

SOUTHWESTERN COLLEGE FOUNDATION

MEETING AGENDA

Tuesday, April 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. March 22, 2016
3. BOARD REPORTS
 - A. GOVERNING BOARD REPORT–Griselda Delgado, SWC Governing Board Trustee
 - B. SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D., Superintendent/President
 - C. EXECUTIVE DIRECTOR REPORT – Zaneta Salde Encarnacion, MPA
 - D. TREASURERS REPORT – (Enclosure) – Cynthia Reyna
 - i. Financial Report March 2016
4. NEW BUSINESS
 - A. Memorandum of Understanding with Southwestern College
 - i. [Action] Consider approval of agreement incorporating college stakeholder feedback.
 - B. Executive Committee
 - i. [Action] Consider approval of recommendation to request legal services
 - C. Finance Committee
 - i. [Action] Consider approval of recommendation to change fund structure
 - D. Fundraising Committee
 - i. Update on golf tournament
 - ii. Announce location and theme for Fall luncheon
5. GUEST SPEAKER
 - A. Caleb Henderson, Scholarship Recipient
6. ANNOUNCEMENTS
7. ADJOURNMENT–Ricardo A. Macedo

Next meeting date: May 24, 2016

Item #2.A
Draft Meeting Minutes for March 22, 2016

SOUTHWESTERN COLLEGE FOUNDATION

MEETING MINUTES

Tuesday, March 22, 2016

7:30 a.m. – 8:30 a.m.

LOCATION: BUILDING 210, ROOM 214

Present: Ben Green, Ricardo Macedo, Melinda Nish, Melyn Acasio, Joe Martinez, Ruben Garcia, Mitch Thompson, Halé Richardson, Zaneta Encarnacion, Jean Roesch, Patti Finnegan, Jesse Navarro, and Hank Murphy

Absent: Lorena Victoria, Sofia Corona, Cynthia Reyna, Griselda Delgado, David Hoffman, Chayo Moreno, Kimberly Grady, and Lisa Johnson

Recorder: Dawn Perez

1. WELCOME/ CALL TO ORDER–Ricardo A. Macedo
The meeting was called to order at 7:35 am.
2. APPROVAL OF MINUTES- **ACTION** (Enclosure)–Ricardo A. Macedo
 - A. Motion made by Ruben Garcia, seconded by Ben Green and unanimously approved to accept the meeting minutes of February 23, 2016
3. TREASURERS REPORT – (Enclosure) – Cynthia Reyna
 - A. Ricardo Macedo presented the Financial Report for February 2016. Discussion ensued on investment accounts and reconstituting the board's finance committee. Melyn, Mitch, Ruben, Jesse and Hale expressed interest in attending the next committee meeting, which will held as a phone conference. Ricardo also asked for the board to consider authorizing up to \$100 to be used to purchase tickets for donors to attend the annual Student Awards Ceremony. Motion made by Patti Finnegan, seconded by Halé Richardson and unanimously approved to give on-going authorization to purchase tickets to campus events that SWCF is sponsoring.
4. GOVERNING BOARD REPORT–Griselda Delgado, SWC Governing Board Trustee
Trustee Delgado was not present to give her report.
5. SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D., Superintendent/President
Dr. Nish reported as follows:
 - A special Governing Board meeting is being held to consider spending funds for polling regarding a possible bond measure.
 - Dr. Nish reported that Linda Gilstrap will be the college's new accreditation liaison officer and we are very confident that all deficiencies will be addressed/resolved.
 - All California community college presidents held a meeting and a big topic of discussion was accreditation. The presidents voted to start a dual process with two workgroups working parallel to 1) change/improve relations with ACCJC and 2) to transition California and Pacific Islands to WASC or another accrediting body (will take 3-10 years).

6. COMMITTEE REPORTS—Ricardo A. Macedo

A. Executive Committee – Zaneta S. Encarnacion/Ricardo A. Macedo

- Retreat Feedback

Zaneta provided a hand out that summarized ideas resulting from the visioning activity at the retreat. Zaneta also told the directors that another retreat will be held over the upcoming summer months. Some of the items taken from the retreat can begin right away, such as having guest speakers at monthly meetings and tours of the campus.

