



FOUNDATION

MIRACOSTA COLLEGE FOUNDATION BOARD
REGULAR MEETING
Tuesday, May 18, 2021, 3 – 5 p.m.
Zoom Video Conference

One tap mobile: US: +16699006833,,96409154799

Meeting URL: <https://miracosta-edu.zoom.us/j/96409154799?pwd=a3JQVXc0MjFKUINPSHRab0loaTAxdz09&from=addon>

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MINUTES

I. CALL TO ORDER

President Babiarz called the meeting to order at 3:03 p.m.

II. ROLL CALL, WELCOME AND INTRODUCTIONS

Board Members Present:

Matt Adams
Julie Ames
Alec Babiarz
Bruce Bandemer
Bessie Chin
Raye Clendening
Barry Johnson
George Karetas
Janice Kurth
Hap L'Heureux
Dave McGuigan
Karen Pearson
Sudershan Shaunak
Sharon Wiback
Denise Stillinger
Val Sadaat

Board Members Absent:

Nina Cacioppo
Bill Cardoso
Jimmy Figueroa
Tim Snodgrass
Kimberly Troutman
Janet Wennes

Advisors present:

Superintendent/President, Dr. Sunny Cooke
President, Board of Trustees, Dr. David Broad
Director, Public & Governmental Relations, Kristen Huyck
Classified Senate President, Carl Banks

Advisors absent:

VP, Business and Administrative Services, Tim Flood
Academic Senate President, Luke Lara
Associated Student Government President, Mana Tadayon

Staff present:

Foundation Specialist, Board Support, Dee Jaykus
Interim Associate Director, Development, Caleb Rainey
Development Officer, Tori Fishinger
Development Specialist, Addison Breese

Staff absent:

Grants Specialist, Lindsey Oberoi

III. APPROVE MEETING MINUTES

- A. Regular Quarterly Meeting on February 23, 2021
By motion of Board member Shaunak, seconded by Board member Kurth, the regular meeting minutes of February 23, 2021 were approved.
Vote: 16/0
Aye: Adams, Ames, Bandemer, Babiarz, Chin, Clendening, Johnson, Karetas, Kurth, L'Heureux, McGuigan, Pearson, Shaunak, Sadaat, Stillinger, Wiback
Abstentions: None
Absent: Cacioppo, Cardoso, Figueroa, Snodgrass, Troutman, Wennes

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

None

V. CHANGES IN AGENDA ORDER

None

VI. PRESENTATION(S)

VII. COLLEGE UPDATES (20 minutes)

- A. Board of Trustees – Board Representative
Trustee Broad provided a legislative update on AB927. The Board of Governors is working hard to get rid of the sunset period for the Bachelorette in Biotechnology and extend the program forever. It's working through the committees.
President, Cooke reported that it would make the 15 pilots permanent, but the bill also says that other Community Colleges that have these unique workforce needs in their community might also establish a new bachelor's program as long as it doesn't duplicate what's happening at CSU.

Trustee Broad announced there are a lot of celebrations for the end of the term and he has attend quite a few. RAFFY awards celebration was awesome and noted the program has a 90% retention rate. Last week was the Community Learning Center celebration. The CLC prepares adults for college, provides an English as a second language program, citizenship program, and assists adults with disabilities with coping and learning techniques.

Trustee Broad reported on the Board of Governors priorities for the year. The top priority is a safe, steady and sustainable recovery and return. Vaccines will be required for everybody. The Board of Governors continues to work on guided pathways and equity to improve student success rates for everyone focusing on the typically disproportionately impacted groups. The Board has asked the administration for a five year plan and budget.

Working on creative an inclusive, welcoming and supportive culture. Facilities are ongoing, the board needs to work out how to fully fund all our facility's needs. Extra compliance mandates are coming in from the State and will impact us. This will be put before the

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Board of Governors soon. Future planning to include a disruption like the massive one we had last year.

- B. Office of the Superintendent/President – Superintendent/President
Superintendent/President Cooke reported there are a series of celebrations for our students. Three different drive through graduation celebrations on Thursday and Friday. Actual, virtual commencement ceremony for 500 plus graduates will be on Friday, May 28, 2021. It has been filed and students will get to share slides.

Superintendent/President Cooke announced this summer will be mostly online. Fall will start to offer more classes on the ground and in hybrid format (on campus and on line). Working to acclimate people, students, employees in coming back and working together. Guidelines are changing and evolving almost on a weekly basis.

