



SAN DIEGO
COLLEGE OF
CONTINUING
EDUCATION
FOUNDATION

~ SINCE 2008 ~

APPROVED MINUTES 1/17/24

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

Wednesday, September 20, 2023. | 9:00- 12:00noon
In-person ECC Conference Room 106

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEEF President Neill Kovrig at 9:00 A.M. following a quorum call at 9:02 A.M.

The following board members were in attendance:

- Neill Kovrig, President
- Roma Weaver, Vice-President
- Bill Grimes, Secretary arrived 9:07am
- Mary LeDuc, Treasurer arrived 9:09am
- Kay Faulconer Boger
- Sany Ramirez
- Michele Madrid Novak
- Minou Spradley
- Maureen Rubalcaba
- Gretchen Bitterlin
- Andrei Lucas
- Jacqueline Sabanos
- Tina M. King arrived 9:06am
- Shakerra Carter arrived

The following board members were absent:

- Vincent Balaoing
- Stephanie Lewis

The following guests were present:

- Caron Lieber arrived 9:05am
- John "Woody" Ledford
- Mariya G. Anton

II. PUBLIC COMMENTS: None

III. FOUNDATION STAFF REPORT

ASB:

- Michele Novak- new ASB Advisors have been elected and will be introduced in the next weeks. We are still looking for students reps for North City and Miramar.

- Student Lounge opening- was a beautiful event and the students are very happy and enjoying it.
- Neill- looking at student representation on various governance committees including Foundation.

Administration/Foundation: Kay Faulconer Boger

- Establishing or updating Processes and Procedures
- Staffing Review & Restructuring Plan
- Finalizing ECC Book- given to the designer to finalize-anticipated completion by October/November 2023
- Budget Development
- Donor Communication- DonorPerfect has been purchased
- Potential Donor Tour on September 28th
- Year End Report
- Meeting with Program Staff
- Social media presence
- Marketing Branding- Website
 - Dr. King- will be working on creating an Instagram and Facebook account for the Foundation- to highlights donors.
 - Creating a cohesive branding to align with SDCCE
- Support for Vision 2030 event
 - Dr King- sold out event over 300 registrants
 - The Adult Education Summit- first ever in California (2 day event)
- Tracking System for Grants and Contracts
- Meeting with other SDCCD Foundations
 - Miramar, Mesa, City and Development Office
 - Focus on donor development
- Hiring Foundation Executive Director/ CEO- hired a company to do the recruitment process
- Historical Preservation Committee meeting on 9/25
- Strategic Plan- Foundation and ETi
- Cultural Events
 - Dia De Los Muertos
 - Black History Month
 - Women's History Month
 - AAPI Celebration
 - Pride Month Celebration
 - Juneteenth Day Celebration

Development: Kay Faulconer Boger

- Grants
 - Workforce (ARP)
 - Toni Atkins (Promises2Kids)
 - Scott Peters

ETI: Caron Lieber –

- Finalized 6-week Naval Special Warfare (NSW) Cohort 9/15/23

- Awarded BRIG Miramar contract 2023-24
- Awaiting for BRIG Pendleton
- Pre-Inspector Program starting October 2-13, 2023
 - North City Campus
- ULCA Cohort #5- will begin November 6, 2023
 - 5 weeks program-200 hours
- Contract with California Conservation Corps

IV. FINANCE REPORT:

Mary LeDuc/Woody:

- Donations are up primarily because of Lucky Duck Foundation \$142K
- 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%)

V. CONSENT CALENDAR

- Reports Received Reports received 9/20/2022- Executive Director's Report and Finance Report
- Approval of Minutes- 8/03/2023
- Updates to Policy 03-1920- Credit Card Policy- final reading/adoption
- Upcoming Events and Information:
 - Vision 2030 Adult Education Summit, October 5 &6, 2023

Motion to Adopt Consent Calendar

MSP: First, Mary LeDuc, Second, Maureen Rubalcaba

No oppositions, No discussion, Consent Calendar Stands Approved

VI. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR- None

VII. FOUNDATION BUDGET- Kay Faulconer Boger

- 2022-23 Actual \$2,616,632
- 2023-24 Proposed Budget \$3,427,800
 - The increase due to CEO/Exec Director position
 - Forecasting similar revenues as previous years (grants and ETI)
 - Grants: Promises2Kids and Gateway

