



SAN DIEGO
COLLEGE OF
CONTINUING
EDUCATION
FOUNDATION
~ SINCE 2008 ~

BOARD OF DIRECTORS

OFFICERS

Neill K. Kovrig
President

Roma Weaver
Vice President

Bill Grimes
Secretary

Mary LeDuc
Treasurer

BOARD MEMBERS

Vinzent Balaoing

Olivia Flores

Gretchen Bitterlin

Michelle Fischthal, D.B.A.

Stephanie Lewis

Shakerra Carter, Ed. D.

Maureen Rubalcaba

Jacqueline Sabanos

Kay Faulconer Boger, Ed. D.

Andrei Lucas

***Executive Director/
Chief Executive Officer***
Laurie Coskey, Ed.D.

MINUTES

Regular Meeting of the
San Diego College of Continuing Education Foundation
Board of Directors
October 20, 2021
In-Person and Zoom

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEEF President Neill Kovrig at 9:40 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
- Stephanie Lewis, Dean College and Career Transitions
- Roma Weaver, Vice-President
- Gretchen Bitterlin, Retiree
- Bill Grimes, Secretary
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Michelle Fischthal, Vice President, Instructional Services
- Kay Faulconer Boger, Interim President
- Maureen Rubalcaba, Dean of Student Equity
- Vinzent Balaoing, Student
- Mary LeDuc, Retiree

The following board members were absent:

- Olivia Flores, Counselor
- Jacqueline Sabanos, Vice President, Administrative Services
- Shakerra Carter, Acting Vice President, Student Services

The following guests were present:

- Woody Ledford, SDCEEF Accountant
- Caron Lieber, Manager, ETi
- Juliette Bautista, SDCEEF Administrative Assistant

II. PUBLIC COMMENT: None

Members commented on SDCCD Accomplishments and Plans for development, and noted that the Foundation has been involved for the past three years.

A reminder for the upcoming President's Fall Forum was provided, all members are encouraged to attend.

Mission:

The San Diego Continuing Education (SDCE) Foundation exists to support SDCE in championing equity by fostering innovation, raising funds for scholarships, eliminating barriers to student success, and positively impacting the community at large.

Vision:

The San Diego Continuing Education Foundation strives to provide all students with the tools and resources to reach their full potential by implementing equitable programs that address economic insecurities and promote progressive, systemic social change.

III. **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, Bill Grimes

No oppositions, Resolution Approved

IV. **EXECUTIVE DIRECTOR'S REPORT**

Laurie Coskey – This month we have many more in staff: we have close to 14 open positions, 2 associated with the CDBG grant as Career Navigators and one Business Services Representative. Those are still available, but we have new employees. Rachel Rose and Roma Weaver have both allowed Foundation members to join Passport 2 Success. We hired Rachel as a consultant to create a two-session orientation session for the Foundation employees. This connects all employees to the Employee Handbook, and our employees will have a chance to meet each other, perhaps on a monthly or bi-monthly basis. We have initiated much more formal procedures for hiring, the same ones as the District.

- Our CDBG funds have been negotiated from March until now, and our commitment is 650 computers and wifi hotspots, and training. However, our CDBG Gateway for 25 high school completers does not have enough time to complete their program.
- We are just completing a program audit with the SDWP. The Apprenticeship Readiness Program is in the middle of our third cohort and are enrolling for our December 1st cohort. We have incoming funds from SDWP to include tutoring and curriculum for trades, conversations with the lung association and Green Build, where students can receive a 2 year membership to.
- Board meetings are now 9:30-11, notice of this meetings will be on Friday, but the Tuesday before you will receive your packets. Please choose your photo and send the file number back to Juliette for our Board website. Three county events for our school have been funded: Dia De Los Muertos, African American History Month, and Asian American History month. We were funded by Nora Vargas' office for Dia De Los Muertos. With Michele Madrid Novak and VPSS Carter, we will be joined by a storyteller and provide a giveaway for students. This event will be sponsored by ASB at ECC, both on Zoom and in-person.

Mission:

The San Diego Continuing Education (SDCE) Foundation exists to support SDCE in championing equity by fostering innovation, raising funds for scholarships, eliminating barriers to student success, and positively impacting the community at large.

Vision:

The San Diego Continuing Education Foundation strives to provide all students with the tools and resources to reach their full potential by implementing equitable programs that address economic insecurities and promote progressive, systemic social change.

- We have 2 solicitations from the Foundation with specialized QR Codes: a Turkey solicitation to give out turkeys at Thanksgiving, and Tofurky for our student families. The next solicitation will be at the end of the year with the Annual Report just for scholarships.
- Historic Preservation Committee will look at June 4 and June 11 for the CSK Brunch.
- There has been discussions about the possibility of dorms or affordable housing. The state of California is doing some legislative work about this.

Kay Faulconer Boger:

The FMP architects have given some ideas where housing could be.

