



APPROVED 8/20/25

Regular Meeting of the  
San Diego College of Continuing Education Foundation  
Board of Directors  
Wednesday, May 21, 2025, | 9:00- 11:00am  
In-person Room 106

I. CALL TO ORDER

The Regular Meeting was called to order by Foundation President, Neill Kovrig at 9:03A.M. following a quorum call at 9:04 A.M.

The following board members were in attendance:

- Neill Kovrig, President
- Roma Weaver, Vice-President
- Bill Grimes, Secretary
- Mary LeDuc, Treasurer
- Tami Foy
- Michele Madrid Novak
- Shakerra Carter
- Jacqueline Sabanos
- Franklin Garrett
- Masahiro Omae
- Rockette Ewell

The following board members were absent:

- Sany Ramirez
- Al Abdallah
- Tina M. King
- Vincent Balaiong
- Andrei Lucas

The following guests were present:

- Corine Doughty

Foundation staff present:

- Mariya G. Anton, CS Manager

II. PUBLIC COMMENT- NONE

III. PRESENTATION OF NEW BOARD MEMBER- Ms. Mabi Castro

Motion to Adopt New Board Member  
MSP: First, Mary LeDuc, Second, Michele Novak  
No oppositions, No discussion, Motion Carries



#### IV. FOUNDATION STAFF REPORT

##### Administration/Foundation/Development: Tami Foy

- The Fiscal Services Director position remains in transition, with updates pending.
- The Business Resource Center at the Cesar Chavez Campus (Room 107) officially opened on April 9, 2025 following a ribbon-cutting ceremony.
- A \$50,000 grant application was submitted to U.S. Bank to support the BRC through December 31, 2025.
- The Hoop Hysteria 24-hour basketball fundraiser is scheduled at Jackie Robinson YMCA, from October 11 at 7 PM to October 12 at 7 PM, 2025.
- Grants 101 Bootcamp for CE Deans is underway to strengthen external grant submissions; Session 2 of 4 was recently completed.
- External audits are complete for 2020–2023; the 2024 audit is in progress (completion by May 30, 2025)

##### Program Updates: Franklin Garrett

- Pathways
  - We are in the third month of funding
  - A 2-year grant from Lucky Duck was approved in February, funding the program through 2026.
  - 23 participants and 6 affiliates have been enrolled.
  - 2 students have secured long-term housing
  - 2 students have secured independent housing.
  - 3 students have gained and maintained part-time employment.
  - 3 students have gained and maintained full-time employment.
  - All 6 employed students are participating in the Employment Incentive program
- ElevateU Program
  - Current Enrollment: 82 active students
  - Student Milestones:
    - 3 students have completed their GED and are eligible to participate in graduation
    - 10 students are prepared to transfer to college
    - 50 students are currently enrolled in CTE programs (including ESL and GED tracks)
    - 6 students have successfully completed their courses
- Gateway Program:
  - Primary focus is on providing supportive services to help interns and students finish the year strong.
  - Ensuring all interns receive guidance and support to successfully complete their internships.
  - Emphasis on meeting students where they are and supporting them through the final stretch.
  - We currently have 60 students enrolled in the program.
  - In addition, we have four interns who are currently closing out their internships at Casa Familiar ending in June.
- Apprenticeship Program:
  - Cohort 4- graduation in May 2025
  - Cohort 5 will begin on September 8th and end on November 13th
- COYA
  - Waiting to hear back on whether we received the COYA Implementation Grant.



