MIRACOSTA COLLEGE FOUNDATION

MIRACOSTA COLLEGE FOUNDATION BOARD
EXECUTIVE COMMITTEE MEETING

Tuesday, August 2, 2022 3:00 - 4:00pm

3333 Manchester Avenue Cardiff, CA 92007
Zoom Video Conference
Zoom Meeting Link
Meeting ID: 963 0187 6569
Mobile connect Number +16699006833,,96301876569#
Dial by your location +1 669 900 6833 US (San Jose)
***NOTE**: If joining by phone only - please identify yourself during roll call.*

***Executive Committee Members**:*
Julie Ames, Alec Babiarz, Bruce Bandemer, Janice Kurth, David McGuigan, Denise Stillinger

Staff Support Attendees:
Shannon Stubblefield, Elizabeth Lurenana

AGENDA

I. CALL TO ORDER

II. ROLL CALL, WELCOME and INTRODUCTIONS
Request consent to record meeting

III. TELECONFERENCING MEETINGS – Action Required
A. Approve Continued Observance of Resolution Authorizing Teleconferencing for Meetings Pursuant to AB 361

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

V. CHANGES IN AGENDA ORDER

VI. APPROVE MEETING MINUTES – Action Required
A. Regular Meeting of May 9, 2022

VII. COMMITTEE UPDATES (Updates on activities since the last meeting)
A. Governance & Nominations Committee (Stillinger)
1. New slate of officers & terms **– Action Required**
   a. Dave McGuigan President as of 6/23/2022. Will serve term until 6/30/2024.
   b. Janice Kurth up for election as Vice President. Would serve term 8/16/2022 until 6/30/2024.
2. Renewed terms for board members
   a. Bill Cardoso, Jimmy Figueroa, Janice Kurth, David McGuigan, Valencia Saadat, Tim Snodgrass, Denise Stillinger & Sharon Wiback
3. Bylaws Updates
   a. Article VI

4. San Diego County Grant Signing Authority Resolution

B. Finance Committee (Bandemer)
   1. Review FY21/22 Q4 Financial Statements
   2. Review Revised FY 22/23 Foundation Operating Budget
   3. Gifts in Kind provision of the "Solicitation and Acceptance of Gifts" policy

C. Comprehensive Campaign Ad hoc Committee (McGuigan)
   1. ID three prospects

D. Innovation Grants and Scholarships Ad hoc Committee (Stubblefield)

E. Executive Committee (McGuigan)
   1. Annual Board Giving
   2. Review August 16, 2022 Quarterly Board Meeting Agenda (McGuigan)

VIII. ANNOUNCEMENTS, MEETING AND EVENT CALENDAR REVIEW

Next Quarterly Board Meeting

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

Next Governance and Nominations Committee Meeting

Tuesday, October 25, 2022 at 2:00 – 3:00 p.m.

Next Finance Committee Meeting

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

Next Executive Committee Meeting

Tuesday, November 1, 2022 at 3:00 – 4:00 p.m.

IX. FUTURE AGENDA ITEMS

X. ADJOURNMENT

* **ITEMS ON THE AGENDA:** Members of the audience may address the Foundation Board Committee on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by the committee. Non-English speakers utilizing a translator will have six (6) minutes to directly address the Committee.

ITEMS NOT ON THE AGENDA: Members of the audience may address the Foundation Board Committee on any topic not on the agenda so long as the topic is within the jurisdiction of the Foundation. Under the Brown Act, the committee is not permitted to engage in public discussion or take any action on an agenda item not on the agenda, except that members of the committee may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions posed by the public, a member of the committee may ask a question for clarification. A member of the committee or the committee itself may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3) minutes unless the committee waives the time limit. Non-English speakers utilizing a translator will have six (6) minutes to directly address the committee. The committee may also limit the total amount of time for public comment on a particular topic to fifteen (15) minutes.

DECORUM: Decorum requires members of the public to observe order at committee meetings. Speakers shall speak to the issues, and refrain from using defamatory or abusive personal remarks that disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of the business of the Foundation Board Committee. The presiding officer has the authority to run the meeting, which includes the authority to issue warnings, call for recesses, or clearing the boardroom in the event of disruptive behavior. Government Code section 54954.3(c) establishes that the legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body, and California Penal Code section 403 makes it a misdemeanor for any person to willfully disturb or break up any lawfully authorized assembly or meeting.

