



**SAN DIEGO
CONTINUING
EDUCATION
FOUNDATION**

— SINCE 2008 —

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Carlos O. Turner Cortez, Ph.D.
SDCE President

Laurie Coskey, Ed.D
Executive Director

Caron Lieber
Manager, ETI

MINUTES

**Regular Meeting of the San Diego Continuing Education Foundation
Board of Directors
June 17, 2019, 9:00AM
Via Zoom**

I. CALL TO ORDER

The meeting was called to order by SDCEF President, Neill Kovrig, at 9:05 a.m.

The following board members were in attendance:

- Vinzent Balaioing, Student
- Laurie Coskey Ed. D., Executive Director
- Michelle Fischthal, SDCE Vice President, Instructional Services
- Oliva Flores, Counselor
- Bill Grimes, Secretary
- Kelly Henwood, Treasurer
- Mary LeDuc, Retiree
- Caron Lieber, Manager, ETI
- Neill Kovrig, President
- Star Rivera-Lacey, Vice President, Student Services
- Jacqueline Sabanos, Vice President, Administrative Services
- Carlos O. Turner Cortez Ph.D., SDCE President
- Roma Weaver, Vice President

The following board members were absent:

- Oliva Flores, Counselor
- Gretchen Bitterlin, Retiree

The following guest was present:

- Woody Ledfort, Accountant

II. SPECIAL ITEMS/PRESENTATIONS

a. COVID-19 Update

Michelle – Working with the district on a limited reopening plan

Star – For instruction we are fully online for the summer, mostly online for the fall, and are working on a pilot for welding.

Carlos – My instinct is that we'll likely be working remotely for the rest of the year. I am unbelievably impressed by the selflessness of our employees. Campus will be open only for welding and 2 other courses in the fall. Michelle and her team are doing the best to move as much as possible online but certain content requires face-to-face experience.

We are piloting the launch of Icon Academy this summer and have a permanent launch this fall. There will be a three-step plan for Student Services online and this is how many of our students want to be met. We are in a good place as an organization and have a

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plan to move forward. The Foundation has purchased laptops for our students, our Success grants will be formalized as of July 1st , we have a significant pool of money to start supporting student needs, and are building and expanding contract programming through ETi.

Michelle – We’ve built an incredible training professional development infrastructure for distance learning for our faculty and are looking at expanding that into counseling although they are already participating as well as classified folks. Roma has been a big part of that and we are leveraging Passport for Success into a mentoring program for distance education.

Vinzent – We’ve been having Friday meetings on zoom and everyone seems to be doing fine

Laurie – It’s exciting that we’re able to raise funds and distribute them where needed. We’ve created a form for what we are calling Success Grants rather than Barrier Grants and it’s going to be used July 1st but we’ve successfully piloted them this week. They will help us track monies going out. Our funders are moving into action and talking about the kind of work we do. I sent early this morning to you all the City of San Diego is focusing their Arts grants on underserved communities so you can see what I see and the intersection between COVID and and the work we at this moment in history.

Caron – We’re lucky to be able to move forward responsibly but I’m on a school board and there are issues around reopening and how to do that safely.

Neil – I’m on the ad hoc committee for the district reopening and I look forward to doing the best for our students

Star – Student Services is going to be as flexible as possible.

Neill – We are fortunate to have a leadership team that keeps us focused and working together.

b. Town Halls - Carlos and Star

Carlos – The district sent out communications in support of Black Lives Matter. We are in the process of organizing three conversations with our community: students (Star will speak to this), employees (Jackie) , and with the larger community (Lori) anchored in the Historic Preservation Committee. I am personally inspired by all of this activism. What’s most pleasing is how this has become an umbrella movement.

Star – We’re being very intentional in how we proceed. We’re fortunate to have secured Veronia Keiffer-Lewis whom has done some of this sensitive work with us in the past. So we thought she would be a trusted person to bring in with her facilitators to do a town hall for us. We want to make sure folks feel okay and safe. As of now, July 1 and 15 have a focus on employees and the next one through Nate Howard with the date TBD focused on the students

Laurie – We may change the order and do one in the community in the summer and other in August but we’ll begin with a word or story from Elsie Smith Cooper and

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have a panel with Genevieve Jones Wright, Randy Ward, Chevelle Tate, and either Luke Wood and Richard Guerrero.

Carlos – And Roberta Krause

Laurie – We’re collecting bios from each

Neill – This seems like an historic inflection point

Roma – This feels different and more across the board

Carlos – A lot of this is sociological and demographic. The kids today have a different perspective and their ecosystem is different which is why I think we see outrage. Brining down these walls is powerful. A demographer said the US is where CA was in 1995.

c. Organizational Meeting, Board Membership, and Officer Elections - Neill

We are asking to postpone officer elections for one month to increase board membership to assist in getting grants through a bylaw amendment next month. According to the information I have, no one is cycling off.

Laurie – We are creating a Strategic Development Plan and the Strategic Plan will be addressed at the retreat.

d. Policies: Credit Card - Neill

Discussion about the aggregate limit, a tiered approach regarding limits, prohibited expenses, and formalized procedures. Added an Item 5 “Administrative procedures related to the use of the credit card shall be developed by the Executive director in consultation with key staff and in compliance with relevant district policy and procedure” and language concerning credit card uses.

Kelly – Check the USD Nonprofit Institute Library for draft policies

MSC Grimes/Weaver to adopt the amended Credit Card Policy. The vote was unanimous.

e. Funds to Support COVID Success (Barrier) Grants

Laurie – We’ve received \$35,000 from the San Diego Foundation, raised \$9,400, and will be bringing in another \$10,000 from the bequest as our first installment. We have \$4,000 left in our General Fund for scholarships and this Board, before my time, had talked about assigning the leftover funds to Barrier grants which would bring us to \$13,400 because of the need.

