

APPROVED MINUTES

**Meeting of the
San Diego College of Continuing Education Foundation
Board of Directors
Wednesday, March 15, 2023
In-Person and via Zoom**

I. CALL TO ORDER

The Regular Meeting was called to order by SDCCEF President Kovrig at 9:10 A.M. following a quorum call at 9:07 A.M.

The following board members were in attendance:

- Neill Kovrig, President (arrived 9:11am)
- Roma Weaver, Vice-President
- Dr. Minou Spradley, Interim Vice President
- Gretchen Bitterlin, Retiree
- Jacqueline Sabanos, Vice President, Administrative Services
- Shakerra Carter, Vice President, Student Services
- Stephanie Lewis, Dean of Student Services
- Vinzent Balaoing, Student Representative
- Maureen Rubalcaba, Dean of Student Equity
- Bill Grimes, Secretary
- Olivia Flores, Counselor

The following board members were absent:

- Tina M. King, President
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Mary LeDuc, Treasurer

The following guests were present:

- Laurie Coskey Vice Chancellor
- Caron Lieber, Manager, ETi
- Woody Ledford, Ledford Accounting
- Mariya Anton, SDCCEF Administrative Assistant

II. PUBLIC COMMENTS:

NEILL- Congratulating Dean Lewis on obtaining her doctoral degree and VC Coskey on her promotion.

III. SPECIAL PRESENTATION:

Chancellor Cortez and Lisa Cole-Jones, SDCCAO

SDCCAO Recommendations and Restructure

Executive Summary

January 17, 2023

Over the course of several months in 2022, an advisory group met regularly to review the existing scope and function of the San Diego Community College Auxiliary Organization (SDCCAO). The group consisted of academic senate representation from each college, as well as college and District leadership and fundraising staff. Through this review, the group made recommendations for an expanded fundraising role at the SDCCAO, including both resource allocation and fundraising priorities, and operational goals.

Resource allocation and fundraising priorities were identified that support each of the goals outlined in the district strategic plan. The identification of these priorities will allow the district to pursue large public and private grants to support our efforts in the identified areas. Note that the list does not represent a comprehensive plan to raise funds for all the enumerated priorities. Rather, it provides context for the exploration and solicitation of funds.

Operational goals were also identified to delineate infrastructure needs and establish processes to responsibly develop and support that infrastructure. By addressing and accomplishing the goals, the SDCCAO will have the resources to significantly increase funds generated that support the identified resource allocation and fundraising priorities.

Both the resource allocation and fundraising priorities, and the operational goals are included in the following pages for your review and consideration.

Additionally, the District has engaged an attorney who suggested that the SDCCAO merge with all four college foundations, creating a single legal entity that serves the district and each of the four colleges. This purpose of this suggestion is to alleviate repetitive and burdensome requirements that each foundation must complete under state and federal law. This suggestion is not intended to infringe on the operations and independence of the college foundations.

In practice, such a merger would result in the following:

- The creation of a single legal entity
- Four college foundations retain their names, donors, and independence.
- The Boards of Directors for each foundation remains intact and is renamed “Board of Advisors.”
- More meaningful engagement by college academic and classified senates
- College development staff liaise between the district foundation and the colleges

SDCCAO

Resource Allocation and Fundraising Priorities

Fundraising Priorities

I. SDCCD Strategic Plan, Goal A: Student Success and Well-Being

- a. San Diego Promise
- b. Basic needs support
 - i. Housing
 - ii. Transportation
 - iii. Childcare
 - iv. Mental health/Substance use disorders
 - v. Physical health
 - vi. Food and nutrition
 - vii. Textbook affordability
 - viii. Financial literacy
 - ix. Transitional employment and experiential learning opportunities
- c. Support for special populations
 - i. Veterans
 - ii. Immigrants and refugees
 - iii. Gender and sexual historically minoritized
 - iv. Foster and transition aged youth
 - v. Students with disabilities
 - vi. Racial and ethnic historically minoritized
 - vii. Justice impacted
 - viii. Housing insecure
 - ix. Food insecure
 - x. Pregnant, parents, and caregivers
 - xi. Non-traditional adult learners
 - xii. Students who have exhausted financial aid
 - xiii. Diasporas
 - xiv. Athletes
 - xv. Honors students

