



**SAN DIEGO
CONTINUING
EDUCATION
FOUNDATION**

— SINCE 2008 —

BOARD OF DIRECTORS

OFFICERS

Neill K. Kovrig
President

Roma Weaver
Vice President

Bill Grimes
Secretary

Kelly Henwood
Treasurer

BOARD MEMBERS

Vinzent Balaoing

Olivia Flores

Gretchen Bitterlin

Michelle Fischthal, D.B.A.

Mary LeDuc

Stephanie Lewis

Star Rivera-Lacey, Ph.D.

Maureen Rubalcaba

Jacqueline Sabanos

Carlos O. Turner Cortez, Ph.D.

***Executive Director/
Chief Executive Officer***

Laurie Coskey, Ed.D.

DRAFT MINUTES

**Regular Meeting of the
San Diego Continuing Education Foundation
Board of Directors
March 17, 2021 9:00 A.M.
Online via Zoom**

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEF President Neil Kovrig at 9:03 a.m.

The following board members were in attendance:

- Vinzent Balaoing, Student
- Gretchen Bitterlin, Retiree
- Laurie Coskey Ed. D., Executive Director
- Michelle Fischthal, Vice President, Instructional Services
- Olivia Flores, Counselor
- Bill Grimes, Secretary
- Kelly Henwood, Treasurer
- Neill Kovrig, President
- Mary LeDuc, Retiree
- Stephanie Lewis
- 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:

- Gretchen Bitterlin, Retiree
- Maureen Rubalcaba, Dean of Student Equity

The following guests were present:

- Woody Ledford, SDCEF Accountant
- Caron Lieber, Manager , ETi
- Juliette Bautista, SDCEF Administrative Assistant

II. PUBLIC COMMENT

No public comment.

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. EXECUTIVE DIRECTOR'S REPORT

ETi: Caron – An update on Brig Pendleton: Small Business 1&2, HVAC 1 &2, Plumbing, MC3 Program, they will choose the courses they want to offer next year. Some Marines are delayed from getting the service. It continues the social justice focus on our work with Brig Miramar

ASB: Vinzent Balaoing –Constantly updating our events for Women's history month, and was part of the introduction for West City's cooking with the Female Chef's Introduction. Also have been updating the food resources.

SB1/Development: Laurie Coskey– SB1 had their first fieldtrip, a presentation will be given next week. We are sunsetting our Gateway to College and Careers program June 30, 2021. We met with employees Dolores Benson, Anisha Jackson and Mario Montez and informed them that it would be ending and their positions would be sunsetted on June 30th. We let them know that we have received a new county wide WIOA grant for Refugees, Immigrants and ELL individuals. They are all eligible to apply for other positions for the new grant. They been notified of this change in writing as well.

Carlos Cortez – The individuals currently working for this grant were hired with the understanding that this would be sunsetting within five years. We are getting a renewal of this funding, but the positions and salaries are being reconstructed in different areas. The governing operationalization of this new grant has been stricter in the sense that more students are being served. Due to the position titles changing, we couldn't carry all the folks over. We did make an agreement that any current employee who is interested in any of the positions are guaranteed an interview upon applying.

Stephanie Lewis- I met with SD Partnerships. Each individual population is housed in different areas, but because we have a current grant, the students we have currently will be allowed to stay with us. If they do not want to be part of Gateway, and their predominant need is otherwise, we work with them to give the best resources or work with them to provide Gateway services.

Laurie Coskey – We received another 266K from an additional supporting grant to SB1. We took the money allocated for food from our original grant submitted November 2019 before COVID, and put it into computers and Wi-Fi hot spots. Last week we received a 5940 donation for food for our students. We submitted another 1 million dollar CA SEED grant to deliver mini grants to individuals who want to start their own small businesses. In 2-8K dollars increments, we would be giving \$750K total and we would have staff managing the program.

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Historic Preservation: Juliette has joined as an administrative assistant, and the Historic Preservation Committee meeting will be held next month.

IV. TREASURER’S REPORT: Woody Ledford– We have implemented a way for people to specifically pay through PayPal, making a new opportunity for others to send money. We spent roughly 2.4 million dollars, going into the scholarship season coming up we will be expending the revenue. We are making sure we stay ahead of the game to complete the new proposals.

