



**SAN DIEGO  
CONTINUING  
EDUCATION  
FOUNDATION**

— SINCE 2008 —

**BOARD OF DIRECTORS**

Neill K. Kovrig  
*President*

Roma Weaver  
*Vice President*

Bill Grimes  
*Secretary*

Kelly Henwood  
*Treasurer*

Vinzent Balaioing  
*Student*

Gretchen Bitterlin  
*Retiree*

Michelle Fischthal, D.B.A.  
*Vice President, Instruction*

Olivia Flores  
*Counselor*

Mary LeDuc  
*Retiree*

Jacqueline Sabanos  
*Vice President, Administrative  
Services*

Star Rivera-Lacey, Ph.D.  
*Vice President Student Services*

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

Laurie Coskey, Ed.D  
*Executive Director*

# MINUTES

## Regular Meeting of the San Diego Continuing Education Foundation

### Board of Directors

July 15, 2020, 9:00 A.M.

Online via Zoom

#### I. CALL TO ORDER - ORGANIZATIONAL MEETING

The Organizational Meeting was called to order by SDCEF President Neil Kovrig at 9:06 a.m.

The following board members were in attendance:

- Vinzent Balaioing, Student
- Gretchen Bitterlin, Retiree
- Laurie Coskey Ed. D., Executive Director
- Michelle Fischthal, SDCE Vice President, Instructional Services
- Olivia Flores, Counselor
- Bill Grimes, Secretary
- Kelly Henwood, Treasurer
- Neill Kovrig, President
- Mary LeDuc, Retiree
- Carlos O. Turner Cortez Ph.D., SDCE President
- Roma Weaver, Vice-President

The following board members were absent:

- Star Rivera-Lacey, Vice President, Student Services
- Jacqueline Sabanos, Vice President, Administrative Services

The following guests were present:

- Semret Hailemariam, Program Coordinator, Pathways to Success
- Caron Lieber, Manager, ETi
- Leslie Ward, Auditor

**A moment of silence was observed to honor the passing of Dr. Robert Matthews**

#### II. ANNUAL ORGANIZATIONAL MEETING

##### a. Election of Board Officers

1. President

**MSU (Weaver/Flores) Re-elect Neil Kovrig as Board President**

2. Vice-President

**MSU (Kovrig/Turner-Cortez) Re-elect Roma Weaver as Board Vice-President**

3. Secretary

**MSU (Kovrig/Weaver) Re-elect Bill Grimes as Board Secretary**

4. Treasurer

**MSU (Flores/Weaver) Re-elect Kelly Henwood as Board Treasurer**

##### b. Adopt Calendar of Regular Meetings

Every third Wednesday of the month was adopted without objection

#### **Mission:**

*The San Diego Continuing Education (SDCE) Foundation exists to support SDCE in championing equity by fostering innovation, raising funds for scholarships, eliminating barriers to student success, and positively impacting the community at large.*

#### **Vision:**

*The San Diego Continuing Education Foundation strives to provide all students with the tools and resources to reach their full potential by implementing equitable programs that address economic insecurities and promote progressive, systemic social change.*

### III. ADJOURNMENT TO REGULAR MEETING

- a. The Organizational Meeting was adjourned at 9:17 a.m.

### IV. CALL TO ORDER – REGULAR MEETING

- a. The Regular Meeting was called to order at 9:17 a.m.

### V. PUBLIC HEARING

#### a. ACTION: Adoption of the Employee Handbook – Effective 1 July 2020

Laurie – Presented the Employee Handbook (3 years in the making). Discussion about PTO, retirement, and discrimination policies that are in alignment with district policies. Request for a Track version with changes made post adoption and an additional sheet at the end noting the changes and with a signature line.

**MSU (Bitterlin/Flores) – Adopt the Employee Handbook conditioned on parallelisms with the District’s policies regarding anti-discrimination, disabilities, retirement plans and paid time off.**

### VI. REPORTS AND INFORMATION ITEMS

#### a. WIOA Grant/Funding: Gateway to College and Career – Year 5 – Update

Carlos – This is the final year of funding so we are working on a new RFP. We are applying for both the countywide and population focused grants. We already service most of the populations so that grant is easier. The other requires potential partners to expand Gateway across the county and we are exploring them. Ideally, we would be the trainer of trainers or contract with districts to bring our services.

#### b. Town Halls Update

Carlos – We’ve set up 4 town halls to better support minority students and are collecting data to find out who attends. The hope is to use this data to provide insights about who to better serve our students. A takeaway from the first town hall was for an action plan so our second town hall will have concrete steps that we can then share with the students and community. This will culminate in a Justice Summit sponsored by Black Lives Matter San Diego and Black Lives Matter Imperial Valley at USD. We will cover the costs of moving our students and host a breakout with them.