- MOU/Master Agreement

Zaneta provided copies of the updated draft MOU. She further mentioned that this is the beginning of reviewing all operational documents to ensure they are current and up-to-date. The executive committee will be meeting to discuss scope of work for legal services to review and update policies. It was also discussed whether the district or SWCF would cover the cost of Directors and Officers Liability Insurance.

B. Fundraising Committee – Melyn Acasio

- 2016 Golf Tournament, May 6

Melyn reported that we are eight foursomes away from selling out. She also asked the directors for assistance in obtaining auction and raffle items as well. Hank and Sycuan were thanked for the support they are providing for this event.

- 2016 Luncheon, November 4

Potential venues are currently being toured.

8. PRESENTATION: Mariachi Garibaldi, Jeff Nevin

Student members of Mariachi Garibaldi shared what Foundation funding has meant to them. They also gave a wonderful music presentation.

9. ADJOURNMENT—Ricardo A. Macedo

The meeting adjourned at 8:45am.

Item #3.D.i
Financial Report March 2016

April 26, 2016

SOUTHWESTERN COLLEGE FOUNDATION

FUNDS SEGREGATION REPORT

03/01/16 - 03/31/16

	Account Name	Fair Market Value as of March 1, 2016	Inflow	Outflow	Gain/(Loss)	Fair Market Value as of March 31, 2016
Unrestricted Funds Accounts						
	UBS Brokerage Accounts	\$192,826.89	\$0.00	\$24,226.00	\$5,536.88	\$174,137.77
	Seacoast Commerce Bank Checking	\$30,446.22	\$9,451.00	\$24,775.00	\$0.00	\$15,122.22
	Seacoast Commerce Bank Savings	\$45,566.39	\$5.81	\$0.00	\$0.00	\$45,572.20
	Sub-Totals	\$268,839.50	\$9,456.81	\$49,001.00	\$5,536.88	\$234,832.19
Temporarily Restricted Funds Accounts						
	UBS Brokerage Account (See Attachment for Scholarship Funds Breakdown)	\$664,005.37	\$26.00	\$0.00	\$19,920.16	\$683,951.53
	Seacoast Commerce Bank Checking (See Attachment for Pilot Program Accounts Breakdown)	\$5,350.00	\$14,370.00	\$0.00	\$0.00	\$19,720.00
	Sub-Totals	\$669,355.37	\$14,396.00	\$0.00	\$19,920.16	\$703,671.53
	Total Funds Accounts	\$938,194.87	\$23,852.81	\$49,001.00	\$25,457.04	\$938,503.72

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Financial Position

MARCH 2016

(UNAUDITED)

ASSETS

Checking/Savings			
Operating Account	\$	34,842.22	
Money Market Account		<u>45,572.20</u>	
Total Checking/Savings			\$ 80,414.42
Other Current Assets			
Undeposited Fund - Tfr from Inv. Acct		24,200.00	
Prepaid Expenses Fundraising- Golf T.		<u>750.00</u>	
Total Other Current Assets			24,950.00
Other Assets			
Marketable Securities			
Unrestricted		174,137.76	
Temporarily Restricted		<u>683,951.54</u>	
Total Marketable Securities			
Total Other Assets			<u>858,089.30</u>
TOTAL ASSETS			\$ <u>963,453.72</u>

LIABILITIES & NET ASSETS

Other Current Liabilities			
Unearned/Deferred Revenue - Golf T.	\$	<u>9,500.00</u>	
Total Other Current Liabilities			\$ <u>9,500.00</u>
Total Liabilities			\$ 9,500.00
Net Assets			
Temp. Restricted Net Assets		732,680.76	
Unrestricted Net Assets		252,719.72	
Net Income		<u>-31,446.76</u>	
Total Net Assets			<u>953,953.72</u>
TOTAL LIABILITIES & NET ASSETS			\$ <u>963,453.72</u>

SOUTHWESTERN COLLEGE FOUNDATION

Profit & Loss

For The Nine Months Then Ended March 31, 2016

(UNAUDITED)

