



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*

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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  
April 21, 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 9:02 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

## I. NOTICE OF ADDENDUM

Unanimous Approval to add to agenda as item 6D by Board Members: Roma Weaver, Mary LeDuc, Bill Grimes, Kelly Henwood, Stephanie Lewis, Vinzent Balaoing

## II. PUBLIC COMMENT

No public comment.

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III. **Special Presentation: Meet the Foundation Staff**

Foundation Board Members introduced themselves to new Foundation employees.

**Laurie Coskey** – I wanted you all to meet the employees who are working so hard to support our students. We are almost in the final month of the apprenticeship readiness program so we have people who have helped us build our programs and serve them for five years. I would like to introduce our instructor Jon Gosen.

**Jon Gosen** – It is wonderful to be back, and as an instructor we go through the programs designed to lay the foundation for these individuals for a career in the building trades industry to help them get started in the construction world.

**Willie Lang** – I am the program coordinator for the ARP with SDCCE. It is my privilege to support students and adult learners that are involved and learn as they come from special populations and get them up into apprenticeships of their choice.

**Devon Sgubin** – I support all our students so they can succeed and get through their program successfully.

**Victor Gonzalez**

**Mario Montez** – I create workshops for personal and professional development. I help students find jobs and internships.

**Anisha Jackson** – I have been with the foundation for about four years now, and support 18-24 years old looking to start their teachers and the job scope. We are moving on with Gateway since it is sun setting June 30, but all of our students have succeeded in amazing ways.

**Dolores Valdez Benson** – While I have joined during COVID, it has been a joy to support and serve the students. A lot of the work done couldn't be done without your support, and we thank you for the work that you do in making that happen.

**Laurie Coskey** – As the Board of Directors, I think we need to thank you all collectively for the work that you've done not only to build a program that was successful in students and serving our students among the highest performance.

**Kelly Henwood** – I have started a lot of youth workforce programs and one thing I have to say is it's really something you have to have the heart for and passion, so I appreciate everybody who is working in the Gateway program. Thank everybody for the heart and passion that you put into working with young people it's really important work.

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**Bill Grimes** – I really appreciate the passion that you can hear in the voices of those who are part of this project to hear that, it is really key because it stems from getting the rewards of helping people start a new life.

**Aurora Alvarez** – I just joined the team a few months ago, and I am really happy to see all the familiar faces. Thank you for inviting me.

**Star Rivera Lacey** – Thank you from all the work and lives you have changed over the last five years. I applaud you for the work you do and what a great group you are. CE has never done or had anything like this before, and the fact that you guys stuck with it just to see how much it's grown I'm super excited. Congratulations and well done.

**Michelle Fischthal** – Going off of what Bill said, I clearly hear and see passion amongst the folks here. Coming from the Instructional side, I'm watching how we can serve our students from an instructional side. I've seen your students and they express it to others.

**Neill Kovrig** – When I started on the Board in 2012, we didn't have any employees, we were a board of two Vice Presidents and two Senate Presidents and a couple Community Members. I can't begin to tell you how proud I am to see this group grow and become such a strong Foundation for success. College of Continuing Education in particular is a family, we take care of one another, so you will always be part of this family.

**Laurie Coskey** – I would like to introduce Juliette, she is not here but she is the new administrative assistant for the Foundation, she works with Caron and me exclusively, and our work is getting so much better because of her. You know Steve Rivera but his work has changed, so Steve please tell us what you are doing now.

**Steve Rivera** – I am working with Woody as a bookkeeper. I'm doing payroll, still working on ETi, and working with Juliette.

**Laurie Coskey** – Steve is also working with some of our retail educational courses like Career Step and Ed2Go, he has really changed how we do business with them. We're giving them the contact and attention they need and it's paying off for us big time.

**Caron Lieber** – My name is Caron I am an actual employee of the Foundation and I love my job. I have been with the Foundation for one year and it is a wonderful opportunity to improve lives. I was thinking of retiring, but I teach Citizenship and ESL, but I am taking a break because I was elected President of the School Board for a K-8 District up North. We actually have been able to

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move forward some initiatives that haven't been addressed over the last 10 years so it's challenging and fun.

**Neill Kovrig** – I will say you know my particular thanks to Steve for his service as the Foundation's executive assistant for the longest time there and now I'm glad to see that we still have him on board with regard to keeping accounting and other program specific tasks. You kept us on track for a very long time, and I am very grateful for that too, because Laurie and I both need those guide rails sometimes to help us on time.