Foundation Committee meetings are held in meeting rooms that are accessible to those with mobility disabilities. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the board assistant, 760.795.6645, 760.757.2121, extension 6645, or 619.755.5155, extension 6645. The California Relay Service is available by dialing 711 or 800-735-2929 or 800-735-2922.

In compliance with Government Code §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Foundation Board in advance of their meetings may be viewed at the Office of Institutional Advancement, 1 Barnard Drive, Oceanside, California, 92056 or by clicking on the Foundation website at http://foundation.miracosta.edu/agendas. Such writings will also be available at the board meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the board assistant, at 760.795.6645 or by e-mail at foundation@miracosta.edu

INTRODUCTION TO RESOLUTION

BACKGROUND

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to enable state and local agencies to more effectively respond to the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act pertaining to teleconferenced meetings. On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which extended the provisions of Executive Order N-29-20's authorization for holding virtual meetings, with an expiration date of September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361 (Rivas) as urgency legislation effective immediately, which provides that legislative bodies may continue to meet remotely during a declared State of Emergency subject to certain conditions.

STATUS

In an effort to safeguard the health of our students, employees, and community members, and in an effort to provide greater access to meetings of the Foundation Executive Committee, the Committee is presented with MiraCosta Community College District Resolution No. 4-21/22, declaring emergency conditions exist throughout the district campuses and facilities as a result of the continued State of Emergency under Government Code section 54943.

RECOMMENDATION

Adopt Resolution authorizing teleconferencing for meetings pursuant to AB 361 as stated above.

RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY

WHEREAS, the Ralph M. Brown Act requires that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, Government Code section 54953 requires that the legislative body make additional findings every 30 days in order to continue such teleconferencing.

NOW THEREFORE, the MiraCosta College Foundation Executive Committee hereby finds, determines, declares, orders, and resolves as follows:

I. That the foregoing recitals are true and correct and incorporates them by this reference.

II. The MiraCosta College Foundation Executive Committee finds, by a majority vote, the following:

a. That there exists a proclaimed state of emergency;

AND either:

b. More than 30 days have passed since the Committee met and determined the following, and the Committee now re-determines the following:

FOUNDATION

i. As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. OR

ii. State or local officials have imposed or recommended measures to promote social distancing;

OR

c. This Committee has made the determination set forth in subdivision (b), above within the last 30 days and now makes the following determination:

i. The Committee has reconsidered the circumstances of the state of emergency; AND

ii. Any of the following circumstances exist:

1. The state of emergency continues to directly impact the ability of the members to meet safely
in person.
OR
2. State or local officials continue to impose or recommend measures to promote social distancing.

III. The Committee or its designee is authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code section 54953.

IV. That this Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the MiraCosta College Foundation Executive Committee, this 2nd day of August, 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:
CERTIFICATION

I hereby certify, on this 2nd day of August, 2022, that the foregoing document is a true and correct copy of the Resolution To Implement Teleconferencing Requirements During a Proclaimed State of Emergency by the MiraCosta College Foundation Executive Committee at its meeting on August 2, 2022.

By: _____

Chair of the MiraCosta College Foundation Executive Committee

MIRACOSTA COLLEGE FOUNDATION

MIRACOSTA COLLEGE FOUNDATION BOARD
EXECUTIVE COMMITTEE

MINUTES OF REGULAR MEETING **MAY 9, 2022**
(DRAFT)

I. CALL TO ORDER

The MiraCosta College Foundation Executive Committee met in open session on Monday, May 9, 2022 via Zoom conference. President Raye Clendening called the meeting to order at 4:03 p.m.

II. ROLL CALL

Committee Members Present:

Julie Ames	Alec Babiarz	Bruce Bandemer
Raye Clendening	Janice Kurth	David McGuigan

Committee Members Absent:
Denise Stillinger

Advisors & Staff Present:
Shannon Stubblefield, MiraCosta College Foundation Executive Director/Vice President of Institutional Advancement
Peter Smits, MiraCosta College Foundation Consultant
Elizabeth Lurenana, MiraCosta College Foundation Temporary Board Support

III. WELCOME and INTRODUCTIONS

A. Executive Director/Vice President Shannon Stubblefield was introduced to committee members who in turn introduced themselves to her.

