



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

BOARD OF DIRECTORS

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Neill K. Kovrig
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Roma Weaver
Vice President

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Gretchen Bitterlin

Michelle Fischthal, D.B.A.

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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.

MINUTES

Regular Meeting of the San Diego Continuing Education Foundation

Board of Directors

August 19, 2020, 9:00 A.M.

Online via Zoom

I. CALL TO ORDER - REGULAR MEETING

The Regular Meeting was called to order by SDCEF President Neil Kovrig at 9:01 a.m.

The following board members were in attendance:

- Vincent 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
- 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 member was absent:

- Mary LeDuc, Retiree

The following guests were present:

- Woody Ledfort, SDCEF Accountant
- Stephanie Lewis, Dean of Career and College Transition
- Caron Lieber, Manager , ETi
- Steve Rivera, Foundation Support
- Maureen Rubalcaba, Dean of Student Equity

Item V.a. was moved before Item II.

V. ADMINISTRATIVE ITEMS

a. Proposed Bylaw Amendments – 2nd Reading
(See SDCEF_Bylaw_Amendments_with_Summary_071020.pdf)

1. Article 4: Officers
2. Article 5: Director Qualifications
3. Article 8: Committees
4. Article 10: Quorum
5. Article 11: Meetings

Neil summarized the amendments and explained the reasoning behind Student Board Members relative to Quorum. Discussions around creating a Personnel Committee, a student sub-committee or advisory group, and conflicts of interest.

MSU (Grimes/Flores) – Adopt the proposed Bylaw Amendments

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II. REPORTS AND INFORMATIONAL ITEMS

- a. Welcome new board members Deans Stephanie Lewis and Maureen Rubacalva Laurie introduced them. Deans Lewis and Rubacalva explained what they do, their connections to the Foundation, and how their work dovetails with that of the Foundation. Carlos acknowledged the work they have done thus far and Neill welcomed them.
- b. **COVID Update**
Carlos – We’re working remotely for the Fall and 98% of what we’re doing will be online. We expect to be online through the Spring. Our parking lot is available for WiFi.
Maureen – Students need their school schedule in their windshield to use the parking lot.
Carlos – The only lab class will be Nursing. This summer we hit our enrollment targets and need to have conversations about how increase opportunities for our students with the structural limitations imposed by COVID. There are other areas like ICOM Academy that can capture students.
- c. **Foundation Board Advance Wednesday, September 16th, 8:00 a.m. -11:00 a.m.**
Neill – We are advancing our next Board meeting time by one hour instead of a retreat to do our planning where we’ll talk about the budget and student panels among other things.
Laurie – We’ll be creating our development strategic planning and do special conversations to address some pretty exciting topics
Neill – And that’s John Valencia who is consulting on the principle of the development plan.
Bill – What are the other goals that have been set aside for September?
Laurie – Roma will be pulling together a committee that will be meeting next week.
Neill, can you throw together a small group of people that want to talk about the advanced next week?
Bill – I would definitely participate in that
Caron – I would like to volunteer
Neill -I think it’s an excellent idea to have that. Perhaps the four executive officers can set an Executive Committee meeting to create a sheet with bullets points of the items we want to discuss
Olivia – Can I invite other faculty members to the advance of the meeting?
Neill – I have no issue with that.
Laurie – Can we have a time when we discuss the development strategic plan?
Neill - The full agenda will be prepared ahead of time so people interested in more general items can be present.
- d. **Town Hall Update**
Neill – The last town hall was such a joyful experience: the panel was outstanding and the information and sense of community were beyond compare
Carlos – This was the third in a series of thoughtful and deliberate community conversations, organized by Dr. Coskey, about what’s happening around racial justice

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and police brutality. Dynamic individuals participated and I left feeling inspired. I wish we could do similar convenings each month. We have another Town Hall scheduled in September that will be focused around students and will culminate in a Justice Summit which will develop an action plan for how our organization can better support students of color in their career and academic objectives. We donated \$10,000 to Black Lives Matter San Diego and Black Lives Matter Imperial Valley to support their Justice Summit.

Star – I've gotten a tremendous amount of positive feedback from the last Town Hall. I think we are really connecting with community members. The September Town Hall will be focused on the students and their stories.

Laurie – It was great working with Star and the teams involved to make this socially distanced event happen through an equity lens. The secret sauce is that we had a vulnerable and deep conversation with the panel a week before the event so when they got back together they were talking to each other. So many people have had contact with ECC and we are woven into the fabric of the community. And I think Carlos is hoping we do another one in October with a Holocaust survivor, Dr. Ed Yeager.

