



**MIRACOSTA COLLEGE FOUNDATION
BOARD OF DIRECTORS**

MINUTES OF REGULAR MEETING

**May 17, 2022
(Approved August 16, 2022)**

Board of Directors Members:

Matthew Adams, Julie Ames, Alec Babiarz, Bruce Bandemer, Bill Cardoso,
Raye Clendening, Jimmy Figueroa, Barry Johnson, Janice Kurth, Hap L'Heureux, David McGuigan, Karen Pearson,
Sudershan Shaunak, Tim Snodgrass, Denise Stillinger, Kimberly Troutman, Val Warner-Saadat, Sharon Wiback

Staff Support:

Shannon Stubblefield, Elizabeth Lurenana, Charity Singleton, Tori Fishinger, Peter Smits

AGENDA

MiraCosta College Foundation Mission:

Promote the benefits of MiraCosta College and secure resources that transform lives.

MiraCosta College Foundation Vision:

Educational opportunities for all.

I. CALL TO ORDER

The MiraCosta Community College Foundation Board of Directors met in open session on Tuesday, May 17, 2022 via Zoom conference. President Raye Clendening called the meeting to order at 3:03 p.m. President Clendening reviewed the Mission and Vision of the MiraCosta College Foundation.

II. ROLL CALL

Board Members Present:

Matthew Adams	Julie Ames	Alec Babiarz
Bruce Bandemer	Raye Clendening	Jimmy Figueroa
Barry Johnson	David McGuigan	Karen Pearson
Sudershan Shaunak	Denise Stillinger	Val Warner-Saadat
Sharon Wiback		

Board Members Absent:

Bill Cardoso	Janice Kurth	Hap L'Heureux
Tim Snodgrass	Kimberly Troutman	

Advisors & Staff Present:

Sunita Cooke, MiraCosta College Superintendent/President
Tim Flood, MiraCosta College Vice President of Administrative Services
Shannon Stubblefield, MiraCosta College Vice President of Advancement/Foundation Executive Director
Kristen Huyck, MiraCosta College Public & Governmental Relations Director
Tori Fishinger, MiraCosta College Foundation Interim Associate Director
Elizabeth Lurenana, MiraCosta College Foundation Temporary Board Support
Peter Smits, MiraCosta College Foundation Consultant
Luke Lara, MiraCosta College Academic Senate President

III. WELCOME, INTRODUCTIONS

- A. Board members who had not yet met Vice President/Executive Director Stubblefield introduced themselves and she gave a brief introduction to them.

IV. TELECONFERENCING MEETINGS – Action Required

A. Approve Continued Observance of Resolution Authorizing Teleconferencing for Meetings Pursuant to AB 361

By motion of Board Member Shaunak, seconded by Board Member Babiarz, the Resolution Authorizing Teleconferencing to Meetings Pursuant to AB 361 was adopted.

Vote: 12/0/0/6

Objection: None

Aye: Adams, Babiarz, Bandemer, Clendening, Figueroa, Johnson, McGuigan, Pearson, Shaunak, Stillinger, Warner-Saadat, Wiback

Nay: None

Abstentions: None

Absent: Ames, Cardoso, Kurth, L'Heureux, Snodgrass, Troutman

V. APPROVE MEETING MINUTES (15 mins.) – Action Required

A. Regular Meeting Minutes of May 18, 2021; Regular Meeting and Retreat Minutes of October 26, 2021; Special Meeting Minutes of January 25, 2022 (Single Action)

- i. These minutes were provisionally approved at the February 22, 2022 board meeting, but had significant edits to be made so are being re-approved.

By motion of Board Member McGuigan, seconded by Board Member Pearson, the minutes of the Regular Meeting of May 18, 2021; Regular Meeting and Retreat Minutes of October 26, 2021; Special Meeting Minutes of January 25, 2022 Regular Meeting Minutes of February 22, 2022 were approved.