Superintendent/President Cooke shared accolades to MCC Computer Science department who are in grant partnership effort with UC Irvine to increase the number of women of color studying and being successful in computer science. Music Department once again has been recognized by DownBeat magazine and our Sociology Professor, Shawntae Mitchum and JD Banks, Equity support assistant have been honored by the North County San Diego NAACP in their salute to women of color award.

Superintendent/President Cooke announced we have a new student services building in San Elijo and is ready for ribbon cutting. Classes will be offered in the fall. Community Learning Center will offer classes' midway through the fall semester.

Superintendent/President Cooke reported the search for an Associate Vice President, Institutional Advancement has been closed due to a lack of robust candidates. A search firm is being considered to do a national search. Unfortunately this may delay the hiring of a new AVP for a good six months. Looking to hire the right person to move this function forward. An interim person will have the guidance of Sue Kubik. A contract for the interim is near finalization.

Superintendent/President Cooke recognized Advisor, Huyck for picking up more than her fair share of advancement work, and Sue Kubik as well as myself. Thanked and recognized the Foundation staff who have been remarkable and resilient through a lot of transitions.

Board member Kurth asked how the requirement for Covid vaccines will be implemented. Is there a strategy in place for the inevitable resistance that a minority of people will have?

Superintendent/President Cooke reported we are requiring the vaccine for all employees that will be on campus and for all students that will be taking classes on campus. We have an accommodations processes, employers can mandate the vaccine. The two reasons not to mandate is that the person has a medical condition that prevents them from getting a vaccine, or that they have deeply held religious beliefs. There is no preference of I just don't want to take it. That is not a protected reason not to take a vaccine. We will try to accommodate folks for as long as we can. Students who choose to be on campus for any significant period of time, must have the vaccine. We will have vaccination clinics on campus starting in June. Employees, we will also work with them for a period of time, as long as we can meet their needs, those accommodations for those two conditions, we have to continue to meet. Through reasonable accommodations if they can work from

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home still or if they can work from a different building where there are other unvaccinated people those are the kinds of things that we're looking.

Treasurer, Bandemer commented that once given FDA approval if it will apply to MiraCosta.

Superintendent/President Cooke reported Yes, we're hoping that the FDA will have final approval by this summer I think all indications are that that will occur that that is what everybody in higher ED is banking on. There's a lot of pressure on the FDA to get this done to get schools to open, if you want people to take a vaccine. The FDA already has the six months' worth of data that they need to assess. The vaccine has been given to millions and millions of people and is highly effective at warding off disease hospitalization and death.

Superintendent/President Cooke announced the Bio manufacturing graduation ceremony is this Saturday and thank Board Member, Ames for facilitating this and we are proud to draw some attention to our amazing Life Science and Biotech industry here in San Diego County by awarding Joe Penna from BioCom with a Biotech Life Science Champion of the Year award.

C. Institutional Advancement: -

Advisor Huyck reported. Comprehensive campaign is still in the silent phase and the Foundation/Development office top priority. In preparation of going public the Foundation website was relaunched. It's evolving with new stories and new information. Printed material and brochures are available.

Building communication kits to help the Board to talk about the comprehensive campaign and the college. Included will be a PowerPoint with talking points for different segments and audiences. Board Bio's will be included and a contract writer has reached out to many of the Board. A few pilot Board member video have been recorded and are being tested out to profile the board members and celebrate the tremendous work done for the Foundation. Push is being done for Payroll giving including retirees. Development office is looking at the current donor base and reaching out those who have the capacity to give more. Corporations are being cultivated. Standard Operating Procedures have been created to keep everything moving forward.

D. MM Bond Oversight – Foundation Board Representative

President, Babiarz presented. 42 approved projects, 24 active, six completed. Financial commitments are 126 million and expenditures are at 94 million.

VIII. COMMITTEE, AD HOC AND TASK FORCE REPORTS (45 minutes)

A. Executive Committee

i. Update on FY20-21 Goals

Chair Babiarz reviewed the goals. Beginning of the year we were to grow the board to 24 members. We started at 22, added 2 and lost three. We will land at 21. Need to explore potential candidates.

Second objective is to empower all board members to participate in the comprehensive campaign.

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Chair Babiarz reminded the board that a list of potential donors was sent to the them to review to see if they know anyone on the list or notice anyone not on the list that should be. Goal three is completed. Goal four is creating a workforce for the future committee. The committee is planning to meet soon.

Chair Babiarz reported that President, Cooke conducted board orientation meetings with a few members. Feedback was received from board members and has been incorporated into the training plan.

