



MIRACOSTA COLLEGE FOUNDATION BOARD

MINUTES OF THE REGULAR MEETING

November 14, 2023
Approved February 27, 2023

I. CALL TO ORDER

The MiraCosta Community College Foundation Board of Directors met in open session on Tuesday, November 14, 2023, in Room 127 on the MiraCosta College District's Community Learning Center Campus (1831 Mission Ave, Oceanside, CA 92058). President Dave McGuigan called the meeting to order at 3:01 p.m. Members of the public were also able to participate via Zoom where the meeting was recorded.

II. ROLL CALL, WELCOME

Board Members Present:

Alec Babiarz Bruce Bandemer Hema Crockett
Jimmy Figueroa (3:24 p.m.) Janice Kurth (3:04 p.m.) Hap L'Heureux
David McGuigan Cindy Musser Karen Pearson
Val Saadat Denise Stillinger Sharon Wiback

Board Members Absent:

Sudershan Shaunak Tim Snodgrass Kimberly Troutman

Board Prospects Present:

Angela Babiarz Amy McNamara

Board Prospects Not Present:

Dottie Benson Alma Flores Diane Mills

Guests/Advisors/Staff Present:

Carl Banks, President, MiraCosta College Classified Senate
Carisa Chavez, Program Supervisor at Community Ed. & Workforce Development, MiraCosta College
Tori Fishinger, Associate Director of Institutional Advancement, MiraCosta College
Tim Flood, Vice President of Administrative Services, MiraCosta College
Elizabeth Lurenana, Administrative Assistant to Foundation/Development, MiraCosta College
John Makevich, Dean of Continuing and Community Education, MiraCosta College
Tina Ortiz, Development Specialist, MiraCosta College
Shannon Stubblefield, Vice President of Institutional Advancement/Executive Director of the Foundation, MiraCosta College
Cynthia Vasquez-Gonzales, Faculty for Continuing Education Counseling, MiraCosta College
Jin Hui Wang, Senator, MiraCosta College Associated Student Government

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

None

IV. CHANGES IN AGENDA ORDER

None

V. CONSENT AGENDA

- A. Approval of New Board Members
i. Angela Babiarz
ii. Dorothy (Dottie) Benson
iii. Alma Flores
iv. Amy McNamara (Wynne)

- v. Diane Mills
 - B. Regular Meeting Minutes of August 15, 2023
 - C. Board Prospect Selection Process Flow Chart
 - D. New Board Member Onboarding Process Flow Chart
- By motion of President McGuigan, seconded by Board Member Stillinger, consent items A-D were approved.
- Vote: 10/0/0/5
- Aye: Babiarz, Bandemer, Crockett, L’Heureux, McGuigan, Musser, Pearson, Saadat, Stillinger, Wiback
- Nay: None
- Abstentions: None
- Absent: Figueroa, Kurth, Shaunak, Snodgrass, Troutman

VI. INTRODUCTIONS

- A. New board members, existing board members, guests, and staff introduced themselves.

VII. PRESENTATION

- A. Community Learning Center
 - i. John Makevich, Cynthia Vasquez-Gonzales, and Carisa Chavez presented on Continuing and Community Education at MiraCosta College, sharing what the programs do, who they serve, success stories, and goals for the future. Board members and guests participated in a Q&A session. The presentation is available from foundation@miracosta.edu upon request.

VIII. COMMITTEE, AD HOC AND TASK FORCE REPORTS

- A. Finance Committee
 - i. By motion of Board Member Musser, seconded by President McGuigan, the FY22/23 Year End Financial Statements were approved as presented by Treasurer Bandemer.

Vote: 14/0/0/6

Aye: Al. Babiarz, An. Babiarz, Bandemer, Crockett, Figueroa, Kurth, L’Heureux, McGuigan, McNamara, Musser, Pearson, Saadat, Stillinger, Wiback

Nay: None

Abstentions: None

Absent: Benson, Flores, Mills, Shaunak, Snodgrass, Troutman
 - ii. By motion of Board Member Babiarz, seconded by Board Member Pearson, the FY23/24 Q1 Financial Statements were approved as presented by Treasurer Bandemer.

