

MINUTES
Regular Meeting of the
San Diego College of Continuing Education Foundation
Board of Directors
April 20, 2022
Zoom

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEEF President Neill Kovrig at 9:39 A.M. following a quorum call at 9:35 A.M.

The following board members were in attendance:

- Laurie Coskey Ed. D., Executive Director
- Neill Kovrig, President
- Roma Weaver, Vice-President
- Bill Grimes, Secretary
- Kay Faulconer Boger, Interim President
- Vinzent Balaoing, Student
- Mary LeDuc, Retiree
- Stephanie Lewis, Dean College and Career Transitions
- Michelle Fischthal, Vice President, Instructional Services
- Maureen Rubalcaba, Dean of Student Equity
- Anthony Vargas on behalf of Jacqueline Sabanos, Vice President, Administrative Services
- Olivia Flores, Counselor

The following board members were absent:

- Gretchen Bitterlin, Retiree
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Shakerra Carter, Acting Vice President, Student Services

The following guests were present:

- Caron Lieber, Manager , ETI
- Juliette Bautista, SDCEEF Administrative Assistant
- Woody Ledford, Ledford Accounting
- Samantha Stanley, PATHWAYS Program Coordinator

II. RESOLUTION AB(361):

Resolution to Consider and Adopt a resolution pursuant to Government Code section 54953(e), as amended (AB 361), allowing for virtual meetings.

MSP: First, Mary LeDuc, Second, Maureen Rubalcaba

No oppositions, No abstentions, Resolution Approved

III. PUBLIC COMMENT: None.

Members discussed the recent 2022 Stars on the Rise Scholarship Event.

IV. PRESIDENT'S REPORT:

Neill Kovrig – We proposed meeting on a bi-monthly schedule. I think it is appropriate time to discuss this during our June Board meeting. Another item for folks to be made aware of is that there was some discussion with regard to one scholarship in particular: Los Dos Chefs. The faculty member who originated this was very specific of how they wanted this distributed. In 2019-20, we established this award to two students. The donor wanted to take portions of the scholarship back, but in order to protect ourselves and our students, we should A) Identify the original gift acceptance letter B) Establish a new acceptance letter that aligns with our Board policies or C) Freeze this scholarship until a resolution is reached. At this point, we will be in contact with the donor to ensure we are all on the same page.

Laurie Coskey – There was a true partnership to take all of the choices from donors and direct it completely through the Scholarship Committee so there is no bias towards recipients. The Scholarship Committee is more effective as the years go by. New scholarships came in, and they were allowed to identify the criteria. Coming forward, there is the understanding between donors giving the scholarship.

V. EXECUTIVE DIRECTOR'S REPORT

ASB: Vinzent Balaoing – We have been uploading Food Resources for our students and social media. Our next meeting is this Friday.

ETI: Caron Lieber – The National Immigrant Forum has reached out to us through Mesa College to help train 30 hours of vocational ESL and 12 hours of an asynchronous class an instructor will check in on. There are 15 students and they will then be enrolled at Mesa College after completing the initial training. Another update is that Naval Special Warfare's contract has renewed their contract with us. Dean Andrei, Dr. Coskey and I gave a tour and there will be 13 new students in August for this training.

Laurie Coskey – There were attempts to do English as a Second Language for janitors, but they didn't quite succeed because they did not partner with a college. It is a game changer – we are making very little money from this, but it is a true social justice and national initiative. They have already identified the curriculum, so we will provide the instructor for them to eventually move into Mesa College.

Administration:

Laurie Coskey – We are completely staffed in the Foundation programs. There was a staff meeting yesterday to discuss everyone. We have 16 staff members, and last year we had five. These are intense programs, and our Deans are the face of them. It is our goal to implement more instruction-based grants. We are looking forward to work with Dr. Fischthal and Dr. Carter on this grant document forecasting the grant budget and schedule. We also have another \$20K to add due to the Blue Shield Committee. We have "lost" money in terms of what it took for Woody and I to manage it, and the SD Workforce will be getting money from EDD. Sometime January 2023, they will be including indirect costs.

Our digital divide grant has fulfilled our commitment to the City. It is a one-time awarded grant that ends in June. We still have \$100k from the Dana Foundation for Lucky Duck. WIOA Adult is the same program, but has to provide three separate invoices. The Arborist training is contract education, but

they did give us a grant, and the William Rosen trust comes \$39,500 is for scholarships. County of SD is for our Dia De Los Muertos, and Blue Shield for \$25K came for the Black History Month Health Fair. From July 1st to now, these are the grants we have made.

