



## **MEETING MINUTES**

Tuesday, September 26, 2017

7:30 AM – 9:00 AM

Room 214, Chula Vista Campus

### **1. WELCOME/ CALL TO ORDER—Ricardo A. Macedo**

- A. Meeting called to order at 7:35 am
- B. Foundation Board Members Present: Benjamin Green, Chayo Moreno, Cynthia Reyna, Gustavo Perez, Hale Richardson, Hank Murphy, Jean Roesch, Carlos Gomez, Melyn Acasio, Mitch Thompson, Ricardo Macedo and Ruben Garcia
- C. SWC Advisors, Presenters and Staff: Patie Bartow, Hannye Flores, Zaneta Encarnacion, Alison Hunter and Debbie Dyer
- D. Macedo welcomed and introduced new Board members & SWC alumni: Carlos Gomez and Gustavo Perez
- E. Encarnacion sends regrets from new Board member Mery Lopez-Gallo, she missed today's meeting as she is away traveling.

### **2. PUBLIC COMMENT**

- A. Ashley Campbell from Congresswoman Susan Davis' office presented Southwestern College Foundation with a recognition letter in honor to celebrate Southwestern College's 56 Birthday.

### **3. PRESENTATION**

- A. Jag Food Pantry
  - i. Encarnacion introduced Patie Bartow and SWC student Hanney Flores.
  - ii. Hanney Flores – Southwestern College student and single mother of a 4 ½ year old shared her journey and how she is grateful to SWC for the SWC Child Development Center (CDC). Her child attends the CDC while she is in school. She thanked the Board for the resources and financial aid they provide to students. She knows of many SWC students who use the services and appreciate their availability.
  - iii. Presentation by Patie Bartow – Announced that the kitchen just celebrated its 1 year anniversary. It serves over 300 students a week.
  - iv. Richardson requested any marketing material on the Jag Kitchen that she can email out to her contacts so she could ask other companies for assistance. Bartow will work with Encarnacion to get a marketing piece together.
  - v. Encarnacion informed the Board that the Food Pantry is a program account that is managed by the Foundation Board.

### **4. CONSENT CALENDAR: All items are approved by one motion, unless a board member pulls an item for**

Approved in October 24, 2017 Foundation Board Meeting

discussion.

- A. Acceptance of minutes for the meeting of May 23, 2017
- B. Ratification of executive director's approval for the foundation to serve as fiscal agent for the SD contracting Opportunities Center (SDCOC) grant application to the Defense Logistics Agency for a Procurement Technical Assistance Center (PTAC).
- C. Approval to serve as fiscal agent on a grant application to The San Diego Foundation's FY18 Science and Technology Grant Program. Application is due October 2.
  - i. *(Action)*: Thompson motioned to approve consent calendar. Richardson seconded and the motion carried.

## 5. INFORMATION ITEMS

- A. Governing Board Report – Nora Vargas
  - i. Encarnacion sends Vargas' regrets for not attending today due to business travel.
- B. Superintendent/President Report – Kindred Murillo, Ed.D.
  - i. Encarnacion sends Murillo's regrets for not attending today as she is away on Business Travel.
  - ii. Encarnacion updated that Murillo will be bringing more information to the Board re: the Pathways program and updated that the ribbon cutting for the new Health & Wellness Center will be in November 2017.
- C. Executive Director Report – Zaneta Salde Encarnacion
  - i. Encarnacion congratulates Hunter for completing her 1 year probationary period.
  - ii. The reclassification process to get Hunter classified as an accountant is in final approval stages.
  - iii. Debbie is expanding her Fundraising skill set by attending a fundraising certification program.
  - iv. The yearly audit has been completed.
  - v. Financial Aid Scholarships have transitioned over from the College to the Foundation. Great to have the opportunity to meet with the current Donors of existing scholarships.
  - vi. Working with Finance to pull all existing scholarship money under the management umbrella of the Foundation.
  - vii. Four campus celebrations were hosted for the SWC 56 birthday Day of Giving (Chula Vista and all HECs) Moving forward, this will be an annual Day of Giving at SWC.
  - viii. Emergency Grant program update – we will give out \$40,000 in emergency funds this year.
  - ix. Foundation will host a Board Member campus tour for those who would like to see more of the campus. It would directly follow the October meeting.
  - x. Ricardo and Encarnacion returned from the California Promise Program Conference in Sacramento where they learned about the BOG grant and that it is being rebranded to be called the California Promise program. 30 students in the Fall 2007 will receive \$1200 scholarship under SWC's pilot Promise program. Encarnacion shared that the name of program may change.
- D. Treasurer's Report – (Enclosure) – Cynthia Reyna
  - i. Reyna thanked Hunter for preparing the financials.
  - ii. She reported that financials are strong, healthy and continue to grow.
  - iii. We have added the Financial aid scholarships and 8 brand new scholarships

- iv. Macedo thanked Hunter for all her hard work and acknowledged that we needed to get the Accounting procedures set up and we are well on our way to being a best-in-class Foundation.
- v. Hunter announced that we now have \$500,000 permanent endowment.

**E. Fundraising Committee Report – Melyn Acasio**

- i. Acasio announced that we have a Fundraising Event on November 3<sup>rd</sup> and asked everyone to mark their calendars to attend.
- ii. Members encouraged to take a look at confirmed sponsorships and thank them for sponsoring us.
- iii. 211 RSVPs so far. Our Goal for the year is \$100,000. Let's aim for \$125,000.
- iv. Encarnacion shared 3 live auction items and we anticipate 30 baskets in the silent auction.
- v. Acasio thanked the Foundation team for all their hard work on this event.

**6. ACTION ITEMS**

**A. Approval of Revised Bylaws**

- i. Board will approve revised bylaws. Our tax exemption status now matches how we have operating historically,
  - 1. *(Action)*: Green motions to approve. Garcia seconded and the motion carried.

**B. Fall 2017 Mini Grant Approval**

- i. We are asking for 40,000 be approved. We had 60,000 set aside for Mini Grants. This could impact the Spring allocations.
- ii. Mini Grant committee will strategize the program in a meeting on Saturday, October 14, 2017 to assist in the future structure of the program.
- iii. Board will consider approval of mini grant funding recommendation.
  - 1. *(Action)*: Richardson motions to approve. Green seconded and the motion carried.

**C. 2017-2018 Budget Amendment**

- i. Board will consider amendment to budget that includes carry-over appropriations and funding for financial software.
- ii. Encarnacion shared that we do have money in our unrestricted carry over budget for first year licensing costs and it is expected that the College would pay for ongoing licensing costs.
- iii. We are a growing foundation and we need professional software to support our work.
- iv. Motion to be approved upon condition that the college will cover the future licensing years.
  - 1. *(Action)*: Perez motions to approve. Murphy seconded and the motion carried.
  - 2. Amendment – Mitch – if the motion carries – in the event that we do not receive a commitment from the college to carry the costs – we need to come back to the board and let them know.

**7. ANNOUNCEMENTS**

**A. NEXT MEETING: October 24, 2017**

8. **ADJOURNMENT**—Ricardo A. Macedo
  - A. Meeting adjourned at 9:05 am.