

**MIRACOSTA COLLEGE FOUNDATION BOARD  
EXECUTIVE COMMITTEE**

**MINUTES OF REGULAR MEETING**

**November 5, 2024**  
**Approved February 4, 2025**

**I. CALL TO ORDER**

The MiraCosta College Foundation Executive Committee met in open session on Tuesday, November 5, 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.

**II. ROLL CALL**

**Committee Members Present:**

Janice Kurth	David McGuigan	Cindy Musser
Karen Pearson	Val Saadat	Tim Snodgrass (3:57 p.m.)
Denise Stillinger (3:48 p.m.)		

**Committee Members Absent:**

**Staff Members Present:**

Elizabeth Lurenana                      Shannon Stubblefield

President Kurth welcomed everyone to the meeting.

**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 Treasurer Musser, seconded by Committee Member Saadat, the minutes of the regular meeting of August 13, 2024 were approved as presented.

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

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

- A. Executive Committee
  - i. Board Kudos
    - a. The committee reviewed the draft of board kudos for the upcoming quarterly meeting and staff added requested items.
  - ii. Board Dashboard
    - a. Staff will add a line for the percentage of board members who have met their fiscal year goal.
  - iii. Community Leaders Breakfast Success
    - a. Vice President Pearson reported on the Community Leaders Breakfast, highlighting the strengths of the setup and programmatic elements.
      - 1. She noted it is an opportunity for board members to attend to network and be ambassadors for the foundation and offered to follow up with attendees she knows from the event.

- b. Nearly 300 people were in attendance.
  - c. Other committee members shared their experiences at the event and highlighted the program's strengths: Philanthropist of the Year, Dr. Cooke's speech, the student panel, and the printed materials.
  - iv. Review the Quarterly Board Meeting Agenda
    - a. VP/ED reviewed the board focus for Q2, highlighting the opportunity to fundraise for scholarships (to meet a gap of approximately \$350,000), the Endowment Matching Gift Campaign, and the Annual Fund.
      - 1. The committee discussed marketing ideas for raising money for scholarships and personal asks within their network.
    - b. The committee reviewed the draft of a new Naming Opportunities website and VP/ED Stubblefield gave an update on additional spaces to be added and other information on the process. This will be a weblink that can be sent to potential donors.
      - 1. Naming opportunities are approved by the college's Board of Trustees and can be up to a 5-year pledge.
      - 2. The committee recommended adding more successfully named buildings to the website.
    - c. Holiday Donor Appreciation Event: Wednesday, December 4 at 6:00 p.m.
      - 1. Vice President Pearson and VP/ED Stubblefield recommended board members invite prospective donors to the event.
    - d. Staff made changes to the agenda as requested by the committee.
  - v. Ad-Hoc Resource Development Committee
    - a. No progress has been made on gaining committee members.
      - 1. VP/ED Stubblefield reached out to potential committee members and only one person expressed interest in being on the committee (Diane Mills).
      - 2. Committee Chair McGuigan will invite people to join the committee at the next quarterly board meeting.
        - He may schedule a meeting with VP/ED Stubblefield and Diane Mills before the board meeting.
        - Vice President Pearson has volunteered to join the committee.
- B. Governance & Nominations Committee
- i. Committee Member Stillinger and VP/ED Stubblefield reviewed the applications of board prospects Michelle Gray and Anthony Spano. The Governance & Nominations Committee has approved both candidates.
    - a. By motion of Vice President Pearson, seconded by Committee Member McGuigan, the Executive Committee voted to move the applications of Michelle Gray and Anthony Spano forward to the full board to consider at the November 19, 2024 quarterly board meeting.
 

**Vote:** 7/0/0/0

**Aye:** Kurth, McGuigan, Musser, Pearson, Saadat, Snodgrass, Stillinger

**Nay:** None

**Abstain:** None

**Absent:** None
  - ii. Prospect List Review
    - a. VP/ED Stubblefield reported the Governance & Nominations Committee reviewed board term expirations and recommended staff bring lists of people in the community for board members to review and note if they know someone who could be a potential board member.
      - 1. Committee Member Snodgrass and Vice President Pearson identified a prospect to add to the list.
      - 2. Committee members suggested that Non-Profit Management Solutions and LinkedIn are possible places to post that the foundation is open to new board members.
      - 3. Committee Chair Stillinger recommended board members advertise to the community that they are on the foundation board.