Chair Babiarz expressed what is expected from a board member. Attend meetings (especially retreat) to meet quorum/vote and move forward, donate, and participate (reviewing scholarships/innovation grants), membership on a committee, fundraise.

Chair Babiarz suggested adding Board members consider adding their LinkedIn to their board profile. It's a good way for others to learn more about you and could be good for your business.

Chair Babiarz announced the Audit Committee will meet June 3rd at 11am via zoom with the auditors to review the FY 19/20 Audit Report.

Chair Babiarz asked that everyone return their Confidentiality/Conflict of Interest statements to Staff member, Jaykus as soon as possible.

Chair Babiarz thanked retired board members, Grajek and Karetas for their services.

ii. Audit Committee

- FY 19/20 Foundation Audit Request for June meeting

Committee member, Shaunak reported the committee reviewed the form 990/tax return and approved for filing.

iii. FY19-20 Foundation 990 Tax Return – **ACTION**

By motion of Board member Shaunak, seconded by Board member Karetas, the filing of the FY19-20 Foundation 990/Tax Return was approved.

Vote: 16/0

Aye: Adams, Ames, Bandemer, Babiarz, Chin, Clendening, Johnson, Karetas, Kurth, L'Heureux, McGuigan, Pearson, Shaunak, Sadaat, Stillinger, Wiback

Abstentions: None

Absent: Cacioppo, Cardoso, Figueroa, Snodgrass, Troutman, Wennes

B. Comprehensive Campaign Task Force.

- Request for board to review prospect list
- Next steps for campaign

Chair, McGuigan reported we are making great progress. Goal is to increase the overall awareness of the College and strengthen our relationships with stakeholders and our value proposition to the community. The time line has changed a little bit due to Covid. We are in quiet phase right now until Q1 of next year. Sometime in Q1 we will announce to the public.

Chair McGuigan presented the four different areas of focus: messaging and publicity, fundraising, and internal involvement (how do we make sure that our entire community from staff to volunteers. Directed the Board to please review the prospects list sent to them and respond by the end of May. Our approach won't be just to ask for money, in fact, our initial approach will be to ask them how much they know about the College.

What they think our value proposition is and how we might improve that. Looking for people that we can build long term relationships with.

Chair McGuigan asked, as we open up our Community back to in person activities if board members would consider hosting an event at their home, club or a service organization they belong to

Chair McGuigan reported that prior to Foundation Board involvement, reached out to 20 friends and asked if they knew of MiraCosta College. 50% said they never heard of the College and the significant programs offered.

Board member Johnson commented it would be nice to have a list of talking points so we are all on the same page. Advisor, Huyck and McGuigan will work to put together a one pager.

Advisor Huyck reported there is a communication tool kit in the works and will come with a PowerPoint that can be tailored for whom you are meeting with. Deliverable in June.

C. Finance Committee

Chair, Bandemer reported and presented the financials.

i. Review & approve FY20/21 Q3 Financial Statements – **Action**

By motion of Board member Karetas, seconded by Board member Adams, the FY20/21 Q3 Financial Statements were approved.

Vote: 16/0

Aye: Adams, Ames, Bandemer, Babiarz, Chin, Clendening, Johnson, Karetas, Kurth, L'Heureux, McGuigan, Pearson, Shaunak, Sadaat, Stillinger, Wiback

Abstentions: None

Absent: Cacioppo, Cardoso, Figueroa, Snodgrass, Troutman, Wennes

ii. Review FY 20/21 Q3 Key Performance

iii. Review FY 20/21 Operating Budget

iv. Review & approve FY21/22 Operating Budget – **Action**

By motion of Board member Bandemer, seconded by Board member Janice, the FY21/22 Operating Budget was approved.

Vote: 16/0

Aye: Adams, Ames, Bandemer, Babiarz, Chin, Clendening, Johnson, Karetas, Kurth, L'Heureux, McGuigan, Pearson, Shaunak, Sadaat, Stillinger, Wiback

Abstentions: None

Absent: Cacioppo, Cardoso, Figueroa, Snodgrass, Troutman, Wennes

v. Review & approve FY21/22 Endowed Distribution allocation. – **Action**

By motion of Board member Bandemer, seconded by Board member Clendening, the FY21/22 Endowed Distribution Allocations were approved.

