MIRACOSTA | FOUNDATION
COLLEGE

MIRACOSTA COLLEGE FOUNDATION BOARD
GOVERNANCE AND NOMINATIONS COMMITTEE

MINUTES OF REGULAR MEETING   **July 25, 2023**
                                                                (Approved October 24, 2024)

I.   CALL TO ORDER
The MiraCosta College Foundation Governance and Nominations Committee met in open session on Tuesday, July 25, 2023 in Room 1116 on the San Elijo Campus (3333 Manchester Ave, Cardiff, CA 92007). Chair Stillinger called the meeting to order at 2:07 p.m.

II.   ROLL CALL, WELCOME, INTRODUCTIONS
Committee Members Present:

Alec Babiarz	Sudershan Shaunak	Denise Stillinger
Val Saadat (2:30 p.m.)		

Committee Members Absent:

Hema Crockett	Hap L'Heureux	Sharon Wiback

Staff and Guests Present:

Elizabeth Lurenana	Dave McGuigan	Shannon Stubblefield

III.   PUBLIC COMMENT ON ITEMS ON AND NOT ON THE AGENDA
None

IV.   CHANGES IN AGENDA ORDER
    A.   Meeting minutes approvals moved to when there is a quorum after Committee Member Saadat arrives.

V.   APPROVE MEETING MINUTES – Action Required
    A. Regular Meeting of April 25, 2023
          i. By motion of Committee Member Saadat, seconded by Committee Member Babiarz, the minutes of the regular meeting of April 25, 2023 were approved.
              Vote: 4/0/3/0
              Objection: None
              Aye: Babiarz, Shaunak, Stillinger, Saadat
              Nay: None
              Abstentions: None
              Absent: Crockett, L'Heureux, Wiback

VI.   PRESENTATION(S)
None

VII.   COMMITTEE REPORT(S)
    A. Governance and Nominations
          i. Roles and Responsibilities of Board Members
              a. Chair Stillinger gave a brief introduction to the document included in the packet, and ED/VP Stubblefield explained proposed changes based on her experience of onboarding new board members, noting it is helpful if this document makes it

very clear this is a fundraising board. The committee worked its way through the document discussing proposed changes.

- Shaunak recommended adding a link to the case for support "the benefits of MiraCosta College." Staff will do this once the link is up.
- Staff will adjust the "Soliciting" section to "Fundraising" and add "stewardship" to the list: "assist with donor strategy, cultivation, and/or stewardship."
- ED/VP Stubblefield outlined a possible process of a feasibility study with outside consultants for the next campaign, and the committee discussed the process of how to broaden the donor base (asking key stakeholders if they have other people to talk to). For the MiraCosta College Foundation, a consultant who knows the local community well might be beneficial. President McGuigan spoke of raising more money from the wealthy MiraCosta district by onboarding more energized new board members. ED/VP Stubblefield noted that traditionally having board members with higher net worth or connections leads to higher fundraising.
    i. Staff will pull historical giving for foundation board members to communicate with President McGuigan.
    ii. A fundraising toolkit will be provided to board members at the August board meeting.
- Staff will make changes, and if the full board votes to approve, they will update the documentation and the website.

ii. Board Prospects and Development
   a. Review Board Grid
      - Chair Stillinger reviewed the current board grid and gaps.
   b. Prioritize Top 4 Board Prospects
      - Chair Stillinger and VP/ED Stubblefield reviewed the list of board prospects, and the committee discussed approaching eight prospects.
      - VP/ED Stubblefield will approach the following candidates and choose a committee member to meet with them alongside her.
         i. Alma Flores, Robert Aleshire, Angela Babiarz, Amy McNamara, Dottie Benson, Bill Howe, Diane Mills and Juan Castaneda
      - Shaunak asked about bringing corporations on as board members. The committee will continue the discussion.

iii. Procedures
   a. Board Prospect Selection Process
      - The committee reviewed and discussed the new flow chart provided in the packet, making recommendations to make the action items clear and to shorten the qualification step so the process will take one quarter, not two.
      - Staff will revise the flow chart and bring it back to the committee for the October meeting.
   b. New Board Member Onboarding Process
      - Tabled until the next meeting.

iv. Slate of Officers for Next Term (July 2024 – June 2026)
   a. Chair Stillinger reviewed the board member terms to identify candidates for the next board VP (2024-2026) and then President (2026-2028). Possibilities from existing board members would be Hema Crockett, Cindy Musser, Karen Pearson, and Kimberly Troutman.
   b. Staff will update the board member term cycle for the new fiscal year.

VIII. ANNOUNCEMENTS, MEETING AND EVENT CALENDAR REVIEW
Next Governance and Nominations Committee Meeting (San Elijo Campus)
    Tuesday, October 24, 2023 at 2:00 – 3:00 p.m.
Next Finance Committee Meeting (San Elijo Campus)
    Tuesday, August 1, 2023 at 1:00 – 2:30 p.m.

Next Executive Committee Meeting (San Elijo Campus)
Tuesday, August 1, 2023 at 3:00 – 4:00 p.m.
Next Quarterly Board Meeting (Oceanside Campus)
Tuesday, August 15, 2023 at 3:00 – 5:00 p.m.
Next Comprehensive Campaign Committee Meeting (Zoom)
Tuesday, August 29, 2023 at 1:00 – 2:00 p.m.

IX.   **FUTURE AGENDA ITEMS**
      A.   New Board Member Onboarding flow chart
      B.   Board Prospect Selection Process flow chart

X.   **ADJOURNMENT**
The meeting was adjourned by Chair Stillinger at 3:31 p.m.

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Denise Stillinger (Mar 19, 2024 14:10 PDT)

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Shannon Stubblefield (Mar 19, 2024 15:14 PDT)

2023.7.25 MCC Foundation Governance & Nominations Committee Minutes

Final Audit Report   2024-03-19

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