

SOUTHWESTERN COLLEGE FOUNDATION
MEETING AGENDA
Tuesday, November 26, 2013 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: ROOM L238 North

1. **WELCOME / CALL TO ORDER – Ben Green**
2. **APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green**
 - A. October 22, 2013
3. **PRESENTATION – FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT FY END 6/30/13 – Information – (Enclosure) – Ben Green**

Presented by Gabriel Martinez, Armando Martinez and Company, CPAs
4. **TREASURERS REPORT – Information – (Enclosure) – Cynthia Reyna**
 - A. Financial Report October 2013
5. **COMMITTEE REPORTS – Ben Green**
 - A. Nominating Committee – **ACTION – (Enclosure)** – Ruben Garcia/Jesse Navarro
 - Consideration of new board member Ricardo A. Macedo
 - B. Fundraising Committee
 - Annual Fund – Linda Gilstrap
 - Donor Recognition – Linda Gilstrap
 - Gala 2014 – Melyn Acasio
 - Golf Tournament 2014 – Patti Finnegan
6. **SWCF VENDOR SOLICITATION POLICY – (Enclosure) – Ben Green**
7. **GOVERNING BOARD REPORT – Humberto Peraza**
8. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**
9. **ADJOURNMENT – Ben Green**

Next meeting date: December 17, 2013 – (3rd Tuesday due to Winter Break)

Happy Thanksgiving!

**SOUTHWESTERN COLLEGE FOUNDATION
ANNUAL MEETING MINUTES
Tuesday, October 22, 2013 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: ROOM L238 North**

Present: Linda Gilstrap, Chayo Moreno, Cynthia Reyna, Melyn Acasio, Mitch Thompson, Ruben Garcia, Jean Roesch, Joe Martinez (arrived at 7:40), Hank Murphy, Dukie Valderrama, Humberto Peraza (arrived at 7:48), and David Hoffman.

Absent: Ben Green, Melinda Nish, Patti Finnegan, Jesse Navarro, Kimberly Paul, and Holly Hidingier.

Recorder: Dawn Perez

1. WELCOME / CALL TO ORDER

In the absence of President Green, Treasurer David Hoffman presided over the meeting. He called the meeting to order at 7:37 a.m. and welcomed everyone.

2. APPROVAL OF MINUTES – ACTION (Enclosure)

- A. Motion made by Ruben Garcia, seconded by Jean Roesch and unanimously approved to accept the minutes for September 24, 2013.

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

- A. Financial Report September 2013 presented by David Hoffman.

4. REQUEST FOR FUNDS – ACTION – Joe Martinez/Hank Murphy

- Motion made by Dukie Valderrama, seconded by Cynthia Reyna and unanimously approved to fund this request in the amount of \$1,000.

Requestor:	Chicano/Latino Coalition	
Purpose:	Cesar Chavez Breakfast 2014	
Amount of Request:	\$2,000	Amount Last Funded: \$2,000
Matching Funds:	Yes, ticket sales, ask in to other SWC organizations	
Request History:	Past several years except 2013	
Approx. Event Date(s):	March 2014	

This event will commemorate an American hero and educate the college community of Chavez's noteworthy accomplishments.

5. COMMITTEE REPORTS

A. Fundraising Committee

- Gala 2013 Report – Hank Murphy/Melyn Acasio/Cynthia Reyna
 - Melyn Acasio provided preliminary figures for the Gala financials.
 - Plans for next year include a tentative date of November 1. Potential locations will be looked at in the near future. Discussion took place about soliciting contractors/vendors or potential contractors/vendors who may be in a current bid or upcoming bid situation and what the Foundation's position is. SWCF directors asked staff to bring forward a draft policy about solicitation of vendors for review and eventual implementation.