Vote: 14/0/0/6

Aye: Al. Babiarz, An. Babiarz, Bandemer, Crockett, Figueroa, Kurth, L’Heureux, McGuigan, McNamara, Musser, Pearson, Saadat, Stillinger, Wiback

Nay: None

Abstentions: None

Absent: Benson, Flores, Mills, Shaunak, Snodgrass, Troutman
 - iii. Review Annual Dashboard
 - a. Treasurer Bandemer explained and reviewed the Annual Dashboard and the graphs reflecting data from the dashboard.
 - iv. Key Performance Indicators
 - a. Treasurer Bandemer explained and reviewed the Key Performance Indicators document. He noted this document was created to give the board another way to view the status of quarterly financials.
 - b. The board discussed the importance of talking to donors about non-restricted funds as opposed to restricted funds. There are a large number of restricted funds. Ultimately donor preference prevails, but through relationship-building, it’s possible to receive more unrestricted gifts. This is a focus for staff when working with donors and is the focus of the Annual Fund.

- c. The board discussed scholarship criteria and asked if those that are difficult to award ever get reviewed to discuss changing/updating criteria with donors.
 - 1. VP/ED Stubblefield shared that staff across the campus are reviewing all funds on campus.
 - 2. Beginning in January, staff will be working with an outside consultant (Mike Osterling) to completely review the scholarship process.
- C. Governance & Nominations Committee
 - i. FY24/25 Slate of Officers
 - a. Governance & Nominations Committee Chair Stillinger made a call for board members who are interested in being Vice President beginning 7/1/2024 to contact her.
 - b. Chair Stillinger reviewed the dashboard of board member terms, highlighting the need to continually bring on new board members in order to fill officer positions.
 - c. McGuigan noted the goal to have a vice-chair for each committee as well as to fill committees.
- D. Comprehensive Campaign Ad hoc Committee
 - i. CONGRATULATIONS!!!!
 - a. President McGuigan shared that the close of the Comprehensive Campaign was announced at the Community Leader's Breakfast on October 20, 2023. The original goal was to raise \$10 million, and the campaign closed at \$10.6 million.
 - ii. December 6, 2023: Campaign Celebration Event and Holiday Concert
 - a. Staff sent a calendar invitation and will also send an email invitation. Board members are encouraged to bring guests.
 - iii. The board will start researching options for another campaign with the support of professional consultants in 2024.
 - iv. McGuigan shared the top four funding priorities: Endowment Matching Gift Campaign (Title V Grant), Naming Opportunities, the Resilience Fund, and the Annual Fund.
- E. Innovation Grants and Scholarships Ad hoc Committee
 - i. Innovation Grants and Scholarships Ad hoc Committee Chair Saadat reviewed the scholarship information in the agenda packet, highlighting that this year's total number of scholarship applicants increased by 33% and staff are still working on awarding the scholarships.
 - ii. Chair Saadat shared compelling stories of several applicants she reviewed, and staff provided a print sample of another applicant for board members to read.
 - iii. Chair Saadat reviewed the innovation grant summary for FY23-24.
 - iv. Staff will connect PIO with scholarship recipients who are interested in telling their stories

IX. COLLEGE UPDATES

- A. Trustee Clendening was absent from the meeting, so VP/ED Stubblefield gave the report provided for her and President/Superintendent Cooke.
- B. Classified Senate
 - i. Classified Senate President Banks re-introduced himself, explaining that he is filling in for Omar Jimenez while Jimenez is on probation in a new permanent position.
 - ii. The STEM center will be sharing student transfer success stories with PIO.
 - iii. Board Members are invited to the Classified Senate holiday party on Friday, December 8. Part of this party is an online auction, so if board members have gift basket items they could give, that would be helpful.
 - a. Staff will send information on this event and fundraising to the board. The proceeds will go toward helping endow a scholarship (NDN).
- C. MM Bond Oversight
 - i. Foundation Board Representative Babiarz reviewed a presentation with updates on the construction across all campuses. The presentation is available from foundation@miracosta.edu upon request.
 - ii. [ICBOC Representation](#)