C. Finance Committee (Musser)

i. Treasurer Musser reviewed the FY23/24 End of Year Financial Statements

- a. By motion of Committee Member Snodgrass, seconded by Committee Member Saadat the FY23/24 End-of-Year Financial Statements were approved as presented.

**Vote:** 7/0/0/0

**Aye:** Kurth, McGuigan, Musser, Pearson, Saadat, Snodgrass, Stillinger

**Nay:** None

**Abstain:** None

**Absent:** None

ii. Treasurer Musser reviewed the FY24/25 Q1 Financial Statements & Recap

- a. By motion of Vice President Pearson, seconded by Committee Member Stillinger the FY24/25 Q1 Financial Statements & Recap were approved as presented.

**Vote:** 7/0/0/0

**Aye:** Kurth, McGuigan, Musser, Pearson, Saadat, Snodgrass, Stillinger

**Nay:** None

**Abstain:** None

**Absent:** None

iii. Review Key Performance Indicators

- a. Treasurer Musser briefly reviewed the Key Performance Indicators and recommended committee members review them in further detail before the board meeting on November 19, 2024.

iv. Quasi Endowment

- a. Treasurer Musser reviewed the proposal concerning a new quasi-endowment.

- b. By motion of Committee Member Snodgrass, seconded by Vice President Pearson, the committee voted to approve partially endowing \$50,000 from the Diane Bessell Trust to establish the Diane Bessell Trust Quasi Endowment.

**Vote:** 7/0/0/0

**Aye:** Kurth, McGuigan, Musser, Pearson, Saadat, Snodgrass, Stillinger

**Nay:** None

**Abstain:** None

**Absent:** None

D. Innovation Grants & Scholarships

- a. Committee Chair Saadat reported on a discussion at the most recent committee meeting where the committee agreed it is necessary to change the grant application name to something other than "Innovation" Grants. The committee is taking recommendations and considering ideas like the "Transforming Lives Grant." The committee also agreed to make changes to allowable items to be funded through the grants, move up the dates of the application (so it will open in February, close in April, and be awarded in May for FY25/26), and implement a new application system to streamline supervisory approval for all applications.

1. Committee Member Stillinger gave a recommendation of "Program Enhancement Grants" as another option.

ii. Scholarship Update

- a. There were a total of 985 applicants which is an increase of 75% year over year.

1. This was in large part due to the Financial Aid Office notifying students in PeopleSoft what scholarships they may be eligible for.

2. 346 qualified applicants did not receive scholarships due to lack of funding. The committee discussed the need to highlight this funding gap at the quarterly board meeting.

- An additional \$20,000 is being awarded through funds foundation staff are making available.

- An additional gap of \$330,000 exists.
  - Staff will call lapsing donors and look at lists of possible donors to meet this gap.
  - Staff will send board members a template of a fundraising e-mail they can send to their personal contacts.
  - The committee recommended marketing.
3. 197 applicants didn't qualify for any scholarships.
- b. Chair Saadat reported that more than half of board members read scholarships this cycle.

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

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

Tuesday, November 19, 2024 at 3:00 – 5:00 p.m.

**Next Innovation Grants & Scholarships Committee Meeting**

Wednesday, January 22, 2025 at 12:30 – 1:30 p.m.

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

Tuesday, January 28, 2025 at 2:00 – 3:00 p.m.

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

Tuesday, February 4, 2025 at 2:00 – 3:30 p.m.

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

Tuesday, February 4, 2025 at 3:45 – 5:00 p.m.

**Next Audit Committee Meeting (San Elijo)**

Tuesday, April 22, 2025 at 1:00 – 1:30 p.m.

**VIII. FUTURE AGENDA ITEMS**

**IX. ADJOURNMENT**

The meeting adjourned at 5:03 p.m.

  
 Janice Kurth (Feb 10, 2025 16:52 PST)

President, Board of Directors

  
 Shannon Stubblefield (Feb 11, 2025 14:18 PST)

Executive Director, MiraCosta College Foundation










# 2024.11.05 MiraCosta College Foundation Executive Committee Meeting Minutes

Final Audit Report

2025-02-11

Created:	2025-02-10
By:	Elizabeth Lurenana (elurenana@miracosta.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-rCY_YOJ7uIPWK97oeJnB32_GwQYBB8h

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