



MIRACOSTA COLLEGE FOUNDATION BOARD
REGULAR MEETING OF THE EXECUTIVE COMMITTEE

October 31, 2023
(Approved February 13, 2024)

I. CALL TO ORDER

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, October 31, 2023 in Conference Room 1116 on the MiraCosta College District’s San Elijo Campus (3333 Manchester Avenue, Cardiff, CA 92007). President Dave McGuigan called the meeting to order at 3:03 p.m.

II. ROLL CALL, WELCOME, and INTRODUCTIONS

Board Members Present:

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| Alec Babiarz | Bruce Bandemer | Dave McGuigan |
| Val Saadat (3:18pm) | Denise Stillinger | |

Board Members Absent:

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| Janice Kurth | Tim Snodgrass |
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Staff Members Present:

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| Elizabeth Lurenana | Shannon Stubblefield |
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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 Treasurer Bandemer, seconded by Committee Member Babiarz, the minutes of the regular meeting of August 1, 2023 were approved.

Vote: 5/0/0/2
 Aye: Babiarz, Bandemer, McGuigan, Saadat, Stillinger
 Nay: None
 Abstentions: None
 Absent: Kurth, Snodgrass

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

- A. Comprehensive Campaign Ad hoc Committee
 - 1. Campaign Success and Close-Out at \$10.6M
 - a. VP/ED Stubblefield explained that the bequest amount was what put the campaign over the goal
 - b. Endowment Matching Gift Campaign Update
 - a. Year two of the endowment has started with \$64,000+ pledged so far for FY23-24, toward the \$120,000 goal.
 - 2. Dec 6, 2023: Campaign Celebration Event and Holiday Concert
 - a. The event is in planning mode and speakers will be determined this week.
 - b. The Board will celebrate success and the close of this campaign and committee.
 - 3. Treasurer Bandemer recommended asking Vuori about the naming opportunity for the health and nutrition building. Committee Member Stillinger may have a contact. Staff will also research.

4. VP/ED Stubblefield and President/Superintendent Cooke are meeting with Genentech on November 1 to begin a conversation around naming rights for the biotech building.
 5. Annual Fund is the push for end-of-year giving. Matching funds have been acquired and will be sent out via mailing, Giving Tuesday, and electronic communication.
 - a. Board members can forward the email e-appeal to their contacts, to support the Annual Fund campaign.
 6. President McGuigan announced that Matt Adams (former board member) would like to organize a pickleball tournament to fundraise for the MiraCosta College Foundation.
- B. Executive Committee (McGuigan)
1. Celebrating Mission Moments and Foundation Board Member Successes
 - a. The committee discussed the possibility of celebrating board members and mission moments at board meetings. Possibilities are:
 - a. Denise Stillinger was Volunteer of the Year at NCPG for Rancho Santa Fe Foundation.
 - b. Biotech Alumnight, Karen Pearson's connections, Cindy Musser's Accounting Program Connection, Endowment Matching Campaign success for Bandemer, Resilience Fund giving
 - c. President McGuigan and VP/ED Stubblefield will discuss. The board will also be focused on meeting new board members.
 2. Review the November 14 Quarterly Board Meeting Agenda
 - a. President McGuigan asked committee members to let him and VP/ED Stubblefield know if they have any additions to the agenda.
- C. Governance & Nominations Committee
1. Board Development
 - a. Board Candidates (**Action Required**)
 - a. Angela Babiarz
 - b. Dorothy (Dottie) Benson
 - c. Alma Flores
 - d. Amy McNamara (Wynne)
 - e. Diane Mills
 - b. Governance & Nominations Committee Chair Stillinger gave a brief description of board candidates and stated they all meet significant gaps in the board grid and thanked VP/ED Stubblefield.
 - c. By motion of Treasurer Bandemer, seconded by Committee Member Saadat, all five candidates are approved by the Executive Committee to move forward to the full board on November 14, 2023.

Vote: 5/0/0/2
 Aye: Babiarz, Bandemer, McGuigan, Saadat, Stillinger
 Nay: None
 Abstentions: None
 Absent: Kurth, Snodgrass
 2. [ICBOC Representative](#)
 - a. Committee Member Babiarz will present this opportunity at the board meeting on November 14 since his term is expiring.
 3. FY24/25 Slate of Officers
 - a. The Board Officer Election Policy was shown for timeline information.
 - b. Chair Stillinger has begun to reach out to people who are eligible for the next round of Vice President and President. The committee noted that by years 2 and 3 of their first term, board members will need to consider being involved in leadership.
 - c. Sharon Wiback has volunteered to be the Vice Chair for the Governance and Nominations Committee meeting.
- D. Finance Committee
1. Highlights from Financials
 - a. Finance Committee Chair Bandemer gave highlights from the FY23/24 Q1 Financial Statements and FY22/23 Year-End Financial Statements & Recap.

- b. VP/ED Stubblefield gave more information on the top ten donations from Q1.
 - c. Chair Bandemer gave highlights from the Vanguard presentation at the Finance Committee Meeting. Committee members noted that the Vanguard presentation may be something to attract new Finance Committee members.
 - 2. Review Annual Dashboard
 - a. Chair Bandemer and VP/ED Stubblefield reviewed the document provided in the packet.
 - 3. Key Performance Indicators
 - a. Chair Bandemer and VP/ED Stubblefield reviewed the document provided in the packet.
- E. Innovation Grants and Scholarships Ad hoc Committee
 - 1. Innovation Grants and Scholarships Ad hoc Committee Chair Saadat gave a fall scholarship update.
 - a. There was a 33% increase in applicants this round.
 - b. Scholarship reading is ongoing. Staff will ask Alison Cotter to send a note to all readers letting them know she extended the deadline to November 3.
 - c. Chair Saadat will give a more complete report when the funds have all been awarded.
 - d. The committee asked Chair Saadat to include a slide for the board meeting with stats, as well as one or two sample application excerpts.
 - e. The committee recommended that Alison Cotter (or someone from the scholarship office) present at the next board meeting to walk the board through what it looks like to read and rate a scholarship.

VII. ANNOUNCEMENTS, MEETING, AND EVENT CALENDAR REVIEW

Next Foundation Board Meeting (Community Learning Center Campus)

Tuesday, November 14, 2023 at 3:00 – 5:00 p.m.

Next Comprehensive Campaign Committee Meeting (Zoom)

Tuesday, November 28, 2023 at 1:00 – 2:00 p.m.

Next Governance and Nominations Meeting (San Elijo Campus)

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

Next Finance Committee Meeting (San Elijo Campus)

Tuesday, February 13, 2024 at 1:00 – 2:30 p.m.

Next Executive Committee Meeting (San Elijo Campus)

Tuesday, February 13, 2024 at 3:00 – 4:00 p.m.

VIII. FUTURE AGENDA ITEMS

IX. ADJOURNMENT

Meeting was adjourned at 4:02 p.m.

David M. McGuigan
David M. McGuigan (Jun 6, 2024 10:16 PDT)


Shannon Stubblefield (Jun 7, 2024 11:03 PDT)

Dave McGuigan, Board President

Shannon Stubblefield, Executive Director










2023.10.31 MiraCosta College Foundation Executive Committee Meeting Minutes

Final Audit Report

2024-06-07

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