Carlos – The United Way is giving, I believe, \$200 cash to student who don’t qualify for CARES Act funding which are all of our students. Our Foundation’s impact is growing yearly.

\$4,000 moved from the General Fund to Success (Barrier) Grant without objection.

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F. SDCEF Retreat, Wednesday, September 16, 9:00 – 2:00 - Neill

Place this on your calendars

G. Employee Handbook - Laurie

Laurie - Because of the way we employ district employees, I have worked with attorney Joseph Sanchez to prepare a handbook that is appropriate for a small organization like ours. If you approve this, it will be sent to each employee and each will sign the last page to acknowledge their agreement.

Neill – This is the “sunshine” on the handbook and it will be placed on next month’s agenda for approval

Kelly – I want to ensure that the issues in the Form 188 are addressed.

Jacqueline – I believe that because the Foundation is an auxiliary of the district that they fall under district guidelines.

Laurie – We will update the handbook to reflect modern usage of pronouns

Bill – I want to ensure we can make changes, with legal counsel, if necessary

Neill – We could make changes for underrepresented group of employees in a closed session. We can establish a date to review the handbook.

Carlos – I would recommend that we have a publication date and an electronic version which can be revised, probably every three years

Woody – We should say that it’s to be revised at least every three years.

Laurie – We can send it out and ask employees to join us if they have comments at the beginning of the next Board meeting.

Kelly – We should clearly state that they are covered under the district policies.

Laurie – I’ll ask Joey about it.

Carlos – We should ask the attorney

III. REVIEW OF MINUTES

a. Minutes from May 20, 2020

MSC Henwood/Weaver - Minutes approved as presented

IV. PUBLIC COMMENT

No public comment

V. FINANCIAL REPORT

a. Monthly Financial Reports May 2020

Ledford presented and explained the Monthly Financial Reports. Discussion about cost centers, creating a separate committee, and the presentation acknowledging it is a work in progress.

The Monthly Financial Reports for May 2020 were approved without objection.

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VI. STANDING ITEMS

- a. ETi: Caron – Thanks to Laurie for keeping ETi and the relationships at Camp Pendleton alive without a manger for six months. We are doing distance learning at Miramar and the Brig and hope to do hands on work in the summer for CTE classes that require hands on. We are reinstating our systems and award management systems. We submitted our ETLP document and I want to thank Theresa Erbacher in helping us . We submitted a proposal to the California Workforce Association last month and I continue to work with the Statewide Consortium for Contract Education, CarerrStep , and ed2go to beef up our coursework
- b. Executive Director Report: Laurie – The staff is taking a self-care professional development class and I want to thank our core staff Caron, Steve, and Woody. Two things: I need your Conflict of Interest statement and your approval of a County of San Diego Community Enhancement Grant for \$15,000; \$10,000 for African American celebrations in February and \$5,000 for Dia de los Muertos programming. I am working with Leah Goodwin. I need you to take a vote and, after the vote, I need three people who can sign and scan.

MSC Weaver/Kovrig – To approve submission of a County of San Diego Community Enhancement Grant

- c. Development Report: Laurie – Gateway funding has been renewed for the final fifth year of the contract for \$356,267. They're expecting the second Lucky duck installment for \$67,000. Pendleton wants us to do three classes: introduction to construction, small business, and welding. Caron and I presented them with a budget and Carlos and the President of Palomar worked to ensure we could do this in their jurisdiction. We will be presenting these classes in person for a \$192,000 as the sole contractor to begin in August or September. Today, we have \$650,000 in the bank versus \$327,000 at this time last year. We've submitted a grant to Wells Fargo for \$39,000. We're asking for Success Grants from banks and institutions. Our bequest chose to discharge \$400,000 over 5 years at Carlos's designation. We have a \$1.3 million grant for the Apprenticeship Readiness Program: 150 students – 30 students and five courses beginning in January FY 2021 with two courses and three in April FY 2022. We're going to hear later this month about another \$1.3 million to do similar work over the next four years.

Carlos – The goal has been integration into the learning community so thank you, Laurie, for this huge moment for our foundation. We are going to have, thanks to Michelle, 35 courses and at least 11 degrees through ICON Academy with potential to generate \$2million to \$3 million in one year and I want to turn this into \$15-\$20 million within five years

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VI. CLOSED SESSION

Upon resuming Open Session, Board President Neill Kovrig announced the following:

“In accordance with Section 54953 of the California Government Code, as amended by SB 1436, the following oral report of the Board with regard to discussion of salary and compensation and proposed increases for an unrepresented employee, specifically the Executive Director, is given.

The Board determines to offer an increase in salaried compensation to one hundred forty-five thousand dollars (\$145,000) and associated increases to benefits as warranted; the establishment of a bonus structure with contingencies based upon ETi net revenue goals and achievements; contingencies based upon the establishment of a 1.0FTE bookkeeper/accounting position and a minimum 0.5FTE executive assistant position under the Foundation administrative structure; and the establishment of goals and accomplishments to be discussed in depth during the September Foundation Board Meeting/Retreat.”

Following the announcement, the floor was opened for further discussion of the proposal, with Carlos Turner Cortez providing brief additional details on the goal/accomplishment structure used by District administration.

The vote on the proposed increases were recorded by voice vote:

AYE (8): Kovrig, Weaver, Grimes, Henwood, Fischthal, Rivera-Lacey, Sabanos, Turner-Cortez

NO (0): None

ABSENT (4): Flores, Bitterlin, LeDuc, Balaoing

VII. ADJOURNMENT

Meeting adjourned by N.Kovrig at 11:50 a.m.

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