IV. TELECONFERENCING MEETINGS – Action Required

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

By motion of Committee Member Ames, seconded by Committee Member McGuigan, the Resolution Authorizing Teleconferencing to Meetings Pursuant to AB 361 was adopted.

Vote:	6/0/0/1
Objection:	None
Aye:	Ames, Babiarz, Bandemer, Clendening, Kurth, McGuigan
Nay:	None
Abstentions:	None
Absent:	Stillinger

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

VI. CHANGES IN AGENDA ORDER

VII. APPROVE MEETING MINUTES – Action Required

A. Regular Meeting of February 15, 2022

By motion of Committee Member Kurth, seconded by Committee Member Ames, the minutes of the regular meeting of February 15, 2022 were approved.

Vote: 6/0/0/1
Objection: None
Aye: Ames, Babiarz, Bandemer, Clendening, Kurth, McGuigan
Nay: None
Abstentions: None
Absent: Stillinger

VIII. PRESENTATION(S)

A. Review May 17 Quarterly Board Meeting Agenda
   1. The draft agenda for the May 17, 2022 meeting of the full board was reviewed and edits were made by Lurenana for later review with President Clendening.
   2. The committee affirmed President Clendening's request to take three sets of minutes previously approved as one action item at the full board meeting (May 18, 2021; October 26, 2021; January 25, 2022). These minutes were previously approved but with many pending edits, so the board plans to re-approve them.
   3. Committee Member Babiarz will share the flow chart for the money flow explanation with Elizabeth to include in the packet.
   4. President Clendening reviewed the proposed calendar for foundation meetings (FY22/23). The retreat date is to be determined with Executive Director/Vice President Stubblefield. The calendar will be included in the packet immediately following the agenda.
   5. No additional agenda items were requested by committee members.

IX. COMMITTEE UPDATES (Updates on activities since the last meeting)

A. Executive Committee
   1. President Clendening and Vice President McGuigan have been meeting individually with board members to discuss fundraising and board involvement.

B. Finance Committee
   1. Finance Committee Chair Bandemer reviewed FY21/22 Q3 Financial Statements, to be approved by the full board on May 17, 2022.
      a. Overall assets are down due to investment losses in the market.
      b. Associate Director Fishinger can answer as to why some year over year numbers are significantly different.
   2. Finance Committee chair reviewed FY 21/22 Operating Budget
   3. Finance Committee chair reviewed proposed FY 22/23 Operating Budget, to be approved by the full board on May 17, 2022.
   4. Finance Committee chair reviewed proposed FY 22/23 Endowment Distributions, to be approved by the full board on May 17, 2022.

C. Governance & Nominations Committee
   1. Committee member Babiarz reported that the board prospect questionnaire is being worked on by the Governance and Nominations committee, as well as the Adherence to Confidentiality statement.
   2. The Code of Conduct/Conflict of Interest Policy was revised by legal counsel and will be voted on at the May 17, 2022 meeting of the full board.
   3. Melissa Latifi is a board candidate who Governance and Nominations Committee Chair Stillinger, President Clendening, and Committee Member Babiarz have all met and approve of as a new board member.
      a. There was discussion of the process and how to proceed. Lurenana shared minutes from the the Governance and Nominations Committee meeting and it was determined the committee will vote electronically to send Latifi's name to the full board for a vote on May 17, 2022. Lurenana will reach out to Committee Member L'Heureux to chair the vote.

D. Comprehensive Campaign Ad hoc Committee (McGuigan)
   1. Comprehensive Campaign Committee Chair McGuigan will have a meeting with Executive Director/Vice President Stubblefield, Associate Director Fishinger, Committee

Member Babiarz, President Clendening and Finance Committee Chair Bandemer for a re-boot of the campaign and to review budget planning for the comprehensive campaign.

2. After the initial meeting, Lurenana will help coordinate a larger meeting with committee members and members of the community.

