



MIRACOSTA COLLEGE FOUNDATION BOARD

MINUTES OF THE REGULAR MEETING

August 15, 2023
Approved November 14, 2023

I. CALL TO ORDER

The MiraCosta Community College Foundation Board of Directors met in open session on Tuesday, August 15, 2023, in the Aztlan Conference room on the MiraCosta College District's Oceanside Campus (1 Barnard Dr., Oceanside, CA 92056). President Dave McGuigan called the meeting to order at 3:00 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:

Alec Babiarz Bruce Bandemer Jimmy Figueroa (left at 3:50 pm)
Janice Kurth Hap L'Heureux (left at 4:00 pm) Dave McGuigan
Cindy Musser Karen Pearson Val Saadat
Denise Stillingr Kimberly Troutman

Board Members Absent:

Hema Crockett Sudershan Shaunak Tim Snodgrass
Sharon Wiback

Guests/Advisors/Staff:

Raye Clendening, Trustee, MiraCosta College Board of Trustees
Dr. Sunita V. Cooke, President/Superintendent, MiraCosta College
Tori Fishinger, Associate Director of Institutional Advancement, MiraCosta College
Tim Flood, Vice President of Administrative Services, MiraCosta College
Thao Ha, Faculty, MiraCosta College
Dr. Kristen Huyck, Director of Public & Governmental Relations, Marketing & Communications, MiraCosta College
President Omar Jimenez, President, MiraCosta College Classified Senate
Elizabeth Lurenana, Administrative Assistant to Foundation/Development, MiraCosta College
David Park, Faculty, MiraCosta College
Jacob Sneary, Interim Police Sergeant, MiraCosta College
Shannon Stubblefield, Vice President of Institutional Advancement/Executive Director of the Foundation

A. Omar Jimenez (Classified Senate President) introduced himself to the board.

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

None

IV. CHANGES IN AGENDA ORDER

A. The Audit Committee report and actions were moved up to before the Comprehensive Campaign Committee report.

V. APPROVE MEETING MINUTES

A. By motion of Vice President Kurth, seconded by Board Member Stillingr, the minutes of the regular meeting of May 16, 2023 were approved.

Vote: 10/0/1/4
Aye: Babiarz, Bandemer, Figueroa, Kurth, McGuigan, Musser, Pearson, Saadat, Stillingr, Troutman

Nay: None  
Abstentions: L'Heureux  
Absent: Crockett, Shaunak, Snodgrass, Wiback

## VI. PRESENTATION(S)

### A. Innovation Grants Recipient Presentations

- i. Committee Chair Saadat introduced David Parker, Jacob Sneary, and Thao Ha, who were all Innovation Grant Recipients. Each presenter shared the project they led and how they used the innovation grant funds they were awarded.
  - a. Reports and presentations will be sent out to the board by foundation staff and members of the public can request them at [foundation@miracosta.edu](mailto:foundation@miracosta.edu)
- ii. President McGuigan asked how to improve the process.
  - a. Ha requested a way for the District to streamline or cut down on paperwork for the students in order to receive the stipend from the funding.
  - b. Parker requested larger funding amounts (ran out of money so will use money from their foundation account to finish the project).
  - c. Sneary would schedule additional advertising to the campus community.
- iii. Board members expressed appreciation to the presenters.

## VII. COMMITTEE, AD HOC AND TASK FORCE REPORTS (50 minutes)

### A. Executive Committee

#### i. Consent Agenda – **Action Required**

- a. VP/ED Stubblefield gave an overview of the Consent Agenda and its impact on board meetings, highlighting that it relies on board members to carefully review board agenda packets for items to be removed from the Consent Agenda but that it also leaves additional time for more in-depth conversations and guest presenters.
- b. President/Superintendent Cooke recommended having board members give the staff a warning if they want to pull an item from the Consent Agenda so they can prepare ahead of time. Trustee Clendening reiterated that it has streamlined Board of Trustees meetings.
- c. By motion of Board Member Stillinger, seconded by Board Member Troutman, the MiraCosta College Foundation Board approved the use of a Consent Agenda in future meetings.