Laurie – Notice of the Community Meeting will be going out today for August 12 at noon sponsored by our Foundation. The moderator will be Genevieve Jones-Wright, an inspirational moment will be had by Reverend Elise Cooper Smith, presenters

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will be April House, COO of the San Diego Workforce partnership, Maria Nieto-Senor, Randy Ward, former head of the San Diego County School Board and is now Executive Director of Teach for America, and Luke Wood who is an expert in our region and Vice President of Student Affairs at San Diego State.

- c. Development Strategic Plan *Ad Hoc* Committee  
Laurie – Need members of this Board to join Roma and I to meet with John Valencia to work on and develop our plan so we can do a deep dive in September.  
Neil – Appoints Roma as lead to work with Laurie. A solicitation will go out via email.  
Olivia – I’m on board with Roma
- d. UNMUDL - Update  
Neil – We have signed a contract agreement and need a motion to confirm Carlos’s appointment to the Advisory Board.  
**MSC (Weaver/Balaoing) – Confirm the appointment of Carlos Turner-Cortez to serve as our representative on the Advisory Board for UNMUDL as specified in the MOU. Flores (not present at the Special Meeting) and Turner-Cortez abstained.**

#### VII. REVIEW OF MINUTES

- a. Minutes from 6/17/2020 and 6/29/2020  
**MSU Turner-Cortez/Henwood – Adopt the Minutes with corrections**

#### VIII. PUBLIC COMMENT

No public comment

#### IX. ADMINISTRATIVE ITEMS

- a. Proposed Bylaw Amendments – 1<sup>st</sup> Reading
  - 1. Article 4
  - 2. Article 5
  - 3. Article 8
  - 4. Article 10
  - 5. Article 11
- b. Proposed Policy Adoption– 1<sup>st</sup> Reading
  - 1. Policy 01-2010 -Contracts
- c. Proposed Resolution Adoption – 1<sup>st</sup> Reading
  - 1. Resolution 2021-01 – Executive Director/CEO; Contract Authority

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## X. TREASURER'S REPORT

### a. 2019-2020 Final Audit Report

Laurie - No financial statements because our fiscal year has closed. We have our auditor Leslie Ward for the last two years here.

Leslie – We have no findings. The audit report is the responsibility of management which is Laurie and Woody. There were no wild estimates that would put the Foundation at risk. The delays in the audit were due to competing issues and the pandemic. We had no disagreements with management.

**MSU Henwood/Weaver – Adopt the Audit, the Final Audit Report, and the 990**

## XI. STANDING ITEMS

### a. ETI

Caron – Miramar, our largest client, has reopened and we hope to complete our plumbing, small business, and HAZWOPER course soon. We sent a 2021 proposal to the Miramar Brig for \$250,000 and are working on a five-year contact at \$250,000/yr. Laurie is the lead for camp Pendleton and we hope to begin classes this September. An item from the California Consortium is Utility Line Clearance Arborist Training and we are looking for students. Activity from the Chambers of Commerce have been at a snail's pace and I'm exploring a relationship with the regional advanced manufacturing sector. The Brig has enforced social distancing policies in place and we can pace whatever safety measure we need to in any face-to-face settings. We will bring documented protocols to the next meeting.

### b. Executive Director Report

Laurie – Thanked all of the officers for agreeing to serve again. A lot of Human resource activities had to happen with the end of the fiscal year: we re-upped our employment contracts, healthcare, and implemented our retirement plan. We opened two bank accounts: one with Home Street Bank offering a better rate of return and us as a charitable donation and with San Diego Cal Coast. These are saving accounts. You know about the Town Hall and UNMUDL

### c. Development.

Laurie – We renegotiated with the State and Workforce funding for the Apprenticeship Readiness Program: \$1.3 million to run 5 cohorts beginning January 2020 through 2022. We will formalize our agreement in August. We have a signed MOU for the bequest contribution of \$80,000 per year for the next five years but I need to work with the donor to receive the check. The Pendleton Contract, thanks to Carlos, received the blessing by the Palomar President to work with their contract ed folks to get a welding instructor. We still have to put the work into the Contract, for \$292,000, but we are being sole sourced to Pendleton by Miramar which is a stamp of approval for the

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Foundation. Laurie read testimonials from students who had gone through training at the Brig.

- d. Historic Preservation Project  
No report given

**XII. CLOSED SESSION**

None scheduled

**XIII. REPORT FROM CLOSED SESSION**

None

**FOR THE GOOD OF THE ORDER**

Vinzent -Announced the passing of ASB Vice President Maria C. Hernandez last week. He presented her obituary and shared memories. Will start a GoFundMe page for her children

**A moment of silence was observed to honor the passing of ASB Vice President Maria C. Hernandez**

**XIV. ADJOURNMENT**

Meeting adjourned in honor of Dr. Robert Matthews and Maria C. Hernandez by N.Kovrig at 11:17 a.m..

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