



MIRACOSTA COLLEGE FOUNDATION BOARD
EXECUTIVE COMMITTEE

MINUTES OF THE REGULAR MEETING

April 23, 2024
Approved August 13, 2024

AGENDA

I. CALL TO ORDER

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, April 23, 2024 in Conference Room 1131 on the MiraCosta College District’s San Elijo Campus (3333 Manchester Avenue, Cardiff, CA 92007). President McGuigan called the meeting to order at 2:46 p.m. The meeting was live-streamed and recorded via Zoom.

II. ROLL CALL, WELCOME, and INTRODUCTIONS

Committee Members Present:

Alec Babiarz	Bruce Bandemer	Janice Kurth
David McGuigan	Val Saadat	Denise Stillinger

Committee Members Absent:

Tim Snodgrass

Staff Members Present:

Elizabeth Lurenana Shannon Stubblefield

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

None

IV. CHANGES IN AGENDA ORDER

None

V. APPROVE MEETING MINUTES

A. By motion of Committee Member Stillinger, seconded by Committee Member Saadat, the minutes of the regular meeting of February 13, 2024 were approved as presented.

Vote: 6/0/0/1

Aye: Babiarz, Bandemer, Kurth, McGuigan, Saadat, Stillinger

Nay: None

Abstentions: None

Absent: Snodgrass

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

A. Executive Committee (McGuigan)

1. Recognizing Outgoing Board Members

a. Committee Member Stillinger stated there is a plan for recognizing outgoing board members at the next board meeting.

2. Board Engagement

a. Administrative Assistant Lurenana shared the current RSVP list for End of Year Student Celebration Events. President McGuigan volunteered to attend the Puente, RAFFY & Athletics events, which ensures foundation board member representation at every event. Staff will send an email with a call for board members who have not RSVP’ed for any event to encourage them to do so.

3. Fundraising Plan

- a. VP/ED Stubblefield reviewed the FY24/25 Fundraising Plan, and the committee discussed it, giving recommendations (including calling out TCI funding priorities, student housing, and Alumni).
 - i. Section I: The goal of the plan is to increase support for students. This includes sight raising and beginning to prepare for a new campaign.
 - ii. Section III: FY 24/25 Fundraising Goals
 - Fundraising Priorities: Foundation Staff met with District leadership to discuss funding priorities and will update in response to their feedback.
 - iii. Section VI: The Board Member’s Role
 - The committee discussed the importance of new board members in order to obtain new donor prospects. VP Kurth recommended talking to C-Suite representatives of local companies. The committee discussed if this would be a specific individual joining the board or in general a representative from the corporation.
 - The committee discussed the role of board members in soliciting event sponsorships and concluded that it should be an option.
 - VP/ED Stubblefield will present the fundraising plan at the board meeting on May 7, 2024.
 - iv. Appendix 4: Ad-Hoc Resource Development Committee of the Board
 - VP Kurth shared about a webinar she attended along with VP/ED Stubblefield and that the presenters recommended not to have a fundraising committee because the entire board is meant to be responsible for fundraising. She recommends re-visiting the ad-hoc committee purpose as a strategy committee rather than “fundraising” so the rest of the board doesn’t have the impression they don’t need to fundraise.
 - The committee discussed if they want this committee to be formed and if so, what form it should take. Committee Member Babiarz recommended reducing the new ad-hoc committee to only have two goals. The new committee members will identify the purpose and goals.
 By motion of Committee Member Babiarz, seconded by Committee Member Stillinger, the Executive Committee recommends the MiraCosta College Foundation Board of Directors form a new ad-hoc committee that will focus on resource strategy. The final name and description of the committee will be brought to the full board on May 7, 2024.
Vote: 6/0/0/1
Aye: Babiarz, Bandemer, Kurth, McGuigan, Saadat, Stillinger
Nay: None
Abstentions: None
Absent: Snodgrass
 - v. Appendix 5: Board Member Engagement Plan
 - VP/ED Stubblefield walked through the appendix and the committee presented feedback. The new ad-hoc committee will help to strategize around this document.
4. Review the Quarterly Board Meeting Agenda
 - a. The committee reviewed the board agenda and staff made note of changes in the document.
 - i. Staff will look into the number of scholarship applicants.
 - ii. Ice Breaker: President McGuigan will take ownership of the ice breaker and discuss with VP/ED Stubblefield. Vice President Kurth recommended

an ice breaker where everyone in the room shares the most recent book they've read.

