



**SAN DIEGO
CONTINUING
EDUCATION
FOUNDATION**
— SINCE 2008 —

BOARD OF DIRECTORS

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Roma Weaver
Vice President

Bill Grimes
Secretary

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Gretchen Bitterlin

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Maureen Rubalcaba

Jacqueline Sabanos

Carlos O. Turner Cortez, Ph.D.

***Executive Director/
Chief Executive Officer***
Laurie Coskey, Ed.D.

MINUTES

**Regular Meeting of the
San Diego Continuing Education Foundation
Board of Directors
May 19, 2021 9:00 A.M.
Online via Zoom**

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEF President Neill Kovrig at 9:07 A.M. following a quorum call at 9:00 A.M.

The following board members were in attendance:

- Laurie Coskey Ed. D., Executive Director
- Michelle Fischthal, Vice President, Instructional Services
- Olivia Flores, Counselor
- Kelly Henwood, Treasurer
- Neill Kovrig, President
- Stephanie Lewis, Dean College and Career Transitions
- Jacqueline Sabanos, Vice President, Administrative Services
- Carlos O. Turner Cortez Ph.D., SDCE President
- Roma Weaver, Vice-President
- Gretchen Bitterlin, Retiree
- Maureen Rubalcaba, Dean of Student Equity
- Vinzent Balaoing, Student

The following board members were absent:

- Mary LeDuc, Retiree
- Gretchen Bitterlin, Retiree
- Bill Grimes, Secretary
- Star Rivera-Lacey, Vice President, Student Services

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 Lieber – The 5 year proposal to Brig Miramar was submitted. It's coming in just short of what they are able to spend. The Pendleton proposal is nearly completed. The proposal amount is 1.5 million (\$250K/year), and the new classes are Project Management, Baking, Business Communications, and Plumbing, HVAC, Business Essentials. At Brig Miramar, there is a big command change. However, we are not having the release of all students in one classroom until June. Right now, instructors are meeting in dorm pods which makes it difficult. With Pendleton, the contract was submitted in January, but they had asked for new guidelines be resubmitted. This was given Monday. All courses are getting completed, and we are working with the Naval Special Workshare Group. The contract request will be reviewed Monday, but if anyone has a connection with City College and the electrical department, that would be great to have. The courses that we will be offering will be 1-2 weeks per subject. This is in-depth work, and the deployment team is a lot smaller than before. Utility Line Arborist Training has been led by Glenn Community College. They received funding from SDG&E to put together the curriculum of an arborist course. We got a bid for the first two rounds of this course, and a cohort of students will be paid a stipend of \$1900 and receive a free course, and a union-paid course upon exiting. This course will start June 28th.

ASB: Vinzent Balaoing – ASB has been providing food resources and has created a new website with widgets and updates. Students have been asking about reopening and returning to campus. This Friday we will have a documentary and discussion for AAPI at 4:30 PM.

Carlos Turner Cortez – We are going to get information soon from the District. I would expect that we are going to be close to normal come next January, so I am assuming for Spring Semester we are going to be back to normal. There were a series of meetings for the reopening process, which the District may be publishing within the next week or so, but the reality is that everything is changing and moving so quickly. Based on class capacity, mask protocols, and conditions, we are going to open up gradually and the more permissions we get the further we go.

Michelle Fischthal – The first plan, given thoughtful concerns to safety, has been to bring back courses that are hands on, so we can ensure the community can fully engage in those classes. So that is our first phase.

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SB1/Development: Laurie Coskey –Stephanie Lewis, Ramon Knox and I spent an enormous amount of time working on the WIOA Youth Grant for African American Youth success. We created new partnerships for the Black Opportunity Youth with RISE San Diego and BELL, whose focus is to provide entrepreneurship and mentoring skills. We have also partnered with another organization that works to provide adult mentoring with African American males. These are strong community-based organizations. This was something that we had missed in our last proposal, but we have since partnered with a lot of support organizations.

