



MIRACOSTA COLLEGE FOUNDATION BOARD EXECUTIVE COMMITTEE

REGULAR COMMITTEE MEETING

August 12, 2025
Approved February 10, 2026

I. CALL TO ORDER & LAND ACKNOWLEDGMENT

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, August 12, 2025 in Conference Room 1131 on the MiraCosta College District's San Elijo Campus (3333 Manchester Avenue, Cardiff, CA 92007). The meeting was live-streamed via Zoom. President Janice Kurth called the meeting to order at 3:45 p.m. and Staff Member Lurenana read the land acknowledgment.

II. ROLL CALL AND WELCOME

Committee Members Present:

Hema Crockett Janice Kurth Dave McGuigan
Cindy Musser Karen Pearson Tim Snodgrass

Committee Members Absent:

Val Saadat

Staff Present:

Elizabeth Lurenana Shannon Stubblefield

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

None

IV. CHANGES IN AGENDA ORDER

None, aside from request to pull item B from Consent.

V. CONSENT AGENDA

- A. Minutes of the Regular Meeting of February 4, 2025
B. Investment & Spending Policy Approval
C. Solicitation & Acceptance of Gifts Policy Approval
D. Approve FY23/24 Audit

Item B "Investment & Spending Policy Approval" was pulled from the consent agenda at the request of Treasurer Musser. This will be moved to the Q3 agenda.

By motion of Vice President Pearson, seconded by Committee Member Snodgrass, items A, C & D of the consent agenda were approved as presented.

Vote: 6/0/0/1
Aye: Crockett, Kurth, McGuigan, Musser, Pearson, Snodgrass
Nay: None
Abstain: None
Absent: Saadat

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

- A. Governance & Nominations Committee (Crockett)
i. Committee Chair Crockett introduced the application of Josh Mazur to join the MiraCosta College Foundation's Board of Directors.

By motion of Committee Member McGuigan, seconded by Vice President Pearson, the committee voted to move forward the application of Josh Mazur to join the MiraCosta College Foundation Board of Directors. His application will be put to the full board at the August 26, 2025 quarterly board meeting.

**Vote:** 6/0/0/1

**Aye:** Crockett, Kurth, McGuigan, Musser, Pearson, Snodgrass

**Nay:** None

**Abstain:** None

**Absent:** Saadat

- ii. Committee Chair Crockett reviewed current and future gaps on the Board of Directors and noted this as a strategy to guide new board member recruitment. The committee discussed possible board prospects, and several committee members will reach out to their contacts.
  - iii. Committee Chair Crockett and VP/ED Stubblefield reviewed the “Mission, Vision, Commitment, Values, and Goals” document in the agenda packet and reported that the college recently reaffirmed the college’s Mission, Vision, Commitment, Values, and Goals. This will also be discussed at the August 26 quarterly board meeting.
    - a. Actions being taken: the foundation’s [‘about us’](#) webpage has been updated, the New Board Member Questionnaire will be updated, and additional talking points will be added to the board prospect tour.
- B. Finance Committee (Musser)
- i. Treasurer Musser reviewed the Key Performance Indicators for FY24/25.
  - ii. Treasurer Musser and VP/ED Stubblefield provided background on the “Modify Funds Quasi-Endowed by Foundation Board” agenda item and why the changes are being requested.
    - a. By motion of Treasurer Musser, seconded by Committee Member Snodgrass, the committee voted to reallocate \$126,000 to the new unrestricted endowment (101921\_GF; 93\_FD) from the restricted Textbook Assistance General Endowment (100455\_GF; 91\_FD) as recommended by legal counsel and staff.

**Vote:** 6/0/0/1

**Aye:** Crockett, Kurth, McGuigan, Musser, Pearson, Snodgrass

**Nay:** None

**Abstain:** None

**Absent:** Saadat
    - b. By motion of Treasurer Musser, seconded by Vice President Pearson, the committee voted to reallocate 100% of the current endowed funds in the restricted MiraCosta College Promise General Endowment (100458\_GF; 93\_FD) to the new unrestricted endowment (101921\_GF; 93\_FD) and the distribution funds from MCC Promise End Distribution (100828\_GF; 93\_FD) to the new unrestricted endowed distribution gift fund (101922\_GF; 93\_FD) as recommended by legal counsel and staff.