B. Executive Committee

- Motion made by Ruben Garcia, seconded by Chayo Moreno and unanimously approved to accept the Officer nominations
 - President–Ben Green
 - Vice President–Hank Murphy
 - Secretary–Joe Martinez
 - Treasurer–Cynthia Reyna

C. Nominating Committee – ACTION – Ruben Garcia/Jesse Navarro

- Motion made by Dukie Valderrama and seconded by Jean Roesch to renew the following director's terms
 - Ruben Garcia term to October 2016
 - Cynthia Reyna term to November 2016

6. **GOVERNING BOARD REPORT – Humberto Peraza**

The Facilities Master Plan is moving forward. The college will be seeking a master architect soon for the corner lot project. Negotiations are also moving forward with the faculty.

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

No report

8. **ADJOURNMENT**

Meeting adjourned at 8:20 am.

Item #3.A
Financial Statements & Auditor's Report FY
End 6/30/13

November 26, 2013

SOUTHWESTERN COLLEGE FOUNDATION

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT**

* * *

FOR THE FISCAL YEAR ENDED JUNE 30, 2013

ARMANDO MARTINEZ & COMPANY
Certified Public Accountants

SOUTHWESTERN COLLEGE FOUNDATION
Financial Statements and Independent Auditor's Report
For the Year Ended June 30, 2013

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INDEPENDENT AUDITOR'S REPORT

ARMANDO MARTINEZ & COMPANY
Certified Public Accountants
365 Church Avenue, Chula Vista, CA 91910
(619) 427-1981 • FAX (619) 427-2576

To the Board of Trustees of
Southwestern College Foundation
Chula Vista, California

Independent Auditor's Report

We have audited the accompanying financial Statements of Southwestern College Foundation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and changes in net assets and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Southwestern College Foundation as of June 30, 2013, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

November 12, 2013

Armando Martinez + Co. CPAs

FINANCIAL STATEMENTS

SOUTHWESTERN COLLEGE FOUNDATION
Statement of Financial Position
June 30, 2013

ASSETS

Cash (Note 3)	\$ 108,996
Investments (Note 4)	807,957
Accounts receivable	1,158
Prepaid expenses	6,500
Total assets	<u>\$ 924,611</u>

LIABILITIES AND NET ASSETS

<u>Liabilities</u>	\$ 20,101
Due to Southwestern College	3,290
Accounts payable	<u>23,391</u>
Total liabilities	
<u>Net assets (Note 2)</u>	167,796
Unrestricted	733,424
Temporarily restricted	0
Permanently restricted	<u>901,220</u>
Total net assets	<u>\$ 924,611</u>
Total liabilities and net assets	

See accompanying notes to financial statements

SOUTHWESTERN COLLEGE FOUNDATION
Statement of Activities and Changes in Net Assets
For the Fiscal Year Ended June 30, 2013

	Temporarily <u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>
<u>Revenue and support (Note 2)</u>			
Contributions	\$ 53,251	\$ 6,433	\$ 59,684
Special event	0	124,411	124,411
Investment return, net of \$9,570 of investment advisory fees	40,739	2,205	42,944
Interest and dividend	22,209	6,469	28,678
Net assets released from restriction:			
Satisfaction of donor requirements	(28,850)	28,850	0
Total revenue and support	<u>87,349</u>	<u>168,368</u>	<u>255,717</u>
 <u>Expenses (Note 2)</u>			
Program Services:			
Campus organizations and activities	0	29,070	29,070
Community activities	0	475	475
Student scholarships and awards	0	32,300	32,300
Total program services	<u>0</u>	<u>61,845</u>	<u>61,845</u>
Supporting Services:			
Fundraising	0	85,332	85,332
General and administrative	0	12,162	12,162
Total expenses	<u>0</u>	<u>159,339</u>	<u>159,339</u>
Increase in net assets	87,349	9,029	96,378
Net assets at beginning of year	<u>646,075</u>	<u>158,767</u>	<u>804,842</u>
Net assets at end of year	<u>\$733,424</u>	<u>\$167,796</u>	<u>\$901,220</u>

See accompanying notes to financial statements

SOUTHWESTERN COLLEGE FOUNDATION
Statement of Cash Flows
For the Fiscal Year Ended June 30, 2013