II. SDCCD Strategic Plan, Goal B: Academic Excellence

- a. Baccalaureate degree programs
- b. OER and zero textbook programs
- c. International education
- d. Innovative curriculum and program development
- e. Transfer pathways
- f. Student research
- g. Honors program
- h. Academic clubs
- i. Laboratories and equipment
- j. Non-credit to credit pathways
- k. Faculty and classified professional innovation grants
- l. Leadership development
- m. Academic discipline grants
- n. Academic internships
- o. Technology
- p. Paid experiential learning
- q. Interpersonal skills and cross-cultural fluency

III. SDCCD Strategic Plan, Goal C: Workforce Development

- a. Paid experiential learning and/or apprenticeships
- b. Innovative curriculum and program development
- c. Laboratories and equipment
- d. Career exploration and placement
- e. Entrepreneurial programs and maker spaces
- f. Non-credit to credit pathways
- g. Faculty and classified professional innovation grants
- h. Technology
- i. Interpersonal skills and cross-cultural fluency

IV. SDCCD Strategic Plan, Goal E: State of the Art Facilities

- a. Implementation of college facilities master plans
- b. Maximize sustainability efforts
- c. Housing
- d. Technology
- e. State-of-the-art instructional equipment

V. SDCCD Strategic Plan, Goal F: Institutional Resiliency

- a. Create and support the District classified senate
- b. Community building activities
- c. Technology
- d. Employee well-being, health, and morale
- e. Increase diversity, equity, inclusion, and accessibility among employees
- f. Program review process
- g. Student and employee resiliency
- h. Establish Chancellor's Excellence Fund to support areas of greatest need
- i. Strategic enrollment management

Fundraising Strategies

I. SDCCD Strategic Plan, Goal D: Financial Health

- a. Generate and/or increase funding for the identified recipient programs/populations by:
 - i. Increase charitable giving and entrepreneurial programs
 - ii. Increase private grants and contracts
 - iii. Increase local, state, and federal grants
 - iv. Increase individual and corporate endowments
 - v. Increase planned giving
 - vi. Increase federal or state grants and/or contracts
 - vii. Develop and implement facility rentals and special events
- b. Generate revenue through San Diego Metro Collaborative fundraising efforts
- c. Develop infrastructure to ensure ongoing sustainability of the programming/resources.

Robust Discussion continued.

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

Bylaw update, Article 5, Section 2(E) (second 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:

- Add Dean of Student Affairs to add to the Foundation
- Motion to move to discussion: IVP Dr. Spradley and seconded by VP Sabanos

Bylaws originally designed to sit on the Foundation- 3 Deans (Equity, College for Transition and Dean of Career Technical Education.

It appears that it would be recommended for the Dean of Student Affairs to be added to the Bylaws.

Votes by roll call: Dean Rubalcaba- Yes, Gretchen Bitterlin- Yes, Roma Weaver- Yes, Dr. Spradley- Abstain, Bill Grimes- Yes, Dr. Carter- Yes, V. Balaoing- Yes, O. Flores- Yes- Neill Kovrig- Yes

- 9- YES, 1 Abstain and 4-Absences (Not present: Dr. King, Dean Lucas, Dean Lewis, and Mary LeDuc)

Bylaw is approved and Dean Novak will be invited to the next meeting.

V. FOUNDATION STAFF REPORT:

Neill Kovrig- will defer to Dr. Coskey for the update up to 3/3/23:

- Two checks from SDGE \$10K (Gateway and Career) and \$75K (Utility Line Clearance)
- Grant from City of San Diego- Youth Foster \$120K through June 30, 2023
- Received \$1M from Scott Peters for Transition Age Foster Youth Program
- Partnership with Promises2Kids grant for Gateway Transition Age Foster Youth applied for \$600K but have been notified that we have been awarded \$1.4M
- Elaine Galinson and Herb Solomon- have donated \$75K for a landing library
- Price Family Foundation- made a donation of \$10K for scholarships back in January and in the last two weeks, we received another \$10K donation.
- Applying for a 2-3 million grant for renovation from our Representative Vargas.

