



MIRACOSTA COLLEGE FOUNDATION BOARD
GOVERNANCE AND NOMINATIONS COMMITTEE

REGULAR MEETING

October 24, 2023
(Approved April 16, 2024)

I. CALL TO ORDER

The MiraCosta College Foundation Governance and Nominations Committee met in open session on Tuesday, October 24, 2023 in Room 1131 on the San Elijo Campus (3333 Manchester Ave, Cardiff, CA 92007). Chair Stillinger called the meeting to order at 2:00 p.m.

II. ROLL CALL, WELCOME, INTRODUCTIONS

Committee Members Present:

Alec Babiarz Hema Crockett Hap L'Heureux
Val Saadat Denise Stillinger Sharon Wiback

Committee Members Absent:

Sudershan Shaunak

Staff Present:

Elizabeth Lurenana Shannon Stubblefield

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

None

IV. CHANGES IN AGENDA ORDER

None

V. APPROVE MEETING MINUTES

A. Regular Meeting of July 25, 2023

- i. By motion of Committee Chair Stillinger, seconded by Committee Member Saadat the minutes of the regular meeting of July 25, 2023 were approved as presented.

Vote: 5/0/1/1

Aye: Babiarz, Crockett, Saadat, Stillinger, Wiback

Nay: None

Abstain: L'Heureux

Absent: Shaunak

VI. PRESENTATION(S)

None

VII. COMMITTEE REPORT(S)

A. Governance and Nominations

i. Board Prospects

- a. VP/ED Stubblefield and committee members reviewed the interview process for board prospects and gave insight into each applicant.

- b. By motion of Committee Member Wiback, seconded by Committee Member Crockett, board candidates Angela Babiarz, Dottie Benson, Alma Flores, Amy McNamara (Wynne), and Diane Mills were all approved to have their names advanced to the Executive Committee for approval.

Vote: 6/0/0/1

Aye: Babiarz, Crockett, L'Heureux, Saadat, Stillinger, Wiback

Nay: None

Abstain: None

Absent: Shaunak

- c. If the Executive Committee approves all the new members, they will be invited to the board meeting on November 14. VP/ED Stubblefield will send an email to the entire board letting them know and requesting board members let her know prior to the meeting if they have any concerns.
- ii. Slate of Officers for Next Term (July 2024 – June 2026)
 - a. The committee discussed the slate of officers for the next board term and what the process will look like. At the November 14 meeting, Chair Stillinger will announce that anyone interested in being the next board Vice President should let her know by Q3.
 - b. VP/ED Stubblefield reviewed the board member term grid with the committee noting board term limits and who would be available for the next slate of officers up to 2030.
 - The committee discussed the option of bringing on board members to fill prematurely vacant board seats to help with staggering board turnover. This could be looked at in future meetings.
 - c. Chair Stillinger has approached Karen Pearson to see if she is interested in being the next Board Vice President and is waiting to hear back. Board Member Pearson would not be able to stay on as a previous president the term after since she will reach term limits before then. Three additional board members are eligible: Hema Crockett, Cindy Musser, and Kimberly Troutman.
- iii. Board Development Goals (through June 2027)
 - a. Chair Stillinger and VP/ED Stubblefield will bring recommendation board development goals for each fiscal year through June 2027 for the committee to review at the February 2024 meeting.
- iv. ICBOC Foundation Board Representative
 - a. <https://www.miracosta.edu/governance/icboc/membership.html>
 - b. Committee Member Babiarz terms off ICBOC in April 2024. He shared the importance of having foundation board representation on the committee and discussed time commitment.
 - Applications are requested for fall 2023.
 - c. Committee Member Babiarz will present the opportunity at the November 14 board meeting. If no one shows interest, staff can approach specific board members who may be a good fit.
- v. New Board Member Flow Charts
 - a. Board Prospect Selection Process
 - The committee recommended it be made clear to board members who are participating in the initial interview that the interviewee is being considered for the board and it is not a guarantee.
 - b. New Board Member Onboarding Process
 - The committee discussed how they can help with the onboarding process for the new board members after the November 14 meeting. One idea is setting up coffee/lunch meetings with new and existing board members.
 - The committee recommended introducing new board members to the college governance structure and spreading out interactions so new board members don't get overwhelmed by having to learn everything at once and jump into being involved.
 - Add one-on-one with the Board President to the flow chart.
 - In-person meetings are important rather than relying solely on Zoom.
 - c. By motion of Committee Member Babiarz, seconded by Committee Member Saadat the two flow charts are approved to be placed on the consent agenda at the November 14 board meeting, with the stipulation that any non-substantive

changes can be made by staff, but any substantive changes will need to be approved by the board.

Vote: 6/0/0/1

Aye: Babiarz, Crockett, L'Heureux, Saadat, Stilling, Wiback

Nay: None

Abstain: None

Absent: Shaunak

vi. Committee Vice Chair

- a. President McGuigan has requested each committee have a vice-chair. This will be discussed at the next meeting.

VIII. ANNOUNCEMENTS, MEETING AND EVENT CALENDAR REVIEW

Next Governance and Nominations Committee Meeting (San Elijo Campus)

Tuesday, February 6, 2024 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 Quarterly Board Meeting (Community Learning Center Campus)

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

Next Comprehensive Campaign Committee Meeting (Zoom)


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

IX. FUTURE AGENDA ITEMS

- A. Goals for onboarding new board members.
- B. Committee Vice-Chair

X. ADJOURNMENT

- A. The meeting was adjourned at 3:09 p.m.


Denise Stilling (May 21, 2024 20:05 PDT)


Shannon Stubblefield (May 22, 2024 06:59 PDT)

Denise Stilling, Committee Chair

Shannon Stubblefield, Executive Director









2023.10.24 MCC Foundation Governance & Nominations Committee Minutes Approved

Final Audit Report

2024-05-22

Created:	2024-05-21
By:	Elizabeth Lurenana (elurenana@miracosta.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkx4VUCjWqMEngdCV4JOV4ouaLRk-1ljH

"2023.10.24 MCC Foundation Governance & Nominations Committee Minutes Approved" History

-  Document created by Elizabeth Lurenana (elurenana@miracosta.edu)
2024-05-21 - 10:46:17 PM GMT- IP address: 209.129.33.10
-  Document emailed to Denise Stillinger (dstillinger@miracosta.edu) for signature
2024-05-21 - 10:47:44 PM GMT
-  Email viewed by Denise Stillinger (dstillinger@miracosta.edu)
2024-05-22 - 3:05:29 AM GMT- IP address: 68.6.227.27
-  Document e-signed by Denise Stillinger (dstillinger@miracosta.edu)
Signature Date: 2024-05-22 - 3:05:52 AM GMT - Time Source: server- IP address: 68.6.227.27
-  Document emailed to Shannon Stubblefield (sstubblefield@miracosta.edu) for signature
2024-05-22 - 3:05:53 AM GMT
-  Email viewed by Shannon Stubblefield (sstubblefield@miracosta.edu)
2024-05-22 - 1:58:59 PM GMT- IP address: 172.226.2.127
-  Document e-signed by Shannon Stubblefield (sstubblefield@miracosta.edu)
Signature Date: 2024-05-22 - 1:59:16 PM GMT - Time Source: server- IP address: 76.88.89.171
-  Agreement completed.
2024-05-22 - 1:59:16 PM GMT