E. Audit Ad hoc Committee

1. Advisor Smits reported the audit was clear with no exceptions. There was a recommendation about getting appraisals done in a more timely manner. Advisor Smits will contact Vice President Tim Flood to ask for the final audit document so the full board can review and approve the Audit Report FY 20/21 on May 17, 2022.

F. Innovation Grants and Scholarships Ad hoc Committee

1. Advisor Smits reported that scholarship applications have been reviewed and are being awarded.
2. Committee Chair Warner-Saadat will give a report to the full board on May 17, 2022.

G. MM Oversight Ad hoc Committee

1. Representative Babiarz will give an update at the full board meeting on May 17, 2022.

X. ANNOUNCEMENTS, MEETING AND EVENT CALENDAR REVIEW

A. There will be a welcome event for Executive Director/Vice President Shannon Stubblefield at Vice President Dave McGuigan's house on June 4 at 3:30 – 5:30 p.m.

Next Quarterly Board Meeting

Tuesday, May 17 at 3:00 – 5:00 p.m.

XI. FUTURE AGENDA ITEMS

A. None

XII. ADJOURNMENT

A. Meeting was adjourned ar 4:48 p.m.

DRAFT

Recommended Bylaws Update for MiraCosta College Foundation 7.26.22 (Article VI- Signing Authority)

Current Language

ARTICLE VI: Chief Operating Officer

The Chief Operating Officer shall fulfill the functions of Corporate Officer, Secretary to the Board, and shall be the Executive Director of the College Foundation. This Officer shall have no voting privileges. Their duties include directing the programs of the Foundation, supervising College staff dedicated to supporting the Foundation, exercising administrative duties as necessary, accepting gifts on behalf of the Foundation, and ensuring the Foundation is in compliance with all applicable laws, regulations, and College policies and procedures. As Secretary to the Board, this Officer will keep or cause to be kept a record of Board activities, including Board agendas, minutes, committee actions, and all records of the 501(c)(3) corporation. Other duties include serving notices, as may be necessary or proper, and keeping the corporate seal in safe custody. The College Vice President of the Office of Institutional Advancement shall be the Chief Operating Officer of the Foundation for the duration of their appointment.

Recommended Language

ARTICLE VI: Chief Operating Officer

Section 1: Duties: The Chief Operating Officer shall fulfill the functions of Corporate Officer, Secretary to the Board, and shall be the Executive Director of the College Foundation. This Officer shall have no voting privileges. Their duties include directing the programs of the Foundation, supervising College staff dedicated to supporting the Foundation, exercising administrative duties as necessary, accepting gifts on behalf of the Foundation, and ensuring the Foundation is in compliance with all applicable laws, regulations, and College policies and procedures. As Secretary to the Board, this Officer will keep, or cause to be kept, a record of Board activities, including Board agendas, minutes, committee actions, and all records of the 501(c)(3) corporation. Other duties include serving notices, as may be necessary or proper, and keeping the corporate seal in safe custody. The College Vice President of the Office of Institutional Advancement shall be the Chief Operating Officer of the Foundation for the duration of their appointment.

Section 2: Signing Authority: The Chief Operating Officer/Executive Director of the Foundation shall have the final signature authority for all binding Grant Agreements and contracts on behalf of the Foundation. This authority shall include, but is not limited to, signing on behalf of the Foundation of all Grants, contracts, obligations, financial matters including audits and income tax returns, checking and savings accounts, and other similar types of instruments that are in furtherance of the goals and objectives of the Foundation. However, any Grants which create a financial obligation to the MiraCosta Community College District, must be first reviewed and approved in writing by the Vice President of Administrative Services, prior to being executed by the Executive Director of the Foundation. In the absence of the Executive Director, or if a second signer is required, the Vice President of Administrative Services of MiraCosta College may execute all such agreements.

