

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

Wednesday, August 3, 2023. | 9:00- 11:00am  
In-person ECC Conference Room 106

The Annual Organizational Meeting was called to order by SDCEEF President Neill Kovrig at 9:05 A.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
- Kay Faulconer Boger
- Stephanie Lewis
- Sany Ramirez
- Michele Madrid Novak
- Minou Spradley
- Maureen Rubalcaba
- Gretchen Bitterlin
- Andrei Lucas
- Jacqueline Sabanos
- Tina M. King arrived 9:07am
- Shakerra Carter arrived 9:14am

The following board members were absent:

- Vinzent Balaoing

The following guests were present:

- Caron Lieber, ETi Director
- John “Woody” Ledford, Ledford Accounting
- Mariya G. Anton

**II. ANNUAL ORGANIZATION MEETING:**

**ANNUAL ORGANIZATIONAL MEETING**

**A. Election of Board Officers**

PRESIDENT: Neill Kovrig nominated to be President by Maureen Rubalcaba. No other nominations submitted.

MSP: First, Gretchen Bitterlin, Second, Stephanie Lewis  
No oppositions, Neill Kovrig-abstained, Nomination Approved

VICE-PRESIDENT: Roma Weaver nominated to be Vice President by Stephanie Lewis. No other nominations submitted.

MSP: First, Stephanie Lewis, Second, Maureen Rubalcaba  
No oppositions, Roma Weaver- abstained, Nomination Approved

SECRETARY: Bill Grimes nominated to be Secretary by Mary LeDuc. No other nominations submitted.

MSP: First, Mary LeDuc, Second, Stephanie Lewis  
No oppositions, No Abstentions, Nomination Approved

TREASURER: Mary LeDuc nominated to be Treasurer by Bill Grimes. No other nominations submitted.

MSP: First, Roma Weaver, Second, Maureen Rubalcaba  
No oppositions, No Abstentions, Nomination Approved

B. Adopt Calendar of Regular Meetings

Under the Board's guidance within the last two months, a first and a second reading of the Bylaws, which adjusted the Bylaws to allow for a bi-monthly meeting. Pursuant to a calendar adopted at its annual organizational meeting- it does not preclude the Board to schedule additional meetings as necessary called under the provisions of the Brown Act.

The 2023/24 bi-monthly schedule is as follows:

Wednesday, September 20, 2023

Wednesday, November 15, 2023

Wednesday, January 17, 2024

Wednesday, March 20, 2024

Wednesday, May 15, 2024

Wednesday, July 17, 2024

The meetings are scheduled from 9am-11am

The September 20, 2023- meeting will be extended by 1 hour to include a mini-retreat.

Motion to Adopt Board Meeting Calendar.

MSP: First, Roma Weaver, Second, Mary LeDuc  
No oppositions, No discussion  
Motion Approved

C. Adjournment to Special Meeting at 9:18am

**Regular Meeting of the  
San Diego College of Continuing Education Foundation  
Board of Directors  
August 3, 2023**

**II. CALL TO ORDER**

The Regular Meeting was called to order by SDCEEF President Neill Kovrig at 9:18 A.M. following a quorum call at 9:18 A.M

**III. PUBLIC COMMENTS: None**

**IV. FOUNDATION STAFF REPORT- Neill Kovrig**

**ASB: No Report**

Michele Novak- new ASB Advisors have been elected and will be introduced in the next weeks.

**ETI: Caron Lieber –**

- California Conservation Corps tour of ECC and North City- over 80 trainees and staff attended- very successful
- Awaiting for Pendleton and Miramar on our proposals submitted last March 2023.
- Finalizing the current Pendleton and Miramar contracts (end Sept 2023)
- National Immigration Forum has hired us to teach ESL for two-cohorts of grocery workers. These students will then be eligible to enroll in a management training program offered through Mesa College
- The 6-week Naval Special Warfare program starts August 7<sup>rd</sup> and ends on September 8<sup>th</sup>- graduation.

**Administration/Foundation: Kay Faulconer Boger**

- Fiscal Plan
- Staffing Restructuring Plan
- Finalizing ECC Book
- End of Year Report- Donor Report
- Donor Tracking Software

## **V. FINANCE REPORT:**

### **Mary LeDuc/Woody:**

- I have been attending the financial meeting and was quite impressed. Both Woody and Laurie have a great relationship, each with different skills and can solve problems quite effectively. This was a very important report- the end of year report. It's also important because a future audit will look at this report but with what I have seen, we are in well prepared. I want to compliment all the leadership on how they took the disadvantage of COVID and turn it around into a plus. Woody will go over the report.

### **Woody Ledford:**

- Year-end report financial report is complete
- \$65K operating profit over last year
- 22% increase in revenues compared to last year's
- We achieved 83% of our revenue goal
- Expenses increased by 81% over last year
- We ended with a very strong operating year
- The last three columns highlighted on our budget report- they are the key items that donors will want to know- 91 cents of every dollar goes to program- exceptionally, 9 cents are spent on development and administration

## **VI. CONSENT CALENDAR**

- a. Reports Received Reports received 8/03/2022- Executive Director's Report and Finance Report
- b. Approval of Minutes- 5/17/2023
- c. Resolution: Approval hiring of Kay Faulconer Boger, Ed.D. as Interim Executive Director
- d. Resolution: To add Dr. Kay Faulconer Boger to Wells Fargo, Cal Coast Credit Union and Home Street Bank accounts as an authorized signer
- e. Authorize Executive Committee to appoint an ad hoc Audit Committee pursuant to BP 6950 (3600) and AP 3600 and begin process of appropriate bylaws revisions related thereto
- f. Authorized users of credit cards
- g. Updates to Policy 03-1920 (pulled by Neill Kovrig) for further discussion
- h. Upcoming Events and Information:
  - ECC Theater Renovation Project Presentation, August 16<sup>th</sup> 3-4pm
  - Convocation, August 30th

Motion to Adopt Consent Calendar

MSP: First, Mary LeDuc, Second, Minou Spradley

No oppositions, No discussion, Consent Calendar Stands Approved

## **VII. BYLAWS REVISION- 1<sup>st</sup> reading**

- Changes to the Bylaws as follows:
  - Section 1.1 Name
  - Section 1.2 Purpose
  - Section 3.2 Adding Administrative Year
  - Section 4.5 Election of Officers; Term of Office
  - Section 5.1 Number
  - Section 5.2 Ex Officio Directors
    - Changes to A, B, D, F
    - Remove C and E
  - Section 5.3- Community Representative Directors
    - Changes to A, B, C
  - Section 5.4- Election and Term of Office
    - Changes to B, D

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

**Neill Kovrig- Credit Card Policy**

- Updates to the policy re: purchases
- Updates to the terminology
- Establishing receipt submission schedule
- Definition of Authorized Users
- Aggregated credit limit \$50k

**IX. BOARD MEMBER COMMENTS/ROUNDTABLE**

- Conflict of Interest Forms- Mariya Anton
- Policy re: room fresheners, hand lotions, perfumes, etc.- Roma Weaver
- Coretta Scott King- event has been postponed- no new date has been identified

**X. CLOSED SESSION None**

**XI. ADJOURNMENT Meeting was adjourned at 10:53am.**

- Next meeting September 20, 2023