CASH FLOWS USED BY OPERATING ACTIVITIES

Increase in net assets	\$ 96,378	
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Unrealized gain on investments	(40,230)	
Decrease in accounts receivable	1,155	
Decrease in prepaid expenses	3,263	
Decrease in Due to Southwestern College	(29,899)	
Decrease in accounts payable	(120)	
Decrease in Mariachi scholarship funds	<u>(50,756)</u>	
Net cash used by operating activities		\$ (20,209)

CASH FLOWS FROM INVESTING ACTIVITIES

Net proceeds from sale of investment	<u>(12,403)</u>	
Net decrease in cash	(32,612)	
Cash at beginning of year	<u>141,608</u>	
Cash at end of year		<u><u>\$ 108,996</u></u>

See Accompanying Notes to the Financial Statements

SOUTHWESTERN COLLEGE FOUNDATION
Notes to Financial Statements
June 30, 2013

Note 1. ORGANIZATION

The Southwestern College Foundation ("the Foundation") is a California not-for-profit public benefit corporation organized and incorporated in 1982. The Foundation was established for the purpose of raising friends and funds that support all aspects of educational advancement at Southwestern College.

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Foundation are prepared on the accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred. Transfers of funds in which the Foundation is acting as an agent, trustee or intermediary for the donor are not recorded as revenue.

Basis of Presentation

Financial statement presentation follows the recommendation of the FASB Accounting Standards Codification 958 *Financial Statements of Not-for-Profit Organization*. The Foundation is required to report its financial position and activities according to three classes of net assets:

Unrestricted – Net assets that are not subject to donor-imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of the Board of Trustees.

Temporarily Restricted – Net assets subject to donor-imposed restrictions on their use that can be fulfilled either by actions of the Foundation pursuant to those restrictions or the passage of time.

Permanently Restricted – Net assets subject to donor-imposed or other legal restrictions requiring that the principal be maintained permanently by the Foundation. Generally, the donors permit the Foundation to use all or part of the income earned for either general or donor-specified purposes. No permanently restricted assets were held during the current fiscal year. Accordingly, these financial statements do not reflect any activity related to this class of net assets.

Income Taxes

The Foundation, a not-for-profit organization operating under Section 501(c)(3) of the Internal Revenue Code, is exempt from federal, state, and local income taxes. Accordingly, no provision for income taxes is included in the financial statements.

SOUTHWESTERN COLLEGE FOUNDATION
Notes to Financial Statements
June 30, 2013

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Income Taxes (continued)

The Foundation's Form 990, *Return of Organization Exempt from Income Tax*, for the years ending 2010, 2011, and 2012 are subject to examination by the IRS, generally for three years after they were filed.

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

Restricted and Unrestricted Revenue

Contributions received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets, depending on the existence and/or nature of any donor restrictions. When a donor imposed restriction expires or when the purpose of the restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions. This will affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. However, management believes that differences, if any, would not be significant.

Note 3. CASH

For the statement of financial position and statement of cash flows, cash is defined as all monies in checking, money market, and certificate of deposit. The cash balance as of June 30, 2013 was as follows:

Checking account	\$ 8,984
Savings and Money Market accounts	<u>100,012</u>
Total	<u>\$ 108,996</u>

SOUTHWESTERN COLLEGE FOUNDATION
Notes to Financial Statements
June 30, 2013

Note 4. INVESTMENTS

The Foundation's investments at June 30, 2013 consist of the following holdings:

	<u>Fair Value</u>
Cash	\$ 44,544
Mutual Funds	413,073
Common stock	<u>350,340</u>
Total	<u>\$ 807,957</u>

Note 5. DONATED SERVICES

The Board of Trustees manages the operations of the Foundation. These management services include all aspects of Foundation operations including fund-raising, overseeing the disbursing of donations, awards and stipends, and recordkeeping. The Foundation provides no monetary remuneration to the Board of Trustees. No amounts have been reflected in the financial statements for these donated services, as no objective basis is available to measure the value of such services.

