

SOUTHWESTERN COLLEGE FOUNDATION
MEETING AGENDA
Tuesday, January 28, 2014 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: ROOM L238 North

1. **WELCOME / CALL TO ORDER – Ben Green**
2. **TREASURERS REPORT – Information – (Enclosure) – Cynthia Reyna**
 - A. Update on the investment account from Richard Ina, UBS Financial Services
 - B. Financial Report December 2013
3. **APPROVAL OF MINUTES – ACTION (Enclosure) – Ben Green**
 - A. December 17, 2013
4. **COMMITTEE REPORTS – Ben Green**
 - A. Fundraising Committee
 - Gala 2014 – Melyn Acasio
 - Golf Tournament 2014 – Patti Finnegan
 - Master of Ceremonies
5. **SWCF VENDOR SOLICITATION POLICY – ACTION (Enclosure) – Ben Green**
 - A. The draft policy was distributed to SWCF directors in the status of first reading in November 2013.
6. **GOVERNING BOARD REPORT – Nora Vargas, SWC Governing Board Trustee**
7. **SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.**
8. **ADJOURNMENT – Ben Green**

Next meeting date: February 25, 2014

SOUTHWESTERN COLLEGE FOUNDATION
MEETING MINUTES
Tuesday, December 17, 2013 ♦ 7:30 a.m. – 8:30 a.m.
LOCATION: ROOM L238 North

Present: Linda Gilstrap, Chayo Moreno, Melyn Acasio, Ruben Garcia, Jean Roesch, Joe Martinez, David Hoffman, Melinda Nish, Holly Hiding, Ben Green, Dukie Valderrama, Kimberly Paul, Mitch Thompson, Ricardo Macedo, Patti Finnegan (arrived at 7:55), and Nora Vargas (arrived at 7:56)

Absent: Cynthia Reyna, Hank Murphy and Jesse Navarro

Recorder: Dawn Perez

1. WELCOME / CALL TO ORDER

President Green called the meeting to order at 7:42 a.m. and welcomed everyone. Melyn Acasio introduced and welcomed Ricardo Macedo, SWCF's new Director, to the rest of the board. Ben also acknowledged the SWCF board members who have contributed to the Annual Fund campaign.

2. APPROVAL OF MINUTES – ACTION (Enclosure)

A. Motion made by Ruben Garcia, seconded by Holly Hiding and unanimously approved to accept the minutes for November 26, 2013.

3. TREASURERS REPORT – Information – (Enclosure) – Cynthia Reyna

A. Ben Green presented the Financial Report for November 2013 pointing out that the Foundation is closing in on \$1Million. He also advised that he and David Hoffman would be closing the Wells Fargo accounts this week and have all remaining funds transferred to the Foundation's account at Sea Coast Commerce Bank.

4. COMMITTEE REPORTS – Ben Green

A. Fundraising Committee

- Gala 2014 – Melyn Acasio
Still looking at potential dates and locations. Sycuan and the Marriott Hotel in Coronado are being considered. Linda Gilstrap shared that she had recently been advised that the Sycuan Resort indoor facility can only accommodate 180 people which is significantly short of our attendance goal. The outside area at Sycuan will accommodate more guests however the time of year will need to be taken into consideration for an outdoor event as well as venue availability. Discussion took place about potential venues including the college and costs associated with holding the event on campus.
- Golf Tournament 2014 – Patti Finnegan
Patti, Chayo, and Hank are chairing Golf Tournament on May 7, 2014. Holly and Jean are co-chairing the auction. Fundraising goal for this year is \$30,000-\$35,000.

5. GOVERNING BOARD REPORT – Nora Vargas

Ben Green introduced Nora Vargas as the new Governing Board liaison to the Foundation. Nora reported that SWC's Governing Board officers for 2014 will be as follows: Trustee Valladolid has been appointed as Governing Board President and Trustee Hernandez is Governing Board Vice President.

