



MIRACOSTA COLLEGE FOUNDATION BOARD

MINUTES OF THE REGULAR MEETING

February 21, 2023
Approved May 16, 2023

MiraCosta College Foundation Mission:

Promote the benefits of MiraCosta College and secure resources that transform lives.

MiraCosta College Foundation Vision:

Educational opportunities for all.

I. CALL TO ORDER

The MiraCosta Community College Foundation Board of Directors met in open session on Tuesday, February 21, 2023, 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. Quorum was not met until 3:15 p.m. The meeting's audio was live streamed on the district website and recorded.

II. INTRODUCTIONS

While waiting for quorum, members of the board introduced themselves to ASG President Ayala.

III. CHANGES IN AGENDA ORDER

While waiting for quorum, Board Member Babiarz reviewed part two of the Money Flow Explanation with support from Treasurer Bandemer. The presentation is attached to these minutes for the public to view, and the flow chart referenced can be found on the foundation website.

- A. VP/ED Stubblefield expressed her thanks as did other board members.
B. The auditors have communicated their appreciation of MiraCosta College Foundation's clear policies around money movement.

IV. ROLL CALL

Board Members Present:

Alec Babiarz, Bruce Bandemer, Jimmy Figueroa (arrived at 3:15 p.m.), Hap L'Heureux, Dave McGuigan, Cindy Musser, Karen Pearson, Tim Snodgrass (arrived at 3:27 p.m.), Kimberly Troutman, Sharon Wiback

Board Members Absent:

Matthew Adams, Eva Budnik, Melissa Grajek, Janice Kurth, Val Saadat, Sudershan Shaunak, Denise Stillinger

Board Candidates Present:

Hema Crockett (present after board approved her candidacy)

Advisors & Staff Present:

Monserrate Ayala, MiraCosta College Associated Student Government (ASG) President, Tori Fishinger, MiraCosta College Foundation Associate Director, Elizabeth Lurenana, MiraCosta College Foundation Temporary Board Support, Rita Soza, MiraCosta College Interim Public & Governmental Relations Director (Zoom), Shannon Stubblefield, MiraCosta College Vice President of Advancement/Foundation Executive Director

V. Board Candidate Vote

- A. Hema Crockett

- i. By motion of Board Member Pearson, seconded by Board Member Troutman, board candidate Hema Crockett was voted onto the MiraCosta college Foundation Board of Directors. Her first term will end on June 30, 2027.

Vote: 9/0/0/8
Aye: Babiarz, Bandemer, Figueroa, L'Heureux, McGuigan, Musser, Pearson, Troutman, Wiback
Nay: None
Abstentions: None
Absent: Adams, Budnik, Grajek, Kurth, Saadat, Shaunak, Snodgrass, Stillinger

VI. APPROVE MEETING MINUTES

- A. By motion of Board Member Musser, seconded by Board Member Babiarz, the minutes of the Regular Meeting of November 15, 2022, were approved.

Vote: 6/0/3/8
Aye: Babiarz, Bandemer, Figueroa, McGuigan, Musser, Troutman
Nay: None
Abstentions: L'Heureux, Pearson, Wiback
Absent: Adams, Budnik, Grajek, Kurth, Saadat, Shaunak, Snodgrass, Stillinger

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

None

VIII. New board member, Hema Crockett, joined the meeting and introduced herself.

IX. COMMITTEE, AD HOC AND TASK FORCE REPORTS

A. Executive Committee

- i. Upcoming Retreat/Strategic Planning Meeting
 - a. Board President McGuigan is working with Vice President Kurth & VP/ED Stubblefield on an upcoming board retreat (May 16, 2023 from 3-6pm). It will not be a full retreat because it will still be a regular board meeting as well. The meeting's goals are team building, reaffirming the mission and vision, and working on a plan for FY 23/24. McGuigan asked the board to please try to prioritize attendance for that day. More details will be sent out via email.
- ii. McGuigan asked for people to share big ideas on how to raise more money.
 - a. Wiback: community recognition/awareness/visibility; especially biotech program
 - b. Fishinger: prospecting, alumni and media connections
 - c. Lurenana: alumni association & staffing
 - d. Stubblefield: prospects and one-on-one connections.
 - e. Pearson: making time and committing to prospecting so connections can snowball.
 - f. Crockett: talking points so board members have a way to start the conversation with donors and everyone can be consistent.
 - g. Snodgrass: events (on and off campus); major corporation donors
 - h. Figueroa: stories of the students are the biggest asset and social media presence needs to be improved.
 - 1. Share how "MiraCosta has transformed lives and those lives have transformed communities" (transitions program; investing in MiraCosta makes economic sense)
 - i. Bandemer: "did you know" program; community college is the best kept secret.
 - j. Musser: talking points; visibility.
 - k. Babiarz: problem analysis process for staff (and other stakeholders) with an outside facilitator; begin with issue statement "the gift production in our district does not match the economic demographics" to figure out cause and then get to solutions and prioritize.