RESOLUTION OF THE BOARD OF DIRECTORS

OF MiraCosta College Foundation
(Organization name)

WHEREAS, the County of San Diego Community Enhancement Program provides funding for non-profit corporations for certain specified purposes; and

WHEREAS, the MiraCosta College Foundation
(Organization name)
wants to file an application with County of San Diego for Community Enhancement Program funding.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of

MiraCosta College Foundation :
(Organization name)

1. Confirms that MiraCosta College Foundation is a non-profit California corporation or a public agency under the laws of the State of California;

2. Approves the filing of an application with the County of San Diego for Community Enhancement Program funding during the County's current fiscal year; and

3. Authorizes the people listed below to sign a grant agreement with the County of San Diego for Community Enhancement funds for the current fiscal year.

1. Print Name: _____ Signature:

Title: _____

2. Print Name: _____ Signature:

Title: _____

3. Print Name: _____ Signature:

Title: _____

Adopted on this _____ day of _____ , _____

_____
Secretary, Board of Directors

Validate

MiraCosta College
Foundation
Balance Sheet

Repeat By
Period FY2021-22 - 12-Jun
Worktags ***Kindly note that this is a preliminary Q4 report, final entries and steps are taking place for year-end close.**
Calculate Current Year Retained E Yes

MiraCosta College Foundation	**Unrestricted**	**Restricted**	**Restricted & Unrestricted**	**Restricted & Unrestricted**
Period: FY2021-22 - 12-Jun			**Total**	**Prior Year Total**
Assets	2,271,058.28	18,509,132.46	20,780,190.74	23,001,359.61
Cash	1,337,518.18	556,188.86	1,893,707.04	1,284,580.18
Investments	423,741.97	16,201,373.01	16,625,114.98	19,353,895.76
Deferred Gifts - Assets	426,799.00	671,089.18	1,097,888.18	1,088,652.18
Accounts Receivable/Prepaids	82,999.13	1,080,481.41	1,163,480.54	1,274,231.49
Total Assets	***2,271,058.28***	***18,509,132.46***	***20,780,190.74***	***23,001,359.61***
Liabilities	13,921.07	11,635.13	25,556.20	76,863.93
Accounts Payable	13,921.07	11,635.13	25,556.20	76,863.93
Due To Related Entities	0.00	0.00	0.00	0.00
Due From Related Entities	0.00	0.00	0.00	0.00
Total Liabilities	***13,921.07***	***11,635.13***	***25,556.20***	***76,863.93***
Net Position	**2,257,137.21**	**18,497,497.33**	**20,754,634.54**	**22,924,495.68**
Total Liability/Net Position	**2,271,058.28**	**18,509,132.46**	**20,780,190.74**	**23,001,359.61**

MiraCosta College Foundation Income Statement

Repeat By
Period FY2021-22 - 12-Jun
Worktags ***Kindly note that this is a preliminary Q4 report, final entries and steps are taking place for year-end close.**

MiraCosta College Foundation	**Unrestricted**	**Restricted**	**Restricted & Unrestricted**	**Restricted & Unrestricted**
Period: FY2021-22 - 12-Jun			**Total**	**Prior Year**
Revenues	14,984.11	(985,689.90)	(970,705.79)	6,153,103.34
Deferred Gifts- Revenue	-	-	-	476.19
Contributions	155,228.97	1,448,471.45	1,603,700.42	1,115,156.86
Investment Activity	(149,480.86)	(2,507,186.81)	(2,656,667.67)	4,506,517.79
Gifts In Kind- Revenue	9,236.00	73,025.46	82,261.46	530,952.50
Total Revenue	*14,984.11*	*(985,689.90)*	*(970,705.79)*	*6,153,103.34*
Transfers	208,552.17	(208,552.17)	-	-
Transfers In	245,009.72	560,614.79	805,624.51	1,188,892.20
Transfers Out	(36,457.55)	(769,166.96)	(805,624.51)	(1,188,892.20)
Total Transfers	*208,552.17*	*(208,552.17)*	-	-
Total Revenue and Transfers	***223,536.28***	***(1,194,242.07)***	***(970,705.79)***	***6,153,103.34***
Expenditures	318,646.05	880,509.30	1,199,155.35	1,310,511.08
General And Administrative	290,367.22		290,367.22	387,486.90
Programs	23,434.83	201,179.57	224,614.40	222,080.82
Direct Student Aid	745.00	81,152.09	81,897.09	145,476.74
Scholarships	4,099.00	525,152.18	529,251.18	442,077.12
Gifts In Kind- Expense	-	73,025.46	73,025.46	113,389.50
Total Expenditures	***318,646.05***	***880,509.30***	***1,199,155.35***	***1,310,511.08***
Net Fund Balance, Beginning of Year	2,352,246.98	20,572,248.70	22,924,495.68	18,081,903.42
Revenues Over (Under) Expenditures	(95,109.77)	(2,074,751.37)	(2,169,861.14)	4,842,592.26
Net Fund Balance, End of Period	***2,257,137.21***	***18,497,497.33***	***20,754,634.54***	***22,924,495.68***