6. SUPERINTENDENT/PRESIDENT REPORT – Melinda Nish, Ed.D.

Dr. Nish reported on the following:

- The 55th class of the Police Academy is graduating. More women are enrolling in the academy.
- Legislation is expected to be introduced regarding baccalaureate degrees within career technical areas at community colleges. Nursing is a field that could be considered for a baccalaureate degree. SWC is interested in hosting a pilot program for a Nursing baccalaureate degree. Auto Technology is another possible baccalaureate degree program.
- A pilot program between Qatar and Southwestern College has been approved. It is a 3-prong program including SWC, an English school and the Maritime Institute in San Diego.

- Proposition R is in the architect selection phase. The Higher Education Center at National City's construction is underway; the San Diego Contracting Opportunities Center will be relocated to this facility and will be joining other SWC economic development programs that are already at the National City campus.
- Dr. Nish is actively working with campus employees to commit to the Annual Fund Campaign. She also suggested that SWCF may want to consider galas more as a way to generate awareness and positive PR about the College and Foundation instead of the gala being a fund raising event. She suggested strategizing a 3-5 year plan that could incorporate this approach.

7. ADJOURNMENT – Ben Green

The meeting was adjourned at 8:30 a.m.

SOUTHWESTERN COLLEGE FOUNDATION

FUNDS SEGREGATION REPORT

12/01/13 - 12/31/13

Account Name	Fair Market Value as of December 1, 2013	Inflow	Outflow	Gain/(Loss)	Fair Market Value as of December 31, 2013
Unrestricted Funds Accounts					
UBS Brokerage Accounts	\$166,917.25	\$0.00	\$91.62	\$2,310.87	\$169,136.50
Wells Fargo Checking	\$5,028.20	\$0.00	\$0.00	\$0.00	\$5,028.20
Wells Fargo Savings	-\$6.00	\$0.00	\$6.00	\$0.00	-\$12.00
Seacoast Commerce Bank Checking	\$22,233.26	\$1,440.00	\$6,730.25	\$0.00	\$16,893.01
Seacoast Commerce Bank Savings	\$50,259.66	\$42.28	\$0.00	\$0.00	\$50,301.94
Sub-Totals	\$244,432.37	\$1,482.28	\$6,827.87	\$2,310.87	\$241,347.65
Temporarily Restricted Funds Accounts					
UBS Brokerage Account (See Attachment for Scholarship Funds Breakdown)	\$688,402.73	\$6.00	\$0.00	\$9,637.64	\$698,046.37
Seacoast Commerce Bank Checking (See Attachment for Pilot Program Accounts Breakdown)	\$42,132.69	\$50.00	\$0.00	\$0.00	\$42,182.69
Sub-Totals	\$730,535.42	\$56.00	\$0.00	\$9,637.64	\$740,229.06
Total Funds Accounts	\$974,967.79	\$1,538.28	\$6,827.87	\$11,948.51	\$981,576.71

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Financial Position

DECEMBER 31, 2013

(UNAUDITED)

ASSETS

Checking/Savings			
Operating Account	\$	64,103.90	
Money Market Account		<u>50,289.94</u>	
Total Checking/Savings			\$ 114,393.84
 Pledges Receivable			
SWC - Ron Cohn (2013 Gala)		<u>400.00</u>	
Total Pledges Receivable			400.00
 Other Assets			
Marketable Securities			
Unrestricted		169,136.50	
Temporarily Restricted		<u>698,046.37</u>	
Total Marketable Securities			
Total Other Assets			<u>867,182.87</u>
 TOTAL ASSETS			\$ <u>981,976.71</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			2,563.10
 Net Assets			
Temp. Restricted Net Assets		646,075.00	
Unrestricted Net Assets		255,145.04	
Net Income		<u>78,193.57</u>	
Total Equity			<u>979,413.61</u>
 TOTAL LIABILITIES & NET ASSETS			\$ <u>981,976.71</u>

SOUTHWESTERN COLLEGE FOUNDATION

Profit & Loss

For The Six Months Ended December 31, 2013

(UNAUDITED)