Unfortunately it turns out the state funding is not available for noncredit program. In terms of housing and food insecurity, there might also be a tie-in to partner with SDSU. Housing for low income students would be a plus, and I personally like the idea of having students in similar studies together. It could be developed in such a way that it could be with the theatre.

- The remaining members will need their photo for the Board website updates: Vincent Balaoing, Bill Grimes, Olivia Flores, Stephanie Lewis

ASB: Vincent Balaoing – We are gearing up for our elections this Friday. There will be ten new officers, with myself running as President.

Vincent shared a social media flyer with QR Codes for accessibility. These flyers are sent to teachers, distributed to students, and to the Foundation.

ETI: Caron Lieber – There are two classes being taught at Miramar: A Plumbing course and Entrepreneur Business Course which begins 11/2. Laurie and I are also planning to present to all deans in the District about what contract education. We are working on a proposal for SDG&E to teach 3-5 cohorts a year for the Arborist class. Similar to MiraCosta's contract education, our own students will be sharing equipment, instructors, and moving the classes.

V. CONSENT CALENDAR: Approved

a. APPROVAL OF MINUTES – September 15, 2021.

b. MSP: Mary LeDuc Second: Roma Weaver

No abstentions, no oppositions

VI. FINANCIAL REPORT: Woody Ledford – We are starting our annual audit November 8th, which we will bring a draft forward for the December meeting. **Laurie Coskey** – Under scholarships given, please note this is from The Los Dos Chefs. It is a model of scholarships that we don't do any longer, but it is a

Mission:

The San Diego Continuing Education (SDCE) Foundation exists to support SDCE in championing equity by fostering innovation, raising funds for scholarships, eliminating barriers to student success, and positively impacting the community at large.

Vision:

The San Diego Continuing Education Foundation strives to provide all students with the tools and resources to reach their full potential by implementing equitable programs that address economic insecurities and promote progressive, systemic social change.

reimbursement. This is the amount approved by Marilyn Biggica. We no longer do scholarships along this model. This is the last semester for the students going to school, get their grades, and then submit their receipts. We make it very clear that the donor can create the criteria, but the scholarships are assigned by the Scholarship Committee.

- Scholarship donations should be submitted in no later by the end of January 2022. As a reminder, we have the ability to set up direct links to our website for people to donate. This can also be given as QR codes for anything that needs to be printed.

VII. CONSENT CALENDAR:

MSP: First, Roma Weaver, Second: Gretchen Bitterlin

a. Information Report: PATHWAYS/Lucky Duck –

Samantha Stanley is our new Program Coordinator. I have added all the information to our online resource guide and will be working with a faculty member to have all these resources under students' Canvas shells.

I am also working with Samantha on joining different coalitions. We are slowly enrolling, but one of the issues we are having is that we are mid-semester, but we are looking at Career and College readiness to do some workshops. We are looking at best practices and strategizing with resources. PATHWAYS will be serving 50 participants (intense case management over 18 months).

- Our Digital Literacy Program will start out of Mid-City campus for City of SD students. They have to provide proof of income, residency, and household information. It is a formal process where we have to screen every individual with a two hour intake and one hour introduction on the basics of technology. It is open to all SD residents. We are to serve 650 with laptop and wifi access. We start next week with Digital Literacy Coordinator workshops at Mid-City. Our CalWorks folks will be starting this and will provide an outreach opportunity. Ernesto Garcia is our DLC and adjunct member, so he is familiar with the teaching shells and is vetting the process.
- Because this is a formal CDBG grant, we need translated documents. There is a cost associated with official translation, but we need to be accurate on this.

VIII. CLOSED SESSION (As applicable) 11:02 A.M.

IX. REPORT OUT FROM CLOSED SESSION (as applicable) 11:19 A.M.

Mission:

The San Diego Continuing Education (SDCE) Foundation exists to support SDCE in championing equity by fostering innovation, raising funds for scholarships, eliminating barriers to student success, and positively impacting the community at large.

Vision:

The San Diego Continuing Education Foundation strives to provide all students with the tools and resources to reach their full potential by implementing equitable programs that address economic insecurities and promote progressive, systemic social change.

Neill Kovrig – There is no reportable action from Closed Session, however there will be a proposal to the chief negotiator for the Board with regards to the Executive Director's compensation

X. ROUNDTABLE/BOARD COMMENTARY –

Members discussed potential housing plans, the previous Historic Preservation Committee meeting, and the upcoming ECC History book being written by Alyce Smith Cooper.

ADJOURNED: 11:19 A.M.

Mission:

The San Diego Continuing Education (SDCE) Foundation exists to support SDCE in championing equity by fostering innovation, raising funds for scholarships, eliminating barriers to student success, and positively impacting the community at large.

Vision:

The San Diego Continuing Education Foundation strives to provide all students with the tools and resources to reach their full potential by implementing equitable programs that address economic insecurities and promote progressive, systemic social change.