

APPROVED MINUTES

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

Wednesday, January 18, 2023

In-Person and via Zoom

I. CALL TO ORDER

The Regular Meeting was called to order by SDCCEF Vice President Roma Weaver at 9:06 A.M. following a quorum call at 9:07 A.M.

The following board members were in attendance:

- Neill Kovrig, President (arrived 9:11am)
- Laurie Coskey Ed. D., Executive Director
- Roma Weaver, Vice-President
- Gretchen Bitterlin, Retiree
- Tina M. King, President
- Jacqueline Sabanos, Vice President, Administrative Services
- Shakerra Carter, Vice President, Student Services
- Vinzent Balaoing, Student Representative
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Bill Grimes, Secretary
- Mary LeDuc, Retiree
- Michelle Fischthal, Vice President, Instructional Services
- Bill Grimes, Secretary

The following board members were absent:

- Stephanie Lewis, Dean College and Career Transitions
- Olivia Flores, Counselor
- Maureen Rubalcaba, Dean of Student Equity

The following guests were present:

- Caron Lieber, Manager, ETi
- Woody Ledford, Ledford Accounting
- Mariya Anton, SDCCEF Administrative Assistant

II. RESOLUTION AB(361):

Resolution to Consider and Adopt a resolution pursuant to Government Code section 54953(e), as amended (AB 361), allowing for virtual meetings.

MSP: First, Bill Grimes, Second, Roma Weaver

No oppositions, No abstentions, Resolution Approved

III. PUBLIC COMMENTS:

None

IV. Bylaw Update, Article 5, Section 2(E), first reading.

Bylaw update, Article 5, Section 2(E) (first reading) - President Kovrig

- A. Article Section 5. Section 2 subsection (E) indicates that “Other Manager(s) of San Diego Continuing Education as designated and dictated by need or function, especially as related to programmatic functions of the Foundation (up to 3)” modify it to (up to 4)

Neill:

- modifying this section as designated and dictated by need or function especially as related to programmatic functions. The current bylaw does not specify the specific needs. This could be change to 4 or more as needed. This means whichever the college and board prefer.

Dr. King:

- 3 Deans from the Student Services side and only one representative from the instructional side. We are moving in this direction and for the sake of equity and parity. We are not limited to the number of deans.

Dr. Fischthal:

- Recommend to have a Dean of Deans.

Dr. Carter:

- The students services restructuring will be brought to the shared governance groups. The staffing study was done to help us ensure that we are organized in an equitable way to best support student access. Our goal is to have it finalized by the end of Spring semester.

Neill:

- This is the first reading- Bylaw needs to be addressed and will bring back to the next board meeting in March 2023.

V. EXECUTIVE DIRECTOR’S REPORT

Dr. Coskey:

- Congratulations to VP Fischthal on her promotion to Vice Chancellor- Institutional and Effectiveness.
- Caron/ETi for over three years and she has double her contracts close to a \$1M. We have increased from \$145K to \$1M

Dr. King:

- Starting 2023, preparing our upcoming Institutional Day, January 29 & 30, 2023.
- A new campaign is rolling out and a video highlighting everything we have done will be introduced at Institutional Day.

Vinzent Balaoing, ASB:

- First ASB in-person meeting will be coming soon
- ASB decorating the board for the New Chinese Year
- Students are very excited about the upcoming student lounge and being back in-person at campus.

Caron Lieber/ETi:

- Increase revenue from \$145K to over a \$1M in revenue
- Over 30 classes at different location from Fallbrook to National City
- We promote 577 students at seven locations
- 31 contracts for instructors/contractors
- 21 yearly events and hand-out over 526 certificates this year

Dr. Coskey:

- CDBG grant has been signed- Youth Foster and Career Transition
- Implemented our gateway to college and career for transition aged youth foster
- Submitted grant proposal to the County of San Diego for a student services van \$90K grant
- Lucky Duck Foundation/Dana Foundation has increased their funding from \$300K to almost \$600K for two years.
- Mid-grant Pathways Report included in packet which includes the outcomes
- Request Proposal- Lucky Duck Foundation included
- Submitting for a National Grant- for upgrades and for our ICOM courses
- Mr. Cristofani is interested in the "Cut and Sew" program
- Scholarships update: raised over \$5,432.00; The Price Family Foundation grant of \$10,000 will award a total of 30 scholarships; New staff pledges for an additional 10 scholarships
- Updated Scholarship Report will be provided to the Board at the March 2023 meeting

Recess called by Board President at 10am- will reconvene at 10:08am

VI. FINANCE REPORT

Bill:

- The Foundation has auxiliary monies available that we need to move into two bank accounts to split available monies into a 7-month CD (Resolution approved for opening a new bank account HomeStreet Bank). We currently have accounts with CalCoast and Wells Fargo Bank.