**Laurie Coskey** – I hope you feel proud of how your Foundation has grown to serve. As you know we never seek funding for any grant or any effort unless we have worked with our Vice Presidents and our Program Deans to implement what they want to see happen, and so we work with our President, Deans, and VP's to create an opportunity for their ideas to flourish.

#### IV. EXECUTIVE DIRECTOR'S REPORT

**ETi: Caron** – I just want to mention a few items at Miramar, we are beginning our small business class on May 10<sup>th</sup> and Edgar Lucas will be our instructor. We are thrilled to have our instructor Shirley Pierson she has a really effective program that will help employ the students when they exit the prison. I was able to go and hand out the certificates, which was a real moving experience. These are very appreciative prisoners who were giving them an opportunity to do something with their lives as they exit training. We hope to be able to offer many renditions of it once the students exit the program they will be guaranteed a Union wage, so we hope that this will come to fruition, we should know more in about a week or two. We have one additional bid out with Naval Special Warfare group is proposal to offer seven vocational training courses in a 12 week period of time and we're waiting to hear back. We are starting to open some on ground classes, once the College opens up again with a focus on safety courses like OSHA. We are going to consider adding them and working on our website to increase our presence with some on ground classes.

**Laurie Coskey** – Caron and I have also been working with our colleagues in Butte County, there is a possibility of offering an Arborist Training course here that would be funded by SDG&E. we are looking at working on a pilot with them starting in June, you can imagine the interest in arborist training for the energy companies that really want to try and prevent fires and teach people how to remove the brush in places that would catch fire more easily, so we are working with them and possibly with other colleges to do that kind of training. Laurie recalled the Combat Battalion (CBs) toured two years ago to train their

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members of the combat to do specialized work in the trades. They need to learn a little bit about a bunch of trades.

**Caron Lieber** – Yes, there are seven trades: Electrical, Plumbing, small engines, HVAC, Air Conditioning and Welding. They first asked us to teach in six weeks, and we've expanded it to 12 weeks if we get the bid. They used to send in large groups, maybe 300 people, but their current deployment strategy is very small nimble group, maybe 15.

**Laurie Coskey** – Next month we should know more about what's going to happen.

**ASB: Vinzent Balaoing** –We have been working closely with bringing information for Food Distributions and COVID information on where to get vaccines. We are holding a Clean Up on the Bay on April 24, which I can email information on. Our ASB has been meeting on Fridays to plan Asian American Heritage Month program with performers or speakers. We are anticipating a safe return to campus.

**SB1/Development: Laurie Coskey**– Everything we do is Development, but we also run a business so I want to talk to you a little bit about this month. This month was scholarship month- it was really fun to be with our Foundation this month. It is an all-year round. I hope that some had a chance to participate in Stars on the Rise scholarship event, produced by Star Rivera-Lacey on Monday. Star is the piece of working with scholarships, Neill, Teresa, there are so many people involved with it. We are the bank for scholarships.

**Woody Ledford** – It was truly a lot of fun being about to go through and see the list of the students. Kudos to Laurie and Neill for hosting, but I am glad we were able to get things organized Sunday.

**Star Rivera Lacey**– Special thank you to Woody and Laurie for all the details. I think this is the year that has run the smoothest, and I love being part of this team.

**Neill Kovrig** – With regard to application process, it was different mostly because everything had to be done remotely. Instead of formalized essays selected to show, it was a series of questions that covered the same topics, with short answers provided. This is the best time of year to give all of the certificates, awards, and scholarships, as remarkably challenging and different as it has been, our students have persevered.

**Star Rivera Lacey**– I think for future references, we are going to keep a couple things like google drive for applications.

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**Laurie Coskey-** Woody, Steve, Kelly and I will be reconciling our funds and providing a report to see where we are with the scholarships. It's the first time I've been part of the Scholarship Committee, and we had a lot of events the Foundation was part of this past month: STAR Conference, Stars on the Rise, etc. Carlos always has a place for the Foundation, but the Faculty Appreciation event as well showed how much all of our deans and faculty do.

**Michelle Fischthal** – Thank you for bringing that up. For me, it's the most important event since it allows faculty to know how much we appreciate them and show how we do everything we can to support them. I know it's been such a difficult year and folks don't always know because they don't realize what's happening behind the scenes, and I think having the deans up front being able to speak to it really did have an impact. I've heard positive things and appreciate all the feedback.