Caron – Laurie also practiced with the panel the technology

Laurie – And our panelists have all contributed to our organization

Carlos – Roma, it was lovely seeing your spouse sitting beside you

Roma – He really enjoyed it.

e. Development Strategic Plan *ad hoc* Committee Meeting, Monday, August 24th, at 3:30 p.m. via Zoom

Roma – We want to invite you to our meeting with John Valencia. I think Olivia is coming, I've invited others, and I'd love Gretchen to come. We're going to be starting this development with training because Carlos said it's not easy when you're in front of people inviting others in. We're going to focus on faculty training, hardware, and internet. Our meeting is on the 19th but raising money is really important. I'd love to tap into our retirees. I'll send the link to anyone interested.

Kelly – Please include me and the Secretary

Laurie – We received our bequest of \$80,000 a year for 5 years so that's \$400,000 from a faculty member whom has passed on. If there are any faculty who are relevant to the organization, this is a wonderful way to make a lasting difference.

Bill – I totally agree with Roma about this huge untapped potential that are the retired.

We should try to work some system where we plant the seeds

Gretchen – As the Secretary of our AFT retiree chapter, I think we could get some receptivity if we have specific goals we want to support.

Olivia – There are faculty that are really struggling financially and may not be able to contribute in that way

Bill – I'm talking about faculty who have risen to a level in their contract, have a substantial pension, and hopefully they'll remember us. There's a passion we feel and we're on a mission and we need to be able to harness it. We should be getting active in exponential outreach.

f. UNMUDL Update

Laurie – We have dived into UNMUDL. We are on operating and organizational committees and made our first payment last week. I'm really excited.

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Carlos – We are up to 16 certificates and 32 courses and are chasing money down for additional courses for ICOM. Our goal is to have faculty and career counselors to teach and provide direct services for UNMUDL. UNMUDL counselors don't work for the district. Some programs will be in high demand and we may have to go outside of our current faculty. This can give us a way to keep our adjuncts engaged if their classes are impacted by COVID.

Kelly – We can talk offline about how we're supporting the development of courses

Olivia – Caron, maybe you and I can talk offline because the Academic Senate is having a retreat and there's some confusion about ICOM and UNMUDL

Carlos – In a nutshell, UNMUDL is paying us to do ICOM. I'm happy to come, Olivia

g. NEA (National endowment for the Arts) Our Town Grant Application

Laurie – The City of San Diego, the lead agency, and SDCEF, the supporting agency, have applied for an NEA grant. San Diego has a 2015 Arts and Culture plan for S.E. San Diego which has not been acted on so we joined them in writing a \$150,000 grant called Arts at ECC

III. REVIEW OF THE MINUTES

a. MSU (Henwood/Weaver) – Adopt the Minutes from 7/15/2020

IV. PUBLIC COMMENT

No public comment

V. ADMINISTRATIVE ITEMS

b. Proposed Policy Adoption– 1st Reading

(See SDCEF Foundation Policy 01-2021 - Contracts – 070820.pdf)

1. Policy 01-2010 - Contracts

c. Proposed Resolution Adoption – 1st Reading

(See RESOLUTION 2021-01 SDCEF - Exec Dir CEO – 070820.pdf)

MSU (Grimes/Henwood) – Adopt both the policy and resolution

VI. TREASURER'S AND ACCOUNTANT'S REPORT

a. 2019-20 Year End Report

Woody – Reviewed Quickbooks documents.

Carlos – We need to deep dive into these cost centers

Neill – A subcommittee makes the most sense and I'd like to appoint Kelly as the Chair.

Kelly – I want to acknowledge the work Woody and Laurie put into this.

Neill – I recommend the inclusion of Jacque, Carlos, Maureen, Stephanie, Caron, Woody and Laurie

Star – I could also be part of this

Neill – Great. We'll set it up and expect a report during our business segment of the September meeting. This item is tabled to the next meeting.

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VII. STANDING ITEMS

a. ETI

Caron – We are developing the website to be functional and a marketing tool. We are working with a consortium of other contract education schools in California for opportunities and Carlos wrote a support letter for AB 1457. The Marshall Islands have reached out to us to help upscale their training and we're in a perfect position to do this through ICOM Academy. We have the paperwork in place for the Camp Pendleton and Miramar brigades and am in the process of putting together a 5-year sole source contract with Miramar which will start in 2021-2022

b. Executive Director Report.

Laurie – Last night we go the go ahead from Camp Pendleton for the \$294,000 contract. Caron is working hard on Miramar and we are creating the infrastructure for contract education.

c. Development.

Laurie – Our information has been uploaded to Salesforce and we will have a training in October in how to use it as our database. They donated this to us this year. Our \$75,000 from the City for our author was \$50,000 last year and will be \$25,000 this year. We have two big grants out: Bank of America and US Bank for \$230,000 total. This is COVID related assistance. I told you about the NEA. I'm going to stop here so we can finish on time.

d. Historic Preservation Project

Meeting on Monday

VIII. CLOSED SESSION

None scheduled

IX. REPORT FROM CLOSED SESSION

None

X. FOR THE GOOD OF THE ORDER

None

XIV. ADJOURNMENT

Meeting adjourned by N.Kovrig at 11:00 a.m..

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