Woody:

- Revenues at \$1.3M
- The forecast, we will be able to execute the remaining of our contracts
- Our scholarship income is expected to be \$18K this year, which is about 80% more than last year
- We are under on our expense side by 35.5%, we are running a bit softer against our budget for the first 6 months. We had \$176k in the black this year versus \$160K last year, so we are ahead.
- Over \$350K in revenue will be coming in over the next 4 weeks (NSW and SDGE).

VII. CONSENT CALENDAR

- A. Reports Received Reports received 01/18/2023- Executive Director's Report and Finance Report
- B. Approval of Minutes- 11/16/2022
- C. Report- Resolutions passed by Executive Committee
 - a. Resolution: Permission for Mariya Anton, Stephanie Lewis and Woody Ledford to become Primary users of City of San Diego County Grant Portal
 - b. County of San Diego Approval Authorization
- D. Upcoming Events: Institution Day 1/30 @ 9am lunch provided at ECC; Women of Color Roar Breakfast 2/4 @7am; Stars on the Rise 4/21 @ 4pm at ECC; Coretta Scott King 6/10 @11:30am; Commencement/Reception 6/7/23.

Motion to Adopt Consent Calendar

MSP: First, Roma Weaver, Second, Dr. Carter

No oppositions, No discussion, Consent Calendar Stands Approved

VIII. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

None

IX. CDBG GATEWAY FOR TRANSITION AGE FOSTER YOUTH PROGRAM

Laurie Coskey:

- Dean Rubalcaba will be coming back February 1st.
- One of the many programs under Gateway is ELL, Refugee and Immigration Youth
- We have probably received a \$1M grant from the State of California with an organization called Promises2Kids- working with foster kids, transition age, foster youth, etc. The program will probably roll out in July 2023.

X. STARS ON THE RISE END OF YEAR SCHOLARSHIP CAMPAIGN REPORT

Laurie Coskey/Neill Kovrig:

- Discussion about possible new fundraising programs were discussed- new methods to engage people in our fundraising efforts
- Update Scholarship report will be brought to the Board meeting in March 2023

XI. INFORMATION ITEM REGARDING MEETING FORMAT AND AB 2449

Neill Kovrig:

- The Brown Act was developed in late 1950 it did not include modern communications prior to the pandemic, the adjustments were made under the State of Emergency to allow boards and commissions and legislative bodies to conduct their work via teleconferencing without the numerous and onerous requirements under the Brown Act.
- AB 361 is what helps us avoid the onerous requirements under Brown Act- that declaration expired February 28, 2023. Legislature passed AB2449 to address some of the concerns with regard to allowing certain aspects of telecommunications meeting to continue.
- AB 2449- permits that an individual may telecommute into a board meeting under a number of very particular reasons: travel on official business (foundation) or an emergency condition exists without needed to post an agenda or being open to the public.
- If you do need to zoom, you need to contact Mariya to make necessary adjustments to the agenda/meeting. If emergency/emergency same day the same applies.

XII. BOARD MEMBERS COMMENTS/ROUNDTABLE

Mary LeDuc:

- Thank you, Bill for stepping in with the role of Treasurer

VP Fischthal:

- Update on digital equity efforts in the Academic Support Services- we are looking at tutoring centers like they have at the credit campuses.
- The phase approach will start with having access to the digital navigator at ECC, Cesar Chavez and Mid City.

Laurie Coskey:

- Dr King- would like to schedule a Foundation Retreat, the last retreat was scheduled for 2020 but it was cancelled due to COVID. Tentative date: July 2023 (depending on Dr. King's schedule).

Neill Kovrig:

- Discussion of the MOU between District and Foundation- no updates

XIII. CLOSED SESSION (AS APPLICABLE)

Neill- see you next time on Wednesday, March 15, 2023.

XIV. ADJOURNMENT Meeting was adjourned at 10:51am