



**MIRACOSTA COLLEGE FOUNDATION
BOARD OF DIRECTORS**

MINUTES OF THE REGULAR MEETING

November 15, 2022
(Approved February 21, 2023)

I. CALL TO ORDER

The MiraCosta Community College Foundation Board of Directors met in open session on Tuesday, November 15, 2022, 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 3:06 p.m. The meeting's audio was live streamed on the district website and recorded.

II. ROLL CALL

Board Members Present:

Alec Babiarz	Bruce Bandemer	Eva Budnik
Dave McGuigan	Cindy Musser	Val Saadat
Sudershan Shaunak	Tim Snodgrass	Denise Stillinger
Kimberly Troutman		

Board Members Absent:

Matthew Adams	Jimmy Figueroa	Melissa Grajek
Janice Kurth (attended via live audio stream)	Hap L'Heureux	Karen Pearson
Sharon Wiback		

Advisors & Staff Present:

Sunita Cooke, MiraCosta College Superintendent/President
Tori Fishinger, MiraCosta College Foundation Associate Director
Kristen Huyck, MiraCosta College Public & Governmental Relations Director
Elizabeth Lurenana, MiraCosta College Foundation Temporary Board Support
Bianca Rosales, MiraCosta College Associated Student Government (ASG) Executive Vice President
Wendy Stewart, MiraCosta College Interim Associate Vice President; Chief Inclusion, Diversity, Equity, & Accessibility (IDEA) Officer
Shannon Stubblefield, MiraCosta College Vice President of Advancement/Foundation Executive Director

III. CHANGES IN AGENDA ORDER

Governance & Nominations Committee Chair Stillinger requested a change in agenda order to move the election of board candidates to the first order of business.

IV. BOARD CANDIDATE VOTE

By motion of Board Member Babiarz, seconded by Board Member Snodgrass, board candidates Eva Budnik and Cindy Musser were voted onto the MiraCosta College Foundation Board of Directors. Their first term will end on June 30, 2026.

Vote: 8/0/0/7
Aye: Babiarz, Bandemer, McGuigan, Saadat, Shaunak, Snodgrass, Stillinger, Troutman
Nay: None
Abstentions: None
Absent: Adams, Figueroa, Grajek, Kurth, L'Heureux, Pearson, Wiback

V. INTRODUCTIONS

Board members and guests introduced themselves for the benefit of new board members Budnik and Musser as well as MiraCosta College's ASG Executive Vice President Rosales.

VI. APPROVE MEETING MINUTES

- A. By motion of Board Member Shaunak, seconded by Board Member Stillinger, the minutes of the Regular Meeting of August 16, 2022, were approved.

Vote: 6/0/4/7
Aye: Babiarz, McGuigan, Shaunak, Snodgrass, Stillinger, Troutman
Nay: None
Abstentions: Bandemer, Budnik, Musser, Saadat
Absent: Adams, Figueroa, Grajek, Kurth, L'Heureux, Pearson, Wiback

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

None

VIII. PRESENTATION(S)

- A. Interim Associate Vice President/Chief IDEA Officer Stewart showed a video and gave a presentation on the trip MiraCosta students took to Ghana for the All-African Diaspora Education Summit. This was the first trip of its kind and extremely meaningful for students and staff who participated.

IX. COMMITTEE, AD HOC AND TASK FORCE REPORTS

A. Executive Committee

- i. McGuigan asked Stubblefield to give an update on Annual Board Giving
 - a. The foundation has currently raised \$7.2 million out of the \$10 million goal.
 - b. A \$50,000 board match was announced at the Community Leaders Breakfast and \$16,000 has come in from donors to date.
 - c. The foundation has raised \$500,000 so far for this fiscal year, which is ahead of fundraising goals.
- ii. McGuigan thanked Kurth for speaking at the Community Leaders Breakfast. Stubblefield thanked all board members who attended.
 - a. Budnik asked about who was invited to the breakfast. McGuigan shared it is a wide variety of people: donors, potential donors, community leaders, politicians, and representatives from the college.
 - b. Stubblefield shared the breakfast isn't typically a fundraising event, but more of a report to the region and to support the college. However, there were a few donations received that day and more were received after the fact from individuals and organizations who attended.

B. Finance Committee

**The Finance Committee's Regular November meeting was cancelled due to lack of quorum. Any actions taken by the full board at the regular meeting on November 15, 2022, are provisional and will have to be re-taken at the next board meeting after the Finance Committee has had a chance to act.

