



MIRACOSTA COLLEGE FOUNDATION BOARD

MINUTES OF THE REGULAR MEETING

May 16, 2023

Approved August 15, 2023

Foundation Board members and guests answered three questions on sticky notes as an activity prior to the meeting being called to order.

I. CALL TO ORDER

The MiraCosta Community College Foundation Board of Directors met in open session on Tuesday, May 16, 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 3:13 p.m. Members of the public were also able to participate via Zoom where the meeting was recorded.

II. ROLL CALL, WELCOME, INTRODUCTIONS

Board Members Present:

Matthew Adams	Alec Babiarz	Bruce Bandemer
Hema Crockett	Janice Kurth	Dave McGuigan
Cindy Musser	Karen Pearson	Val Saadat
Denise Stillinger	Kimberly Troutman (@4:00p.m.)	Sharon Wiback (@3:40 p.m.)

Board Members Absent:

Eva Budnik	Jimmy Figueroa	Hap L'Heureux
Sudershan Shaunak		

Guests/Advisors/Staff Present:

Brian Astredo, Development Officer, MiraCosta College
 Monserrate Ayala, President, MiraCosta College Associated Student Government
 Carl Banks, President, MiraCosta College Classified Senate
 Devon Boone, Director/Manager of Campus Assessment, Resources, & Education, MiraCosta College
 Raye Clendening, Trustee, MiraCosta College Board of Trustees
 Dr. Sunita V. Cooke (Zoom), President/Superintendent, MiraCosta Community College District
 Mitra De Souza, Director of Student Services, MiraCosta College Community Learning Center
 Tori Fishinger, Associate Director of Institutional Advancement, MiraCosta College
 Dr. Kristen Huyck, Director of Public & Governmental Relations, Marketing & Communications, MiraCosta College
 Elizabeth Lurenana, Administrative Assistant to Foundation/Development, MiraCosta College
 Nick Mortaloni, Dean of Student Affairs, MiraCosta College
 Shannon Stubblefield, Vice President of Institutional Advancement/Executive Director of the Foundation

A. Guests and staff introduced themselves to the board of directors.

III. CHANGES IN AGENDA ORDER

A. Item "XV. Team Building" was removed from the agenda.

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

None

V. MIRACOSTA COLLEGE STUDENTS AND NEEDS

A. President McGuigan gave a presentation on basic statistics surrounding MiraCosta College and the foundation, as well as his goals for FY23/24. The full presentation is attached to these minutes.

i. Feedback from board members was requested and given on the following items:

1. Missing Value Propositions: small class sizes (max of 35 students), wrap around service, a community that cares for the whole person, state of the art facilities, #3 should be split into two separate items, huge transfer success beyond UCs.
2. Further District Data to include: African American group missing from demographics (wasn't in the MiraCosta report we pulled from).
3. Further District Data desired by the board (data sources not identified): number of businesses in the district, number of foundations in the district (family and community), and number of veterans in the district.
4. PIO is finalizing an economic impact report that will be shared with the board when released.
5. Staff will continue to provide board members with individual stories to augment impressive statistics. Many of these can be found on the website and in both the [Annual Report](#) and [Transforming Lives](#) publications.

VI. STUDENT SERVICES PANEL

- A. Devon Boone, Mitra De Souza, and Nick Mortaloni from the Student Services team gave a presentation (provided in the minutes) regarding student needs and the impact of funding from the foundation. They shared the history of the Campus Assessment, Resources and Education (CARE) Program as well as both statistical data and individual impact stories.
- i. The panel emphasized the need for raising flexible funds and the huge impact this aid has on student persistence rates. The CARE Program is funded by a grant from the state, which covers the cost of food distribution. Additional funding is needed for student support outside of food and groceries. President/Superintendent Cooke explained there is a 50% law for district funds that penalizes the district when money is spent on anything other than classroom instruction, which includes this program.
 - ii. Board members recalled the success of the 2020 emergency fund kits for specific needs in the \$500-1000 range, and discussed an updated, more flexible, version for 2023/24 to share with prospects.
 - iii. Vice President/Executive Director Stubblefield shared that all programs on campus are being encouraged to share their specific giving page links on their district website pages, so donors can easily give to what they are passionate about. This will allow the foundation website to focus on a few key flexible funds. The foundation website is currently being re-mapped and updated.

VII. CLASSIFIED SENATE PRESIDENT REPORT

- A. Carl Banks (outgoing MiraCosta College Classified Senate President) gave a report on behalf of the Classified Senate, thanking the foundation board for its partnership and informing the new president for FY23-24 will be Omar Jimenez, who works in the Social Justice & Equity Center on campus. He also shared the Classified Senate hosts a holiday event each year that serves as a fundraiser for scholarships, and they have been able to endow one student scholarship and are currently working on another.

VIII. BREAK

IX. APPROVE MEETING MINUTES

- A. By motion of Board Member Stillinger, seconded by Board Member Pearson, the minutes of the Regular Meeting of February 21, 2023 were approved.

Vote: 12/0/0/4
 Aye: Adams, Babiarz, Bandemer, Crockett, Kurth, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman, Wiback
 Nay: None
 Abstentions: None
 Absent: Budnik, Figueroa, L'Heureux, Shaunak

X. GOVERNANCE AND NOMINATIONS COMMITTEE UPDATE

- A. By motion of Board Member Wiback, seconded by Board Member Crockett, the proposed Board Officer Election Policy was approved.

