

**MIRACOSTA COLLEGE FOUNDATION BOARD
EXECUTIVE COMMITTEE**

MINUTES OF REGULAR MEETING

**August 1, 2023
Approved October 31, 2023**

I. CALL TO ORDER

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, August 1, 2023 in Conference Room 1131 on the MiraCosta College District's San Elijo Campus (3333 Manchester Avenue, Cardiff, CA 92007). President Dave McGuigan called the meeting to order at 3:04 p.m.

II. ROLL CALL, WELCOME, and INTRODUCTIONS

Committee Members Present:

Alec Babiarz	Bruce Bandemer	Janice Kurth
David McGuigan	Val Saadat	Tim Snodgrass (arrived 3:06, left 4:07)

Committee Members Absent:

Denise Stilling

Staff Member Present:

Shannon Stubblefield Elizabeth Lurenana

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 Vice President Kurth, seconded by Committee Member Saadat, the minutes of the regular meeting of May 2, 2023 were approved.

Vote: 5/0/0/2

Aye: Babiarz, Kurth, McGuigan, Saadat, Snodgrass

Nay: None

Abstentions: None

Absent: Bandemer (stepped out of the meeting), Stilling

VI. COMMITTEE UPDATES

- A. Governance & Nominations Committee (Babiarz)
- i. Committee Member Babiarz reviewed items from the committee meeting, including proposed updates to the roles and responsibilities of board members, a discussion on the fundraising capabilities of board members, updates to the recruiting and onboarding new board members flow charts, a discussion on a feasibility study for the next campaign, and the process for determining the next slate of officers.
 - ii. Board Prospects for Q1
 - a. VP/ED Stubblefield is contacting eight candidates, with board member and staff support, to set up meetings for FY23-24 Q1.
 - b. For these meetings, the nominator can attend (if they want to, but without holding up the process) with Shannon along with a member of the Governance & Nominations Committee.

- c. President McGuigan shared that it's important to get new board members because of current board member turnover, the enthusiasm new members bring, and the increased fundraising capability.
- B. Finance Committee (Bandemer)
 - i. Chair Bandemer reviewed the FY22/23 Q4 Financial Statements
 - ii. Chair Bandemer reviewed FY 22/23 Q4 Recap with Recommendations from Accounting
 - a. Chair Bandemer shared proposed changes to the Investment and Spending Policy, which are needed to align the policy with the requirements of the Title V Endowment Grant.
- C. Comprehensive Campaign Ad hoc Committee (McGuigan)
 - i. Campaign Update \$7.7M
 - a. Due to a re-negotiation of their contract with the district, the Follett pledge has been reduced from \$1,000,000 to \$500,000.
 - Staff are reviewing all other pledges.
 - b. A handout and web page are being developed for the case for support for MiraCosta College as a whole, to be used for all opportunities.
 - c. President McGuigan shared three funding strategies, being packaged for board members to send out as high priority:
 - The MiraCosta Resilience Fund
 - <https://www.sandiegogives.org/organization/Mira-Costa-College-Foundation>
 - This is similar to the campaign that happened at the beginning of the COVID-19 pandemic.
 - Endowment Matching Gift Campaign
 - The deadline for the first \$120,000 is the end of September 2023, though there is the possibility of re-structuring fundraising if the goal is not met.
 - Donors who contribute \$25,000 can have a named endowment.
 - Chemistry Biotech Building & Health and Nutrition Building – Naming Opportunities
 - President McGuigan has identified Nestle as a prospect for the Nutrition Building.
 - Committee Member Snodgrass is working on the Chemistry Biotech Building opportunity.
 - VP/ED Stubblefield reviewed a draft of the proposed slide deck and committee members gave feedback.
 - Committee Member Snodgrass shared the idea of a targeted “first right of refusal” pitch for each opportunity and requested specifications from VP Flood on how big the name could be on the building.
 - 6-10 slides is ideal for a pitch (for Committee Member Snodgrass).
 - President McGuigan will reach out to Board Member Crockett to lead the Naming Opportunities project from a volunteer standpoint, working with board members who are championing specific naming opportunities.
 - Staff will set up a meeting with Snodgrass, McGuigan, Crockett, Stubblefield, and other key leaders to discuss the naming opportunities prospect list and next steps.
 - Prospects will need to be vetted by President Cooke and the college's legal team.
 - Other giving opportunities are the Annual Fund and TCI
 - Annual Fund is currently prioritized in year-end giving.
 - TCI fundraising has been led by Linda Kurokawa.
 - Staff are working on cohesive messaging across departments.

