



SAN DIEGO
CONTINUING
EDUCATION
FOUNDATION
— SINCE 2008 —

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Ph.D.
SDCE President

Laurie Coskey, Ed.D
Executive Director

MINUTES

Regular Meeting of the San Diego Continuing Education Foundation

Board of Directors

February 17, 2020, 9:00 A.M.

Online via Zoom

I. CALL TO ORDER

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

The following board members were in attendance:

- Vincent Balaoing, Student
- Laurie Coskey Ed. D., Executive Director
- Carlos Turner Cortez, Ph.D.
- Olivia Flores, Counselor
- Bill Grimes, Secretary
- Kelly Henwood, Treasurer
- Neill Kovrig, President
- Star Rivera-Lacey, Ph.D.
- Jacqueline Sabanos,

The following board members were absent:

- Gretchen Bitterlin, Retiree
- Dr. Michelle Fischthal
- Mary LeDuc, Retiree

The following guests were present:

- Woody Ledford, Accountant
- Caron Lieber, Manager , ETi

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II. PUBLIC COMMENT

No public comment.

III. EXECUTIVE DIRECTOR'S REPORT

- a. **ETi: Laurie** – Caron Lieber started with us a year ago. Last year we had the Miramar Contract, and we hadn't solidified too many contracts at the time. I was able to work with Pendleton during those months, so we thought that we would be able to revive the Pendleton relationship. As your Executive Director, it was a wonderful way for me to learn about contract education. Caron came to us through Carlos Cortez, and it turns out she is extraordinary. Caron and I have had such a good time learning about contract education and there are multiple contracts that require much management this year. Because it is COVID, there is a lot of COVID related things happening in the implementation of our military contracts. We have become much more involved in the state coalition coming out of the Chancellor's Office. I'm on the advisory board of the CTAB, the Contract Education, Training Advisory Board and Caron has been working with us for some very exciting new training. I wanted to publicly thank Caron Lieber.
- b. **Caron** – I will give you a quick update: you know all of our Brig contracts instructions occur on ground, they have no wifi and so we are kind of working outside the COVID box. All instructors are actually going on site. We have had a wonderful success at Pendleton without having any COVID outbreaks, so all three of our classes are up and running five days a week. The only glitch at Pendleton is our welding class because we have been unsuccessful in finding an outside location to do the hands-on instruction. We believe after a meeting last week that it will be solved by next week. At Pendleton we have an MC3 classes with John Gosen who will also be teaching this course through the SB 1 Grant. We have a business course Mondays, and welding 3x's a week. We are working with Pendleton on a 2021/22 proposal. The only possible change in Pendleton is that right now it is a level three prison because the prisons between Pendleton and Miramar are only 45 miles apart

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there is some discussion at the highest level of consolidating those prisons which might happen in 2023.

We are going to assume that they will be left at a level three for at least one more year. Miramar is a very large facility, there are about 80 to 100 prisoners at Pendleton that would be moved.

Miramar is on full lockdown due to two COVID outbreaks, and our instructors are not teaching there currently. We have two more classes that we will be rolling out at Miramar and a brand-new sewing class. We are working on ordering 11 sewing machines for this class. Miramar is interested in doing a five-year contract, and we plan on either having a one year or five-year contract worked out. There has been a concerted effort to provide utility line clearing from trees. We believe we are going to be the selected entity to work with SDG&E and believe we will be getting that contact.

Laurie — I think we have competition with Mira Costa but we are dancing with San Diego Gas and Electric. Steve and Karen Cousy have been working on our website for the last six months under Train with ETi. There is another employee training institute we're working on, but all of the Unmudl courses are up. I am hoping people will go to Unmudl first, but we still have zero enrollments for Unmudl courses. Train with ETi has a nice look, and we have the graphic designer who worked on the first website to do improvements. There is a statement about What ETi and contract education is, based on the set of Town Halls that Carlos has shared with us. WE bring in 250,000 a year from Career Step and we make 20% profit on. We want it to be a moneymaker for us in that way as well. I also wanted to thank Woody because for all the contracts we work on, we've had him as an accountant to complete the finances. The Federal and State grants have to be spent out to the dime before we even start the programs, which is very challenging.