Development: Dean Stephanie, Instructor Jon Gosen and I have a meeting on Friday to review the Apprenticeship Readiness Program to prepare for the consortium and additional funds.

Bill Grimes – Because you are looking at multi-year contracts on a per year basis, an idea is to have another column that says Year 1-5 to see the progression of the grants.

Kay Faulconer Boger – Even if we know these grants are not guaranteed forever, we do sign contracts for a period of time and I think it would be helpful to include some expiration date of some existing contracts we can see where we are at any point in time.

Laurie Coskey – We are also looking at continuing these grants and working with the SD Workforce Partnership. They are told that we at SDCCE are their best partnership.

Historic Preservation Committee: We have an author who is a poet, and has completed their part of the ECC History Book partnered with SDCCE. We are going to take this book to focus on ECC. We have hired an editor, but have to ask our partner, Sam Kulani, to take each chapter of the book and take the potential archived photos into chapter files.

VI. FINANCIAL REPORT:

Woody Ledford – It has been a very strong month, and so far this year we are 21% higher despite Career Step disbanding. We brought in \$1 million. Comparing our budget, we are over in about every single area except for the grant contract revenue. The Deans were spending like crazy, but we are still under due to the impact of COVID-19. In our contract ed, Caron was able to bring in a \$75,000 SDG&E and Naval Special Warfare, which are both unexpected sources of revenue. We are about \$271,000 higher than last year, and our program participant expenses range from 280-280K higher than last year, to highlight the difference between COVID during 2021. We are ahead where we plan on spending. We have budgeted a loss for the year, but we are in a strong shape and are looking forward to closing out this fiscal year.

VII. CONSENT CALENDAR:

MSP: Mary LeDuc, Olivia Flores
No oppositions or abstentions.

VIII. Action Items removed from Consent Calendar: None

IX. Information Report:

Dean Maureen Rubalcaba and Samantha Stanley, PATHWAYS Program Coordinator, provided insight and updates on the Lucky Duck PATHWAYS Program.

Maureen Rubalcaba – PATHWAYS is a retention program expanded through Lucky Duck Foundation grant funding. We focus on homeless students' journey and breaking down barriers to access, enrollment retention and completion, and self-sufficiency and empowerment. We do full comprehensive case management. We served 45 students over 18 months, and over 176 students for one-time services. Just this year we have served 114 students served and 75 affiliates. We also have 26 fully case-managed participants. It is critical for these students to

have mental health resources to provide the intense services for this impactful program. We have been successful in changing our housing status from homeless into short-term, long-term or transitional, to over 50% (17/30 students) with semi-permanent or permanent housing. Sam works on budgeting and working with landlords, and does a lot of high-touch services, connecting with multiple areas and networking the program coordinators to address all resources available, budgeting skills, workshops, social security, employment opportunities, rental assistance, family health centers. It is critical that these students have access to mental health on top of basic needs to expect success in the classroom. There are some programs that do take advantage of homeless populations – up to 80% of their paycheck just to have somewhere to live. We also have 13 that have gained employment and hope to have students over summer become enrolled into programs, employment, and learning soft and hard skills. We are involved with an outcome study for homeless for Lucky Duck and Point Loma to help track the programming similar to the state. We will be highlighted in Region 10 video with Rising Scholars. We have also partnered with Mira Costa College who has a successful Rising Scholars program to discuss best practices and different strategies.

Samantha Stanley – There is a lot of students that have remarkable resiliency. They come in and they are ready to learn. It is inspiring because they see their end goal and all are justice involved, asylum seekers, immigrants.

X. ROUNDTABLE/BOARD COMMENTARY –

Roma Weaver – Tomorrow is Faculty Appreciation on the back patio, and this graduating class for Passport2Success includes Administration, Classified, Contract, and Foundation staff.

Michelle Fischthal – The coordination that Roma and Rachel focus on deserves a big round of applause and credit for the continuous improvement. I really want to continue shifting things and make sure we are adding our priorities, increasing teaching and learning opportunities, and widening our development work to include more institution members. I also would like everyone to know we are finishing up our summer schedule and will be about 20% bigger than last, and 30% will be on campus and 50% online. We are also starting our summer class schedules now.

Olivia Flores – Dr. Carter is holding a Student Services Retreat on Friday.

Stephanie Lewis – I want to invite everyone to Gateway Day on May 5th to invite students with coming back to campus. There will be a few workshops and LinkedIn profile set up. We created a Gateway podcast, and Carlos has graciously agreed to be interviewed. If any of you would like to be featured please let us know.

XII. REPORT OUT FROM CLOSED SESSION (as applicable): None

XIII. ADJOURNED: 11:10 A.M.