Vote: 11/0/0/4

Aye: Babiarz, Bandemer, Figueroa, Kurth, L'Heureux, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman

Nay: None

Abstentions: None

Absent: Crockett, Shaunak, Snodgrass, Wiback

#### ii. Board Volunteer Opportunity

##### a. Oceanside Campus Food Distribution 9/12 @12:30pm

- A. VP/ED Stubblefield clarified this opportunity was presented because it was requested at the May board meeting. Staff would like five attendees in order to proceed with this volunteer event and will look for another opportunity if there are not enough volunteers for this one.

#### iii. Individual Meetings with President McGuigan and VP/ED Stubblefield

- a. President McGuigan announced that staff will be reaching out to set up individual meetings for all board members via Zoom with President McGuigan, Vice-President Kurth, and VP/ED Stubblefield.

### B. Finance Committee

- i. By motion of Board Member Musser, seconded by Board Member Pearson, the FY22/23 Q4 Financial Statements were approved as presented by Treasurer Bandemer.

Vote: 11/0/0/4

- Aye: Babiarz, Bandemer, Figueroa, Kurth, L'Heureux, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman  
 Nay: None  
 Abstentions: None  
 Absent: Crockett, Shaunak, Snodgrass, Wiback
- ii. By motion of President McGuigan, seconded by Board Member Pearson, the FY22/23 Q4 Recap with Recommendations from the Accounting Department was approved and accounting staff will move the money as recommended.
- Vote: 11/0/0/4  
 Aye: Babiarz, Bandemer, Figueroa, Kurth, L'Heureux, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman  
 Nay: None  
 Abstentions: None  
 Absent: Crockett, Shaunak, Snodgrass, Wiback
- iii. By motion of President McGuigan, seconded by Board Member Troutman the Proposed Unrestricted Endowed Fund Distributions for FY23-24 were approved and staff will move the money as approved.
- Vote: 11/0/0/4  
 Aye: Babiarz, Bandemer, Figueroa, Kurth, L'Heureux, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman  
 Nay: None  
 Abstentions: None  
 Absent: Crockett, Shaunak, Snodgrass, Wiback
- iv. By motion of Board Member Babiarz, seconded by Board Member Figueroa the proposed updates to the Investment and Spending Policy were approved.
- Discussion: Board members discussed the Title V Grant investment policy.  
 Vote: 11/0/0/4  
 Aye: Babiarz, Bandemer, Figueroa, Kurth, L'Heureux, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman  
 Nay: None  
 Abstentions: None  
 Absent: Crockett, Shaunak, Snodgrass, Wiback

### C. Governance & Nominations Committee

- i. Committee Chair Stillinger reviewed the proposed changes to the “Roles and Responsibilities of Board Members” and VP/ED Stubblefield clarified recommended changes come from her experience with onboarding new board members.
- a. By motion of Board Member Babiarz, seconded by Board Member L'Heureux the proposed changes to the “Roles and Responsibilities of Board Members” were accepted.
- Vote: 10/0/0/5  
 Aye: Babiarz, Bandemer, Kurth, L'Heureux, McGuigan, Musser, Pearson, Saadat, Stillinger, Troutman  
 Nay: None  
 Abstentions: None  
 Absent: Crockett, Figueroa, Shaunak, Snodgrass, Wiback
- ii. Board Prospects
- a. Committee Chair Stillinger reported that eight prospects have been contacted for initial meetings with VP/ED Stubblefield and members of the Governance and Nominations Committee. Some will move forward and at least two have indicated they are not interested at this time.

