

**MIRACOSTA COLLEGE FOUNDATION BOARD  
REGULAR MEETING OF THE FINANCE COMMITTEE**

**October 31, 2023  
(Approved February 13, 2024)**

**I. CALL TO ORDER**

The MiraCosta College Foundation Finance Committee met in open session on Tuesday, October 31, 2023 in Conference Room 1116 on the MiraCosta College District's San Elijo Campus (3333 Manchester Avenue, Cardiff, CA 92007). Treasurer Bruce Bandemer called the meeting to order at 1:00 p.m.

**II. ROLL CALL, WELCOME and INTRODUCTIONS**

**Committee Members in Attendance:**

Bruce Bandemer                      Cindy Musser                      Sharon Wiback

**Committee Members Absent:**

Jimmy Figueroa

**Staff & Advisors Present:**

Tori Fishinger (Zoom)              Elizabeth Lurenana              Andrew Maslick (Zoom)  
Shannon Stubblefield              Arthur Rodriguez (Zoom)              Christina Undan (Zoom)

**III. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA**

None

**IV. CHANGES IN AGENDA ORDER**

None

**V. APPROVE MEETING MINUTES (Action Required)**

A. By motion of Committee Member Wiback, seconded by Vice-Chair Musser, the minutes of the regular meeting of August 1, 2023 were approved.

Vote:              3/0/0/1  
Aye:              Bandemer, Musser, Wiback  
Nay:              None  
Abstain:              None  
Absent:              Figueroa

**VI. COMMITTEE REPORT(S)**

A. Finance Committee

i. Review & Approve FY22/23 Year End Financial Statements (**Action Required**)

- a. Chair Bandemer reviewed the FY22/23 Year End Financial Statements.
- b. By motion of Vice-Chair Musser, seconded by Committee Member Wiback, the FY22/23 Year End Financial Statements were approved.

Vote:              3/0/0/1  
Aye:              Bandemer, Musser, Wiback  
Nay:              None  
Abstain:              None  
Absent:              Figueroa

ii. Review & Approve FY23/24 Q1 Financial Statements & Recap (**Action Required**)

- a. Chair Bandemer reviewed the FY23/24 Q1 Financial Statements & Recap.
- b. By motion of Committee Member Wiback, seconded by Chair Bandemer, the FY23/24 Q1 Financial Statements & Recap were approved.

Vote: 3/0/0/1  
Aye: Bandemer, Musser, Wiback  
Nay: None  
Abstain: None  
Absent: Figueroa

B. Annual Dashboard

- i. ED Stubblefield reviewed the Annual Dashboard and graphs, noting key details around staffing and how it affects revenue including charitable contributions totals.

C. Key Performance Indicators

- i. ED Stubblefield and Chair Bandemer reviewed the KPI document and discussed how these numbers can be used in goal setting and tracking.

**VII. COLLEGE UPDATES**

A. Office of Administrative Services – Vice President Tim Flood (Zoom)

- i. VP Tim Flood was absent from the meeting and did not send in a report.

**VIII. PRESENTATION(S)**

A. Andrew Maslick, VIAS (Zoom)

- i. Advisor Maslick presented highlights from his written report included in the packet. Committee members asked clarifying questions and engaged in discussions on financial trends.

**IX. ANNOUNCEMENTS, MEETING AND EVENT CALENDAR REVIEW**

**Next Finance Committee Meeting (San Elijo Campus)**

Tuesday, February 13, 2024 at 1:00 – 2:30 p.m.

**Next Executive Committee Meeting (San Elijo Campus)**

Tuesday, October 31, 2023 at 3:00 – 4:00 p.m.

**Next Quarterly Board Meeting (Community Learning Center Campus)**

Tuesday, November 14, 2023 at 3:00 – 5:00 p.m.

**Next Comprehensive Campaign Committee Meeting (Zoom)**

Tuesday, November 28, 2023 at 1:00 – 2:00 p.m.

**Next Governance and Nominations Committee Meeting (San Elijo Campus)**

Tuesday, February 6, 2024 at 2:00 – 3:00 p.m.

**X. FUTURE AGENDA ITEMS**

**XI. ADJOURNMENT**

- A. The meeting was adjourned at 2:03 p.m.

  
Bruce Bandemer (Feb 21, 2024 16:17 PST)

  
Shannon Stubblefield (Feb 21, 2024 17:51 PST)

Bruce Bandemer, Treasurer

Shannon Stubblefield, Executive Director









# 2023.10.31 MiraCosta College Foundation Finance Committee Meeting Minutes

Final Audit Report

2024-02-22

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