



MEETING MINUTES

Tuesday, September 27, 2016

7:30 a.m. – 9:00 a.m.

LOCATION: BUILDING 210, ROOM 214

Present: Melyn Acasio, Kimberly Grady, Ben Green, David Hoffman, Ricardo Macedo, Joe Martinez, Halé Richardson, Jean Roesch, Cynthia Reyna, Heather Rubio, Mitch Thompson

Absent: Ruben Garcia, Lisa Johnson, Jesse Navarro, Lorena Victoria

SWC Staff: Zaneta Salde Encarnacion, Alison Hunter, Daniel Fitzgerald, Rachel Fischer

Recorder: Zaneta Salde Encarnacion

1. WELCOME/ CALL TO ORDER–Ricardo A. Macedo
 - A. The meeting was called to order at 7:35 a.m.
2. APPROVAL OF MINUTES- **ACTION** (Enclosure)–Ricardo A. Macedo
 - A. May 24, 2016
 - B. June 14, 2016
 - C. July 23, 2016
 - i. Hoffman moved to accept the minutes. Green seconded and the motion carried.
3. BOARD REPORTS
 - A. GOVERNING BOARD REPORT–Griselda Delgado, SWC Governing Board Trustee
 - i. Deegan extended Delgado’s regrets for not attending. She is in China representing her high school for a school project.
 - B. INTERIM SUPERINTENDENT/PRESIDENT REPORT – Robert Deegan
 - i. Deegan introduced himself as interim Superintendent/President.
 - ii. Enrollment at college is flat with 20k students, but students attending full-time has increased. A class scheduled will be mailed to all in the community and is anticipated to result in increased enrollment in the Spring.
 - iii. Update provided on Prop R. Health and Wellness Center’s walls are up and it is expected to serve student learning and the community. Construction continues on the Natural Science building on Chula Vista campus and the expansion of new classroom building at the National City campus.
 - iv. Prop Z is a new \$400m bond on the November ballot. The bond would fund the completion of the college’s facility masterplan, including the new Performance Art Center and the expansion of the San Ysidro campus.
 - v. Recruitment process for permanent Superintendent/President is moving forwarded. Deegan thanked Macedo for representing the foundation on the selection committee. Once the selection committee picks their finalists, community forums will be held with each candidate. Forums will be accessible by all campus sites through video. Candidates will then be interviewed by the Governing Board. Appointment of final candidate is anticipated in January.

C. EXECUTIVE DIRECTOR REPORT – Zaneta Salde Encarnacion

- i. Written report included in agenda packet. Encarnacion distributed flyers for employee giving campaign and alumni event. Board members were encouraged to attend a Foundation Friday and the Straczynski alumni event.

D. TREASURERS REPORT – (Enclosure) – Cynthia Reyna

- i. Financial Report
 - 1. 2015-16 unaudited report included in Appendix.
 - 2. July and August incomes exceeds expenses. Investments performed well in last quarter and revenue coming in for fall fundraising event.
 - 3. Total assets have exceeded \$1m
 - 4. Macedo thanked Hunter for the hard work to create new financial reporting. He commended the format and the presentation of information as critical to informing the board.

4. NEW BUSINESS

A. Budget Amendment

- i. [Action] Consider mid-year budget amendment to account for increased costs and savings.
 - 1. Action: Hoffman moved to increase budget up to \$5,000 for additional attorney fees. Macedo seconded and the motion carried.

B. Foundation Bylaws

- i. Review proposed changes to bylaws
 - 1. Encarnacion updated board on exemption type status. Will work with attorney to provide more information and recommendations. Executive committee will meet on Oct. 11 to review and make recommendation.

C. Board Policies

- i. [Action] Consider approval of changes to program account policy and new grant policy.
 - 1. Action: Richardson moved to approve revision to Program Account Policies removing associated fees. Acasio seconded and the motion carried.
 - 2. Action: Richardson moved to approve grant policy. Acasio seconded and the motion carried.

D. Grant Application Request

- i. [Action] Consider approval of SWC Foundation as fiscal agent on grant application.
 - 1. Fitzgerald and Fischer provided information on the grant application and funding request.
 - 2. Encarnacion shared Grant Department's concern that the funder be made aware of the foundation's relationship with the college. Language was added to grant policy to disclose the foundation's supporting nature to the college.
 - 3. Action: Green moved to approved foundation's role as fiscal agent. Richardson seconded and the motion carried.

E. Ratification of approved grant applications/funding requests and award acceptance.

- i. [Action] Ratify executive director's approval of fiscal agent role in grant applications/funding requests and award acceptance.
 - 1. Action: Brady approved ratification of approval to use foundation as fiscal agent. Richardson seconded and the motion carried.
- F. Fall Mini Grants, RFF Committee
 - i. [Action] Consider approval of funding recommendation.
 - 1. Brady and Encarnacion provided an overview of the new scoring and evaluation process. Shared committee's recommendation for process changes to be explored by the board before the Spring cycle.
 - 2. More board member participation is encouraged in the spring.
 - 3. Action: Hoffman moved to approve funding recommendation. Acasio seconded and the motion carried.
- G. Fundraising Committee
 - i. Update on luncheon
 - 1. Acasio provided an update on the planning committee and thanked board members Grady, Johnson, Reyna, Daud for participating.
 - 2. Board members are asked to inform staff if they will be attending or available to volunteer.
 - 3. Board members asked to bring a bottle of wine to next board meeting for silent auction and consider donating a prepared basket individually or through their business.
 - 4. Extra invitations were given to board member for distribution.

5. ANNOUNCEMENTS

6. ADJOURNMENT—Ricardo A. Macedo

Next meeting date: October 25, 2016