- l. L'Heureux: San Diego Foundation connection/synergy (2-5 year goal); baccalaureate program awareness;
- m. Ayala: social media; let donors know MiraCosta's reach goes outside of California and is not just serving young adults; share the diverse resources available to students.
- n. Troutman: create an outreach package together with stories, resources, etc.; speak to organizations to share what's happening on campus.

B. Finance Committee

i. Review & Approve FY22/23 Q2 Financial Statements

- a. Treasurer Bandemer reviewed the FY22/23 Q2 Financial Statement. By motion of Board Member Wiback, seconded by Board Member Musser, the FY22/23 Q2 Financial Statement was approved.

Vote: 10/0/0/8
 Aye: Babiarz, Bandemer, Crockett, Figueroa, L'Heureux, McGuigan, Musser, Pearson, Troutman, Wiback
 Nay: None
 Abstentions: None
 Absent: Adams, Budnik, Grajek, Kurth, Saadat, Shaunak, Snodgrass, Stillinger

ii. Review & Approve FY22/23 Q2 Recap with Recommendations from Accounting Department – **Action Required**

- a. Treasurer Bandemer reviewed the FY22/23 Recap with Recommendations from the Accounting Department. By motion of Board Member Pearson, seconded by Board President McGuigan, the FY22/23 money movement recommendations from the Accounting Department were approved as submitted.

Vote: 10/0/0/8
 Aye: Babiarz, Bandemer, Crockett, Figueroa, L'Heureux, McGuigan, Musser, Pearson, Troutman, Wiback
 Nay: None
 Abstentions: None
 Absent: Adams, Budnik, Grajek, Kurth, Saadat, Shaunak, Snodgrass, Stillinger

iii. Review ["Investment and Spending Policy"](#)

- a. Treasurer Bandemer explained the Finance Committee reviewed the 10 and 30 year outlook with Vanguard and is recommending leaving the spending rate at 5% (no changes to the policy).

By motion of Board Member Musser, seconded by Board Member Snodgrass, the spending rate will remain the same for FY23/24.

Vote: 10/0/0/8
 Aye: Babiarz, Bandemer, Crockett, Figueroa, L'Heureux, McGuigan, Musser, Pearson, Troutman, Wiback
 Nay: None
 Abstentions: None
 Absent: Adams, Budnik, Grajek, Kurth, Saadat, Shaunak, Snodgrass, Stillinger

- b. Treasurer Bandemer shared a recommendation from the Finance Committee to update the money movement flow chart with a note that scholarship funds will temporarily remain in LAIF each year from February – October (outside the policy).

By motion of Board Member Babiarz, seconded by Board Member Pearson, a note will be added to the money movement flow chart stating “Funds for scholarships will be temporarily deposited into LAIF from February – October of each year. These funds are outside of the other amounts in the policy.”

Vote: 11/0/0/7
Aye: Babiarz, Bandemer, Crockett, Figueroa, L’Heureux, McGuigan, Musser, Pearson, Snodgrass, Troutman, Wiback
Nay: None
Abstentions: None
Absent: Adams, Budnik, Grajek, Kurth, Saadat, Shaunak, Stillinger

C. Governance & Nominations Committee (Babiarz)

- i. Board Candidates & Former Board Member Recognition
 - a. Board Member Babiarz gave an update on board member candidate numbers and priorities.
 - b. Staff circulated questionnaires for board members to fill out, to update the grid document with relevant expertise and demographic information.
- ii. AB 2449 Review and Recommendations
 - a. Board Member Babiarz explained that AB2449 adds specific provisions for board members to attend meetings remotely in case of emergency circumstances or just cause as outlined in the meeting packet.
 - b. Board Member Babiarz encouraged board members to review the Brown Act training link provided by staff, stating this will be on a signature sheet in the future.
- iii. Land Acknowledgment at Board Meetings
 - a. Board Member Babiarz noted the Governance & Nominations and Executive Committees recommended adding a Land Acknowledgment statement to all board and committee meeting agendas and also verbalizing the Land Acknowledgement at the first quarterly board meeting of each fiscal year.