- EMT Program
  - The EMT program was approved by DAS and we received our DAS File Number

ETi: Corine Doughty

- Corine and Mariya attended the NAWDP Conference in Virginia Beach, VA
- ETi Website mirrors the ed2go Website as to programs
- ULCA starts on Tuesday, May 26, 2025
- March 2025 until today, we have secured over \$500K in contracts
- Awarded a 5-year NSW Contract
- ETi is now an NCCER Training Center- all of our instructors will be NCCER Certified.
- Possibility of Brig Pendleton and Brig Miramar will be merged as one
- Pilot Program with Partnership SD Labor, NIF and Groceries Workers Union
- Working on a pilot program with lineman and ULCA to be a registered program
- Submitted a new proposal to SD City College for a Hyflex Program

V. FINANCE REPORT: Mariya Anton  
Budget Update

**Statement of Bank and Investment Accounts**

As of April 30, 2025

<u>Financial Institution</u>	<u>Account Type</u>	<u>Balance</u>	<u>Description/Interest Rate</u>
Wells Fargo Bank, NA	Checking	\$ 91,320.41	
	Savings	249,575.32	Currently 0.01%
	Brokerage	548,684.02	
	Endowment	227,041.18	
California Coast Credit Union	Savings	\$ 3,117.04	Varies, currently 0.05%
	Money Market	28,104.50	Varies, currently 0.05%
	CD	51,391.73	Maturity 8/8/2025, 3.00%
	CD	51,391.73	Maturity 8/8/2025, 3.00%
	CD	51,391.73	Maturity 8/8/2025, 3.00%
	CD	51,391.73	Maturity 8/8/2025, 3.00%
Homestreet Bank	Savings	\$ 3,733.50	Varies, currently 0.35%
	CD	250,553.27	Maturity 6/27/2025, 4.69%
Mission Fed Credit Union	Checking	\$ 1,000.00	Required for CD access
	CD	103,060.24	Maturity 7/7/2025, 4.05%
	CD	146,345.48	Maturity 10/7/2025, 3.83%
		<u>\$ 1,858,101.88</u>	



**San Diego Continuing Education Foundation**  
**Statement of Financial Position (Summary)**  
As of April 30, 2025

**Assets**

Cash, operating	\$ 164,444
Cash, invested	990,056
Receivables	1,343,720
Prepaid expenses	425
Fixed assets	7,912
Investments	775,725
	<u><u>\$ 3,282,283</u></u>

**Liabilities & Net Assets**

Payables & accruals	\$ 180,717
Deferred revenue	191,323
Net assets	2,902,353
	<u><u>\$ 3,274,393</u></u>

**Statement of Financial Position (detail)**  
As of April 30, 2025

**Assets**

Cash, operating		
Operating checking	\$ 91,320	
Other operating accounts	73,124	\$ 164,444
	<u>73,124</u>	
Cash, invested		
Savings and Money Market accounts	280,797	
Certificates of deposit	709,259	990,056
	<u>709,259</u>	
Receivables		1,343,720
Prepaid expenses		425
Fixed assets		7,912
Investments		
Schlegel Endowment	227,041	
Reserves	548,684	775,725
	<u>548,684</u>	
		<u><u>\$ 3,282,283</u></u>

**Liabilities & Net Assets**

Payables & accruals		
Accounts payable	\$ 27,752	
Credit card liabilities	6,785	
Accrued expenses	146,181	\$ 180,717
	<u>146,181</u>	
Deferred revenue		
ed2go	211,872	
Grants	(20,550)	191,323
	<u>(20,550)</u>	
Net assets		
Beginning balance	2,545,664	
Net Income (Loss)	356,689	2,902,353
	<u>356,689</u>	
		<u><u>\$ 3,274,393</u></u>



