



MIRACOSTA COLLEGE FOUNDATION BOARD EXECUTIVE COMMITTEE MEETING

MINUTES OF REGULAR MEETING

NOVEMBER 1, 2022 (Approved February 7, 2023)

I. CALL TO ORDER

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, November 1, 2022 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 3:01 p.m.

II. ROLL CALL, WELCOME and INTRODUCTIONS

Committee Members Present:

Bruce Bandemer Janice Kurth David McGuigan Denise Stilling

Committee Members Absent:

Alec Babiarz

Advisors & Staff Present:

Shannon Stubblefield, MiraCosta College Foundation Executive Director/Vice President of Institutional Advancement Elizabeth Lurenana, MiraCosta College Foundation Temporary Board Support

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. Regular Meeting of August 2, 2022

By motion of Committee Member Kurth, seconded by Committee Member Bandemer, the minutes of the regular meeting of August 2, 2022 were approved.

- Vote: 3/0/1/1
Objection: None
Aye: Bandemer, Kurth, McGuigan
Nay: None
Abstention: Stilling
Absent: Babiarz

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

A. Governance & Nominations Committee (Stilling)

- 1. Bylaws Revision (Article V, Section 1)
a. Committee Member Stilling explained the recommended bylaws update.
2. Discussion of Board Gaps/Needs
a. There are currently two prospects who are CPAs. Board Member Stilling reviewed other major gaps including legal and real estate experts as well as members of the Latinx, LGBTQIA+, young people, and Veteran communities. Due to MiraCosta's designation as a Hispanic Serving Institution (HSI) the priority will be on Latinx representation.

- b. The maximum number of board members is 33 and there are currently 15. There are not enough staff to support 33, but there is definitely a need to bring on more board members strategically.
- c. The biggest challenge is meeting quorum by having enough board and committee members who can attend meetings in person meetings per the Brown Act.
- d. President McGuigan sent another board prospect (Dorothy Benson) to Executive Director/Vice President Stubblefield.

3. Board Prospects – Action Required

- a. Committee Member Stillinger reviewed the board applications for Eva Budnik and Cindy Musser.
By motion of Committee Member Stillinger, seconded by Committee Member Bandemer, the Executive Committee approved the board member applications of Eva Budnik and Cindy Musser to be sent to the full board for approval at their November 15, 2022 meeting.

Vote: 4/0/0/1

Objection: None

Aye: Bandemer, Kurth, McGuigan, Stillinger

Nay: None

Abstentions: None

Absent: Babiarz

- b. Customarily the vote for new members is done at the beginning of the meeting and new members are requested to come late to the meeting.
 - i. Executive Director/Vice President Stubblefield will send an email to the full board (BCC) with a note about the agenda.
 - ii. Staff will check the onboarding flow chart for next steps after the vote and the appropriate party will invite nominees to attend the board meeting.

B. Finance Committee (Bandemer)

- 1. This committee's meeting had to be cancelled. They will make up the meeting prior to the full board meeting if possible. Staff will ask the committee if they can arrive 30 minutes early for the full board meeting. If they are unable to do so, the meeting will be scheduled for a later date.
- 2. Committee Member Bandemer reviewed both the FY 21/22 End of Year Report and FY22/23 Q1 Financial Statements and answered questions from the committee about the plan to protect the portfolio and budget numbers for the coming year and how they affect fundraising.
- 3. Executive Director/Vice President Stubblefield and Committee Member Bandemer explained the [Investment and Spending Policy](#) and what it means for projections.
 - a. President McGuigan asked about the possibility of using significant amounts of money for specific initiatives. This has been done in the past.
- 4. The year-end appeal is currently being drafted. Committee Member Stillinger reiterated the importance of letting donors know we need their help to keep giving scholarships to students. The appeal will also include information about the board match and inflation.

C. Comprehensive Campaign Ad hoc Committee (McGuigan)

- 1. Launch of campaign at Community Leaders Breakfast
 - a. Executive Director/Vice President Stubblefield shared about the positive feedback from the event, specifically on the chosen speakers. A few donations were received, but this is not traditionally a giving event.
 - b. Executive Director/Vice President Stubblefield will share the date for a RAFFY year end scholarship celebration via e-mail and outlined other year end giving strategies. She will look at how to involve board members in these events (including poinsettia deliveries).
 - i. Staff will add this to the board agenda for November 15.
- 2. Progress updates
 - a. The goal is to raise \$150,000 between now and the end of the calendar year including grants.

- b. Meetings will be scheduled monthly in 2023 at a recurring meeting time.
 - c. President McGuigan met with David Brenner, former provost of UCSD about a possible partnership with Conrad Prebis Foundation and MiraCosta because of MCC's HSI standing and Biotech program.
 - i. Committee Member Kurth will send a personal email to Brandt Oliphant to seek a meeting.
- D. Innovation Grants and Scholarships Ad hoc Committee (Stubblefield)
- 1. Innovation Grants
 - a. The committee will meet on November 2 to review grant applications and will have an update at the quarterly board meeting.
 - 2. Scholarships
 - a. Staff have considered appropriate ways for community members to read scholarship applications.
 - i. Committee Member Kurth recommended downloading using sample scholarship applications in marketing and fundraising.
- E. Executive Committee (McGuigan)
- 1. President McGuigan gave an update on the status of annual board giving.
 - 2. Board Meeting Format and Refreshments
 - a. Refreshments and social time are needed at quarterly board meetings. There will be wine, beer and catered charcuterie set up before the meeting at 2:30pm so board members can snack during and after the meeting.
 - b. A photographer will also be present to take pictures of board members after the meeting.
 - 3. Review November 15, 2022 Quarterly Board Meeting Agenda
 - a. The committee reviewed the agenda and staff made the requested updates in the meeting.
 - 4. Committee Membership
 - a. President McGuigan is going to ask Innovation Grants and Scholarships Committee Chair Val Saadat to join the Executive committee.
 - b. President McGuigan will talk with Karen Pearson about being the chair of the Comprehensive Campaign Committee and also joining the Executive Committee.
 - c. President McGuigan will reach out to Tim Snodgrass about being on the Executive Committee in his capacity as Chair of the Audit Committee.
 - 5. Executive Director/Vice President Stubblefield gave a staffing update.

VII. ANNOUNCEMENTS, MEETING AND EVENT CALENDAR REVIEW

Next Quarterly Board Meeting

Tuesday, November 15, 2022 at 3:00 – 5:00 p.m.

Next Governance and Nominations Committee Meeting

Tuesday, January 31, 2023 at 2:00 – 3:00 p.m.

Next Finance Committee Meeting

Make-Up Meeting To Be Determined

Tuesday, February 7, 2023 at 1:00 – 2:30 p.m.

Next Executive Committee Meeting

Tuesday, February 7, 2023 at 3:00 – 4:00 p.m.

VIII. ADJOURNMENT

The meeting was adjourned at 4:18 p.m.



David M. McGuigan (Feb 24, 2023 15:50 PST)

Dave McGuigan, Committee Chair/Board President



Shannon Stubblefield (Feb 15, 2023 15:42 PST)

Shannon Stubblefield, Executive Director