

Regular Meeting
San Diego College of Continuing Education Foundation
Board of Directors

Wednesday, May 15, 2024, | 9:00 AM - 11:00 AM
In-Person Meeting | Educational Cultural Complex, Room 106



SAN DIEGO
COLLEGE OF
CONTINUING
EDUCATION
FOUNDATION
~ SINCE 2008 ~

BOARD OF DIRECTORS

Neill K. Kovrig
President

Roma Weaver
Vice President

Bill Grimes
Secretary

Mary LeDuc
Treasurer

BOARD MEMBERS

Vincent Balaoing

Gretchen Bitterlin

Shakerra Carter, Ed.D.

Tina M. King, Ed.D.

Andrei Lucas

Michele Madrid Novak

Sany Ramirez

Maureen Rubalcaba

Jacqueline Sabanos

Minou Spradley, Ph.D.

Tami Foy, Ph.D.
CEO/Executive Director

- I. Call to Order, Welcome and Introductions
- II. Public Comment (3 min; if additional comments received, reserved time at Roundtable)
- III. Foundation Staff Report (20 min) – Tami Foy, Ph.D.
 - Associated Student Body (ASB) – Business Rewards/Benefits Programs and student events
 - Employee Training Institute (ETi) – Caron Lieber
 - Administration Development- Tami Foy, Ph.D.
 - Staffing Reports
 - Grant Award: California Opportunity Youth Apprenticeship (COYA) Grant to establish an Emergency Medical Technician (EMT) Pre-Apprenticeship Program (\$298,430 for Program Year 2024-26)
 - Policy Ad hoc Committee Update:
 - Credit Card Usage
 - Mileage Reimbursement
 - Reimbursed Expenses
 - Storage and Retention of Accounting Records
 - Procurement Policy including a comprehensive procurement log and calendar
 - Accounting Policy that includes a Cost Allocation Plan
 - Accounting Policy for Reporting Matching Funds
 - Program Updates- Shakerra Carter, Ed.D.
- IV. Finance Report – Mary LeDuc/Woody Ledford
 - Update on Money Market and Broker Accounts
- V. Consent Calendar (5 min)
 - A. Reports Received – 05/15/2024 (Recommended Action: Note and File Foundation and Finance Report)
 - B. Approval of Minutes – 03/20/2024
 - C. Recommendation to contribute to the SDCCD Bond Measure in the amount of \$10k
 - D. Resolutions
 - Open a Corporation Account/Security Cash Accounts at Wells Fargo Bank
 - E. Policies and Procedures:
 - Approval of Performance Evaluation Form--Needs to Be Completed for All Foundation Program Staff by 6/30/24.
 - F. Upcoming Events:
 - Commencement 2024, Tuesday, June 11, 2024, 5:00pm, Spreckels Organ Pavilion in Balboa Park
- VI. Action on Items Removed from Consent Calendar
- VII. New Business
 - A. Bylaws: Review proposal to expand the composition of the Board by five (5) additional members, selection criteria, and terms of office
 - B. Policy 01-2021R: Revise Policy 01-2021, on Contracts, to increase the delegation of authority and contracts authorization limit for the Executive Director/CEO from \$10,000 to \$200,000 without prior Board approval; update language to reflect naming conventions
- VIII. Closed Session (as applicable)
- IX. Adjournment
 - next meeting July 17, 2024 (Annual Organizational Meeting)

Mission:

The San Diego College of Continuing Education (SDCCE) Foundation exists to support SDCCE 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 College of 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.

The San Diego College of Continuing Education Foundation is a qualified 501(c)(3) charity, and your donation may be tax deductible - please consult your Tax Advisor. Our federal tax identification number is 26-3305140.