Neill-

- Finalizing the scholarship list and invite you to the event on April 21, 2023 @ ECC
- \$27K over last year event in Scholarships

ETi- Caron Lieber:

- ETi has grown from \$200K to \$1.3 million in the last 2 years.
- Finished courses at BRIG Miramar (HVAC and Engines)- we were complimented about our instructor's commitment.
- Teaching safety classes for our ARP Cohort 8
- Currently teaching courses at BRIG Pendleton (Solar, Communications and Principals of Management).
- Utility Line Clearance Arborist will begin on May 1. This is a 200-hour 5-week program.
- Starting on March 24- a weeklong Hospitality Cohort with San Diego Labor Council.
- Working on several proposals for training for the next 6-12 months.

ASB- Vinzent Balaoing:

- Elections are on the way.
- Students are excited about the new lounge and student ID.

VI. FINANCE REPORT

Woody:

- Revenues overall with at even with last year
- The expense side we are ahead but substantially below where we would expect to be based on the budget.
- Participant expenses, we are at about \$400K compared to \$320K last year but we are still running behind in expenses due to various reasons, COVID and the challenges of being able to through the whole process.
- Our scholarship income is expected to be \$18K this year, which is about 80% more than last year.
- Over \$350K in revenue will be coming in over the next 4 weeks (NSW and SDGE).
- Bottom line- we are currently at 1.6% for the year vs 1.4% last year. We have spent 48% of the budget- but we are 67% through the year.
- 89 cents of every dollar is spent on our programs- this is what the donors want to see and know. We are running a phenomenal program.

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.

VII. CONSENT CALENDAR

- A. Reports Received Reports received 03/15/2023- Executive Director's Report and Finance Report
- B. Approval of Minutes- 01/18/2022
- C. Report- Resolutions passed by Executive Committee
 1. Resolution: To add Dr. Tina M. King, VP Sabanos and Mark Nesbit II to Wells Fargo Bank, Cal Coast Credit Union and HomeStreet Bank accounts as authorized signers and remove Dr. Laurie Coskey
 2. Resolution: Acceptance of the resignation of Laurie Coskey, Ed.D., from the San Diego College of Continuing Education Foundation as CEO/Executive Director effective March 6, 2023.

MSP: First, Roma Weaver; Roll call: Dean Rubalcaba- Yes, Gretchen Bitterlin- Yes, Roma Weaver- Yes, Dr. Spradley- Abstain, Bill Grimes- Yes, Dr. Carter- Yes, V. Balaoing- Yes, O. Flores- Yes- Neill Kovrig- Yes

Resolutions are approved unanimously.

3. Resolution: Regarding Wells Fargo Credit Administration- proposal to add VP Sabanos as Administrator.

MSP: First, Dean Lewis, Seconded, Roma Weaver; Roll call: Dean Rubalcaba- Yes, Gretchen Bitterlin- Yes, Roma Weaver- Yes, Dr. Spradley- Abstain, Bill Grimes- Yes, Dr. Carter- Yes, V. Balaoing- Yes, O. Flores- Yes- Neill Kovrig- Yes

Resolution is approved unanimously.

D. Upcoming Events: Stars on the Rise 4/21 @ 4pm at ECC; Commencement & Reception 6/7/23- 3:30-7:00pm; Coretta Scott King 6/10 @11:30am;

Motion to Adopt Consent Calendar

No oppositions, No discussion, Consent Calendar Stands Approved

VIII. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

None

IX. BOARD MEMBER COMMENTS/ROUNDTABLE

NA

X. CLOSED SESSION (as applicable)

NA

XI. ADJOURNMENT

Next meeting, May 17, 2023, Meeting was adjourned at 11:24am