Vote: 12/0/0/6

Objection: None

Aye: Adams, Babiarz, Bandemer, Clendening, Figueroa, Johnson, McGuigan, Pearson, Shaunak, Stillinger, Warner-Saadat, Wiback

Nay: None

Abstentions: None

Absent: Ames, Cardoso, Kurth, L'Heureux, Snodgrass, Troutman

B. By motion of Board Member Warner-Saadat, seconded by Board Member Johnson, the minutes of the regular meeting of February 22, 2022 were approved.

Vote: 12/0/0/6

Objection: None

Aye: Adams, Babiarz, Bandemer, Clendening, Figueroa, Johnson, McGuigan, Pearson, Shaunak, Stillinger, Warner-Saadat, Wiback

Nay: None

Abstentions: None

Absent: Ames, Cardoso, Kurth, L'Heureux, Snodgrass, Troutman

VI. PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA

VII. CHANGES IN AGENDA ORDER

A. Board Member Stillinger moved to change the agenda order to move the Governance and Nominations Committee report to the top of the agenda in order to vote on bringing Melissa Latifi (Grajek) onto the MiraCosta College Foundation Board of Directors.

- i. Board Members Stillinger and Babiarz introduced Grajek's qualifications to the board.
- ii. By motion of President Clendening, seconded by Vice President McGuigan, Melissa Latifi (Grajek) was voted on as a member of the MiraCosta College Foundation Board of Directors.

Vote: 12/0/0/6

Objection: None

Aye: Adams, Babiarz, Bandemer, Clendening, Figueroa, Johnson, McGuigan, Pearson, Shaunak, Stillinger, Warner-Saadat, Wiback

Nay: None

Abstentions: None
Absent: Ames, Cardoso, Kurth, L'Heureux, Snodgrass, Troutman

- iii. Melissa was admitted to the meeting and introduced herself to the board.

VIII. PRESENTATION(S)

- A. Foundation Money Flow Explanation (Bandemer/Babiarz)
 - i. Treasurer Bandemer and Board Member Babiarz presented the Investment and Spending Policy Flow Chart for the MiraCosta College Foundation so board members will better understand how the money flows between the foundation accounts.
 - a. Vice President/Executive Director Stubblefield and Board Member Johnson asked clarifying questions concerning fund oversight.

IX. COLLEGE UPDATES

- A. Office of the Superintendent/President – Superintendent/President Cooke
 - ii. The MiraCosta College Board of Trustees has a vacancy for Area 6 due to the recent resignation of Dr. David Broad. The Trustee area represents the northern portion of Oceanside. On May 20, the application packet will be available for interested candidates. Applications are due by Sunday 5 p.m. on June 12, 2022 and the appointment is expected to be made at the June 23, 2022 Board meeting.
 - iii. As of June 1, 2022 there will no longer be an on campus mask mandate, staff will still have a vaccine mandate, there will be no contact tracing, and there will no longer be a student vaccine mandate.
 - iv. Vice President/Executive Director Stubblefield on board part time through the end of May and full time as of June 1.
 - v. Val Warner-Saadat is now the permanent MiraCosta College chief of police.
 - vi. Beginning in Fall 2022, MiraCosta College will launch a new, free program leading to a certificate of completion in Affordable Housing Management, which will prepare students to enter the workforce at the management level in a quickly growing industry that is eager for more and diverse applicants.
 - vii. MiraCosta College applied for and received a planning grant to do a feasibility study around affordable housing for our students. The first step was a student interest survey. The college is working with many other organizations to consider options. The feasibility study will last approximately a year and if it comes back positive, the college could apply for a very competitive construction grant.
 - a. Board members asked follow-up questions about the feasibility grant.
 - viii. From this year's pool of 1,200 Jack Kent Cooke applicants from 35 states, 100 awards were made and ONE MiraCosta student was selected for the prestigious undergraduate transfer scholarship that could lead to as much as \$55k /years to complete a bachelor's degree.
 - ix. Five students received the Academic Medal of Merit. They each receive a \$1500 scholarship.
 - x. MiraCosta College's Mark Stramaglia was selected by the Community College Chancellor's Office as the Classified Employee of the Year for outstanding demonstration and commitment to the Vision for Success and equitable student outcomes.
 - xi. MiraCosta College's Beatriz "Bea" Palmer received the 2022 Women of Impact Award for her impact in civic engagement from Assemblymember Tasha Boerner Horvath.
 - xii. Beatriz Aguilar, the director of noncredit and adult education programs, earned the Association of Community and Continuing Education (ACCE) Excellence in Continuing Education award this year.
 - xiii. Superintendent/President Cooke thanked Advisor Smits and Academic Senate President Luke Lara for their service as they are both ending their time in their positions.
 - xiv. MiraCosta College did not move on to the next phase of the Aspen Award.
 - xv. Groundbreaking Ceremonies