	<u>December'13</u>	<u>Year-to-Date</u>
Ordinary Income/Expense		
Dividend/Interest - Unrestricted	1,891.73	4,539.90
Dividend/Interest - Temporarily Restricted	4,456.33	10,884.22
Realized gain/loss - Unrestricted	419.14	11,454.93
Realized gain/loss - Temporarily Restricted	5,223.59	55,204.75
Direct Public Contributions- Temporarily Rest.	156.00	324.00
Direct Public Contributions- Unrestricted	1,284.00	4,856.52
Total Income	<u>13,430.79</u>	<u>87,264.32</u>
Gross Profit	13,430.79	87,264.32
Expenses		
Students Scholarship Awards	0.00	1,500.00
SWC Athletic department	0.00	17,600.00
Bank Fees	6.00	1,478.01
Campus Activities/Events	4,000.00	13,065.12
Outside Services	2,676.00	8,876.00
Stipends	0.00	800.00
Community Events	0.00	500.00
Hospitality	54.25	391.86
Postage	0.00	46.00
Taxes and Fees	0.00	80.00
Investment Expense	85.62	4,967.02
Office Expense	0.00	47.11
Membership & Dues	0.00	600.00
Conference, Conventions, Meetings	0.00	450.00
Total Expense	<u>6,821.87</u>	<u>50,401.12</u>
Net Ordinary Income	<u>6,608.92</u>	<u>36,863.20</u>
Other Income/Expense: Special Events		
2013 Gala Scholarship:		
Total 2013 Gala Income	400.00	86,381.00
Gala 2013 Expenses	0.00	45,050.63
Total Other Income/Expense: 2013 Gala Scholarship	<u>400.00</u>	<u>41,330.37</u>
Net Income	<u><u>7,008.92</u></u>	<u><u>78,193.57</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 Gendesr 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
11/04/2013	1047	Rob Estigoy	Funding for FilAm History month Oct 2013 Presenter	75.00
11/04/2013	1048	Ella DeCastro Baron	Presenter funding for FilAm History month	75.00
11/04/2013	1049	Bridget Mabunga	Presenter funding for FilAm History month	175.00
11/04/2013	1050	Jen Palmares Meadows	Presenter funding for FilAm History month	175.00
11/04/2013	1051	Donna Miscolta	Presenter funding for FilAm History month	175.00
11/21/2013	1056	Henry Aronson	Hospitality Purchases for FilAm History Month Series Funding	75.12
			Total November	750.12
12/13/2013	1059	SWC Architecture Club	Funding for the Design Village Competition Apr 2014	1,000.00
12/13/2013	1060	SWC African American Alliance	Funding for the MLK Breakfast 2014	1,000.00
12/13/2013	1061	SWC Fine Arts Trust	Funding for African American History Month Events 2014	2,000.00
			Total December	4,000.00
Grand Total				13,065.12

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

Pledges Receivable

As of December 31, 2013

Donor	Date	Memo	Description	Amount	Balance
Ron Cohn	12/04/2013	Cash Donation made by credit card. Charge was rang thru SWC credit card machine.	2013 Gala Contribution	400.00	400.00

TOTAL

400.00

SOUTHWESTERN COLLEGE FOUNDATION
Contributions Received
DECEMBER 2013

Date	From	Memo	Recorded under	Amount
RESTRICTED				
12/04/2013	SCEA-CA SWC	Contributions Received Temporarily Restricted Funds to the Phil Lopez Scholarship Fund	SCEA Endowed Scholarship	100.00
12/04/2013	Southwestern Comm. College Distric	Contributions made through payroll, Temporarily Retricted Nov 18, 2013	SWC Sun	50.00
12/04/2013	Southwestern Comm. College Distric	Contributions made through payroll, Temporarily Retricted Nov 18, 2013	Hayden Stewart Scholarship	6.00
			Sub-Total Temporarily Restricted	156.00
UNRESTRICTED				
12/04/2013	Luis A. Nunez Jr	Annual Fund Unrestricted	General and Admn	100.00
12/04/2013	Joseph Martinez II	Annual Fund Unrestricted contributions	General and Admn	250.00
12/04/2013	Jean M. Roesch, ED. D	Annual Fund Unrestricted contributions	General and Admn	250.00
12/04/2013	Southwestern Comm. College Distric	Contributions made thru Payroll - Unrestricted Nov 18, 2013	General and Admn	684.00
			Sub-Total Unrestricted	1,284.00