### A. Comprehensive Campaign Ad hoc Committee

- i. Progress Updates
  - a. VP/ED Stubblefield reported the loss of \$500,000.000 from the campaign due to the re-negotiation of the Follett gift. VP Flood provided more information.
  - b. Associate Director Fishinger reported that the current total for the Comprehensive Campaign is \$8.4M.
- ii. Top 3 Fundraising Needs
  - a. The MiraCosta Resilience Fund
    - <https://www.sandiegogives.org/organization/Mira-Costa-College-Foundation>
    - President McGuigan reviewed the concept of the resilience fund and showed the committee the giving page with San Diego Gives. Staff will send out email letters that board members can forward to donors to raise funds.
  - b. Endowment Matching Gift Campaign
    - President McGuigan and staff explained the giving campaign and thanked board members Kurth and Babiarz for kicking off the campaign with large donations. Staff will send out email letters that board members can forward to donors to raise funds.
  - c. Chemistry Biotech Building Naming Opportunity
    - President McGuigan discussed naming opportunities for both the Chemistry Biotech building and the Health & Wellness Complex building and the process of working with staff to determine donors to approach.
- B. Innovation Grants and Scholarships Ad hoc Committee
  - i. Committee Chair Saadat reported that the committee met before the board meeting and approved ten of the fifteen applications reviewed. The committee will award \$32,000 this cycle to 10 grantees.
  - ii. Scholarship applications are open now until September 30 and staff will contact board members to help review applications in October. VP Kurth reiterated how powerful it is for a board member to review the applications. The board discussed if it should be a requirement of board members to read scholarship applications and decided at this time it should not be mandatory but is highly recommended. Spring applications will be reviewed in April.
- C. Audit Committee
  - i. Committee Member Musser reviewed the draft audit report, highlighting the re-negotiated contract that resulted in a bad debt expense.
    - a. By motion of Board Member Pearson, seconded by Board Member Saadat, the FY21-22 Audit was approved.
      - Vote: 9/0/0/6
      - Aye: Babiarz, Bandemer, Kurth, McGuigan, Musser, Pearson, Saadat, Stilling, Troutman
      - Nay: None
      - Abstentions: None
      - Absent: Crockett, Figueroa, L'Heureux, Shaunak, Snodgrass, Wiback

## VIII. COLLEGE UPDATES (30 minutes)

- A. Office of the President/Superintendent
  - i. President/Superintendent Cooke reported on several large grants that have recently been received:
    - a. Technology Career Institute (TCI) received a \$500,000 grant from the Lowe's Foundation through their Gable Grants program.
      - Tours of TCI take place on Fridays at 9 am; any board members who would like to attend can let foundation staff know to arrange.
    - b. The Biotech program has brought in \$7M+ in the past year, including a \$70,000 grant from San Diego Foundation to support MiraCosta's Biotech students with

- work-based learning: paid internships and professional development, including pairing students with faculty and/or industry mentors.
  - c. There were grants received to work with those who are uniquely abled and make both MiraCosta College and the surrounding community more welcoming places.
- B. MiraCosta College celebrated three outstanding wins in the 46th Annual DownBeat Magazine Student Awards.
- i. Danny Gonzalez, on tenor saxophone, won the Community College Outstanding Performance award for student soloists.
  - ii. The MiraCosta Jazz Collective was awarded the Community College Outstanding Performance award for a small ensemble.
  - iii. MOJO won its third award as the Community College Winner in the large ensemble category for 2023.
  - iv. The Board of Trustees is considering taking out a loan to finish construction on campus.
  - v. There are events on campus preparing for the new semester that starts on Monday, and enrollment is up 12% compared to Fall 2022.
  - vi. All College Day is Friday from 9-11 a.m. and everyone is welcome. The event is also live-streamed. If a board member would like to listen in, they can request the link from staff.
- C. Administrative Services
- i. The state unexpectedly retracted nearly 60% of our allocated funds in the final month of the last fiscal year. Given that we had already initiated contracts and designated essential projects, this last-minute development required swift realignment and adaptability.
- D. Trustee Clendening highlighted the energy on campus at the Welcome Fests.
- i. The board is focusing on forward-thinking strategies focusing on justice and equity.
  - ii. Cuts in state funding have made financials challenging, but the board is considering a \$50M loan to help keep the facilities up to par despite the shortfall.
  - iii. The new student trustee, Kenneth Pilco, is a second-year student studying law, public policy, and society and is also the PUENTE President.
  - iv. The latest Independent Citizens' Bond Oversight Committee (ICBOC) report is ready and posted. Board members can request a copy from staff.
- E. Classified Senate
- i. President Jimenez reported that Classified Professionals are busy preparing for the new year.
  - ii. President Jimenez will have to step down as president of the Classified Senate during his 6-month probationary period in a permanent position. Carl Banks (former president) will fill in during that time.
  - iii. There was a discussion about how the foundation board can work more closely with the Classified Senate in the future. President/Superintendent Cooke recommended the foundation's support with the costs of professional development.
- F. MM Bond Oversight – Foundation Board Representative Babiarz
- i. Board Representative Babiarz reviewed his MM presentation (to be attached to minutes) and VP Flood reviewed the 2025-29 Five-Year Construction Plan and clarified it is used to re-align the budget annually.
- G. Institutional Advancement – Vice President of Institutional Advancement Stubblefield
- i. FY 23/24 Events Calendar
    - a. VP/ED Stubblefield highlighted the upcoming Community Leaders Breakfast, informing the board staff sent out a calendar invite and will forward the email invite as well. All board members who are able are requested to attend. Staff are working on securing sponsorships to offset the cost of the event, including with contractors.
    - b. Board Member Babiarz recommended sending board members to CASE conferences in the future.
  - ii. Thanks to the board for setting clear goals in May: fundraising, board development and prospecting, completing the comprehensive campaign, and becoming fully staffed.

