

APPROVED MINUTES

**Regular Meeting of the
San Diego College of Continuing Education Foundation
Board of Directors
June 22, 2022
In-Person and via Zoom**

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEE Vice President Roma Weaver at 9:05 A.M. following a quorum call at 9:04 A.M.

The following board members were in attendance:

- Neill Kovrig, President
- Laurie Coskey Ed. D., Executive Director
- Roma Weaver, Vice-President
- Gretchen Bitterlin, Retiree
- Bill Grimes, Secretary
- Kay Faulconer Boger, Interim President
- Vinzent Balaoing, Student Representative
- Stephanie Lewis, Dean College and Career Transitions
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Mary LeDuc, Retiree
- Jacqueline Sabanos, Vice President, Administrative Services

The following board members were absent:

- Maureen Rubalcaba, Dean of Student Equity
- Shakerra Carter, Acting Vice President, Student Services
- Michelle Fischthal, Vice President, Instructional Services
- Olivia Flores, Counselor

The following guests were present:

- Caron Lieber, Manager , ETi
- Woody Ledford, Ledford Accounting
- Juliette Bautista, SDCCEF Administrative Assistant

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, Jacqueline Sabanos

No oppositions, No abstentions, Resolution Approved

III. PUBLIC COMMENT: None.

IV. EXECUTIVE DIRECTOR'S REPORT

Administration:

Laurie Coskey – Two of our grant funded positions are ending. We started a new grant with the City of San Diego for \$120K to run a Gateway for Transition-Aged Foster Youth, as well as one for a Gateway for African American Opportunity Youth. Dean Lewis will be looking to hire two new employees for CDBG Gateway, as well as a career navigator.

Stephanie Lewis – I am excited to work on these two new grants, since it will work very successfully with our Black Student Success Initiative with VPSS Carter.

ASB: Vinzent Balaoing – For the ASB report, we just had our annual elections. I will continue to stand as ASB President. We are currently off for the summer, and ASB meetings will resume in Fall.

ETi: Laurie Coskey – There are nine items for the ETi report. Shirley Pierson will be starting the last of the classes at Brig Miramar on July 22nd. There are COVID-19 shutdowns at the Naval Brig, so they will do their best to complete on time. We are still working on our ETi website which will go live in July, and we are meeting with VPI Michelle Fischthal to discuss open courses for SDCCE.

We have created a relationship with the National Immigration Forum to offer a select group of chosen students Vocation ESL. Upon completion, they will continue to certificate programs at Mesa College for management.

The 6-week Naval Special Warfare program will restart with a second group on August 3rd. We have been working on Utility Line Clearance/Arborist cohorts' part of mitigation funds by PG&E and Butte College. They mentored and paid for our first two cohorts, and suggested we speak with SDG&E once the PG&E funding ended. We have worked with SDG&E and received \$1.2 million not from charitable donations, but from the Wildfire Mitigation program. We will find out this week if the money will come altogether or annually.

There are two sole-sourced, a noncompetitive bids for five years of training at the Brigs going through budgeting. We are also getting into collaboration with El Camino College to provide Cyber Security for businesses offered to those with the Department of Defense. We may be able to put all courses on the ETPL and MyCAA. Caron has also created a relationship with Urban Corps. She is preparing one or two courses for flagmen who do not want to participate in Utility Line Clearance/Arborist courses.

The Chancellor and District are likely to pull ETi away from the SDCCE Foundation within the next six months-year if not more, perhaps as part of the District Office. Some parts of the Scholarship Event, a lot of salaries (mine, Juliette, Caron, Steve) are funded through ETi, so we will need to have a special Board Meeting to discuss any of these changes.

The grant management funding for the workforce partnership has been challenging to keep updated for the Apprenticeship Readiness Program, but we have lost \$2500-3000 per month since January 2021 to run this program due to the lack of overhead. For WIOA we have a 10% indirect, but for ARP there was no indirect. The workforce partnership pulled the indirect for themselves to hire their own staff. We are going to be refunded with another grant after December 2022 that does have indirect.

Members discussed their thoughts on the possible transition of ETi out of the SDCCE Foundation. Concerns were raised regarding financial expectations and revenue, employee protection, the MOU in place that would require a full change of the MOU, entrepreneurship of the Foundation, hiring restrictions and campus reassignments, CalSTIRS and CalPERS. A suggestion of holding an Ad-Hoc discussion to implement an Ad-Hoc Committee to handle the employee and benefit structure of this transition was mentioned.