- i. Review & Approve FY 21/22 End of Year Report
 - a. Chair Bandemer reviewed the FY 21/22 End of Year Report. By motion of Board Member Shaunak, seconded by Board Member Snodgrass, the FY21/22 End of Year Report was approved. all in favor.
Vote: 10/0/0/7
Aye: Babiarz, Bandemer, Budnik, McGuigan, Musser, Saadat, Shaunak, Snodgrass, Stillinger, Troutman
Nay: None
Abstentions: None
Absent: Adams, Figueroa, Grajek, Kurth, L'Heureux, Pearson, Wiback
- ii. Review & Approve FY22/23 Q1 Financial Statements

- a. Chair Bandemer reviewed the FY22/23 Q1 Financial Statements. By motion of President McGuigan, seconded by Board Member Saadat, the FY22/23 Q1 Financial Statements were approved by the full board.
 Vote: 10/0/0/7
 Aye: Babiarz, Bandemer, Budnik, McGuigan, Musser, Saadat, Shaunak, Snodgrass, Stilling, Troutman
 Nay: None
 Abstentions: None
 Absent: Adams, Figueroa, Grajek, Kurth, L'Heureux, Pearson, Wiback
- iii. There was discussion of the recommended movement between Union Bank & LAIF, but no action was taken because the Finance Committee has yet to meet to approve the action.

C. Governance & Nominations Committee

i. Bylaws Revision (Article V, Section 1)

- a. Chair Stilling presented the proposed changes to Article V, Section 1 of the bylaws.
 By motion of Board Member Shaunak, seconded by Board Member Babiarz, the proposed changes to Article V, Section 1 of the MiraCosta College Foundation Bylaws were adopted.
 Vote: 10/0/0/7
 Aye: Babiarz, Bandemer, Budnik, McGuigan, Musser, Saadat, Shaunak, Snodgrass, Stilling, Troutman
 Nay: None
 Abstentions: None
 Absent: Adams, Figueroa, Grajek, Kurth, L'Heureux, Pearson, Wiback

- b. Staff will update the date and version number in the document in the foundation files as well as updating on the website.

ii. Discussion of Board Gaps/Needs

- a. Chair Stilling reviewed board gaps/needs using the grid and reminded board members they are responsible for finding additional board members. Large gaps in representation and expertise include Estate Law, Real Estate, Legal Experts, Veterans, Latinx members, and members of the LGBTQIA+ community.
- b. There are 16 candidates currently on the list and Vice President/Executive Director Stubblefield will prioritize following up with candidates who meet current gaps.
- c. Staff will send board grid out to the board for updates from board members on their grid information.

D. Comprehensive Campaign Ad hoc Committee

i. Progress Updates

- a. The public phase of the campaign was launched at the Community Leaders Breakfast.
- b. The chair of the committee will be reviewed now that McGuigan is Board President and additional board members are welcome to join the committee.
- c. Board members discussed a wide variety of fundraising strategies and Board Member Snodgrass volunteered to join this committee.
 - 1. Associate Director Fishinger will check on getting listed on Blackbaud and other sites as a possible place people can give.

E. Innovation Grants and Scholarships Ad hoc Committee

i. Scholarships update.

- a. The Fall cycle has concluded, and the next cycle will open on April 5. Chair Saadat encouraged board members to sign up to be readers in the Spring.

ii. Innovation Grants.

- a. There were 15 grant applications submitted and 9 were awarded. Some requests were ineligible and \$27,000 was granted.

- b. The committee plans to open the application in May of 2023 for the next round, to give a longer amount of time to apply. They will also work on clarifying criteria to receive more eligible applications.
 - iii. Communications and Calendar
 - a. President McGuigan asked for board members to send possible readers over to the committee. The committee will review possible readers and how they could participate in a confidential manner, such as joining the ad-hoc committee.