Caron – We currently offer four Marshall Island courses, for 45,000 each. A back up course was Child Development and Python. What we are trying to do is to give them the skill if they leave the island, to

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have the skills to get a higher level job entry when they enter the workforce.

Discussion ensued between Caron Lieber and Bill Grimes regarding Marshall Island and Python Program offerings.

Carlos Turner Cortez – I just wanted to thank Caron for her exceptional work over the past year. It seems like every time we cross paths she is working on something new.

Olivia Flores – So the Foundation is offering CE courses, and the Foundation is offering certificates for students. I still don't know how to explain this aspect to Academic Senate or instructional faculty.

Carlos Turner Cortez – ICOM Academy courses are only noncredit courses offered to California residents. Contract and fee based education initiatives at every college is repurposing existing product. Our product is curriculum (courses). If somebody hires us for customized training, they may want us to change our existing courses, or keep it as is. The overwhelming majority of what we do through contract and fee based education is repurposing existing curriculum. To clarify, students who complete these programs get a certificate issued by the Foundation as an accomplishment, but they are not the same as credit and noncredit students receive, since those are determined by the state. It is not a California State Community College system.

Olivia – Thank you, President Cortez. I wrote it all out and will provide the Academic Senate.

Laurie - As you see the high road construction careers, that is a contract that will go through August of 2022 it was awarded by the San Diego workforce partnership to us. We received our new WIOA Youth Contract, which we were awarded 600,000 for the immigrant and refugee populations. 600,000 really is 2.4 million because it's a leveraged \$600,000 over four years. Star Rivera-Lacey and I did the interview for these grants.

Stephanie – We are looking at making sure we expand the money in the correct way, and are still trying to enroll for the next few

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months. We have to stop enrolling in March so we are working on hitting as many metrics as we can.

Carlos Turner Cortez – In one day, the Foundation brought in \$3.4 million.

I think we all need to pause and recognize what a huge accomplishment that is in the history and development of this Foundation. I also want to provide some clarification: we have contracts and contract education.

Kelly Henwood – Since this (SDCEF Contracts) is on the consent agenda item, I would suggest a bit of a different format like actually showing the grants by object code and a little synopsis, kind of like how we do it at Board of Trustees. The other caveat is any implications for SDCCE or the district I think it would be good to have clarity at the board level about what this actually means when we accept these funds for the institution we are supporting.

Neill Kovrig – We can certainly add that as part of the procedure for the agenda.

Bill Grimes – I think we have certain functions that cut across all of these, and I think it's also an evaluation side at some point in time it might be good to step back and look at evaluation procedures we use and see if we could build a model that would be consistent across all of these, but still broad enough to accommodate anyone new coming in could use in the long run.

- c. **ASB: Vinzent** – ASB has been pretty active at ECC we just had our virtual Chinese New Year and Valentine's event, which had a poem contest and running contest. We have also been adding resources in our ASB Twitter and website, continuing to promote Black History Month and short films.
- d. **Organizational Update: Laurie** – We have had a ton of transition in staff. Semret Hailemariam left us to work at SWC, Dean Rubalcaba has filled the remainder of her position because it is a grant funded position. Anisha Jackson is on maternity leave and Dean Stephanie Lewis is filling in with temporary work too that is also grant funded. We have hired completely for our SB1 High Roads construction

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careers grant, a Program Coordinator, Willie Lang, a career navigator, Devon Sgubin. We have also hired John Gosen to teach all 6 of the MC3 programs.

