

**SOUTHWESTERN COLLEGE FOUNDATION**  
**Tuesday, May 22, 2012**

**MINUTES**

**Present:** Chayo Moreno, Melyn Acasio, Hank Murphy, Cynthia Reyna, Dukie Valderrama, Melinda Nish, Linda Gilstrap, Ben Green, Kimberly Paul, Ruben Garcia, Holly Hidinger (arrived at 7:41 am), David Hoffman (arrived at 7:42 am) and Jesse Navarro (arrived at 7:45)

**Absent:** Patti Finnegan, Mitch Thompson, Joseph Martinez, Scott Sarem, Jean Roesch

**Recorder:** Dawn Perez

**1. WELCOME / CALL TO ORDER – Ben Green**

President Green called the meeting to order at 7:36 a.m. and welcomed everyone.

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

A. Motion by Ruben Garcia to approve the April 24, 2012 minutes, seconded by Cynthia Reyna, unanimously approved.

**3. TREASURERS REPORT (Enclosures) – David Hoffman**

A. Financial Report – Presented by Ben Green

B. RFP for Audit/Tax filing services – **Action** – David Hoffman

1. Motion to accept Armando Martinez & Company's proposal for audit/tax filing services made by Hank Murphy, seconded by Melyn Acasio, unanimously approved.

C. Credit Card Issuance – **Action** – David Hoffman

1. Discussion took place regarding the pros and cons of having a credit or debit card available for use by designated persons. A motion was made by Dukie Valderrama, seconded by Chayo Moreno to obtain either a credit card or debit card based on consensus of the finance and gala committees after thoroughly investigating which card would be most advantageous, with written procedures in place governing the use of the card. Motion unanimously approved.

2. During discussion it was also noted that Cynthia Reyna should be appointed to the Finance Committee based on her banking expertise.

**4. REQUEST FOR FUNDS – ACTION (Enclosures) – Hank Murphy and Joe Martinez**

A. Funding Allocation for FY 2012-13 – **No action taken**

B. Request for Funds – **Action**

The following requests were approved:

- School of Arts and Communication Summer of Music Master Class Series start up monies for a one-week vocal music series. Motion to approve start up monies in the amount of \$1,000 made by David Hoffman, seconded by Dukie Valderrama and unanimously approved.
- School of Arts and Communication Mariachi Garibaldi tour of France and Spain, August 8-16, 2012. Motion to approved funding in the amount of \$1,450 made by David Hoffman, seconded by Dukie Valderrama and unanimously approved.

The following request was not approved:

- Mariachi Scholarship Foundation 16<sup>th</sup> Annual Scholarship Presentation & Concert, June 10, 2012. Motion made to not fund this activity due to no further funds are available made by David Hoffman, seconded by Dukie Valderrama and unanimously approved.

**5. NOMINATING COMMITTEE – ACTION – Ruben Garcia and Jesse Navarro**

A. Motion to renew the terms of the following SWC Foundation directors for another 3-year term made by Holly Hidinger, seconded by Dukie Valderrama and unanimously approved.

1. Melyn Acasio term to expire March 2015
2. Ben Green term to expire March 2015
3. David Hoffman term to expire May 2015
4. Kimberly Paul term to expire April 2015

**6. POLICY REVIEW (Enclosures) – Ben Green**

- A. Ethics/Conflict of Interest Policy – Ben Green
  - Signed Conflict of Interest disclosure statements were collected by everyone in attendance that had not already turned them in.
- B. Investment Policy Statement – **Action** – Ben Green
  - Motion to accept the revised Investment Policy Statement made by Dukie Valderrama, seconded by Ruben Garcia and unanimously approved.

**7. REMOVAL FROM OFFICE – ACTION – Ben Green**

- A. Hold a secret ballot vote whether to remove SWC Foundation director Scott Sarem due to non-participation in accordance with Article IV, Section IV of the SWC Foundation bylaws.
  - Motion made by Jesse Navarro, seconded by Holly Hidinger and unanimously approved to hold the secret ballot vote. Results of the secret ballot vote: 11 yes, remove from office; zero no, do not remove from office. A formal letter will be sent to Mr. Sarem advising him of such.

**8. REPORTS – ACTION – Ben Green**

- A. Gala 2012 – Melyn Acasio
  - Melyn reported that the gala committee had met. A budget report is included for everyone's information. She further reported that the committee recommends moving the date of the Gala to October 6, 2012 in order to have additional time for sponsorship and ticket sales. The board agreed that this is a good idea since printed materials have not been sent out yet indicating date of event. Hank Murphy advised that he has had preliminary conversations with representatives of the other Indian casinos for possible support and that a meeting is scheduled between the casino reps and the gala committee on June 7<sup>th</sup>. Linda Gilstrap shared a draft save the date card and sponsorship opportunities handout. She also advised that permission has been given for the college's vendor list to be made available. She further advised that contact with vendors will be thoughtful and careful and no company who is involved in any sort of bidding process will be approached for a sponsorship. Linda continued by saying that the committee is asking all of the directors to open doors with their contacts for possible Gala sponsorships. Dukie Valderrama suggested that it may be prudent for the board to meet prior to the gala to assist the committee if needed.

**9. RETREAT – ACTION – Ben Green**

- A. Select a date from these potential dates:
  - August 4, 2012 selected as the preferred date for a summer retreat to be held from 8am-noon (approx.) at Crown Cove Aquatic Center. Motion made by Hank Murphy, seconded by Jesse Navarro, unanimously approved.

**10. MEETING SCHEDULE FOR FY 2012-13 (Enclosure) – Ben Green**

Ben advised the group that the schedule was in their packet of information.

**11. GOVERNING BOARD REPORT – Jean Roesch, Ed.D.**

No report given as Dr. Roesch was absent.

**12. SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**

Dr. Nish advised that 550 students walked in the college's 51<sup>st</sup> commencement on May 18<sup>th</sup> at Cricket Amphitheater. She also advised that she would be taking forward the final two vice president recommendations to the Governing Board at a special meeting on May 23rd. Dr. Nish reported that some faculty hires would be taking place in order to meet required faculty obligations and avoid monetary penalties. Dr. Nish reported is that she will be starting an informational campaign over the summer regarding tax initiatives that will be on the November ballot so that voters can make an informed vote.

**13. ADJOURNMENT – Ben Green**

The meeting was adjourned at 8:35 a.m.