D. Comprehensive Campaign Ad hoc Committee (McGuigan)

- i. Progress Updates
 - a. VP/ED Stubblefield reported that the campaign is nearing \$7.6 million.
 - b. The committee’s current focus is on prospecting and engaging donors.
 - c. Naming Opportunities
 1. VP/ED Stubblefield reported there are currently five naming opportunities for new buildings. Donors who want to take advantage of a naming opportunity need to be fully vetted by the district’s legal counsel. There was recently a building at CSUSM that had to have the lead donor’s name reviewed, and MiraCosta wants to avoid this.
 2. McGuigan encouraged board members to work on finding lead donors for naming opportunities.
 - d. VP/ED Stubblefield reported when the committee set the end of 2024 as a goal for wrapping up the campaign, they thought \$8.4 million had already been raised, but it should have been \$7.4 million. Because of this, finishing the campaign by the end of 2024 is going to be a challenge, but if new prospects can be found it is still possible.

E. Innovation Grants and Scholarships Ad hoc Committee (Fishingier)

- i. Spring Scholarship update
 - a. Alison Cotter is now the district staff in charge of scholarships and will reach out to readers. Training documents for new readers are available.
 - b. Scholarship applications are currently open and reading will happen in April.
 1. If anyone new wants to be a reader email foundation@miracosta.edu

2. If a board member doesn't know if they are a reader, also check with staff.
- c. This spring session of applicants will be a smaller pool because the annual scholarship application was moved to the fall.
- d. McGuigan asked for reports on scholarship recipients at the next board meeting.

F. Audit Committee (Snodgrass)

- i. The next meeting is scheduled for March 8 at 9:00 a.m. at San Elijo campus.

X. COLLEGE UPDATES (45 minutes)

A. Office of the Superintendent/President & Administrative Services – Update given by VP/ED Stubblefield on behalf of Superintendent/President Cooke

- i. Superintendent/President Cooke attended two conferences honoring students:
 - a. Achieving the Dream Conference (in Chicago) where student Luis De Luna was honored from MiraCosta's biomanufacturing program. (City of Oceanside Mayor also honored several staff and students at the conference.)
 - b. Community College Baccalaureate Association celebration in Rancho Mirage. Student Niloufar Massrou received a scholarship to attend along with recognition.
- ii. Groundbreaking for Media Arts building on February 27 at 1pm. All board members are invited to attend.

B. Board of Trustees – Update given by VP/ED Stubblefield on behalf of Trustee Clendening

- i. The spring semester kicked off with a lot of people on campus and a lot of construction.
 - a. The Library, STEM Center & Writing Center temporarily moved, with the STEM & Writing Centers in the Admin building.
 - b. There is excitement at over 13 events scheduled for Black History Month, the positive atmosphere has been dimmed due to multiple violent events around the country.
 - c. Congressman Mike Levin awarded the district with a \$1 million grant to provide free workforce training at the Technology Career Institute.
 - d. Devon Boone (CARE Program) and Dr. Annie Ngo were honored by the College Futures Foundation as leaders for their adaptive and equity-focused holistic support for students.

C. MM Bond Oversight – Update given by Foundation Board Representative Babiarz

- i. Board Representative Babiarz reviewed the presentation in the board agenda packet.
 - a. There are 38 projects (6 consolidated into 1), 18 of which are active, 17 completed, and 3 not started.
 - b. Some projects were removed and others had to be supplemented with district funding because of inflated costs.
 - c. Measure MM Auditors reported a "clean audit" of the operational procedures and financial practices.

D. ASG Update – Update given by ASG President Ayala

- i. Students have had trouble finding their way on campus with all the construction, but PIO has added more signage and students are settling in.
- ii. ASG has done team building recently because connection was a challenge.
- iii. Students are working to get Culinart (on-campus food provider) to accept food stamps.
 - a. Staff are working with Saddleback College since they are one of the only community colleges that currently have this program.
- iv. ASG meets every two weeks on Fridays. Membership has been fluctuating, but about 20-30 people attend meetings.