Item #4.A

Financial Report October 2013

November 26, 2013

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Financial Position

OCTOBER 31 , 2013

(UNAUDITED)

ASSETS

Checking/Savings			
Operating Account	\$	75,328.69	
Money Market Account		<u>50,206.78</u>	
Total Checking/Savings			\$ 125,535.47
Other Assets			
Marketable Securities			
Unrestricted		164,509.70	
Temporarily Restricted		<u>679,562.42</u>	
Total Marketable Securities			
Total Other Assets			<u>844,072.12</u>
TOTAL ASSETS			\$ <u>969,607.59</u>

LIABILITIES & NET ASSETS

Other Current Liabilities			
Due to Southwestern College	\$	101.00	
Community Outreach		<u>2,462.10</u>	
Total Current Liabilities	\$		<u>2,563.10</u>
Total Liabilities			<u>2,563.10</u>
Net Assets			
Temp. Restricted Net Assets		646,075.00	
Unrestricted Net Assets		255,145.04	
Net Income		<u>65,824.45</u>	
Total Equity			<u>967,044.49</u>
TOTAL LIABILITIES & NET ASSETS			\$ <u>969,607.59</u>

SOUTHWESTERN COLLEGE FOUNDATION

Profit & Loss

For The Four Months Ended October 31, 2013

(UNAUDITED)

	<u>October'13</u>	<u>Year-to-Date</u>
Ordinary Income/Expense		
Dividend/Interest - Unrestricted	595.18	2,299.47
Dividend/Interest - Restricted	1,430.95	5,573.37
Realized gain/loss - Unrestricted	4,731.18	9,040.59
Realized gain/loss - Temporarily Restricted	20,320.22	41,960.49
Direct Public Contributions- Temporarily Rest.	56.00	112.00
Direct Public Contributions- Unrestricted	934.00	2,638.52
Total 2012 Gala Income	26,141.00	85,481.00
2013 Golf Tournament Income:	<u>0.00</u>	<u>0.00</u>
Total Income	<u>54,208.53</u>	<u>147,105.44</u>
 Gross Profit	 54,208.53	 147,105.44
 Expenses		
On-Going Financial Comm. (Agreements)		
Students Scholarship Awards	0.00	1,500.00
SWC Athletic department	0.00	17,600.00
Bank Fees	971.59	1,109.59
Campus Activities/Events	8,315.00	8,315.00
Community Events	500.00	500.00
Hospitality	54.25	337.61
Taxes and Fees	0.00	20.00
Investment Expense	2,559.26	4,951.05
Office Expense	47.11	47.11
Membership & Dues	0.00	600.00
Conference, Conventions, Meetings	0.00	450.00
Gala 2013 Expenses	7,335.61	45,050.63
Total Expense	<u>19,782.82</u>	<u>81,280.99</u>
Net Ordinary Income	<u>34,425.71</u>	<u>65,824.45</u>
 Net Income	 <u><u>34,425.71</u></u>	 <u><u>65,824.45</u></u>

SOUTHWESTERN COLLEGE FOUNDATION
Programs/Projects Report
Fiscal Year 2013

Date	Num	Name	Memo	Amount
Campus Activities/ Events				
10/11/2013	1037	CLIFF	Funding for Culture & Language Intl Film Fest	300.00
10/11/2013	1038	We End Violence	Funding for Gender Equity Committee projects	1,000.00
10/11/2013	1039	SWC Architecture Club	Funding for University Campus Tours FA/13 and SP/14	500.00
10/11/2013	1040	African American Alliance	Funding for African American success Series Fall 2013	600.00
10/11/2013	1041	SWC Art Gallery Trust	Funding for the Art Gallery speaker Series Fall 2013 Spring 2014	1,000.00
10/11/2013	1042	Puente Club	Funding for Puente Club University Visists FA/13	4,500.00
10/25/2013	1044	Phi Theta Kappa	Funding for the Phi Theta Kappa Radio Project License	415.00
			Total October	8,315.00
Grand Total				8,315.00

Community Events				
10/11/2013	1036	National University	Tickets to National University Gala 10/19/13	500.00
			Total October	500.00
Grand Total				500.00