- e. **Development: Laurie** – all of the grants that we write are in conjunction with Carlos, Star, Michelle, Jackie, Stephanie, and Maureen. All the grants we write include staff so that we are working very hard with the College to support all new programs with funded staff. Having said that, it requires our Deans to implement and it's a lot of work to do. It's really extraordinary. There is a new million-dollar grant that we have submitted we get about 350-400,000 of it for additional support for our current SB1 students to get food. We are implementing just on a shoestring, but this grant coming up has a couple of hundred and thousands of dollars with the Foundation. Our development with individual donors is paltry all of the nonprofits are suffering in the same way and have not taken a turn to government funding. Fiscally, we are in good shape, but we are continuing to work on an individual donor program. If we want to raise the money, we have to create a non-event perhaps later in the spring as a solicitation.

Kelly – I think we officially need to see how much money we actually spent on the Holiday solicitation and how much money came in.

Laurie – I think 1,700 dollars was spent on it, and we raised about \$700. I made the largest donation. I think because of the year it was not a particularly successful solicitation piece, but we did share a lot of information that we hope people read.

Woody – One of the things is that we now have the ability to go and accept dedicated donations if someone has a particular interest in a cause. We want to make sure they have the opportunity and make it as easy as possible to make that donation, including QR codes on mailers or direct links to the donation site.

Laurie – Neill and Star have been very instrumental in helping us figure out how to develop the ability to take in money differently.

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REVIEW OF MINUTES (5 minutes)

- a. Minutes from April 15, 2020 - *Action Item*

MSC Flores/Weaver – Minutes approved as presented

IV. **TREASURER’S REPORT: Kelly** – We met yesterday February 16. I looked at some of the financials and Woody is going to present those details from December-January. There’s some discussion about staffing plans in terms of talking about how we are using our resources to ensure we are building that operational foundation. There are three action items: to approve the financial reports for January, to approve the annual budget, and look at the scholarship accounts that Woody will share.

Woody – Shared the reports. These are the January 2021 financial reports. The revenue support for the year to date is just over \$1.2 million. The contract based revenue, related to Brigs, ETi and Career Step is complex and we are still trying to figure out what billings would go with what revenues. We do not pay Career Step until we get paid, but we were having some difficulty matching it up. We received a balance of money for EMT and firefighter training. Scholarship income has received \$45,000. Our single largest component of our cost structure is personnel expenses. Under fee-based ETi, it shows we have next to nothing income-wise, because the Career Step is carrying the costs that we have for Unmudl. We have incurred 55,000 on Unmudl, that between this and ETi are the primary funds we can use to cover our expenses. For us to be at 81% on a programmatic expenses is phenomenal.

Woody: We finished developing the budget for the current year. We have started forecasting 2021-22 so we can come to the BOD before year end with a proposed budget. Revenue side we are at 1.2 through seven months and are expecting another million by the end of the year. There are key notes of the various line items so it is easier to compare. I’ll be donating about \$10k worth of time, which means we will end up the year with \$10,000 profit. That will need an action item for acceptance.

V. CONSENT CALENDAR

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- a. **Approval of Minutes for November 18, 2020 and December 16, 2020** Approved, MSP: Kelly Henwood, Jacqueline Sabanos
- b. **Reports Received – Recommended action: Note and File Executive Director’s Report and Treasurer’s Report**
- c. **New Contracts – Recommended Action: Note and File Report**
- d. **Memorandum of Understanding between the SDCE Foundation and SDCCD – Recommended Action : Adopt Neill Kovrig – Moving on to item six: I’d like to welcome Joey Sanchez.**

Joey Sanchez – I have been asked to talk to you about this item directly from the District Office. In the fall of 2020, the Sate of CA amended its Title 5 Code of regulations in particular, how records are kept and reimbursements made for services provided to District employees to the Foundations, and how the Foundations are able to reimburse the district for those services. Prior to this amendment, there was a strict requirement that at least 50% of the reimbursement had to be intact. What this new regulation did was relax those standards to say the entire amount of reimbursement can be done. There was a meeting with the District legal counsel, executives of the various foundations for each of the community colleges and district who came up with a plan to amend our current MOU to comply with these particular provisions. This MOU lists that both types of tangible and intangible services that can be demonstrated, an accounting requirement that annually the Foundation’s put out a report to show the amount of services provided to the Foundation by the District employees and the offsetting services provided. The Foundations will have some discussions with internal and external auditors to include in their annual report, which will then be provided to the District board in an open meeting. In the case of CE Foundation, the services will be more than enough to offset that.