**Neill Kovrig** – On behalf of Classified Senate, shout out to Jackie Sabanos and her never ending support. Traditionally, the Managers tend to get left out, but our VPs were able to create a very effective session for Classified Professionals and PD.

**Jackie Sabanos**– I just want to say thank you to Neill we had a lot of fun.

**Lucky Duck Foundation: Laurie Coskey**– Moving on, we renewed our Lucky Duck Funding for \$200,000 this coming year. Drew Moser is absolutely a fan who is introducing us to donor after donor. It's beginning to happen, and Stephanie Lewis and I have been making presentations. The vehicles of this is the Apprenticeship Readiness Program. While we show these presentations, we also have an opportunity to talk about what we do here at SDCCE. We are still implementing the City of San Diego grant to execute. The City of San Diego had two grants, one of which, the National Endowment for the Arts (NEA) we did not get. Bill Gunderson who manages the William Rosen is giving us our second \$80,000 and I am working with an annual impact reporter. This is an important tool for our Fundraising, since we are sending a new round of solicitation letters. We will have had two fundraising efforts and hopefully that will lead us to successful fundraising.

- V. Historic Preservation:** They are meeting on Monday but I also have a report: Through the funds from the Coretta Scott King event, we have hired Mike Bradbury, who is a welding instructor. He is sprucing up and fixing four of the major sculptures installed inside ECC soon. He is doing the half-tone for the Martin Luther King sculpture, the Rosa Park school bus, and the Let Freedom Ring piece. I am hoping this and a digital vision which will be inaugurated with

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Carlos before he transitions into his new position. We will install art and it's really nice. As we go into the Treasurer's Report I want to thank Woody for implementing the SB1 Grants and reimbursement money that will go into CalWorks and Workforce Partnership.

- VI. TREASURER'S REPORT: Woody Ledford**— Since we just finished out March, I thought it would be interesting to see where we have progressed in the 9-month period of the last fiscal year, and see how that has impacted us financially. I am sure there is so much feedback, but overall the revenues and support are up nearly 50% for the nine months. Through some effective “pivoting” combined with some fierce grant and contract-seeking, we've been fortunate to effectively increase our reach and ability to support students by over double. We are starting the process of developing next year's budget. By the June 2021 meeting, we will have a budget to present to the Board for approval.

Detailed Cost Center Report: After discussion it was determined that the contracts for WIOA, CAEP, HRCC would be most properly reported as “ETi revenue, contract-based” rather than as “Donations, restricted” which includes public grants as in previous reports. Today, checks totaling \$42,500 were distributed as Scholarships.

**Laurie Coskey** – As I reported last month, our Unmudl participation is on hold now until the Fall. They have returned our initial investment of \$15,000, and we are muddled around Unmudl. Carlos is taking the lead in our involvement, but we have put it on hold. At this time we have made a \$26,000 nonrefundable deposit. We would have been at \$75,000, but we are reevaluating over summer how we are involved with them and where we are. It is still an investment since we have built a platform, but we are uncertain as far as where we will continue.

**Bill Grimes:** I am curious if other districts participating have been successful with this program?

**Laurie Coskey:** The other districts invested in a different way than we did, even though they gave the same money there were putting regular classes for credit courses. They advertised differently, and marketed their own classes with discounts. With this specific marketing to, they wanted to boost their participation, but by the time we withdrew from daily involvement (about two months ago) there were fewer than 50 students who had signed up for Unmudl. It could be more because things can grow exponentially, and I don't know where it's at since we are no longer participating in meetings since we have put it on hold, but I hope this is helpful. We still had 0 enrollments in our own

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programs. What we know for sure is that people were not driven towards Unmudl this year.

Bill Grimes asked about it's conjunction with ICOM Academy.

**Star Rivera Lacey:** Just for clarity, some of the benefits we were going to get with Student Services is because of our involvement with OEI, so it is a bit different from ICOM. It will not be impacted by not participating in Unmudl.

**Michelle Fischthal:** The intent with the Unmudl revenue was for support for more faculty development. I had specifically put a line item in for a Faculty Learning Designer and faculty support, so there were just different components that we were going to use the revenue to fund.

Bill Grimes and VPSS Star Rivera Lacey discussed the involvement of Student Services and what the investment would provide.

**Michelle Fischthal:** I think we are moving forward in terms of continuing education and trying to get more online services and technology, which is the ecosystem Star has been referring to, but it was also a track that we were going to use Unmudl for to get support. I think if we think of it as a parallel track, Umudl was going to be another way to increase the work we are doing in terms of another funding source.