SOUTHWESTERN COLLEGE FOUNDATION
Contributions Received
OCTOBER 2013

Date	From	Memo	Recorded under	Amount
	RESTRICTED			
10/22/13	Southwestern Comm. College District	Contributions made thru Payroll - Unrestricted Sep 19/13	034 Hayden Steward	6.00
10/22/13	Southwestern Comm. College District	Contributions made thru Payroll - Unrestricted Sep 19/13	028 SWC Sun	50.00
			Sub-Total Restricted	56.00
	UNRESTRICTED			
10/22/2013	Southwestern Comm. College District	Contributions made thru Payroll - Unrestricted Sep 19/13	General and Admn	709.00
10/22/2013	Arthur J. Diaz	Frequently contributions Oct/13	General and Admn	225.00
			Sub-Total Unrestricted	934.00

Total Contribution Received 990.00

SOUTHWESTERN COLLEGE FOUNDATION

FUNDS SEGREGATION REPORT

10/01/13 -10/31/13

Account Name	Fair Market Value as of October 1, 2013	Inflow	Outflow	Gain/(Loss)	Fair Market Value as of October 31, 2013
Unrestricted Funds Accounts					
UBS Brokerage Accounts	\$161,748.57		\$2,565.26	\$5,326.36	\$164,509.67
Wells Fargo Checking	\$5,140.15	\$0.00	\$0.00	\$0.00	\$5,140.15
Wells Fargo Savings	-\$6.00	\$0.00	\$6.00	\$0.00	-\$12.00
Seacoast Commerce Bank Checking	\$8,322.41	\$30,501.00	\$10,717.56	\$0.00	\$28,055.85
Seacoast Commerce Bank Savings	\$50,176.57	\$42.21	\$0.00	\$0.00	\$50,218.78
Sub-Totals	\$225,381.70	\$30,543.21	\$13,288.82	\$5,326.36	\$247,912.45
Temporarily Restricted Funds Accounts					
UBS Brokerage Account (See Attachment for Scholarship Funds Breakdown)	\$657,847.46	\$6.00	\$0.00	\$21,708.97	\$679,562.42
Seacoast Commerce Bank Checking (See Attachment for Pilot Program Accounts Breakdown)	\$42,032.69	\$50.00	\$0.00	\$0.00	\$42,082.69
Sub-Totals	\$699,880.15	\$56.00	\$0.00	\$21,708.97	\$721,645.11
Total Funds Accounts	\$925,261.84	\$30,599.21	\$13,288.82	\$27,035.33	\$969,557.56

Southwestern College Foundation
Temporarily Restricted Funds Accounts Detail - 10/01/13 - 10/31/13

Scholarship Funds

Account Description	FMV - 10/01/13	Inflow	Outflow	Gain/(Loss)	FMV - 10/31/13
♦ Athletic Endowment - 061	\$12,979.90			428.34	\$13,408.24
♦ CAN Scholarship - 032	\$124,339.31		\$0.00	4,103.20	\$128,442.50
♦ Douglas Barnhart Scholarship - 059	\$37,322.77			1,231.65	\$38,554.42
♦ Eastlake Company - 058	\$30,036.29			991.20	\$31,027.49
♦ Garden of Giving -037	\$71,359.56			2,354.87	\$73,714.43
♦ Jean Wear Scholarship - 056	\$6,216.20			205.13	\$6,421.34
♦ McMillin Companies - 052	\$31,187.30			1,029.18	\$32,216.48
♦ Metallic Scholarship - 016	\$11,855.82			391.24	\$12,247.06
♦ M. Watkins Scholarship - 036	\$13,725.75			452.95	\$14,178.70
♦ Otay Mesa Child Development - 044	\$15,867.00			523.61	\$16,390.61
♦ Tantalio/Conti Scholarship - 033	\$46,803.07			1,544.50	\$48,347.57
♦ Sarah Riker Scholarship - 046	\$4,835.82			159.58	\$4,995.40
♦ Hayden Stewart Scholarship - 034	\$97,765.19	\$6.00		3,226.25	\$100,997.44
♦ Valenzuela Scholarship - 055	\$17,006.93			561.23	\$17,568.16
♦ WalMart Scholarship -060	\$10,266.48			338.79	\$10,605.28
♦ SCEA Scholarship - 065	\$5,946.36			196.23	\$6,142.59
♦ Luckman Scholarship -066	\$5,736.24			189.30	\$5,925.54
♦ Lassman Scholarship - 054	\$13,907.30			458.94	\$14,366.24
♦ Carolyn Brady Fund - 053	\$100,690.15		\$0.00	3,322.77	\$104,012.92
Totals	\$657,847.46	\$6.00	\$0.00	\$21,708.97	\$679,562.42

