



MEETING MINUTES

Tuesday, December 12, 2017

7:30 AM – 8:30 AM

Room 214, Chula Vista Campus

1. **WELCOME/ CALL TO ORDER**—Ricardo A. Macedo
 - A. Meeting called to order at 7:43 am
 - B. Foundation Board Members Present: Chayo Moreno, David Hoffman, Gustavo Perez, Jean Roesch, Carlos Gomez, Kimberly Grady, Maria Lopez-Gallo, Melyn Acasio, Mitch Thompson, Ricardo Macedo and Sofia Corona.
 - C. SWC Advisors, Presenters and Staff: Superintendent and President Kindred Murillo, Zaneta Encarnacion, Alison Hunter and Debbie Dyer.
2. **PUBLIC COMMENT**
 - A. No Public Comment
3. **CONSENT CALENDAR:** All items are approved by one motion, unless a board member pulls an item for discussion.
 - A. Approval of minutes for the meeting of October 24, 2017
 - B. Acceptance of resignation from the board for Director Heather Rubio.

(Action) – Hoffman motioned to approve Consent Calendar. Perez seconded and the motion carried.
4. **INFORMATION ITEMS**
 - A. Governing Board Report – Nora Vargas
 - i. Vargas sends her regrets for not being able to attend today's meeting.
 - B. Superintendent/President Report - Kindred Murillo
 - i. Murillo reported that the Governing Board's December meeting is their organization meeting, and they will be electing officers and appointing committee members. They will also be discussing board term limits. In addition, they will be discussing the concept of a University Center partnership with the City of Chula Vista.
 - ii. Murillo shared that soon the Security Complex will be built and the Campus Police will move in to this new location. Following the Security Complex, we will see a new performing arts building.
 - iii. Murillo invited all board members to join us for our Opening Day events. Dr. Manuel Pastor is our Keynote Speaker. Opening Day is Friday, January 26, 2018.
 - C. Executive Director Report – Zaneta Salde Encarnacion
 - i. Encarnacion updated on fourth quarter fundraisers and projects.
 1. The Jaguar Award Event was very successful.
 2. We did a small version of a Giving Tuesday and tested a new peer to peer fundraising tool. We will do a larger peer to peer fundraiser in the spring (2018).

3. For the first time, the Foundation completed a Year End Direct Mail Campaign.
 4. We are busy opening new programs, planned giving and legacy funds.
 5. We are also creating an alumni survey that will go out in January (2018) and the plan is to launch focus groups in late spring.
 6. The Scholarship Program transition is complete and this fall we are awarding 90 students approximately \$60K. We also awarded 25 students with the Local Promise program at \$1200 each and the Cares emergency grant program awarded \$17K in emergency dollars to 30 students.
- D. Encarnacion thanked the Foundation for all their hard work in changing the lives of Southwestern College students. She showed a video, produced by the San Diego Food Bank, which selected the Jag Kitchen Food Pantry as Non Profit of the year.
- E. Treasurer's Report – (Enclosure) – Cynthia Reyna
- i. Reyna sends her regrets for not being able to attend today's meeting.
 - ii. Encarnacion noted that the endowment investment passed the 1 million mark this year
 - iii. Hunter stated she expected the net to be higher in the coming year.
 - iv. Murillo stated that campus support for the Foundation is growing and the college community is energized.
 - v. Encarnacion shared that the college approved the purchase of the endowment software. It will go to the Governing Board in February for approval and Hunter will begin implementation in spring 2018.
- F. Fundraising Committee Report – Melyn Acasio
- i. Acasio expressed gratitude to President Murillo and to the Foundation Staff for their support.
 - ii. The Jaguar Award Event netted \$90K at this event.
 - iii. Discussion took place around logistical items at the 2017 Jaguar Award event.
 - iv. Proposed venue for next year – Lowes Coronado. The desire is to find a venue that is within our district parameters.
 - v. Our event is growing and currently there are no south bay facilities to accommodate our size. We would someday like to bring it back to SWC.
 - vi. Save the Date - May 18, 2018 – Sycuan Golf Course – Golf Tournament – Looking for two co-chairs and one silent auction chair. Registration pricing will stay the same.

5. ACTION ITEMS

- A. Transfer of Funds
- i. Cares Emergency Grant Program approved a \$40,000 budget for the Academic Year 2017-18. Request is to transfer the balance of funds into investment portfolio for growth and make annual distribution once annual budget for Cares Emergency Grant program has been approved.
 - ii. *(Action)* – Thompson motioned to approve. Macedo seconded and the motion carried.
- B. 2018 Jaguar Award Honoree – Melyn Acasio
- i. Discussion took place regarding potential nominees for 2018 Jaguar Award Nominees and list of all nominations received and fundraising committee recommendation was

discussed.

- ii. A few board members did not see or receive the request for nominations.
- iii. The topic will be tabled and added to the agenda for January 2018. Staff will resend the request for nominations.

6. DISCUSSION

A. Board Investment Priorities, Strategies and Goals.

- i. Gomez distributed a handout regarding investment trends.
- ii. Discussion took place regarding investment strategy, goals and risk tolerance.
- iii. Gomez asked the Board to consider desired risk tolerance for foundation portfolio. Currently investments are held in stocks (60%) and bonds (40%). Discussion ensued and board agreed that investments should be stocks (40%) and bonds (60%) currently, but a larger discussion on over-all risk tolerance is needed. Discussion will continue and board members were encouraged to send Gomez emails with questions or comments.
- iv. Foundation's Investment Manager at UBS will present at the January 2018 Board Meeting.
- v. The Executive team will be meeting in January to finalize the investment policy. They will bring the policy back to the Board for review/approval.

7. ANNOUNCEMENTS

- A. New Board Member Mery Lopez-Gallo introduced herself and shared her professional background.

8. ADJOURNMENT to Campus Tour of Health & Wellness Center and Food Pantry – Ricardo A. Macedo

- A. Meeting adjourned at 8:55 am

9. NEXT MEETING: January 23, 2017