



FOUNDATION

MIRACOSTA COLLEGE FOUNDATION BOARD

FINANCE COMMITTEE MEETING

Tuesday, February 16, 2021 1:30 p.m. – 3 p.m.

Zoom Video Conference

Join Zoom Meeting

<https://miracosta-edu.zoom.us/j/97675151759?pwd=MFhzUzlhaENLdkM1ZmJtUFFsR2tqdz09>

Meeting ID: 976 7515 1759

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One tap mobile +16699006833,,97675151759#

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MINUTES

I. CALL TO ORDER

Request consent to record the meeting

Chair, Bandemer called the meeting to order at 2pm

II. ROLL CALL, WELCOME, INTRODUCTIONS

Committee members present:

Matt Adams
Bruce Bandemer
Greg Grajek
George Karetas
Sharon Wiback

Committee members absent:

Advisors present:

Foundation Board President, Alec Babiarz
VP Administrative Services, Tim Flood

Staff present:

Executive Director, Cynthia Rice
Foundation Specialist, Dee Jaykus
Sr. Development Specialist, Tori Fishinger

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

None



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IV. CHANGES IN AGENDA ORDER

Moved College updates to end of meeting. VP of Administrative Services is delayed.

V. APPROVE MEETING MINUTES – Action

Regular meeting November 17, 2020

By motion made by committee member Grajek and seconded by committee member Adams, the regular meeting minutes of November 17, 2020 were approved.

Vote: 5/0

Aye: Adams, Bandemer, Grajek, Karetas, Wiback

Absent: None

Abstentions: None

VI. PRESENTATION(S)

None

VII. COLLEGE UPDATES (10 minutes)

A. Office of Administrative Services – Vice President, Tim Flood
Advisor, VP Flood discussed the integration with Workday involves not only accounting, but IT and needs to give the programming team the time to build the bridge from Raiser’s Edge to Workday.

The Finance department would like to apologize for the delay in the financials. Finance team has been working hard to catch up with the transition to Workday and delayed audits. Until Raiser’s edge is hooked up with automatic gift importing into Workday it’s a very manual process and time consuming.

Flood reported the College financial and performance audit is usually done in December. The State provided everyone an extension based off of the issue the state was having with getting information to the College in a timely manner. Statewide was pushed back 2 months. College will be end of this month.

VIII. COMMITTEE REPORT(S)

A. Audit

Rice reported that the audit is delayed. Spoke with auditors and will meet sometime in late March or after.



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B. Finance Committee

- i. Review Top 10 Donors
- ii. Review FY 20/21 Q1 & Q2 Key Performance Indicators
- iii. Review & Approve FY20/21 combined Q1/Q2 Financial Statements – **Action**
By motion made by committee member Karetas and seconded by committee member Wiback, the combined Q1/Q2 Financial Statements were approved.
Vote: 5/0
Aye: Adams, Bandemer, Grajek, Karetas, Wiback
Absent: None
Abstentions: None
- iv. Review FY20/21 Operating Budget
Chair, Bandemer recommended transferring \$300,000 from Union Bank to LAIF. Rice to initiate transfer.
By motion made by committee member Grajek and seconded by committee member Karetas, the transfer of \$300,000 from Union Bank to LAIF was approved.
Vote: 5/0
Aye: Adams, Bandemer, Karetas, Wiback
Absent: Grajek
Abstentions: None
- v. Review draft Policy for Gift Acceptance and Campaign Gift Crediting for MiraCosta College Foundation Comprehensive Campaign

Rice presented the report as a need to put in writing a guide for staff members when they're actually talking to prospective donors. Currently the development office is spending a lot of time talking to corporations and businesses about the comprehensive campaign and receiving a commitments from them.

Karetas asked for edit to clarify gift sources. Suggested, instead of "not legal credit", add a comment that the corporation that made the contribution will receive credit and the person that recommended the donation receive recognition. Noted under fourth bullet point where the language is cleared up although states "legal credit".

Chair, Bandemer: Suggested to make the fourth bullet the first so it Introduces the topic and makes more sense as you read through

Karetas noted typo in the document. Tulsa Community College needs to be removed.



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IX. ANNOUNCEMENTS, MEETING AND EVENT CALENDAR REVIEW

Next Board meeting 3 – 5 p.m. Tuesday, May 18, 2021 – **Zoom**
See attached Meeting and Events Calendar for future meeting dates

X. FUTURE AGENDA ITEMS

None

XI. ADJOURNMENT

Chair, Bandemer adjourned the meeting at 3pm

* **ITEMS ON THE AGENDA:** Members of the audience may address the Foundation Board Committee on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by the committee. Non-English speakers utilizing a translator will have six (6) minutes to directly address the Committee.

ITEMS NOT ON THE AGENDA: Members of the audience may address the Foundation Board Committee on any topic not on the agenda so long as the topic is within the jurisdiction of the Foundation. Under the Brown Act, the committee is not permitted to engage in public discussion or take any action on an agenda item not on the agenda, except that members of the committee may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions posed by the public, a member of the committee may ask a question for clarification. A member of the committee or the committee itself may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3) minutes unless the committee waives the time limit. Non-English speakers utilizing a translator will have six (6) minutes to directly address the committee. The committee may also limit the total amount of time for public comment on a particular topic to fifteen (15) minutes.

DECORUM: Decorum requires members of the public to observe order at committee meetings. Speakers shall speak to the issues, and refrain from using defamatory or abusive personal remarks that disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of the business of the Foundation Board Committee. The presiding officer has the authority to run the meeting, which includes the authority to issue warnings, call for recesses, or clearing the boardroom in the event of disruptive behavior. Government Code section 54954.3(c) establishes that the legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body, and California Penal Code section 403 makes it a misdemeanor for any person to willfully disturb or break up any lawfully authorized assembly or meeting.

Foundation Committee meetings are held in meeting rooms that are accessible to those with mobility disabilities. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the board assistant, 760.795.6645, 760.757.2121, extension 6645, or 619.755.5155, extension 6645. The California Relay Service is available by dialing 711 or 800-735-2929 or 800-735-2922.

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