Recap of Cash and Investments
12/31/2020

Recap		
As of 06.30.2022		
CASH & ST		
Union Bank	**$942,954.13**	**Balance sheet reflects outstanding checks**
LAIF	**$974,387.72**	
	$1,917,341.85	
INVESTMENTS		
Vanguard -	**$13,633,531.24**	
Vanguard - ST Operations	**$2,009,121.58**	**$2,250,000 invested, $315,237.21 total unrealized loss (previous gains of $74,358.79 booked in 100833_GF and $240,878.42 in 100839_GF)**
Osher	**$921,110.34**	
	$16,563,763.16	
<u>Recommendation:</u>		
Transfer from UB to VG ST	**Not needed at this time**	
Transfer from UB to VG Endowment	**$ 31,116.36**	**Q4 endowment gifts**
Liquidate VG Shares to UB	**$ 1,231,024.53**	**Based on Unitization detail, beg cash balance**
		Last liquidation was in 5/13/2020 (no liquidation for Dec 2020 and Dec 2021 distribution and fees)

Top 10 Donors
FY2021-22

Name	Gift Amount	Gift Date	Fund Description
Foundation for California Community Colleges - Osher	$35,400.00	8/25/2021	Osher Interest Scholarship
Walter May	$36,490.43	11/29/2021	Former Foster Youth
Citi	$70,000.00	12/9/2021	UMOJA - Citi Porch TalkGrant
Illumina	$54,690.00	12/23/2021	Gift In Kind Campus Activity
TIAA - D. Bessell Trust	$119,485.77	2/15/2022	Annual
Sue Ellen Leroy	$250,000.00	3/30/2022	The Leroy Charitable Foundation Music Program Fund
Dorothy Rupe Caregiver Program at Arthur N. Rupe Foundation	$35,690.00	4/6/2022	CNA Nursing Program
Wilson Family	$50,000.00	5/14/2022	Bob Wilson RAFFY Scholarships
Rancho Santa Fe Foundation	$75,000.00	6/8/2022	Student Success Scholarships - General Scholarship
The San Diego Foundation	$50,000.00	6/24/2022	SDF Student Connectivity and Success Program