Vote: 12/0/0/4
Aye: Adams, Babiarz, Bandemer, Crockett, Kurth, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman, Wiback
Nay: None
Abstentions: None
Absent: Budnik, Figueroa, L'Heureux, Shaunak

- B. Governance and Nominations Committee Chair Stillinger thanked Board Member Adams for his service on the board of directors, informing the board that he is not seeking a second term. His service will be completed as of 6/30/2023. He was presented with a plant from the horticulture department and a thank you card.

- C. By motion of Chair Stillinger, seconded by Board Member Saadat, Board Member Pearson was elected to serve a second term as a member of the MiraCosta College Foundation Board of Directors. Her second term will run from July 1, 2023 until June 30, 2026.

Vote: 12/0/0/4
Aye: Adams, Babiarz, Bandemer, Crockett, Kurth, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman, Wiback
Nay: None
Abstentions: None
Absent: Budnik, Figueroa, L'Heureux, Shaunak

XI. FINANCE COMMITTEE PRESENTATION

- A. By motion of Board Member Musser, seconded by Vice President Kurth, the FY22-23 Q3 Financials were approved as presented by Finance Committee Chair Bandemer.

Vote: 12/0/0/4
Aye: Adams, Babiarz, Bandemer, Crockett, Kurth, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman, Wiback
Nay: None
Abstentions: None
Absent: Budnik, Figueroa, L'Heureux, Shaunak

- B. Finance Committee Chair Bandemer reviewed the FY22-23 Q3 Recap. No action was taken.
i. Board Member Adams asked if it is possible to use endowed funds for emergency needs and encouraged the board to fund student needs.

- C. By motion of Board Member Musser, seconded by Board member Pearson, the FY 23-24 Operating Budget was approved as presented by VP/ED Stubblefield.

Vote: 12/0/0/4
Aye: Adams, Babiarz, Bandemer, Crockett, Kurth, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman, Wiback
Nay: None
Abstentions: None
Absent: Budnik, Figueroa, L'Heureux, Shaunak

XII. AUDIT COMMITTEE PRESENTATION

- A. Audit Committee Member Musser informed the board that the FY21-22 Audit is currently being revised and will be presented for a vote at the FY23-24 Q1 board meeting.

XIII. EXECUTIVE COMMITTEE PRESENTATION

- A. VP/ED Stubblefield reviewed the process of a Consent Agenda, explaining the MiraCosta College Board of Trustees uses one. Trustee Clendening commented that Finance Items would be taken separately from the Consent Agenda.
 - i. The board will vote on whether to adopt a Consent Agenda at the next quarterly board meeting.

XIV. INNOVATION GRANTS & SCHOLARSHIPS COMMITTEE UPDATE

- A. Innovation Grants & Scholarships Committee Chair Saadat gave an update on the statistics for Spring 2023 scholarships and updates to the process for Innovation Grants (applications opening May 19).
 - i. Details of her report are attached to the minutes for this meeting.
 - ii. Staff are continuing to work on a solution for scholarship applicant privacy.
 - iii. President/Superintendent Cooke encouraged the committee to connect with campus systems that have already prioritized funding requests, so departments with known needs can apply for these grants.

XV. COMPREHENSIVE CAMPAIGN COMMITTEE UPDATE

- A. Associate Director Fishinger gave an update that the Comprehensive Campaign is nearing \$7.9 million and President McGuigan reiterated the goal of completing the campaign by June 30, 2024.
- B. Vice President/Executive Director Stubblefield explained the Title V Endowment Matching Campaign being launched, including that this is an opportunity to provide for students' long term while also working on cases for support for current emergency needs and naming opportunities.

XVI. ANNOUNCEMENTS AND MEETING AND EVENT CALENDAR REVIEW

- A. The calendar for FY23/24 meetings was shared with the board, along with current committee assignments and vacancies. Administrative Assistant Lurenana will send meeting requests to board members of these meetings and encouraged board members to contact President McGuigan if they would like to fill openings on committees.
 - i. Written updates from the Office of the Superintendent/President, Administrative Services & Board of Trustees; MM Bond Oversight Representative Babiarz; and Institutional Advancement were included in the agenda packet for board members to review.

XVII. FINAL COMMENTS BY ALL PARTICIPANTS


- A. Trustee Clendening encouraged board members to attend as many campus events as possible and encouraged the board to tap into community groups for funding.
- B. MM Bond Oversight Committee Representative Babiarz informed the board they are invited to a topping out ceremony for the new Biotech Building on May 17, 2023 at 11:30am.
- C. ASG President Ayala thanked the board for the opportunity to join them for meetings in FY22-23. Her term ends June 30, 2023.
- D. Director Huyck informed the board that PIO will be working on marketing packages.
- E. Multiple board members expressed thanks to board leadership and staff and deep appreciation for the student services presentation.
- F. Other suggestions included connecting board members with affinity groups on campus, having a volunteer event for board members with the CARE Program, and increasing the amount of time board members spend both together and on campus as well as bringing prospects for tours of campus and to meet staff.

XVIII. POSSIBLE FUTURE AGENDA ITEMS

- A. Presentation by scholarship or innovation grant recipient

XIX. ADJOURNMENT & RECEPTION

- A. The meeting was adjourned at 6:00 p.m.


David M. McGuigan (Nov 7, 2023 13:33 PST)

Dave McGuigan, President of the MiraCosta College Foundation


Shannon Stubblefield (Nov 7, 2023 16:03 PST)

Shannon Stubblefield, Executive Director of the MiraCosta College Foundation










2023.5.16 MiraCosta College Foundation Quarterly Board Meeting Minutes

Final Audit Report

2023-11-08

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