- a. June 9 at 10 a.m.: Groundbreaking for the Student Service Building on the Oceanside Campus
 - b. July 7 at 9 a.m.: Gym Groundbreaking on the Oceanside Campus
- B. Administrative Services- Vice President Flood
 - i. Vice President Flood answered questions concerning the state budget surplus and which funds may benefit MiraCosta. A large portion of the surplus does not affect MiraCosta because MiraCosta is community funded not apportionment. There will be several one-time payments, though.
- C. Institutional Advancement – Vice President of Institutional Advancement
 - i. Vice President/Executive Director Stubblefield announced the foundation has raised 7.5 million dollars toward the campaign goal. It is now time to start thoughtfully planning the public phase of the campaign. This is a big undertaking and an opportunity to really shine in the community. We have a huge opportunity and have a critical need for staffing and to complete the database conversion.
- D. MM Bond Oversight – Foundation Board Representative
 - i. Board Member Babiarz shared a report on the status of projects under the MM Bond, with input from Vice President Flood.
 - a. There are 28 active projects, 11 completed projects, and 5 not yet started.
 - b. Some projects have been delayed because of budget/construction costs and a need for space in the short term.
 - c. Almost all funding has been expended.
 - ii. Vice President McGuigan asked if it was always the plan to spend most of the money on the Oceanside campus and if there are other funding sources since costs have risen.
 - a. Vice President Flood affirmed the plan was always to spend more on Oceanside because it is so much larger and the oldest facility.
 - b. There are additional funding sources. The district contributes and continues to look for grants and state funding. There are also district-funded construction projects not at all funded by MM.

X. COMMITTEE, AD HOC AND TASK FORCE REPORTS

- A. Executive Committee
 - i. President Clendening shared that Board Member Chin has resigned but will continue to support MiraCosta and the foundation.
 - ii. President Clendening thanks board members for meeting individually with her and Vice President McGuigan.
- B. Finance Committee
 - i. Review & Approve FY21/22 Q3 Financial Statements **(Action Required)**
By motion of Board Member Ames, seconded by Board Member Pearson, the FY21/22 Q3 Financial Statements were approved.
Vote: 14/0/0/5
Objection: None
Aye: Adams, Ames, Babiarz, Bandemer, Clendening, Figueroa, Grajek, Johnson, McGuigan, Pearson, Shaunak, Stillinger, Warner-Saadat, Wiback
Nay: None
Abstentions: None
Absent: Cardoso, Kurth, L’Heureux, Snodgrass, Troutman
 - ii. Review FY 21/22 Operating Budget
 - a. Treasurer Bandemer explained the FY 21/22 Operating Budget is included for reference when considering whether to approve the FY22/23 Operating Budget.

- iii. **Review & Approve FY 22/23 Operating Budget (Action Required)**
 By motion of Board Member Pearson, seconded by President Clendening the FY22/23 Operating Budget was approved and adopted.
 Vote: 14/0/0/5
 Objection: None
 Aye: Adams, Ames, Babiarz, Bandemer, Clendening, Figueroa, Grajek, Johnson, McGuigan, Pearson, Shaunak, Stillinger, Warner-Saadat, Wiback
 Nay: None
 Abstentions: None
 Absent: Cardoso, Kurth, L'Heureux, Snodgrass, Troutman