Vote: 16/0

Aye: Adams, Ames, Bandemer, Babiarz, Chin, Clendening, Johnson, Karetas, Kurth, L'Heureux, McGuigan, Pearson, Shaunak, Sadaat, Stillinger, Wiback

Abstentions: None

Absent: Cacioppo, Cardoso, Figueroa, Snodgrass, Troutman, Wennes

vi. Report \$300,000 transfer from Union Bank to LAIF is in process*

*approved at last meeting

D. Innovation Grants/Scholarship Committee

Chair L'Heureux reported the review of scholarships applications, this year, was different due to Covid. The number of applications we anticipated was around 500, we only received 374. However, each application needs to be read twice for a total of 748 applications that need to be read.

Chair L'Heureux discussed the team reading the applications was a composite of Foundation Board members, Foundation staff, and MiraCosta College faculty and staff. Only 9 board members read. 15 had volunteered.

Chair L'Heureux reported that 211 scholarships were awarded. Many of the scholarships have specific criteria and if the students do not apply for that scholarship or they are not high enough in the rankings then a particular scholarship may not be awarded, leaving available funds. Going forward, we can expect, as the college gets back to in person learning there will be more applications next year and we will be back up to 500 plus. It is incumbent upon everybody to read as many scholarship applications as you can. This is the real purpose of why we're all here. To not only raise money, but then to help give it away and very honestly, giving away money is really tough. I really encourage everyone to read to also help spread the responsibility. By reading the applications you really get a feeling of a cross section of who it is we are serving, what their actual problems and challengers are, and it puts a human face on what it is we are doing.

Chair L'Heureux reported on Innovation Grants. Innovation Grants are the \$40,000 we set aside and asked the past faculty and student groups to put together innovative programs that the Foundation can fund. These allow faculty to add elements to their curriculum that otherwise are beyond their budget and won't have to come out of their individual pockets.

Chair L'Heureux discussed the committee is going through reports back from innovation grant awardees and will share the results with the Board in the fall as to how the funds were spent and what the results were from those.

Chair L'Heureux encouraged the board to jump in to reading scholarship or innovation grant applications. Although it takes some work, you will find it fascinating, and it is one of the reasons why we are here.

President Babiarz suggested the college cast a larger net within the campus community for readers for this very important task.

Superintendent/President Cooke discussed we are a system trying to make it as easy as possible for students to qualify for money. If a student can go to college for free but you must fill out this form and that form and you can apply for a scholarship every year versus college is free and let us help you do that. There is a difference in how families approach those two opportunities. Some families will not be able to navigate applying hoping for the best every semester for a scholarship. Or an institution that offers two years of free college whether they are part time or full time.

Superintendent/President Cooke discussed the need to look at college differently and at how to help families access college differently. We have streamlined the process for the Foundation board members we can streamline the process for students and streamline the process for people employed by the institution that are currently navigating millions of

dollars in emergency grants. Financial aid and scholarships and foundation are navigating millions of new dollars in federal funding, which is terrific, but we did not hire a whole bunch of new people to do that. We have an opportunity as an organization and as a foundation to look at how can we make it as easy as possible for people to access their education and support.

Superintendent/President Cooke commented why we're doing this is in the students stories. The why of why we are doing this is in graduation ceremonies and the celebrations. Make sure to connect with those events and with those celebrations, so that they can rekindle the reason for why you are here sitting through quarterly meetings and doing the work it is really about this, the student lives that you are changing and the family lives that you are changing.

Vice President Clendening asked Advisor, Huyck if it would be possible to see the names of the students who were awarded. It means a lot to see if my participation in reading the application may have had some impact with the granting of the scholarship. This would be beneficial information for the Board..

President Babiarz commented, as the board gains more access to donors and going forward promote donating to unrestricted funds versus scholarships with restrictions. Will allow the Foundation to respond to the college's needs as they change rapidly.

The Financial Aid/Scholarship office is currently notifying students of their awards.

E. Governance & Nominations Committee

i. Term Renewals – **Action**

Chair Shaunak announced two board members terms were expiring June 30, 2021. Raye Clendening and Julie Ames. Both are planning to renew their terms

By motion of Board member Shaunak, seconded by Board member Sadaat, the term renewals of Raye Clendening and Julie Ames were approved.

Vote: 16/0

Aye: Adams, Ames, Bandemer, Babiarz, Chin, Clendening, Johnson, Karetas, Kurth, L'Heureux, McGuigan, Pearson, Shaunak, Sadaat,

Stillinger, Wiback

Abstentions: None

Absent: Cacioppo, Cardoso, Figueroa, Snodgrass, Troutman, Wennes

ii. Slate of Officers – **Action**

Chair, Shaunak reported it has been a busy year and a lot has been achieved. Thank you to the members of the committee for their hard work.