Program Accounts Pilot Program

Account Description	FMV - 10/01/13	Inflow	Outflow	Gain/(Loss)	FMV - 10/31/13
♦ 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
♦ SBDC Small Business Development Ctr	\$37,500.00	\$0.00	\$0.00	\$0.00	\$37,500.00
♦ 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	\$150.00	\$50.00	\$0.00	\$0.00	\$200.00
Totals	\$42,032.69	\$50.00	\$0.00	\$0.00	\$42,082.69

Item #5.A
New Board Member Application
Ricardo A. Macedo

November 26, 2013



MEMBER APPLICATION

PERSONAL INFORMATION

Name: Ricardo A. Macedo

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

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

Education: (school/degree): SDSU - B.S. Business Administration

Did you graduate from SWC? No If so, when? [REDACTED]

Languages spoken: Spanish + Conversational Italian

Hobbies/Interests: [REDACTED]

Additional community organizations/activities: Board Member of SCEDC +
San Diego Padres Hispanic Community Leadership Council

WORK INFORMATION

Employment: Bank of America

Position/Title: V.P. / Business Banking Client Manager

Address: 450 B Street Suite 1500 City/State: San Diego, CA Zip: 92101

Phone: 619.515.7185 Fax: 619.457.8819 E-Mail: ricardo.a.macedo@baml.com

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

Item #6.A

SWCF Vendor Solicitation Policy

November 26, 2013



Southwestern College Foundation Vendor Solicitation Policy

Purpose

To ensure that charitable solicitation of donations from existing or potential Southwestern College vendors are processed professionally, efficiently, and ethically.

Policy

In order to support fundraising efforts, Southwestern College Foundation (SWCF) is committed to establishing and sustaining partnerships/relationships with college vendors, in compliance with federal and state laws and Southwestern College policies.

While it can be common for a college vendor to support Southwestern College Foundation fundraising activities it is important to note that the Foundation's approach to such solicitations is defined by the belief that it would be inappropriate and unethical for a philanthropic relationship to guide or alter business decisions by the College. A gift from a college vendor (existing or potential) does not guarantee a business relationship with the college and the refusal from a college vendor (existing or potential) to make a gift to the Foundation does not preclude the vendor from participating in future college business.

Implementation/Guidelines

In order to promote best practices, the following guidelines should be followed with respect to each Vendor solicitation by the Foundation:

1. In consideration of conflict of interest issues, solicitation appeals to Southwestern College vendors (existing or potential) will be made in the spirit of philanthropy with no overt or implied promise of future business or threat of withdrawal of business with the College;
2. Solicitations should be made, to the extent possible, to all or most businesses in the community and not only to vendors (existing or potential) serving the College;
3. Solicitations to vendors (existing or potential) should not be made during the bidding process with the College or immediately following a contract award;
4. Vendor donations should be in the form of a charitable cash or in-kind contribution, never by affecting the terms of a separate fair market value contract with the College;
5. If there is ever any doubt about the appropriateness of the solicitation, err on the side of caution and do not ask for the contribution.

Responsibility

President of Southwestern College Foundation, President of Southwestern College, SWC Vice President for Business and Financial Affairs, Chair of Southwestern College Fundraising Committee, and Executive Director of Southwestern College Foundation are responsible for administering vendor solicitations.