**Kelly Henwood:** I am wondering if we have any personal obligations from a financial standpoint with the Foundation, to Umudl.

Laurie Coskey confirmed there were no contracts of any kind with faculty at this time.

**Laurie Coskey:** All of the 26,000 went to the personnel who were developing the courses and landing them there. We were unaware of any budget by Unmudl, we just knew there was an initiation fee which has been refunded so far. The money that we had to put in developing platforms for every course that would work with Unmudl was our own expense.

VII. **CONSENT CALENDAR** Remove Item 6D as it was added this morning. MSP: Roma Weaver, Bill Grimes

i. Approved by all, no oppositions or abstentions.

a. **REVIEW OF THE MINUTES** - Minutes from March 17, 2021 Edits:

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. Approved, Mary LeDuc.

12 Passed, No abstentions or oppositions. Motion passed and adopted.

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**d. Resolution: Addendum to Board of Directors**

**Laurie Coskey:** As you remember, we wrote a Community enhancement grant last year from the County of San Diego, so we are asking \$15,000 for Asian American History month, which is what we are submitting the grant for. This was similar to how we did the Dia De Los Muertos and Black History Month events. In order to write the grant, you must have the approval of Board of Directors, so we're hoping that we'll be funded for these events. We thought it was really important to add the Asian American history event. Juliette will send it to the officers after the meeting to sign on a PDF. Please note we haven't changed our name yet because it hasn't been official yet.

Resolution: Community enhancement grant. MSP: Bill Grimes, Roma Weaver. No oppositions.

**VIII. INFORMATION REPORTS – FOUNDATION PROJECTS AND INITIATIVE**

**Board Meeting Schedule – Neill Kovrig:** Over the past couple of months I have realized how we interact. I think it is important to recognize in our activities is that so much of the work we do is celebratory in nature. It is making things better for students, communities, and ourselves. In order to effectively address some concerns, I would like to introduce to the Board, an idea to do a self-evaluation. I think it's important for us to regularly reflect upon the things we do and come to conclusions so we can develop goals going forward.

President Kovrig shared the Self-Evaluation policy from the District, and the proposal for establishing a self-evaluation. We owe our Executive Director and CEO an evaluation of her own, and this is part of her contract we agreed and is something we will discuss in closed session as it's appropriate under the Brown v. Board Act.

**Bill Grimes--** The focus is on the Board, but you also mentioned the evaluation of Laurie. Is that two combined activities? The Subcommittee would be setting the framework for these?

**Neill Kovrig--** They would run concurrently but they are two separate items. We will discuss that process in closed session because it is a personnel issue. This item, the Workshop and the Board evaluation is our own, but it could also involve people who are impacted by the Board's work. It is worthwhile to have their viewpoints shared anonymously. The notion of a Personnel Committee has been discussed in the past, and much of these items have been addressed by Joey Sanchez. We are not necessarily talking about having two subcommittees.

**Laurie Coskey--** All of our personnel issues have been directed to Joey Sanchez, which was organized and worked for the past few years. He is among the attorneys within the District, so we are always complying to District policies as well. For a Personnel Committee, it is complicated because we contract out Human Resources.

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**Neill Kovrig** -- If anything, the survey itself may reveal that a Personnel committee may or may not be needed.

**Laurie Coskey** -- It wouldn't be appropriate to share Personnel issues unless a lawsuit was involved. We have not had that yet thankfully, but we work precisely with our attorney when we are dealing with them. An example is we had our first pregnancy leave within the Foundation. It is very intricate, so everyone had to use an attorney. Joey's office was super responsive and helpful with items that needed to be done.

**Neill Kovrig** -- Gretchen Bitterlin posted an excellent suggestion with regard to reviewing the Board instrument and using that with necessary changes.

The Survey Process was shared and approval ratings that had metrics. I think it would be appropriate to draft this and run it past Joey to make sure everything is ready for discussion at the June Board Meeting. Is there any objection to appointing the Executive Committee as a subcommittee to review the questions and create the survey instrument and run it through the Council as necessary. We will keep everybody updated through May and do a final review and full evaluation that will help inform Board goals and workshopping for the Foundation next year.

**BOARD MEMBER COMMENTS/ROUNDTABLE:**

**IX. CLOSED SESSION (As applicable) 10:47AM**

- a. 9A Public Employee Performance
- b. Laurie Coskey gave a reminder that she will not be present at the May Foundation Board Meeting due to vacation time.

**X. ADJOURNMENT: 10:59 a.m.**

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