V. CONSENT CALENDAR Item 5D is a separate action. MSP: Roma Weaver, Star Rivera-Lacey

i. Approved by all, no oppositions or abstentions.

a. REVIEW OF THE MINUTES - Minutes from February 17, 2021 Edits: Correct spelling of Olivia Flores’ name.

b. Reports Received – March 17, 2021

c. Consent Resolution & Certification – CDBG CARES Act

Kelly Henwood – Motion to accept the funds, but the Foundation and SDCCE needs to operationalize how the budget, design, and student eligibility is implemented. MSP Kelly Henwood, Mary LeDuc ,Approved, 12 Passed, No abstentions or oppositions. Motion passed and adopted.

d. Resolution: San Diego Continuing Education Foundation Name Change
Resolution: Amending the name of the Board of Directors’ Foundation Name change in line with the San Diego Continuing Education name change to SDCCE. Please discern which option you like or provide another option:

1. San Diego College of Continuing Foundation

2. Foundation for the San Diego College of Continuing Education

MSP: Olivia Flores: Motion to approve SDCCE Foundation, Second: Star Rivera-Lacey. Approved by all, no oppositions or abstentions.

VI. INFORMATION REPORTS – FOUNDATION PROJECTS AND INITIATIVE

a. Board Meeting Schedule – Neill Kovrig: We are required to have a monthly meeting. Do we wish to amend our meeting schedule to meet bi-monthly, or do we want to cancel the ones that do not have much information? We are now at that point in our organization where we are making regular decisions and are liable for various things. We’ll maintain this schedule unless otherwise stated.

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- b. **SB1 Updates – Stephanie Lewis:** We have 27 amazing students who are enjoying their program.
Laurie and Stephanie prepared a brief presentation, which was shown to all members. This presentation included the partners and seven goals involved with the program, Apprenticeship Readiness Program Staff
- c. **Women’s History Month Town Halls: Star Rivera Lacey –** the women chefs are doing demonstrations on Monday, March 22 from 5:30-7:30pm. On Thursday of next week, it is featuring the Unsung Heroes: Women of DSPS from 2:00-4:00pm.
Laurie Coskey – We are putting a lot of effort in these Town Halls, and the participation number has been lower throughout the past few months, so we hope all can attend these events.

VII. BOARD MEMBER COMMENTS/ROUNDTABLE: Bill Grimes – Having the contract and presentation ahead of time helped, but I would like to be more in touch with ongoing events. A challenge for me and perhaps other retirees is that I would like suggestions on how to be more engaged in a safe manner.

Star Rivera Lacey– One of the things I noticed is that BoardDocs is used, but it gives us all an ability to log in and keep track of agenda items for Board Meetings. I would like to pinpoint or get some guidance on what you would need.

Carlos Cortez – I think this is something Juliette can help with. Rather than getting emails attached, perhaps we could continue to use BoardDocs to help modernize CE and the overall District.

Star Rivera Lacey– I have a meeting to work on a structure for this.

Olivia Flores – Academic Senate met yesterday, and they wanted to congratulate President Cortez. The faculty leadership would like to be in an acting or interim place as soon as possible. We are doing so much with the name change and foundation, faculty also talked about concerns about the instability of leadership and would like guidance. We understand there is a process for hiring, but we want answers on a timeline for when a new President would be there. If somebody could be assigned or if we could be given a timeline, that would be helpful.

Carlos Cortez – My official response is: this is out of my control as I am not Chancellor yet, but the process would be an Acting president would be assigned July 1 until the appointment of an Interim, who would serve until the following academic year. It is ultimately up to the Chancellor, but that is the usual process for selection. The Acting President would be a District employee. Interim implies there is a more permanent hiring. In this case, the committee doesn’t meet the candidates: they screen them for a determined appointee.

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Additionally, stimulus money has arrived, and I will be bringing the funding to the next EGC meeting on Wednesday, March 24. I would like to thank all of you for your work and contributions. I feel good about this transition, and my hope is that this Foundation can be held as a blueprint for all.

Michelle Fischthal– A brief instructional update: We’re looking at transitioning very slowly. Some of the Instructional approaches...we are continuing to support to advocate for the online instructional structures and programs because it is truly making a difference for faculty.

Star Rivera Lacey- CARES funding application closed on Monday, so we are hoping to have money in students’ hands. SS is remaining committed to have meetings to help make the enrollment process easier for students.

Neill Kovrig- on behalf of Classified Senate, we are holding our Service Awards on March 29. It’s been a year. So much of the good work we do with the Foundation should be recognized amongst ourselves, our employees and students. Something I would like to bring back is the People’s Service Awards, and include some of our Foundation employees be recognized.

Closed with two Irish blessings in honor of the date.

Roma Weaver– Reminder for the Faculty Appreciation Event on April 15. We will be honoring the past graduates and Foundation employees there.

VIII. CLOSED SESSION (As applicable)

IX. ADJOURNMENT: 11:00am

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