## Statement of Activity with Budget Balances

July 2024 - April 2025

	Annual Budget	Earned / Spent to Date	Balance	Pct to Date	Pct of Year Elapsed
<b>Revenue &amp; Support:</b>					
Donations, Restricted	\$ 305,086	\$ 456,228	\$ (151,142)	149.5%	83.3%
Donations, Unrestricted	90,000	80,731	9,270	89.7%	83.3%
Ed2go/Career Step revenue	650,000	975,942	(325,942)	150.1%	83.3%
ETi revenue, contract-based	1,242,874	752,159	490,715	60.5%	83.3%
ETi revenue, fee-based	33,000	18,241	14,759	55.3%	83.3%
Grant Contract revenue	1,770,652	1,113,728	656,924	62.9%	83.3%
Events and Other revenue	-	365	(365)	0.0%	83.3%
Scholarship income received *	110,000	46,031	63,969	41.8%	83.3%
<b>Total Revenue &amp; Support</b>	<b>\$ 4,201,612</b>	<b>\$ 3,443,426</b>	<b>\$ 758,186</b>	<b>82.0%</b>	<b>83.3%</b>
<b>Expenses:</b>					
Personnel expense	\$ 1,503,108	\$ 1,150,809	\$ 352,299	76.6%	83.3%
Program subcontractors	112,367	41,139	71,228	36.6%	83.3%
Program Participant expense	651,190	365,306	285,884	56.1%	83.3%
Additional Student support	88,500	49,834	38,666	56.3%	83.3%
Program supplies & expense	288,554	29,574	258,980	10.2%	83.3%
ETi expenses					
Ed2go/Career Step expense	541,883	714,760	(172,877)	131.9%	83.3%
ETi subcontractors	347,225	350,599	(3,374)	101.0%	83.3%
ETi supplies & expense	73,071	68,810	4,261	94.2%	83.3%
Other ETi expense	41,600	28,719	12,881	69.0%	83.3%
Scholarships given *	110,000	76,800	33,200	69.8%	83.3%
Program Staff training & developpr	30,577	1,307	29,270	4.3%	83.3%
Event expenses	30,000	27,021	2,979	90.1%	83.3%
Administrative expense	311,937	147,817	164,120	47.4%	83.3%
Development	71,600	11,278	60,322	15.8%	83.3%
<b>Total Expenses</b>	<b>\$ 4,201,612</b>	<b>\$ 3,063,773</b>	<b>\$ 1,137,839</b>	<b>72.9%</b>	<b>83.3%</b>
<b>Net Operating Income (Loss)</b>	<b>\$ -</b>	<b>\$ 379,653</b>	<b>\$ 379,653</b>	<b>0.0%</b>	<b>83.3%</b>
Other income (expense)	-	(22,964)	(22,964)	0.0%	83.3%
<b>Net Income (Loss)</b>	<b>\$ -</b>	<b>\$ 356,689</b>	<b>\$ 356,689</b>	<b>0.0%</b>	<b>83.3%</b>

### Notes

\* - Budget assumed net zero for Scholarship income/expense. Expense negative due to forfeitures from prior year.



VI. CONSENT CALENDAR

- A. Reports Received – 03/19/25 (Recommended Action: Note and File Foundation and Finance Report)
- B. Approval of Minutes – 01/15/2025
- C. Upcoming Events:
  - 1. Scholarships & Awards, April 22, 2025
  - 2. Classified Awards, May 19, 2025, 1-3pm @ ECC Foyer
  - 3. Commencement, June 6, 2025- 3-7pm @ Balboa Park

Motion to Adopt Consent Calendar

MSP: First, Michele Novak, Second, Roma Weaver

No oppositions, No discussion, Consent Calendar Stands Approved

VII. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR- None

VIII. BOARD MEMBER COMMENTS/ROUNDTABLE

- Marie LeDuc- NA
- Roma Weaver- Teacher Appreciation Event was amazing
- Tina King- Theater Groundbreaking- May 8, 2025
- Rockette Ewell- NA
- Masahiro Omae- Blanket came from Instructional Services
- Jacqueline Sabanos- NA
- Corine Doughty- NA
- Franklin Garrett- NA
- Bill Grimes- Congratulations to Tami for creating Grant Boot Camp
- Mariya Anton- NA
- Tami Foy- Board swag for all board members
- Neill Kovrig- Next meeting Annual Organizational Meeting

IX. ADJOURNMENT: Meeting was adjourned at 10:15am  
Next meeting July 16, 2025