



**SAN DIEGO
CONTINUING
EDUCATION
FOUNDATION**

— SINCE 2008 —

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Executive Director

DRAFT MINUTES

Regular Meeting of the San Diego Continuing Education Foundation

Board of Directors

April 15, 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:

- Vinzent Balaosing, Student
- Gretchen Bitterlin, Retiree
- Laurie Coskey Ed. D., Executive Director
- Oliva Flores, Counselor
- Bill Grimes, Secretary
- Kelly Henwood, Treasurer
- Neill Kovrig, President
- Star Rivera-Lacey, Vice President, Student Services
- Jacqueline Sabanos, Vice President, Administrative Services
- Carlos O. Turner Cortez Ph.D., SDCE President

The following board members were absent:

- Michelle Fischthal, SDCE Vice President, Instructional Services
- Mary LeDuc, Retiree

The following guests were present:

- John Valencia, Consultant
- Caron Lieber, Manager , ETi

II. SPECIAL PRESENTATIONS (30 Minutes)

a. ETI – Caron Lieber

We have created a wonderful transition from on ground to distance learning. We have converted the plumbing and business classes at the Miramar Brig to remote classes without using technology. We have sent HVAC certificates to those who have completed the program. I've joined a collaborative with other colleges that have CE and am attending the Chamber of Commerce's small business and education roundtable. Their lead has offered to provide the Chamber with our CE content.

Carlos – We are looking at joining a network called Unmuddle. They're trying to replicate the Coursera model. They would market nationally and internationally our programs for a fee.

Mission:

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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.

- b. Scholarship 2020 Update – Neill Kovrig and Star Rivera-Lacey
 - Star – Laurie got checks to Theresa and we’re getting money into the hands of students. They will receive a program with an attachment explaining their awards. Kudos! It’s done.
 - Carlos – We’ve established service awards based on the civil rights heroes in the lobby. We are downplaying the amount given this year because we’re not having an in person event and will reallocate the funding to Barrier Grants. We are receiving \$1.23 million from the CARES Act and Star and her team are prioritizing how to get the funding to students. The foundation and other funding sources have purchased over 700 laptop computers. See Maureen Rubalcaba to get them. All students who volunteered at the Coretta Scott King event will receive an award as well as the three students who finished the ETI website.
- c. Developing the Strategic Development Plan -Laurie Coskey, Carlos Cortez, and John Valencia
 - Laurie – The Parker Grant asked that we have Strategic Development Plan to run parallel to our internal Strategic Development Plan.
 - Bill – The Board shifted to more CE representation and the Plan has changed accordingly.
 - Carlos – SDCE had to quickly develop a plan to take advantage of new funding sources and centralize organizations. We created a plan in 2016 in alignment with the accreditation cycle and I recommend we extend the existing plan to be in sync with the College plan; the Foundation plan should work into and not be separate from the College plan.
 - John – Shared a Development Planning Process presentation. Emphasized collaborations and relationships with other organizations. Presented a timeline to move forward with planning, reviewed the vision statement, and discussed internal procedures.

III. REVIEW OF MINUTES (5 minutes)

- a. Minutes from March 18, 2020 - *Action Item*
MSC Cortez/Rivera-Lacey – Approval of minutes

IV. PUBLIC COMMENT

No public comment

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V. FINANCIAL REPORT – Kelly Henwood

a. Monthly Financial Reports

Laurie – Have asked Woody to prepare mid-month financial reports for Kelly and I to review and Kelly and I will send them to the Board.

VI. STANDING ITEMS – Laurie Coskey

a. Executive Director Report – Adjusting to a new normal. We have on-boarded Mario Montes to finish out the WIOA contract as Business Service Representative through June. Working with Caron to create a plan for contract education. She is super driven and committed to produce income for CE. Spent almost a week with Stephanie Lewis into the WIOA/Gateway budget for SD Workforce Partnership. It was wonderful to work with Kelly to clean up the scholarship process.

b. Development – Continuing to invoice for the Coretta Scott King event. We sent an email solicitation for students and have received about \$1,200 so far. We've presented six grants since the last meeting: Cushman Foundation for \$150,000 over three years for Gateway, Kaiser Permanente Foundation for Gateway (their giving is on pause), Sidney Stern Memorial Trust (not giving much this year), San Diego Gas and Electric for \$45,000 (working with Caron), Cal OES for \$100,000 for portable radios, a repeater, and a portable conference room (SDCE relatively safe from a statewide perspective). Kelly has directed us to the Jacobs Center for Neighborhood Innovation for an emergency grant. Carlos and John submitted a LOI for STEM/ Pathway to Success grant through the San Diego Foundation for Gateway. Unlikely to get \$35 million in state funding for historic preservation renovation. We'll hear about the SANDAG/Workforce Partnership grant at the end of April or beginning of May which has a six month planning period (Apprenticeship Readiness Program).

c. Historic Preservation Project – Will try to meet in May

VII. GOOD OF THE ORDER

a. Vincent – ASB is working on food distribution and has a meeting today.

b. Bill – Michelle had asked about monetary compensation for instructors who had done exceptional work at this time.

c. Carlos – I would defer to Michelle for identifying funding and that this should be an action item for next month.

d. Olivia – I'll get the names of the instructors at the next distance education meeting and see if they match with Michelle

e. Kelly – I added the Strategic Plan from the Institutional Plan in the chat box and if we can have an agenda packet for these meetings.

f. Laurie -I'll send the packet the morning of the meeting

g. Neill – We should have a space on the website for this.

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- h. Roma – We do want to recognize people who have stepped up
- i. Neill – We'll work with the Academic Senate to align our kudos

VIII. CLOSED SESSION

Began at 10.46 a.m.

VIII. ADJOURNMENT

Meeting adjourned by N.Kovrig at 11:01 a.m..

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