- a. Representative Babiarz's term on ICBOC will expire this year and he provided a summary of the commitments. He encouraged anyone interested in serving to let VP/ED Stubblefield and to fill out the application form to send to Melanie Haynie (mhaynie@miracosta.edu).
- D. Institutional Advancement
- i. VP/ED Stubblefield provided the update for President/Vice President Cooke and Trustee Clendening
 - a. The Aspen Institute named MiraCosta College one of the 150 institutions eligible to compete for the \$1 million Aspen Prize for Community College Excellence, the nation's signature recognition of high achievement and performance among two-year colleges. The institutions selected for this honor stand out among more than 1,000 community colleges nationwide as having high and improving student success and equitable outcomes for Black and Hispanic students and those from lower-income backgrounds.
 - b. A couple of weeks ago, MiraCosta College held a series of Dia de los Muertos events. At our San Elijo Campus, we collaborated with Encinitas Friend of the Arts and brought together local and regional talents to celebrate the visual and performing arts related to a major Mexican cultural event. Celebrations occurred on all campus sites and were enjoyed by students, staff, and the community.
 - c. MiraCosta College not only took part in the Great ShakeOut earthquake preparedness drill but also contended with three separate power outages in a three-week span. These outages, while interrupting teaching and campus events, provided an opportunity for us to update our aging infrastructure to help mitigate similar incidents in the future and to ensure that our emergency systems and response measures are tested and fully operational.
 - d. MiraCosta College is excited to share updates in our leadership to advance student growth and academic achievement further. We welcome:
 - 1. Danielle Lauria is the incoming Dean of Nursing, Health, and Wellness.
 - 2. New appointments of existing staff members Yi-Cheng Hu as the Director of the Child Development Center and Kristina Londy as the Director of Student Success & Equity, Inclusion, Diversity, Equity & Accessibility.
 - e. MiraCosta College invites community members, students, and stakeholders to participate in the upcoming Community Listening Sessions this November. These three sessions aim to gather feedback to develop a long-term, integrated plan. Due to the changing landscape of education, it is time for thoughtful reflection and purposeful action to build our next long-term plan and how college facilities are designed to support this future vision.
 - 1. Staff will share dates with board members, who are encouraged to attend.
 - f. There may be an upcoming vacancy for Area 7 on the Board of Trustees.
 - ii. VP/ED Stubblefield provided a written report in the packet and reiterated gratefulness to the foundation board for their leadership in the success of the campaign, as well as Tori Fishinger (the only staff member present from start to finish of the campaign) and the Public Information Office (especially Kristen Huyck) for all their support.
 - a. VP/ED Stubblefield thanked board members who have attended community events.
 - b. VP/ED Stubblefield asked for support from board members in attending the Encinitas Holiday Parade on December 2 and the North County Economic Development Center Luncheon on December 14.
 - 1. Any board members who would like to attend can let staff know.
 - c. VP/ED Stubblefield emphasized the impressive culture of philanthropy at MiraCosta College (as shown by payroll giving & Classified Senate, Academic Senate, etc.)
 - d. VP/ED Stubblefield highlighted that Q1 fundraising was hugely successful. \$1.2 million in fundraising 7/1/2023 - 11/13/2023.
 - e. Title V Endowment Matching Campaign is already over halfway to the \$120,000 goal by September 30, 2024.

- f. VP/ED Stubblefield is going out on two weeks of medical leave beginning December 7, 2023. Kristen Huyck and Tori Fishinger will be points of contact during that time.
- iii. At the request of President McGuigan, board members shared ideas on how the board can finish 2023 well. Ideas included:
 - i. Come together as a group and be more unified in 2024
 - ii. Support staff
 - iii. Participate in as many events as possible
 - iv. Celebrate the wins from 2023
 - v. Email friends and family about annual giving
 - vi. Attend community listening sessions
 - vii. Learn more about the college to be a good representative
 - viii. Connect with new board members to make them feel welcome and included

X. ANNOUNCEMENTS AND MEETING AND EVENT CALENDAR REVIEW (5 minutes)

Next Comprehensive Campaign Committee Meeting (Zoom)

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

Campaign Celebration Event and Holiday Concert (Oceanside Campus)

Wednesday, December 6, 2023 at 6:00 – 9:30 p.m.

Next Governance and Nominations Meeting (San Elijo Campus)

Tuesday, February 6, 2024 at 2:00 – 3:00 p.m.

Next Finance Committee Meeting (San Elijo Campus)

Tuesday, February 13, 2024 at 1:00 – 2:30 p.m.

Next Executive Committee Meeting (San Elijo Campus)

Tuesday, February 13, 2024 at 3:00 – 4:00 p.m.

Next Foundation Board Meeting (Technical Career Institute Campus)


Tuesday, February 27, 2024 at 3:00 – 5:00 p.m.

XI. POSSIBLE FUTURE AGENDA ITEMS

None

XII. ADJOURNMENT

The meeting was adjourned at 5:01 pm.


David M. McGuigan (Jun 4, 2024 21:35 PDT)


Shannon Stubblefield (Jun 4, 2024 19:53 PDT)

Dave McGuigan, Board President Shannon Stubblefield, Executive Director










2023.11.14 Q1 MiraCosta College Foundation Quarterly Board Meeting Minutes

Final Audit Report

2024-06-05

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