	<u>Mar'16</u>	<u>Year-to-Date</u>
Ordinary Income/Expense		
Annual Fund - Unrestricted	0.00	1,750.00
Dividend/Interest - Unrestricted	408.16	3,898.57
Dividend/Interest - Temporarily Restricted	1,638.43	13,429.67
Realized gain/loss · Unrestricted	5,128.72	-8,280.62
Realized gain/loss · Temporarily Restricted	18,287.54	-28,483.03
Direct Public Contributions- Temporarily Rest.	4,721.00	4,507.00
Direct Public Contributions- Unrestricted	725.00	12,727.39
Total Income	30,908.85	-451.02
Gross Profit	30,908.85	-451.02
Expenses		
On-Going Financial Comm. (Agreements)		
Students of Dist. Award (SODA)	15,000.00	15,000.00
Bank Fees	0.00	739.27
Campus Activities/Events	-1,700.00	47,792.99
Outside Services	0.00	9,824.00
Stipends	0.00	900.00
Community Events	100.00	100.00
Postage	0.00	42.92
Taxes and Fees	0.00	105.00
Investment Expense	0.00	8,126.16
Total Expense	13,400.00	82,630.34
Net Ordinary Income	17,508.85	-83,081.36
Other Income/Expense: Special Events		
2015 Afternoon Luncheon		
Income	0.00	66,631.00
Expenses	-	14,996.40
2015 Afternoon Luncheon	-	51,634.60
Total Other Income/Expense: Special Events	0.00	51,634.60
Net Income / Loss	17,508.85	(31,446.76)

Southwestern College Foundation
Temporarily Restricted Funds Accounts Detail - 03/01/16 - 03/31/16

Scholarship Funds

Account Description	FMV - 03/01/16	Inflow	Outflow	Gain/(Loss) 0.03	FMV - 03/31/16
♦ Athletic Endowment - 061	\$13,882.65			416.48	\$14,299.13
♦ CAN Scholarship - 032	\$131,531.40		\$0.00	3,945.94	\$135,477.34
♦ Douglas Barnhart Scholarship - 059	\$38,055.61		\$0.00	1,141.67	\$39,197.27
♦ Eastlake Company - 058	\$27,331.69		\$0.00	819.95	\$28,151.64
♦ Garden of Giving -037	\$71,145.08		\$0.00	2,134.35	\$73,279.43
♦ Jean Wear Scholarship - 056	\$6,648.54			199.46	\$6,847.99
♦ McMillin Companies - 052	\$30,973.18		\$0.00	929.20	\$31,902.38
♦ Metallic Scholarship - 016	\$12,121.51		\$0.00	363.65	\$12,485.15
♦ M. Watkins Scholarship - 036	\$14,680.38			440.41	\$15,120.79
♦ Otay Mesa Child Development - 044	\$16,970.54			509.12	\$17,479.66
♦ Tantalo/Conti Scholarship - 033	\$45,675.84		\$0.00	1,370.28	\$47,046.12
♦ Sarah Riker Scholarship - 046	\$5,172.15			155.16	\$5,327.32
♦ Hayden Stewart Scholarship - 034	\$100,875.37	\$6.00	\$0.00	3,026.26	\$103,907.63
♦ Valenzuela Scholarship - 055	\$13,396.15		\$0.00	401.88	\$13,798.04
♦ WalMart Scholarship -060	\$10,268.28		\$0.00	308.05	\$10,576.33
♦ Luckman Scholarship -066	\$6,135.20			184.06	\$6,319.25
♦ Lassman Scholarship - 054	\$13,339.92	\$0.00	\$0.00	400.20	\$13,740.12
♦ Veterans Scholarship Fund - 062	\$14,502.69	\$20.00		435.08	\$14,957.77
♦ Carolyn Brady Fund - 053	\$91,299.18		\$0.00	2,738.98	\$94,038.15
Totals	\$664,005.37	\$26.00	\$0.00	\$19,920.16	\$683,951.53

Program Accounts Pilot Program

Account Description	FMV - 03/01/16	Inflow	Outflow	Gain/(Loss)	FMV - 03/31/16
♦ 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
♦ Norma Cazarez Scholarship Fund	\$0.00	\$4,670.00			\$4,670.00
♦ Raise the Paddle Afternoon Luncheon '15	\$0.00	\$9,675.00			\$9,675.00
♦ Presidents Circle	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
♦ SWC Sun	\$1,350.00	\$25.00	\$0.00	\$0.00	\$1,375.00
Totals	\$5,350.00	\$14,370.00	\$0.00	\$0.00	\$19,720.00