X. COLLEGE UPDATES (45 minutes)

- A. Superintendent/President Cooke presented on behalf of both the Office of the Superintendent/President and Administrative Services
 - i. This year MiraCosta was awarded several multimillion-dollar grants.
 - a. \$3 million Grant for Hispanic Serving Institutions (Title V)
 - 1. Some of this money is being set aside for an endowment through the foundation matching.
 - b. \$10,000 Grant for 4-year Biomanufacturing degree
 - 1. This program has been awarded multiple grants totaling \$7 million and has been recognized by outside entities like Forbes magazine
 - ii. Through providing direct aid with COVID-19 funds, the college showed if student basic needs can be met, they are much more likely to complete their education.
 - a. Without the emergency COVID-19 funds, the college does not have enough money for student needs. It is imperative the foundation raise more for student basic needs.
 - iii. Upcoming opportunities for board members to engage include concerts, theatre shows, the Encinitas holiday parade (December 3), and the groundbreaking for the new media arts and technology building (February 27). More information will be sent by staff.
 - iv. Superintendent/President Cooke shared how it came about that President Biden was on campus. PIO and Campus Police worked hard with short notice to make this happen and the visit gave the college a huge amount of visibility in the community.
 - v. Board Member Bandemer asked about on campus vs. online course offerings.
 - a. Superintendent/President Cooke said the college offers 50/50 on ground vs. online courses, but administration has had to cancel many on ground classes, because students are mostly registering for online courses.
- B. Trustee Clendening gave a report from the Board of Trustees.
 - i. In September the Board of Trustees reviewed the budget and determined priorities: enrollment, programs, services, long-term planning framework, and program review.
 - a. \$17.3 million in student grants was given out during COVID-19.
 - ii. MiraCosta received AAA rating for the Measure MM bond.
 - iii. MiraCosta was in the news concerning a recent food drive and how the CARE program works with the San Diego Food Bank. This video was showed to the full board.
 - iv. Trustee Clendening encouraged board members to set up visits to campuses to see all the good work being done.
 - v. Accreditation is another focus of the Board of Trustees as well as helping to strategize how to get students back onto campus.
- C. MM Bond Oversight – Foundation Board Representative Babiarz
 - i. Cooke explained what MM is and Babiarz discussed the construction progress on all three campuses. Most of the work is completed on San Elijo and Community Learning Center campuses, with the bulk of the work currently being done on the Oceanside campus.
- D. Associated Student Government
 - i. Executive Vice President Rosales discussed student perspectives:
 - a. Rosales shared that students want to be involved in the campus planning.

- b. Some students don't have the means to be on campus because of work, childcare, etc. The grants/scholarships help them be on campus more, so the low enrollment in on-ground courses may be tied to finances.

E. Institutional Advancement – Vice President of Institutional Advancement Stubblefield

- i. Vice President Stubblefield gave a staffing update. The foundation is currently hiring an Administrative Assistant (.6 FTE) and will be hiring a full time Development Officer in the new year. There is also an open position for a Grants Specialist and two PIO staff members are going on maternity leave in the spring.
- ii. The case for support for the foundation is strong, especially for basic needs.
 - a. Emergency Grants are the biggest need.
 - 1. The focus for year-end solicitations is on giving to unrestricted funds/Annual Fund.
 - b. Scholarships are another key strategy for helping students stay in school.
 - c. More than 25 programs on campus have requested the foundation's help with funding.
- iii. Awareness is the second part of the Comprehensive Campaign, and the foundation has had success with this thanks to PIO, the visit by President Biden, and the segment on the CARE food bank on ABC 10 news.

XI. ANNOUNCEMENTS AND MEETING AND EVENT CALENDAR REVIEW

Next Comprehensive Campaign Committee Meeting

Tuesday, December 13, 2022 at 3:30 – 4:30 p.m.

Next Governance and Nominations Meeting

Tuesday, January 31, 2023 at 2:00 – 3:00 p.m.

Next Finance Committee Meeting

Make-up Meeting: To Be Determined

Regular Meeting: Tuesday, February 7, 2023 at 1:00 – 2:30 p.m.

Next Executive Committee meeting

Tuesday, February 7, 2023 at 3:00 – 4:00 p.m.

Next Foundation Board Meeting

Tuesday, February 21, 2023 at 3:00 – 5:00 p.m.

XII. POSSIBLE FUTURE AGENDA ITEMS


- A. Foundation Money Flow Explanation Pt. 2 (Bandemer/Babiarz)

XIII. ADJOURNMENT

- A. The meeting was adjourned at 4:59 p.m.

XIV. PHOTOGRAPHY & RECEPTION

- A. Board members who were present had the opportunity to have their headshots taken as well as enjoy refreshments together. No board business was discussed.


David M. McGuigan (Feb 23, 2023 21:10 PST)

Dave McGuigan, Board President


Shannon Stubblefield (Feb 23, 2023 15:19 PST)

Shannon Stubblefield, Executive Director