## **IX. ANNOUNCEMENTS AND MEETING AND EVENT CALENDAR REVIEW**

**Next Comprehensive Campaign Committee Meeting (Zoom)**

Tuesday, August 29, 2023 at 1:00 – 2:00 p.m.

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

Tuesday, October 24, 2023 at 2:00 – 3:00 p.m.

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

Tuesday, October 31, 2023 at 1:00 – 2:30 p.m.

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

Tuesday, October 31, 2023 at 3:00 – 4:00 p.m.

**Next Foundation Board Meeting (Community Learning Center Campus)**

Tuesday, November 14, 2023 at 3:00 – 5:00 p.m.

**X. POSSIBLE FUTURE AGENDA ITEMS**

None

**XI. ADJOURNMENT**

The meeting was adjourned at 4:53 p.m.

*David M. McGuigan*

David M. McGuigan (Jun 6, 2024 11:39 PDT)

*SS*

Shannon Stubblefield (Jun 7, 2024 11:02 PDT)

Dave McGuigan, Board President

Shannon Stubblefield, Executive Director










# 2023.8.15 MiraCosta College Foundation Quarterly Board Meeting Minutes

Final Audit Report

2024-06-07

Created:	2024-06-06
By:	Elizabeth Lurenana (elurenana@miracosta.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAANWIHIBJsLtWYGQtccw9VhRQbCUeFoxqN

## "2023.8.15 MiraCosta College Foundation Quarterly Board Meeting Minutes" History

-  Document created by Elizabeth Lurenana (elurenana@miracosta.edu)  
2024-06-06 - 5:15:41 PM GMT- IP address: 209.129.33.10
-  Document emailed to dmcguigan55@yahoo.com for signature  
2024-06-06 - 5:17:12 PM GMT
-  Email viewed by dmcguigan55@yahoo.com  
2024-06-06 - 6:48:45 PM GMT- IP address: 69.147.90.200
-  Signer dmcguigan55@yahoo.com entered name at signing as David M. McGuigan  
2024-06-06 - 6:49:23 PM GMT- IP address: 70.95.92.6
-  Document e-signed by David M. McGuigan (dmcguigan55@yahoo.com)  
Signature Date: 2024-06-06 - 6:49:25 PM GMT - Time Source: server- IP address: 70.95.92.6
-  Document emailed to Shannon Stubblefield (sstubblefield@miracosta.edu) for signature  
2024-06-06 - 6:49:26 PM GMT
-  Email viewed by Shannon Stubblefield (sstubblefield@miracosta.edu)  
2024-06-07 - 6:00:49 PM GMT- IP address: 104.28.111.136
-  Document e-signed by Shannon Stubblefield (sstubblefield@miracosta.edu)  
Signature Date: 2024-06-07 - 6:02:22 PM GMT - Time Source: server- IP address: 47.25.122.74
-  Agreement completed.  
2024-06-07 - 6:02:22 PM GMT