FY 2022-2023 Foundation Operating Expense Budget	Approved FY2021-22 Expense Budget	Approved FY2022-23 Expense Budget	Notes	Suggested Revisions - Staffing & Campaign Exp	notes - Changes Proposed for FY 22/23
Salaries & Benefits (2800 - 1256_SC)					
Foundation Specialist salary	$72,000	$65,000		$63,000	Decrease per fiscal office
Foundation Specialist benefits	$35,000	$30,000		$45,100	Increase updated cost per fiscal office
Foundation & Dev't Assistant Salary	$43,000	$40,000		$35,000	permanent P/T 20 hrs/week (from temp p/t)
Foundation & Dev't Asst benefits				$34,000	add benefits
Staff Accountant					TBD: per MOU-up to 40% of staff accountant, $$ TBD
TOTAL	**$150,000**	**$135,000**		**$177,100**	
Donor Cultivation/Acq/Events/Awareness					
Donor Acquisition					District covering $15k yr1 (22/23) & potentially year 2
Public Relation and Communications					TBD
Donor Cultivation: 5100-1190_SC	$8,000	$4,000		$4,000	
Goodwill (flowers, gifts): 5100-1190_SC	$2,000	$700		$700	
Community Event Att: 5100-1039_SC	$1,000	$2,800		$2,800	
TOTAL:	**$11,000**	**$7,500**		**$7,500**	
***Fees for Services:* Professional Fees**					
Legal Services	$0	$0		$0	
Audit & Tax Services: 5700-1028_SC	$11,500	$12,000		$12,000	
Professional Development	$1,000	$1,000	Staff development	$1,000	
CRM - Raisers Edge: 5600-1020_SC	$39,000	$45,000	RasiersEdge and Omatic annual costs	$45,000	
Crowdsource fundraising	$20,000	$20,000	Crowd source fundraising (4-year contract/year 4 of 4)	$20,000	
Consulting services	$15,000	$5,000	District supported	$5,000	
Major Donor Art Storage	$26,880	$27,000	Art storage and insurance (M. Jo Young)	$27,000	
TOTAL:	**$113,380**	**$110,000**		**$110,000**	
Conference, Conventions, Meetings					
Board meetings	$1,000	$1,500		$1,500	
Board development		$2,500		$2,500	
Business/staff meetings	$200	$200		$200	
Travel	$0	$0	District supported	$0	
Licenses & Filing Fees*:* 4500-1215_SC	$500	$500		$500	
TOTAL:	**$1,700**	**$4,700**		**$4,700**	
Office Expenses					
Supplies: 4500-1215_SC	$1,500	$1,500		$1,500	
Postage (audit/grant proposals):	$150	$150		$150	
Printing/Mailings/Publications: 4500-1004_SC	$15,000	10000		$10,000	
Membership fees: 5300-1221_SC	$1,700	$0	District supported	$0	
TOTAL:	**$18,350**	**$11,650**		**$11,650**	
Banking Fees: 5100-1041_SC	**$15,000**	**$15,000**		**$15,000**	
FY 2022/23 Budget Approved (May 2022)	**$309,430**	**$283,850**		**$325,950**	

$42,100 Variance over 22/23 Approved

$16,520 Variance over Last Year FY 21/22

MIRACOSTA COLLEGE FOUNDATION

MIRACOSTA COLLEGE FOUNDATION BOARD
REGULAR MEETING and RETREAT
Tuesday, August 16, 2022 2:00-4:30pm

3333 Manchester Avenue Cardiff, CA 92007
Zoom Video Conference
Zoom Meeting Link
Meeting ID: 918 2269 7816
Mobile connect Number +16699006833,91822697816#
Dial by your location +1 669 900 6833 US (San Jose)
***NOTE**: If joining by phone only - please identify yourself during roll call.*

***Board of Directors Members**:*
Matthew Adams, Julie Ames, Alec Babiarz, Bruce Bandemer, Bill Cardoso, Jimmy Figueroa, Melissa Grajek, Barry Johnson, Janice Kurth, Hap L'Heureux, David McGuigan, Karen Pearson, Sudershan Shaunak, Tim Snodgrass, Denise Stillinger, Kimberly Troutman, Val Warner-Saadat, Sharon Wiback

Guests:
Monserrate Ayala, Carl Banks, Raye Clendening, Sunita Cooke, Timothy Flood, Leila Safaralian

Staff Support:
Brian Astredo, Kristen Huyck, Tori Fishinger, Elizabeth Lurenana, Shannon Stubblefield

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
Request consent to record the meeting

II. ROLL CALL, WELCOME, INTRODUCTIONS
A. Brian Astredo, Foundation Specialist

III. TELECONFERENCING MEETINGS – Action Required
A. Approve Continued Observance of Resolution Authorizing Teleconferencing for Meetings Pursuant to AB 361

IV. APPROVE MEETING MINUTES (15 mins.) – Action Required
A. Regular Meeting Minutes of May 17, 2022

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

VI. CHANGES IN AGENDA ORDER

VII. PRESENTATION(S) (15 mins.)
A. Foundation Money Flow Explanation Pt. 2 (Bandemer/Babiarz)

VIII. COMMITTEE, AD HOC AND TASK FORCE REPORTS (40 minutes)
A. Executive Committee (McGuigan)
i. Annual Board Giving

B. Finance Committee (Bandemer)
   i. Review & approve FY21/22 Q4 Financial Statements **– Action Required**
      a. End of year report at next board meeting.
   ii. Review & approve revised FY 22/23 Operating Budget **– Action Required**
   iii. Review & approve revised Gifts in Kind provision of the "Solicitation and Acceptance of Gifts" policy **– Action Required**