**Vote:** 6/0/0/1

**Aye:** Crockett, Kurth, McGuigan, Musser, Pearson, Snodgrass

**Nay:** None

**Abstain:** None

**Absent:** Saadat
- C. Resource Development Committee (McGuigan)
- i. Committee Chair McGuigan gave an update on the Resource Development Committee members and their goal of raising \$50,000 in sponsorships for the October 17, 2025 Community Leaders Breakfast.
    - a. The committee is asking board members to each invite guests to attend the Community Leaders Breakfast and to solicit sponsorships, and will share a sponsorship package and materials with the board at the quarterly board meeting and via e-mail.
- D. Executive Committee (Kurth)
- i. Board Engagement

- a. The committee reviewed staff-prepared “Kudos” for the quarterly board meeting and requested several changes, which staff will implement.
- b. President Kurth and VP/ED Stubblefield explained the board member dashboards that were included in the agenda packet, and the committee discussed them and made a few requested changes which staff will implement.
  - a. VP/ED Stubblefield reported that these updated dashboards will be in the board packet each quarter moving forward.
  - b. The “Board Member Engagement Plan” will be filled out by board members at the August 26 quarterly board meeting, to populate the “Board Member Engagement Commitments” dashboard.
- c. President Kurth reviewed goals for FY25/26, to which the committee discussed and made changes, which staff will implement.
  - a. The committee discussed strategies for achieving 100% board giving in FY25/26, with several members noting that automatic monthly credit card payments are an option that can be shared and may be helpful to board members.
  - b. The committee requested quarterly updates on these goals.

**VII. REVIEW QUARTERLY BOARD MEETING AGENDA**

- A. The committee reviewed the August 26 quarterly board meeting agenda and staff made requested changes in live-time during the meeting.

**VIII. ANNOUNCEMENTS, MEETING, AND EVENT CALENDAR REVIEW**

**Community Leaders Breakfast** (Westin Resort, Carlsbad)  
Friday, October 17, 2025 at 7:00 – 9:00 a.m.

**Next Executive Committee Meeting** (San Elijo Campus)  
Tuesday, November 4, 2025 at 3:45 – 5:00 p.m

**Next Quarterly Board Meeting** (San Elijo Campus)  
Tuesday, August 26, 2025 at 3:00 – 5:00 p.m.

**Next Resource Development Ad hoc Committee Meeting** (Zoom)  
Monday, October 6, 2025 at 2:00 – 2:45 p.m.

**Next Grants & Scholarships Ad hoc Committee Meeting** (Oceanside Campus & Zoom)  
Tuesday, October 21, 2025 at 2:00 – 3:00 p.m.

**Next Governance & Nominations Committee Meeting** (Oceanside Campus)  
Tuesday, October 28, 2025 at 2:00 – 3:30 p.m.

**Next Finance Committee Meeting** (San Elijo Campus)  
Tuesday, November 4, 2025 at 2:00 – 3:30 p.m.

**Next Audit Committee Meeting** (San Elijo Campus)  
Tuesday, May 19, 2026 at 1:00 – 1:30 p.m.

**IX. FUTURE AGENDA ITEMS**

None

**X. ADJOURNMENT**

The meeting was adjourned at 4:48 p.m.

*Janice Kurth*

Janice Kurth (Feb 11, 2026 16:11:38 PST)

Janice Kurth  
President

*Shannon Stubblefield*

Shannon Stubblefield (Feb 11, 2026 16:13:05 PST)

Shannon Stubblefield  
Executive Director

# 2025.08.12 MiraCosta College Foundation Executive Committee Meeting Minutes

Final Audit Report

2026-02-12

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By:	Elizabeth Lurenana (elurenana@miracosta.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAekfPItKp1Lbn7WtzGOjOM8aRYAmT6KqW

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