- Discretionary Budget for Student Services/Resources

Motion to Move Item as Second Reading

Motion Carries

Motion to Adopt Foundation Budget

MSP: First, Minou Spradley, Second, Mary LeDuc

No oppositions, No discussion, Foundation Budget Stands Approved

VIII. **STAFFING STUDY- Kay Faulconer Boger**

- Questions asked for study:
 - Are we able to handle workload efficiently? Yes and No
 - Are we current with service levels and response times? Yes and No
 - Are we receiving feedback from internal and external customers about the quality of the service? Yes
 - Is there additional training needed to meet the demands of the job? No
 - Do we have the staffing level we need in order to grow and expand our services? No
 - There are some technology that would reduce and or improve the quality of service? Yes. We are currently looking at some of those.
- Looked at the Foundation's Development Plan from two years ago.
- Current Organizational Chart
- Proposed Organizational Chart
 - Add (1) Fiscal/Acct Director
 - Day to Day operational fiscal
 - Add (1) Admin Assist I

Motion to Adopt Staffing Study

MSP: First, Mary LeDuc, Second, Michele Madrid Novak

No oppositions, No discussion, Staffing Study Stands Approved

IX. **BYLAW REVISION**

- 2nd reading
- Added two additional deans and/or managers based on expertise (we will adjust this to specified the title when available)
- Adjustments from 15 to 16 directors
- Include deans of transition and student affairs (will make an adjustment once the Dean of Student Equity Enrollment Services is officially entitled)
- Remain community representative directors which include our 4 retirees

Motion to Adopt Bylaws Amendments

MSP: First, Minou Spradley, Second, Maureen Rubalcaba

No oppositions, No discussion, Bylaws Stands Approved

X. **AUDIT COMMITTEE-** Neill Kovrig

- An organization with a yearly revenue of 2million dollars or more under the Auxiliary of the District is to have an audit committee
- President, Exec Director and Treasurer cannot be elected
- Committee should be at least 3 members no more than 5 individuals
- The District selects the auditor for the entire District and Foundations
- Item to be tabled for the January 2024 meeting

XI. **BOARD MEMBER COMMENTS/ROUNDTABLE-** None

XII. **BOARD STRATEGIC PLANNING RETREAT**

- Mission and Vision of the Foundation (read by Neill and Roma)
- Report from Dean Rubalcaba re: PATHWAYS
 - Lucky Duck Foundation 50% match
 - Dana Foundation 50% match
 - Between the two grants \$600K
- Report from Dean Lewis re: Gateway to College and Careers (read by Dean Rubalcaba)
 - Team exceeded their enrollment rates
 - Reduce late entries- goal was 5% reached 20%
 - Placement of students- goal 68% reached 68%
 - ARP- ended with a completion rate of 90%
 - We added two more cohorts
 - Only ARP program in San Diego County to be approved and registered with the Department of Apprenticeship Programs.
- Report from Caron Lieber re: Employee Training Institute
 - Serve an equitably base population (BRIG Miramar and BRIG Pendleton) provide them with training for a future
 - Courses being currently offered at Miramar and Pendleton: Barbering, Manufacturing/Sewing, Construction Class NCCER, Plumbing, Baking and Pastry, Culinary, Solar Design, Small Engines, Money Management Class, Business Information Technology Class
 - Naval Special Warfare (NSW) Training- 20 students

- Pre-Inspector Training- 20 students
 - Students that currently do not have a job and will be entering a union wage job
 - SDGE has provided funds for scholarships
- Kay- Strategic Plan Process:
 - Review progress of programs and Employee Training Institute
 - Review of Mission and Vision Statements
 - Review of San Diego College of Continuing Education Foundation Development Plan 2021-24
- Small group share feedback for key focus for year

Continue:

- Current Programs and ETi

Add:

- Develop and Implement Donor Communication Plan
- Support Cultural Events for Students: Dia de los Muertos; Pride; Women's History; Juneteenth; Asian American Pacific Island; Black History Month
- Continue to review processes and procedures
- Create standard practices and procedures for operations
- Provide financial support for our student leaders
- Secure large donation to remodel the community room
- Implement marketing and branding program
- Communicate importance of ETi and the relation with SDCCE programs
- Serve faculty
- Support Adult Education Summit
- Hire new positions: Fiscal Manager, Administrative Assistant, Executive Director

XIII. **CLOSED SESSION-** None

XIV. **ADJOURNMENT** Meeting was adjourned at 11:52am.

- Next meeting November 15, 2023