- President McGuigan is asking every board member to support either the Resilience Fund or Endowment Campaign for a minimum of \$1000 (give or get) by the end of September.
 - President McGuigan would like to push for the board to raise \$130,000 by the end of September 2023 to meet the goal of \$120,000 for the Endowment Matching Campaign plus \$10,000 for the Cushman Foundation matching campaign.
 - VP/ED Stubblefield will write an appeal letter from President McGuigan, sent by staff from the foundation email address, requesting 100% giving to these two campaigns.
- D. Innovation Grants and Scholarships Ad hoc Committee (Saadat)
 - i. There is \$47,000 to be awarded for this cycle of Innovation Grants.
 - ii. The committee will review applications on August 15 and award by August 18.
 - a. The committee may look at moving the timeline up even further to try to get more applicants in future years.
 - b. The list of who was awarded will be shared with the board when the announcement is made.
 - iii. There will be three presentations by past recipients at the August 15 board meeting.
- E. Audit Committee (Snodgrass)
 - i. Committee Member Snodgrass announced that the FY21-22 Audit was approved by the committee (with the final adjustment due to the loss of the \$500,000 pledge) and will go to the full board to approve on August 15.
- F. Executive Committee (McGuigan)
 - i. Consent Agenda – **Action Required**
 - a. VP/ED Stubblefield reviewed the Consent Agenda and its implications for the board, highlighting the document included in the agenda packet.
 - By motion of Vice President Kurth, seconded by Committee Member Snodgrass seconded, the Executive Committee voted to adopt a Consent Agenda for full board meetings, pending board approval at the August 15 meeting.
 - Treasurer Bandemer asked clarifying questions about the process for removing items and VP/ED Stubblefield stated board members could communicate wanting items removed from the Consent Agenda with staff prior to the meeting, but that it also needs to be announced in the meeting.
 - ii. Review the August 15, 2023 Quarterly Board Meeting Agenda
 - a. Staff and President McGuigan will review.
 - iii. Board Volunteer Opportunity
 - a. Oceanside Campus Food Distribution 9/12 @12:30pm
 - This event will be re-announced at the August 15 meeting, and if there are not a minimum of five board members who plan to attend, the opportunity will be re-scheduled. So far two board members plan to attend (Crockett and Saadat).
 - b. Polos for board members
 - A proof for a polo shirt was passed around to the committee to view
 - The committee requested to remove the design on the back of the shirt and get sample shirts (one women's; one men's).
 - VP/ED Stubblefield asked about funding for this item, stating it will likely need to be added to the Operating Budget.
 - Once quotes are finalized, a funding source will be determined.

VII. ANNOUNCEMENTS, MEETING, AND EVENT CALENDAR REVIEW

Next Foundation Board Meeting (Oceanside Campus)

Tuesday, August 15, 2023 at 3:00 – 5:00 p.m.

Next Comprehensive Campaign Committee Meeting (Zoom)

Tuesday, August 29, 2023 at 1:00 – 2:00 p.m.

Next Governance and Nominations Meeting (San Elijo Campus)

Tuesday, October 24, 2023 at 2:00 – 3:00 p.m.

Next Finance Committee Meeting (San Elijo Campus)

Tuesday, October 31, 2023 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.

VIII. FUTURE AGENDA ITEMS

- A. Vice President Kurth requested a fall date to attend a theatre or dance event as a board. Staff will bring a brochure to the board meeting for the board to discuss.

IX. ADJOURNMENT

The meeting was adjourned by President McGuigan at 4:15 p.m.


Dave McGuigan (May 29, 2024 08:29 PDT)


Shannon Stubblefield (May 29, 2024 11:20 PDT)










2023.8.1 MiraCosta College Foundation Executive Committee Meeting Minutes

Final Audit Report

2024-05-29

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