Woody – I just want to clarify as well, this is not talking about treating in kind donations for board members who are employees of the district as well correct.

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Joey Sanchez - the service of the Board isn't considered won't isn't considered services provided by district boy that's that they're doing that separately. It's more so other types of work.

Kelly – So the work that Maureen and Stephanie are doing to help run programs is or is not considered.

Joey – That is part of the report. An example of what would not be is the meeting today.

Laurie – It is tracked through our grants. We have it tracked to our grants, and can do that for the others as well.

Kelly – What's the backup documentation that's going to stand up to an audit in terms of the accounting of it?

Joey – Once it's approved by all the Foundations, it will be brought forward to the District board for their approval. It sounds like there are other areas that may need to come in another separate amendment. If we are able to get on top of those in a month or two, and the other foundations haven't adopted this, then we could revise this amendment before it goes to the full board. The reason we are bringing this forward now is because we didn't want to necessarily hold up the approval of this part with the other foundations.

Neill – I just want to make sure we're on the up and up with regard to the fact that we have more employees that we ever intended to have.

Kelly – We do have legal opinion on the hiring of employees that we can include as language on the MOU

Joey – Correct. I am recommending that you approve the amendment with the additional sentence at the end of Section One: The District will then promptly publish the Foundation's annual report as a regularly scheduled meeting of the District's Board of Trustees. I'll prepare the final version for you to sign off on.

Neill – Do we want to clarify this to mean a disclosure report?

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Joey – That’s going to be a discussion with the auditor. The purpose of the auditor is to also deal with the compliance issues so if they could be included with the annual report, they could do so.

Bill – Does each foundation have its audit around the same time?

Joey – The Board will fit within the foundation schedules. The only action on the Board’s part is to receive it, so there is no other requirement about a certain time other than its annual.

Motion to approve the MOU amendments with the additional sentence: Approved as submitted, MSP: First: Kelly Henwood, Second: Roma Weaver

e. **Name Change: Carlos** – The name change officially went through on February 1 in a press release to the San Diego College of Continuing Education, and now the Foundation needs to start preparations for updating its name in the next six months.

Laurie – the fastest way to do this is to adopt a DBA so we don’t have to go through a corporate name change of the Foundation for San Diego College etc.

Neill – Let’s go ahead and make sure it’s on the agenda for next month’s agenda.

f. **Black History Month Events sponsored by SDCEF – Recommended action: Note and File Report**

FINANCIAL REPORT – Kelly Henwood

a. Monthly Financial Reports

Laurie – What you’re receiving today is from a true accounting hero.

Looking at 2 months of P&L and are in a strong fiscal position

Woody –Explained the transition to QuickBooks Online and reviewed the financial reports.

MSC Weaver/Flores – Financial Report approved as presented

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VI. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

VII. INFORMATION REPORTS

VIII. BOARD MEMBER COMMENTS/ROUNDTABLE

a. Olivia Flores -- Academic Senate asked what the Foundations plan if there are less than 15 or no enrollments in Unmudl, and AS is currently holding elections for new people, so this Spring semester is my third and final year as the Foundation representative. Starting next academic year, I am hoping the new person can be brought on sometime this spring semester to get more familiar.

Carlos Turner Cortez– The minimum class size I believe is 12, and it is outlined in their hiring contract.

Laurie Coskey – I just put up the link for the Black History Month presentation at noon today, February 17. I hope you will join and support the Foundation. These were supported by the SD County Community enhancement fund awarded last fall. Tune in!

Star Rivera Lacey – I'd like to congratulate COTC for being a finalist for Chancellor. The information went out for the open forums. I'd highly encourage all to attend and provide feedback.

VIII. ADJOURNMENT

Meeting adjourned by N.Kovrig at 11:00 a.m..

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