C. Governance & Nominations Committee (Stillinger)
   i. Notice of new president and election of Vice President – Action Required
      a. Dave McGuigan President as of 6/23/2022. Will serve term until 6/30/2024.
      b. Janice Kurth up for election as Vice President. Would serve term 8/16/2022 until 6/30/2024.
   ii. Board members up for renewal of membership (2nd term) **– Action Required**
      a. Bill Cardoso, Jimmy Figueroa, Janice Kurth, David McGuigan, Valencia Saadat, Tim Snodgrass, Denise Stillinger & Sharon Wiback
   iii. Bylaws Update – **Action Required**
      a. Article VI
   iv. San Diego County Grant Signing Authority Resolution – **Action Required**

D. Comprehensive Campaign Ad hoc Committee (McGuigan)
   i. Review of goals
   ii. Top action items for board members
   iii. Prospect and gift range chart

E. Innovation Grants and Scholarships Ad hoc Committee (Warner-Saadat)

IX. COLLEGE UPDATES (45 minutes)

A. Office of the Superintendent/President – Superintendent/President Cooke
B. Board of Trustees – Trustee Clendening
C. Administrative Services – Vice President of Administrative Services Flood
D. MM Bond Oversight – Foundation Board Representative Babiarz
E. Institutional Advancement – Vice President of Institutional Advancement Stubblefield
   i. Fiscal Year Goals
   ii. Mission Moment

X. ANNOUNCEMENTS AND MEETING AND EVENT CALENDAR REVIEW (10 minutes)

Next Governance and Nominations Meeting
Tuesday, October 25, 2022 at 2:00 – 3:00 p.m.
Next Finance Committee Meeting
Tuesday, November 1, 2022 at 1:00 – 2:30 p.m.
Next Executive Committee meeting
Tuesday, November 1, 2022 at 3:00 – 4:00 p.m.
Next Foundation Board Meeting
Tuesday, November 15, 2022 at 3:00 – 5:00 p.m.

XI. POSSIBLE FUTURE AGENDA ITEMS

XII. ADJOURNMENT

XIII. RECEPTION

A. Charcuterie & Drinks for the Foundation Board

* **ITEMS ON THE AGENDA:** Members of the audience may address the Foundation Board on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by the board. Non-English speakers utilizing a translator will have six (6) minutes to directly address the board.

ITEMS NOT ON THE AGENDA: Members of the audience may address the Foundation Board on any topic not on the agenda so long as the topic is within the jurisdiction of the Foundation. Under the Brown Act, the board is not permitted to engage in public discussion or take any action on an agenda item not on the agenda, except that members of the board may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions posed by

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the public, a member of the board may ask a question for clarification. A member of the board or the board itself may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3) minutes unless the board waives the time limit. Non-English speakers utilizing a translator will have six (6) minutes to directly address the board. The board may also limit the total amount of time for public comment on a particular topic to fifteen (15) minutes.

DECORUM: Decorum requires members of the public to observe order at board meetings. Speakers shall speak to the issues, and refrain from using defamatory or abusive personal remarks that disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of the business of the Foundation Board. The presiding officer has the authority to run the meeting, which includes the authority to issue warnings, call for recesses, or clearing the boardroom in the event of disruptive behavior. Government Code section 54954.3(c) establishes that the legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body, and California Penal Code section 403 makes it a misdemeanor for any person to willfully disturb or break up any lawfully authorized assembly or meeting.

Foundation Board meetings are held in meeting rooms that are accessible to those with mobility disabilities. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the board assistant, 760.795.6645, 760.757.2121, extension 6645, or 619.755.5155, extension 6645. The California Relay Service is available by dialing 711 or 800-735-2929 or 800-735-2922.

In compliance with Government Code §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Foundation Board in advance of their meetings may be viewed at the Office of Institutional Advancement, 1 Barnard Drive, Oceanside, California, 92056 or by clicking on the Foundation website at http://foundation.miracosta.edu/agendas. Such writings will also be available at the board meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the, board assistant, at 760.795.6645 or by e-mail at foundation@miracosta.edu

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