V. FINANCIAL REPORT:

Mary LeDuc: I will be proposing the new 2022-2023 Budget. As difficult as it's been it has still been a good year. The revenue is increasing by \$871K. \$400,000 is allocated for the Arborist Training as well as the Pendleton which will receive \$200K. Our expenses include personnel costs for a new grant manager, and the Gateway staff, as well as a 5% increase in salaries. We have to adjust the benefits to 30% and note that our government grants are reimbursement grants.

Woody Ledford: I have the financial report for the month of May. We are about 16% over on our previous Year-to-Date side. On the expense side, we are about 10% higher than last year, and we will end substantially underneath our targeted for expenses. A lot of these reimbursements for grants we have not been able to execute because of the pandemic and as a result, we have not been able to expand as we would like.

We have deferred revenue from the Rosen Foundation, Lucky Duck Foundation, and SDG&E that are related to programs run next year. They will be deferred until then and recognize revenues. Our operating net income would be at a zero. We are a not-for-profit and are hitting the main goal we have.

Laurie Coskey – Our budget has \$2.6 for our spend out this year, but I don't think we are going to hit that due to the grants we were unable to entirely spend out. Some of the struggles we had a year ago was that we started some of the grants later than anticipated and had resignations.

VI. Second Reading – By Law Revision for Foundation Board Meeting Schedule:

First: Mary LeDuc, Second: Roma Weaver. No oppositions or abstentions. Revision: Approved

The original is as follows:

Section 11.4: Regular Meetings

Regular Meetings shall be held monthly according to a schedule adopted by the Board in its Annual Organizational Meeting.

We request the following be changed to:

Section 11.4: Regular Meetings

Regular Meetings shall be held at least once every two months, according to the schedule adopted by the Board at its Annual Organizational Meeting

Neill Kovrig – We will adopt our officers for the coming year and set a bi-weekly schedule during the July 20th meeting for our annual organizational meeting.

VII. CONSENT CALENDAR:

MSP: First: Roma Weaver, Second: Mary LeDuc

Approved with the strike of CARES Act, as it is just CDBG Board Authorization

No oppositions or abstentions.

VIII. Action on Items Removed from Consent Calendar: None

IX. Discussion and Action Required regarding SDCCEF contribution for the Chancellor Investiture

Amendment: Remove any precondition or conditional request with regard to the allocation of the \$10 donation for the Chancellor's Investiture Event, and leave as donation for the District's discretion.

First: Jackie Sabanos, Second: Mary LeDuc. No oppositions or abstentions.

Action: Members agree to leave the \$10,000 donation as previously allocated to the District's use.

One opposition, no abstentions. Motion passed.

Discussion:

Neill Kovrig – Due to the cancellation of the Chancellor's Investiture ceremony, there is a question with regard to the allocation of the \$10,000 donation given for that.

Laurie Coskey – Our Chancellor has requested that we leave the funds for the San Diego Promise. All donors except for one have left their money with the District.

Members asked if there would be funding for Dr. King's welcome ceremony, CE students who receive Promise Grants, as well as the request to have the funds allocated towards CE students.

Executive Director confirmed \$10K is already allocated annually towards Promise Grants as part of the William Rosen Trust. Members discussed holding the designating the Coretta Scott King Event as Dr. King's welcome to the Community if Dr. King wished to do so upon her arrival. It was also confirmed that \$85,000 was included in the Foundation budget for the event expenses (Scholarship, President King's welcome event, and the Coretta Scott King brunch).

An amendment was added to leave the money already given with the District for their discretion.

X. Appointment of Nomination Committee for SDCCE Foundation Officers FY 22-23

This item will be addressed at the beginning of next month's meeting.

XI. ROUNDTABLE/BOARD COMMENTARY –

Neill Kovrig announced their recent appointment as Vice Chair of Traffic Commission.

Roma Weaver mentioned the Historic Preservation Committee meeting which recently occurred with a lot of Community Members. Members are looking forward to the renovation of ECC and the book project.

Bill Grimes commented on the implications of ETi moving out of the SDCCE Foundation.

Kay Faulconer Boger thanked everyone for their success with the Foundation and parted ways as her last meeting as Interim President.

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

XIII. ADJOURNED: 10:39 A.M.