Chair Shaunak reported that the new AVP becomes the Executive Director of the Foundation. Due to the delay, a vote to keep the current three officers of the Foundation; President, Vice President, and Treasurer continue to service in these positions until a new Executive Director takes office and has had time to settle in. It can be the interim AVP.

Note: Current Officers are Alec J. Babiarz, President, Raye Clendening, VP and Bruce Bandemer, Treasurer. New Slate after new ED: Raye Clendening President, Dave McGuigan, VP and Bruce Bandemer, Treasurer

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By motion of Board member Shaunak, seconded by Board member Sadaat, keeping the current Foundation Board officers; President, Vice President, and Treasurer as is, until a new Executive Director is on board, was approved.

Vote: 16/0

Aye: Adams, Ames, Bandemer, Babiarz, Chin, Clendening, Johnson, Karetas, Kurth, L'Heureux, McGuigan, Pearson, Shaunak, Sadaat, Stillinger, Wiback

Abstentions: None

Absent: Cacioppo, Cardoso, Figueroa, Snodgrass, Troutman, Wennes

Chair Shaunak reported that two attributes were added to the board grid, based on the kind of gifts that we have been receiving and expect to receive in the future. Estate and Real Estate gifts.

Chair Shaunak announced Greg Grajek and George Karetas are retiring from the board. Shaunak commented they both did a phenomenal and outstanding job. Board member, Karetas has been a beacon for the audit committee and always picking up detail and asking appropriate questions.

F. FY21/22 Committee member roster

President Babiarz shared a draft of the committee assignments grid for FY 21/22 and Directed the board to view and provide comment if they don't agree or would like to volunteer for a committee. These are effective July 1, 2021.

President Babiarz suggested the Ad hoc committee workforce for the future should be discussed at the board retreat for membership and what to do and how the committee can help the college.

IX. DISCUSSIONS AND OTHER ACTION ITEM(S) (5 minutes)

Board member Adams commented he has looked over the prospect list and two are familiar. One is a big philanthropists known personally, and the other is a basketball coach from grade school.

Board member Johnson inquired if there was ever consideration of having an executive session with the just the board members at the end of the meeting for discussion. It is common with other boards.

Board member Kurth agrees. At a board she volunteers, they send out a survey at the end of each board meeting. Just a piece of paper (although can be done electronically), for people to make comments kind of anonymously. They are sent to the board development chair.

Board member Bandemer agrees with having a small meeting afterwards open to the board members. Input is always valuable, and some may be uncomfortable doing that, but if there's suggestions it's always helpful.

Board member Johnson shared the importance of an executive session is to give all members a chance to speak up, and not just the directors.

Superintendent/President Cooke shared the Foundation Board is bound by the Brown Act. Smaller groups convening are permitted as long as you are clear you are not making decisions, you are debriefing, soliciting ideas and providing feedback in a smaller venue. Similar to previous Foundation board meetings where wine and cheese were offered and small

conversations were conducted. Finding a way to mimic that during remote working will be beneficial.

Board member Adams asked if there was a possibility to run a short campaign before year end, like the Student Emergency Response Kit appeal. Something like a back to school kit or drive. This would help with introducing potential donors.

Superintendent/President, Cooke agreed and will work with the College to figure out how to create some urgency with a fit for back to school.

Board member McGuigan commented urgency is really critical in any nonprofit or college academic environment when you are raising funds. The urgency must be authentic for it to work.

X. ANNOUNCEMENTS AND MEETING AND EVENT CALENDAR REVIEW (5 minutes)

President Babiarz discussed the tentative board retreat scheduled for August and suggested it should be in person rather than zoom.

Please return Conflict of Interest/Confidentiality agreements

President Babiarz asked the board who have not returned their forms to please do so before June 30, 2021.

Board Retreat 9 4 p.m., Tuesday August 31, 2021 tentative *

Next **Quarterly Board meeting** 3 5 p.m., Tuesday, September 28, 2021 *

Next **Executive Committee** meeting 3 4 p.m., Tuesday, September 21, 2021 *Next

Finance Committee meeting 1:30 p.m., Tuesday, September 21, 2021 *

Next **Governance and Nominations** meeting 2 p.m., Tuesday, September 14, 2021 * –

**As Covid-19 restrictions are lifted, meetings may be combined Zoom and in-person.*

See attached Meeting and Events Calendar for all FY21022 meeting dates

XI. FUTURE AGENDA ITEMS

None

XII. ADJOURNMENT

President, Babiarz adjourned the meeting at 4:44 p.m.

Recording was stopped and all non-board members, advisors and staff left the meeting.

Executive Session was held