5. Review FY 24/25 Calendar of Meetings

- a. The committee reviewed the proposed calendar of meetings for FY24/25. Calendar invites for board and committee meetings will be sent out by foundation staff.
 - i. VP/ED Stubblefield will look at drafting language on the role of vice-chairs and if they can fill in at Executive Committee meetings.

6. Staff / Executive Committee Lunch. In response to Dave's request, staff have holds on the calendar for lunch with Executive Committee on Tuesday, June 11; Monday, June 17; and Wednesday, June 26. Committee members will let Administrative Assistant Lurenana know by Friday April 26, 2024.

B. Governance & Nominations Committee (Stillinger)

1. FY24/25 Slate of Officers (Action Required)

- a. By motion of Treasurer Bandemer, seconded by Vice President Kurth the FY24/25 Slate of Officers was approved as presented (President: Kurth; Vice President: Pearson; Treasurer: Musser) and will be taken to the full board for a vote on May 7, 2024.

Vote: 6/0/0/1

Aye: Babiarz, Bandemer, Kurth, McGuigan, Saadat, Stillinger

Nay: None

Abstentions: None

Absent: Snodgrass

2. Board Term Renewals (Action Required)

- a. By motion of President McGuigan, seconded by Committee Member Saadat, Karen Pearson was approved to serve a second term. Her renewal will be taken to the full board for a vote on May 7, 2024.

Vote: 6/0/0/1

Aye: Babiarz, Bandemer, Kurth, McGuigan, Saadat, Stillinger

Nay: None

Abstentions: None

Absent: Snodgrass

3. Board Prospects for FY 24/25

- a. VP/ED Stubblefield recommended waiting to vote on Alex Kaiser's application until Q1 of FY24/25
- b. Additional Prospective Board Members
 - i. Mark Brandt will meet with Committee Member Stillinger, Treasurer Bandemer, and staff on campus. He is a client of Treasurer Bandemer's looking to get involved in supporting students. He is a former executive.
 - ii. Former board member Matthew Adams has sent a name as a board prospect.
 - iii. Stillinger recommended considering adult children of former board members as potential board members.
 - iv. The committee will be reviewing the board candidate questionnaire in FY24/25.

C. Finance Committee (Bandemer)

1. Highlights from Financials

- a. Treasurer Bandemer reviewed FY23/24 Q2 Financial Statements & Recap. These will be voted on at the May 7, 2024 board meeting.

2. Key Performance Indicators

- a. Treasurer Bandemer reviewed the quarterly KPIs.

3. Review Foundation Operations and Allocations Budget FY24/25

- a. Treasurer Bandemer reviewed the proposed FY24/25 Operations and Allocations Budget. This will be voted on at the May 7, 2024 board meeting.

D. Audit Committee (Bandemer)

1. Treasurer Bandemer reported that the Audit Committee approved the draft FY22/23 Audit and that this will be voted on at the May 7, 2024 board meeting.

VII. ANNOUNCEMENTS, MEETING, AND EVENT CALENDAR REVIEW

Next Foundation Board Meeting (San Elijo Campus)

Tuesday, May 7, 2024 at 3:00 – 6:00 p.m.

Next Governance and Nominations Meeting (San Elijo Campus)

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

Next Finance Committee Meeting (San Elijo Campus)

Tentative: Tuesday, August 13, 2024 at 2:00 – 3:30 p.m.

Next Executive Committee Meeting (San Elijo Campus)

Tentative: Tuesday, August 13, 2024 at 3:45 – 5:00 p.m.

VIII. FUTURE AGENDA ITEMS

None

IX. ADJOURNMENT

The meeting was adjourned at 4:01 p.m.



Janice Kurth (Sep 16, 2024 17:15 PDT)

Janice Kurth, Board President



Shannon Stubblefield (Sep 16, 2024 17:38 PDT)

Shannon Stubblefield, Executive Director

2024.04.23 MiraCosta College Foundation Executive Committee Meeting Minutes Approved

Final Audit Report

2024-09-17

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