



MEETING MINUTES

Tuesday, April 25, 2017

7:30 AM – 8:30 AM

Room 214, Chula Vista Campus

1. **WELCOME/ CALL TO ORDER**—Ricardo A. Macedo
 - A. Meeting called to order at 7:42 am
 - B. Foundation Board Members Present: Ricardo Macedo, Hank Murphy, Sofia Corona, Kimberly Grady, Hale Richardson, Chayo Moreno, Melyn Acasio, Jean Roesch, Mitch Thompson, Jesse Navarro and David Hoffman
 - C. Foundation Board Members Absent: Heather Daud Rubio, Patti Finnegan, Cynthia Reyna, Ruben Garcia, Ben Green, Lisa Johnson, and Joe Martinez
 - D. SWC Staff: Zaneta Encarnacion, Debbie Dyer and Alison Hunter
2. **APPROVAL OF TUESDAY, MARCH 21, 2017 MINUTES**—Ricardo A. Macedo
 - A. Thompson moved to approve minutes. Hoffman seconded and the motion carried.
3. **PUBLIC COMMENT**
 - A. None
4. **BOARD REPORTS**
 - A. **GOVERNING BOARD REPORT** – Zaneta Encarnacion on behalf of Nora Vargas
 - i. Encarnacion extended Vargas' regrets for not being able to attend.
 - ii. Board will host a budget workshop this evening. Foundation board members invited to participate.
 - B. **SUPERINTENDENT/PRESIDENT REPORT** – Zaneta Encarnacion on behalf of Kindred Murillo, Ed.D.
 - i. Encarnacion extended Murillo's regrets for not being able to attend.
 - ii. Board members are invited to attend the upcoming commencement on May 26. There will be a VIP reception at 4:00 p.m.
 - iii. The accreditation team that visited in March was pleased with the progress that Southwestern College has made and will continue to move forward towards removing the warning status from the college's accreditation.
 - iv. Southwestern College is one of 20 schools that has been awarded the "Guided Pathways" grant. This grant funds proven strategies for pathways to help close the achievement gap.
 - C. **EXECUTIVE DIRECTOR REPORT** – Zaneta Salde Encarnacion
 - i. Encarnacion recognized Kathy Tyner for all her planning efforts with another successful College Preview Day and announced Tyner will be retiring at the end of June. She has spearheaded many great initiatives on campus. Tyner's position will be filled with an interim for the coming year.
 - ii. The Executive committee will be meeting on May 10th. All board members are invited to

attend. The committee will be reviewing audit firms to hire for the Foundation's annual independent audit.

- iii. Lastly, the Board retreat is tentatively scheduled for August 2017. In this ½ day the agenda will include Board Development, Structure and Recruitment and visioning for the Mini Grant Program.

D. TREASURERS REPORT – Ricardo Macedo on behalf of Cynthia Reyna

i. Financial Report

1. Macedo reported that the overall health of the Foundation budget is good. The distribution of mini grants is reflected in the report. A year-end budget adjustment will be made.
2. Staff recommended approval of budget increase for legal services in the amount of \$2,000. No fiscal impact as the amount needed would be reallocated from savings in the Donor Appreciation budget line item. Discussion ensued budget process and if there is a need for board approval at budget line item if no fiscal impact to overall budget. After discussion, the board agreed that approval of expenditure was appropriate.
 - a. Action: Richardson moved to approve \$2,000 expenditure for legal services. Thompson seconded and the motion carried.
3. Acasio wanted to thank President Murillo for opening up a Memorial Scholarship in honor of her late daughter.

5. NEW BUSINESS

A. Request to Serve as Fiscal Agent on Grant Application

- i. Consideration of request to serve as fiscal agent on grant application to Grandpoint Bank for SWC's San Diego Small Business Development Center.
 1. Action: Hoffman moved to approve. Acasio seconded and the motion carried.
 2. Discussion: Encarnacion updated the Board that the Small Business Development Center wanted to thank the Foundation Board as they requested and received a grant for 20K to buy computers for their new office.

B. Debit / Credit Card Policy

- i. Consideration to approve a debit / credit card policy.
- ii. Board reviewed the policy. Discussion ensued on the need to include language in the policy to make cash withdrawals unallowable. Language needs to be clarified that only one credit card is allowed. Current draft policy uses the word "cards" in multiple places. Discussion ensued on maximum credit balance limit. Thompson suggests language that foundation can grow into so the policy does not need to come back to the board for a few years. He suggests \$1,500 credit balance limit, with any purchase over \$1,000 needing additional written approval from board chair.
 1. Action: Item tabled until May. Staff will make revise policy with board feedback.

C. Fundraising Committee Report

- i. 2017 Golf Tournament, May 12, 2017
 1. Acasio updated the Board that our fundraising goal was 36K. We have surpassed that goal and have currently received commitments for \$40,775. 120 golfers are confirmed.
 2. Acasio encouraged board to think of prospective \$2,500 sponsors. Only one

sponsorship remains. Sponsorship will get the committee closer to their stretch goal of \$50,000.

3. Acasio thanked Hoffman for wine donation. Murphy volunteered to sponsor a hole.

4. Staff shared information on a few auction and raffle prizes donated.

D. CAASSIE Scholarship Fund Presentation – Alison Hunter

i. Presentation by Hunter on new scholarship fund. Hunter thanked Encarnacion for allowing her to start a fund in honor of her sister who passed away. Original fundraising goal was to raise \$5,000 by November. The fund has surpassed that goal and has currently raised \$8,000.

ii. Hunter reviewed website and shared scholarship fund vision to provide resources to African American students at Southwestern College to close the opportunity gap and “level the playing field.” Hunter shared her personal story of growing up and not receiving the same opportunities in her community than students from other communities.

iii. Thompson suggested that more information on beneficiaries of scholarship be provided in future presentations and thanked Hunter for her work and great presentation.

6. ANNOUNCEMENTS

A. SODA and Scholarships Annual Award Presentation and Dinner, Wednesday, May 3, 2017 at 5:30 p.m., Mayan Hall – **RSVP needed by 4/26**

B. Employee Recognition Celebration, Monday, May 15, 2017 at 4:30 pm, Student Union East

C. Walk of Honor Yellow Ribbon Cutting, Thursday, May 18, 2017 – 12- 1pm

D. Commencement Ceremony, Friday, May 26, 2017 at 4 pm, DeVore Stadium

E. Thompson asked for an update on the Wellness Center. Encarnacion reported construction is on track to be completed in Fall 2017 with an opening in Spring 2018. Math & Science building is set to open next fall.

F. Grady shared about the Crown Cove Aquatic Center’s open house and services. Staff will email board members flier on open house.

7. ADJOURNMENT - Ricardo A. Macedo.

A. Meeting Adjourned at 8:43 am

B. Next meeting date: May 23, 2017