



MIRACOSTA COLLEGE FOUNDATION BOARD EXECUTIVE COMMITTEE

MINUTES OF THE REGULAR MEETING

August 13, 2024
Approved November 5, 2024

I. CALL TO ORDER & LAND ACKNOWLEDGMENT

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, August 13, 2024 in Conference Room 1116 on the MiraCosta College District's San Elijo Campus (3333 Manchester Avenue, Cardiff, CA 92007). The meeting was live-streamed and recorded via Zoom. President Janice Kurth called the meeting to order at 3:45 p.m. and read the land acknowledgment.

II. ROLL CALL, WELCOME, and INTRODUCTIONS

Committee Members Present:

Janice Kurth David McGuigan Cindy Musser
Karen Pearson Val Saadat

Committee Members Absent:

Tim Snodgrass Denise Stillinger

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 Vice President Pearson, seconded by Committee Member Saadat, the minutes of the regular meeting of April 23, 2024 were approved as presented.

Vote: 4/0/1/2
Aye: Kurth, McGuigan, Pearson, Saadat
Nay: None
Abstain: Musser
Absent: Snodgrass, Stillinger

VI. COMMITTEE UPDATES

- A. Executive Committee
i. President Kurth reported on the success of FY 23/24, including fundraising reaching \$2M, board giving at 100%, and board members attending college events at 90%.
a. This information will be shared as "Board Kudos" at the quarterly board meeting.
ii. President Kurth reported that 50% of board members have completed the Board Member Engagement Plan.
a. Kurth encouraged committee members who have not completed the engagement plan to do so and will announce it again at the board meeting. Staff will follow up as necessary.
iii. The committee reviewed the Quarterly Board Meeting Agenda, and staff made changes as requested.
a. The committee noted they think the consent agenda process is working well and discussed which items to include in the consent agenda.



**Vote:** 5/0/0/2  
**Aye:** Kurth, McGuigan, Musser, Pearson, Saadat  
**Nay:** None  
**Abstain:** None  
**Absent:** Snodgrass, Stillinger

- iv. VP/ED Stubblefield reported the Administrative Costs Recovery policy is due to be reviewed but that there are no recommended changes at this time.
  - a. By motion of Committee Member Saadat, seconded by Vice President Pearson, the Executive Committee approved the Administrative Costs Recovery policy as presented. The full board will vote on this policy at the August 27, 2024 quarterly board meeting.

**Vote:** 5/0/0/2  
**Aye:** Kurth, McGuigan, Musser, Pearson, Saadat  
**Nay:** None  
**Abstain:** None  
**Absent:** Snodgrass, Stillinger

- v. VP/ED Stubblefield reported that the Finance Committee will review the FY25/26 [Memorandum of Understanding](#) in FY24/25 Q2 or Q3 and the Full Board before submitting it to the Board of Trustees for approval in November 2025.

D. Innovation Grants & Scholarships

- i. Chair Saadat reported the committee agreed to award or partially award 16 out of 18 applications. The district's executive team is reviewing applications now, and awardees will be notified once approved.
- ii. Scholarship readers are needed from September 18 through October 2.
  - a. Staff will be in touch to confirm which board members are available to read (all are encouraged) and to do training since the system has been updated.

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

**Next Foundation Board Meeting (Oceanside Campus)**

Tuesday, August 27, 2024 at 3:00 – 5:00 p.m.

**Next Governance and Nominations Meeting (San Elijo Campus)**

Tuesday, October 29, 2024 at 2:00 – 3:00 p.m.

**Next Finance Committee Meeting (San Elijo Campus)**

Tuesday, November 5, 2024 at 2:00 – 3:30 p.m.

**Next Executive Committee Meeting (San Elijo Campus)**

Tuesday, November 5, 2024 at 3:45 – 5:00 p.m.

**VIII. FUTURE AGENDA ITEMS**

**IX. ADJOURNMENT**

The meeting was adjourned at 4:55 p.m.

  
Shammon Stubblefield (Dec 16, 2024 16:04 PST)

Executive Director

  
Janice Kurth (Dec 17, 2024 08:09 PST)

Board President










# 2024.08.13 MiraCosta College Foundation Executive Committee Meeting Minutes - approved

Final Audit Report

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