- iv. **Review & Approve FY 22/23 Endowment distributions (Action Required)**
 By motion of Board Member Warner-Sadaat, seconded by Board Member Ames the FY22/23 Endowment Allocations distributions were approved and adopted.
 Vote: 14/0/0/5
 Objection: None
 Aye: Adams, Ames, Babiarz, Bandemer, Clendening, Figueroa, Grajek, Johnson, McGuigan, Pearson, Shaunak, Stillinger, Warner-Saadat, Wiback
 Nay: None
 Abstentions: None
 Absent: Cardoso, Kurth, L'Heureux, Snodgrass, Troutman

C. Governance & Nominations Committee

- i. **Review Code of Conduct/Conflict of Interest Policy (Action Required)**
 By motion of Board Member Bandemer, seconded by Vice President Clendening the Code of Conduct/Conflict of Interest Policy was approved and adopted with the updated mission statement.
 Discussion: Board members should expect to see this in their inboxes to sign for foundation records.
 Vote: 14/0/0/5
 Objection: None
 Aye: Adams, Ames, Babiarz, Bandemer, Clendening, Figueroa, Grajek, Johnson, McGuigan, Pearson, Shaunak, Stillinger, Warner-Saadat, Wiback
 Nay: None
 Abstentions: None
 Absent: Cardoso, Kurth, L'Heureux, Snodgrass, Troutman

D. Comprehensive Campaign Ad hoc Committee

- i. Vice President McGuigan reviewed the goals of the comprehensive campaign, reiterated 7.5 million has been raised, and said the committee would be deciding on when to wrap up this campaign, take stock of lessons learned, and consider what type of campaign to plan next.
 - a. There is 5 million in donations received with the rest being pledged. There are also 2 planned gifts, so the timing is unknown on those.
- ii. Vice President McGuigan requested board members complete the board member survey and return them to the foundation office ASAP.
- iii. Vice President McGuigan reminded board members the fiscal year is ending. Board members should make their annual \$1000 donation before the end of the fiscal year.

E. Audit Committee

- i. **Review & Approve Audit Report FY 20/21 (Action Required)**
 By motion of Board Member Bandemer, seconded by Board Member Shaunuk the FY 20/21 Audit was approved.

Vote: 14/0/0/5
Objection: None
Aye: Adams, Ames, Babiarz, Bandemer, Clendening, Figueroa, Grajek, Johnson, McGuigan, Pearson, Shaunak, Stillinger, Warner-Saadat, Wiback
Nay: None
Abstentions: None
Absent: Cardoso, Kurth, L'Heureux, Snodgrass, Troutman

F. Innovation Grants and Scholarships Ad hoc Committee

- i. Chair Warner-Sadaat shared the spring scholarship drive was a success with 145 applicants with 70 awards given for a total amount of \$63,249 in total awards (once a few pending ones are granted).
 - a. There were 40 reviewers.
 - b. Awards ranged from \$250-\$3000 per person.
- ii. Innovation grants of \$40,000 are coming up and will be reviewed in the summer.
- iii. Chair Warner-Saadat asked for a volunteer to join the committee.

XI. **ANNOUNCEMENTS AND MEETING AND EVENT CALENDAR REVIEW**

- A. FY 22/23 Meeting Calendar is attached. Dates may be adjusted as needed.

Next Governance and Nominations Meeting

Tuesday, July 26, 2022 at 2:00 – 3:00 p.m.

Next Finance Committee Meeting

Tuesday, August 2, 2022 at 1:00 – 2:30 p.m.

Next Executive Committee meeting

Tuesday, August 2, 2022 at 3:00 – 4:00 p.m.

Next Foundation Board Meeting

Tuesday, August 16, 2022 at 3:00 – 5:00 p.m.

- B. “Meet, Greet & Mingle” on June 4, 2022 at 3:30 p.m.

XII. **ADJOURNMENT**

Meeting was adjourned at 4:38 p.m.

DAVE MCGUIGAN

[DAVE MCGUIGAN \(Sep 29, 2022 12:51 PDT\)](#)

Dave McGuigan

President, MiraCosta College Foundation

Shannon

[Shannon Stubblefield \(Sep 29, 2022 13:25 PDT\)](#)

Shannon Stubblefield

Executive Director, MiraCosta College Foundation