Mail: ljohnson@ntcfoundation.org

*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