E. Institutional Advancement – Update given by Vice President of Institutional Advancement Stubblefield

- i. Key Projects for the Office of Advancement
 - a. Media & Press Strategy – the goal is to target key media outlets individually to increase presence both locally and nationally.
 - b. San Elijo Campus Presence
 1. Farmer’s market on Saturdays in partnership with Cardiff 101
 2. LIFE Group – both San Elijo & Oceanside campuses have groups (SAN is about 80 people)
 3. Small business development group
 4. Increased signage is being worked on by the Public Information Office (PIO)
 - c. Emergency Communications – there is a 150-page plan and the Public Information Officer (Rita Soza) is the point person with VP/ED Stubblefield as the backup. They are meeting with Chief of Police Saadat for intensive training.
 - d. The “Contact Us” website system is being updated.
 - e. Staffing
 1. Susan Walker (who used to run the switchboard) retired, so four part time people are filling that role currently along with student workers have also been helping manage the significant traffic.
 - A new strategy for this position will be determined when Kristen Huyck returns from maternity leave in June.
 2. Along with Kristen Huyck on maternity leave, France Cruz (social media) will also be on maternity leave within the next month.
 - PIO is bringing someone in 20 hrs/week to help with social media.
 - While France Cruz is out, Tori Fishinger will be the only staff member working with the Alumni Association.
 - i. There is a Theatre Alumnight on March 18, where the actor who played the Hand in the original movie/series will attend.
 - ii. Athletics department would like to add an alumni event for basketball to capitalize on new coach’s Netflix show “Last Chance You.” Staff will meet with them to plan.
 - iii. Board Member Figueroa will connect Stubblefield with an alumnus from 2009 who he knows and is now a talent manager.
 3. Brian Astredo was hired as Development Officer. This was an internal promotion so will be recruiting for the Foundation Specialist position.
- f. Fundraising
 1. Almost \$7.6 million has been raised toward the campaign. The foundation is currently on track for its revenue budget and ahead for fundraising goals. The foundation is about neck and neck with fundraising as it was last year.
 - In addition to the amount from December financials, the foundation has had about \$100,000 in large donations in January/February.
 2. Prospecting- staff have been meeting with many people but could use more help from the board with additional prospecting.
- g. Grants
 1. The foundation is providing support for 3 public grants and working on 4 more.
 2. The foundation has brought in \$120,000 in private grants that have been submitted this fiscal year. There have been a total of twenty-one submitted and several are pending. Only 10% have been declined to date.
- h. Events
 1. Conrad Prebys Foundation event on Oceanside Campus on Thursday 2/23
 - MiraCosta leadership and board member Janice Kurth met with their new CEO and this led to him asking to use the Oceanside campus for their strategy launch in North County.

2. The Career Education Team hosting event on April 28. The purpose is to bring together industry advisors.
 3. There are several event opportunities for board members to attend coming up. Staff will send out a list for board members to RSVP.
- i. Infrastructure Projects the foundation/development office is working on include re-vamping the budgeting process, revising the gift-in-kind policy, a new system for college fundraising requests, reporting, and finalizing all SOPs.

XI. ANNOUNCEMENTS AND MEETING AND EVENT CALENDAR REVIEW

Next Comprehensive Campaign Committee Meeting (Zoom)

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

Next Audit Committee Meeting (San Elijo Campus)

Wednesday, March 8, 2023 at 9:00 – 10:00 a.m.

Next Governance and Nominations Meeting (San Elijo Campus)

Tuesday, April 25, 2023 at 2:00 – 3:00 p.m.

Next Finance Committee Meeting (San Elijo Campus)

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

Next Executive Committee Meeting (San Elijo Campus)

Tuesday, May 2, 2023 at 3:00 – 4:00 p.m.

Next Foundation Board Meeting/Strategic Planning Retreat (San Elijo Campus)

Tuesday, May 16, 2023 at 3:00 – 6:00 p.m.

XII. POSSIBLE FUTURE AGENDA ITEMS

XIII. ADJOURNMENT

The meeting was adjourned at 5:02 p.m.

Dave McGuigan

Dave McGuigan (Jun 2, 2023 10:25 PDT)

Dave McGuigan, President of the MiraCosta College Foundation

Shannon Stubblefield

Shannon Stubblefield (Jun 2, 2023 12:41 PDT)

Shannon Stubblefield, Executive Director of the MiraCosta College Foundation











2023.2.21 MiraCosta College Foundation Quarterly Board Meeting Minutes

Final Audit Report

2023-06-02

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