Total Contribution Received **1,440.00**

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Cash Flows July through December 2013

Jul - Dec 13

CASH FLOWS USED BY OPERATING ACTIVITIES

Increase in net assets	\$	78,193.57	
Adjustments to reconcile increase in net assets to net cash provided by operating activities:			
Unrealized gain on investments		(45,011.52)	
Decrease in pledges receivable		758.00	
Decrease in prepaid expenses		6,500.00	
Decrease in accounts payable		(828.00)	
Decrease in due to Southwestern College		(20,000.00)	
Net cash used by operating activities			\$ 19,612.05

CASH FLOWS FROM INVESTING ACTIVITIES

Net proceeds from sale of investment		(14,214.17)	
Net cash increase for period		5,397.88	
Cash at beginning of the year		108,995.96	
Cash at end of period		114,393.84	

Southwestern College Foundation
Temporarily Restricted Funds Accounts Detail - 12/01/13 - 12/31/13

Scholarship Funds

Account Description	FMV - 12/01/13	Inflow	Outflow	Gain/(Loss) 0.014	FMV - 12/31/13
♦ Athletic Endowment - 061	\$13,582.55			190.16	\$13,772.70
♦ CAN Scholarship - 032	\$130,112.26		\$0.00	1,821.57	\$131,933.83
♦ Douglas Barnhart Scholarship - 059	\$39,055.62			546.78	\$39,602.40
♦ Eastlake Company - 058	\$31,430.84			440.03	\$31,870.87
♦ Garden of Giving -037	\$74,672.71			1,045.42	\$75,718.13
♦ Jean Wear Scholarship - 056	\$6,504.82			91.07	\$6,595.88
♦ McMillin Companies - 052	\$32,635.29			456.89	\$33,092.19
♦ Metallic Scholarship - 016	\$12,406.28			173.69	\$12,579.96
♦ M. Watkins Scholarship - 036	\$14,363.03			201.08	\$14,564.11
♦ Otay Mesa Child Development - 044	\$16,603.68			232.45	\$16,836.14
♦ Tantalo/Conti Scholarship - 033	\$48,976.09			685.67	\$49,661.76
♦ Sarah Riker Scholarship - 046	\$5,060.34			70.84	\$5,131.19
♦ Hayden Stewart Scholarship - 034	\$102,316.41	\$6.00		1,432.43	\$103,754.84
♦ Valenzuela Scholarship - 055	\$17,796.55			249.15	\$18,045.70
♦ WalMart Scholarship -060	\$10,743.14			150.40	\$10,893.55
♦ SCEA Scholarship - 065	\$6,222.45			87.11	\$6,309.56
♦ Luckman Scholarship -066	\$6,002.57			84.04	\$6,086.61
♦ Lassman Scholarship - 054	\$14,553.01			203.74	\$14,756.75
♦ Carolyn Brady Fund - 053	\$105,365.09		\$0.00	1,475.11	\$106,840.20
Totals	\$688,402.73	\$6.00	\$0.00	\$9,637.64	\$698,046.37

Program Accounts Pilot Program

Account Description	FMV - 12-01-13	Inflow	Outflow	Gain/(Loss)	FMV - 12/31/13
♦ 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	\$250.00	\$50.00	\$0.00	\$0.00	\$300.00
Totals	\$42,132.69	\$50.00	\$0.00	\$0.00	\$42,182.69



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 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 of Business and Finance, Chair of Southwestern College Fundraising Committee, Executive Director of Southwestern College Foundation are responsible for administering vendor solicitations.