Carlos Turner Cortez – Lucky Duck has been connecting us with their major donors, which I do not necessarily fully comprehend, but it is beneficial to our organization. I provided a tour last week to the Danna Foundation to ECC, and yesterday they wrote us a \$100,000 gift. Price Philanthropies also met with me last week at the bequest of Lucky Duck Foundation, and they are major donors of City College as well. Seeing that they have come to us, they are particularly interested in the City Heights area to give funding to R2S Pathways. Apparently the City budget is being announced, and there could potentially be another source.

Laurie Coskey – We intend to send out a graphic with the solicitation letters to all the addresses we have. We have had such a big year with unsolicited funding, but have kind of lost our individual donors. However, it's been such an amazing year. This is also in anticipation of the Coretta Scott King event probably by the Spring of next year.

Historic Preservation: Laurie Coskey – They are meeting on June 7 outdoors at ECC, and we will have completed several installations of the refurbished sculpture pieces. It is an exciting time, and this committee has been very connected to Carlos, and would like to use this opportunity to view these installations with him.

- IV. TREASURER'S REPORT: Woody Ledford**– Last month was particularly busy with the revenue side with Scholarships being given out, plus ramping up HRCC/SB1 and the ongoing WIOA project. The last change on the 5 year proposal was done on Friday, and we are close to adjusting the budget. We had a 59% increase in expenses and 65% increase in revenue. Our contract-based ETi revenues totaled nearly \$127K for April, and Fee-based revenues such as Career Step, Firefighter

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Training, EMT Training) were nearly \$75K for the month. Of our total \$136K expenses, \$106k went to Programs and Students. For the Year to Date, 83.5 cents of every dollar spent has gone to our programs. We have spent all funds on the Lucky Duck Foundation grants, and these should be fully expended by year-end. Thanks to the large month in training courses, fee-based ETi now shows as a positive net. This will improve by \$15k when we receive the rebate from Unmudl.

V. CONSENT CALENDAR

- a. **MSP:** Kelly Henwood, Second: Olivia Flores
- b. No abstentions, no edits
- a. **REVIEW OF THE MINUTES** - Minutes from April 21, 2021 Edits:
- b. **REPORTS RECEIVED** – May 19, 2021
- c. **UPCOMING EVENTS AND INFORMATION REPORTS** –
 - II. **Commencement:** Virtual online broadcast, on May 28 at 11:00a.m. Later that day there will be a drive-thru celebration at 2:00 P.M. in Parking Lot 1 at CE Mesa Campus. There is a volunteer link that can be forwarded to the Board. There will be some t-shirts for volunteers to wear in support, as well as regalia.
 - III. **Classified Professionals' Week:** This week's People's Choice Awards are being broadcasted daily this week
 - IV. **Presidential Farewell:** On June 3rd, there is a celebration for President Carlos Cortez. Details will be sent via email.

BOARD MEMBER COMMENTS/ROUNDTABLE:

VI. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

VII. BOARD WORKSHOP

- a. **Introduction of Board Evaluation Process; Purpose, Goals, Timeline Report**

VIII. CLOSED SESSION (As applicable) 9:40AM

- a. Conference with Legal Counsel – Litigation, pursuant to California Government Code Section 54956.9(a) – No reportable action, however the matter is considered closed.
- b. Public Employee Performance Evaluation, pursuant to California Government Code Section 54957(b)(1); Title: Executive Director/CEO – No reportable action

IX. REPORT OUT FROM CLOSED SESSION (as applicable)

- X. **ROUNDTABLE/BOARD COMMENTARY – Kelly Henwood** – Tomorrow there will be a guest presenter from the City of San Diego for Digital Equity and Inclusion to discuss Promise Zone funding. It is from 3-4:30 PM. It may be helpful for people to attend for 10 minutes.

XI. ADJOURNMENT: 10:40 A.M.

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