



SAN DIEGO  
COLLEGE OF  
CONTINUING  
EDUCATION  
FOUNDATION

~ SINCE 2008 ~

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

Wednesday, January 17, 2024 | 9:00- 11:00am

In-person Room 169

**I. CALL TO ORDER**

The Regular Meeting was called to order by SDCEEF/CEO Kay Faulconer Boger at 9:04 A.M. following a quorum call at 9:05 A.M.

The following board members were in attendance:

- Neill Kovrig, President late 9:15am
- Roma Weaver, Vice-President
- Bill Grimes, Secretary
- Mary LeDuc, Treasurer
- Kay Faulconer Boger
- Sany Ramirez
- Michele Madrid Novak
- Gretchen Bitterlin
- Jacqueline Sabanos
- Tina M. King
- Shakerra Carter

The following board members were absent:

- Vinzent Balaoing
- Stephanie Lewis
- Maureen Rubalcaba
- Minou Spradley
- Andrei Lucas

The following guests were present:

- Caron Lieber
- John "Woody" Ledford
- La Toiya Noles

Foundation staff present:

- Mariya G. Anton, Secretary

**II. PUBLIC COMMENTS: None**

**III. FOUNDATION STAFF REPORT**

**ASB:**

- No representative has been selected.

**ETI: Caron Lieber –**

- ULCA Graduation-December 8, 2023- Cohort 5
- Completed Vegetation Training- December 2023
- Contract with Partnership for a Better San Diego- 5 cohorts scheduled for 2024
- Awarded BRIG Miramar contract 2023-24
- Submitted 5 year proposal to BRIG Pendleton
- New culinary class at Brig Miramar starting end of January
- Contract with National Immigration Forum- vocation ESL training

**Administration/Foundation/Development: Kay Faulconer Boger**

- Donor Communications (DonorPerfect)
- Employee Handbook (revision)
- POC with District re: billing and payments for contracts
- Procedure Handbook for new CEO
- Employee Evaluation Form
- ECC Book is done and is being shipped end of month
- Foundation Social Media
- ETi Strategic Plan
- Historical Preservation Committee meeting on 1/22

**DonorPerfect Presentation: Mariya Anton**

- New donor communication program
- User friendly
- Fundraising goals
- Donor reports
- Fundraising reports
- Create codes for the current 50 scholarships and more...
- Consider creating a form for employees to pledge donations
- Incorporate donor engagement strategies at convocation and institution days

**Recruitment Status: Jacqueline Sabanos**

- Fiscal Services Manager and Admin Assistant I
  - Approved by Board in September 2023
  - Have hired an HR firm to assist with recruitments
  - Waiting for new CEO to start recruitments
- CEO/Executive Director
  - Final interview are today (1/17/24)

**Theater Update: Jacqueline Sabanos**

- HGA working on design phase
- Hiring construction manager for the project
- January 2025 expected completion date

**Program Updates:** Shakerra Carter, Ed.D.

- Gateway and ARP Programs
  - Exceeded enrollment by 110%
  - Highest retention rate of all cohorts
  - No corrective actions needed this quarter
  - ARP December graduation- 16 out 18 students graduated
  - Next cohort starts in March 2024
- PATHWAYS
  - 59 students currently enrolled in the program
  - 1 student in transitional housing and 7 students in independent housing
  - 23 students gained employment

**Capital Campaign:** Tina M. King, Ed.D.

- Automation. Innovation. Robotics. Skilled Technical Trades and Workforce Development Center
- Closing The Skills Gap In The Community
  - Empowering Tomorrow's Workforce
  - Economic Growth and Stability
  - Community Success
- Core Programs & Annual Salary Range
  - Electronics Technician \$83K
  - Air Conditioning, Heating & Refrigeration \$70K
  - Plumbing and Electrical & Water Heating/ Automation (Welding & Robotics) \$77K
  - Gas Metal Welding \$56K
  - Green Power Technology \$75K
  - Information Technology \$103K
- Cannabis Industry Certs \$71K
  - Construction Trades \$72K
  - Audio/Visual Technician \$62K
  - Industrial Sewing & Manufacturing \$58K
  - Patternmaking for Product Development \$82K
- Phase 1
  - Project Initiation
  - Needs Assessment
  - Curriculum Development
  - Facility Planning
  - Staff Recruitment
  - Partnership Development

- Financial Model
- Phase 2
  - Facility Setup
  - Curriculum Development
  - Staffing
  - Industry Partnerships
  - Marketing and Outreach
- Phase 3
  - Program Launch
  - Continued Improvement
  - Sustainability

- FINANCE REPORT:

**Mary LeDuc/Woody:**

- Donations are up primarily because of Lucky Duck Foundation \$142K
- Budget slightly behind
- Grant contract revenue is a bit down
- Expenditures ETi contracts revenue is up from last year
- Grant contract revenue is a bit down- waiting for last ARP grant payment
- ARP contract was just renewed
- Personnel costs are up- but have only spent 11% of the budget (17% of the year-actual)
- ETi expenses are up due to the new contracts
- Program expenses down due to ARP starting later in the year
- Program subcontractors- EMT Program and ETi based training are up compared to last year
- EMT training through the Foundation- fee based program
- Training held at Miramar Campus
- Administrative expenses are up due to the Interim CEO
- Overall expenses are up 13% from last year, but we are at 11% for the year (actual should be 17%)
- Scholarships Awards- goal same as last year or a bit more

**V. CONSENT CALENDAR**

- a. Reports Received Reports received 1/17/2024- Executive Director's Report and Finance Report
- b. Approval of Minutes- 9/20/2023
- c. Revision to the full list of authorized users and amounts
- d. Scholarship Event: Forward Together to Your Future, Friday, April 26 (pulled by President Kovrig)
- e. Upcoming Events: Spring Institution Day, January 29

Motion to Adopt Consent Calendar

MSP: First, Jacquie Sabanos, Second, Shakerra Carter

No oppositions, No discussion, Consent Calendar Stands Approved

**VI. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**

- a. Scholarship Event: Forward Together to Your Future, Friday, April 26- President Kovrig

Motion to Move Item

MSP: First, Jacquie Sabanos, Second, Shakerra Carter

No oppositions, No discussion, Item Stands Approved

**VII. Policy 01-2324: Student Events and Student Presentation Support Fund-** Neill Kovrig

- First Reading

Motion to Move Item as First Reading

Motion Carries

MSP: First, Minou Spradley Second, Mary LeDuc

No oppositions, No discussion

**VIII. Policy 02-2324: Purchase Orders-** Neill Kovrig

- First Reading

Motion to Move Item as First Reading

Motion Carries

MSP: First, Minou Spradley Second, Mary LeDuc

No oppositions, No discussion

**IX. Schedule Special Meeting-** Neill Kovrig

- Regarding Foundation Executive Director
- Scheduled for Monday, January 29<sup>th</sup> @ 2pm

Motion to Adopt Special Meeting

MSP: First, Tina M. King, Second, Roma Weaver

No oppositions, No discussion, Special Meeting Stands Approved

**X. BOARD MEMBER COMMENTS/ROUNDTABLE**

**Foundation Social Media:** LaToiya Noles

- Responsible for Foundation's social media platform (Instagram, X).
- Will be posting programs and events

**XI. CLOSED SESSION-** None

**XII. ADJOURNMENT** Meeting was adjourned at 11:08am.

- Next meeting March 20, 2024, President's Conference Room 106

