



SAN DIEGO
COLLEGE OF
CONTINUING
EDUCATION
FOUNDATION
~ SINCE 2008 ~

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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
November 17, 2021
Zoom

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEE President Neill Kovrig at 9:33 A.M. following a quorum call at 9:30 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
- Michelle Fischthal, Vice President, Instructional Services
- Kay Faulconer Boger, Interim President
- Maureen Rubalcaba, Dean of Student Equity
- Vinzent Balaoing, Student
- Mary LeDuc, Retiree
- Olivia Flores, Counselor
- Jacqueline Sabanos, Vice President, Administrative Services
- Shakerra Carter, Acting Vice President, Student Services
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades

The following guests were present:

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

II. PUBLIC COMMENT: None

Members shared their holiday traditions during the public comment period.

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Vision:

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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, Gretchen Bitterlin

No oppositions, No abstentions, Resolution Approved

IV. **EXECUTIVE DIRECTOR'S REPORT**

Laurie Coskey – We put together the Dia De Los Muertos program sponsored by ASB. Macedonio Arteaga, who was featured in the program also gave a presentation at the Old Globe the night before. It took a lot of effort to put the program together in three weeks from this County of San Diego grant. Gratitude was offered to Dr. Carter, Michelle Madrid Novack, Leah Goodwin, Juliette Bautista for incredible efforts to make this program successful. We made a request with the City of SD for event funding for Black History Month and AAPI Month as well.

Board members who participated in the Dia De Los Muertos event commented on their experiences during the event.

Administration: About our staff: we have also added a Coordinator/Career Navigator for CDBG Gateway. Both of our Deans, Lewis and Rubalcaba, have implemented these CDBG programs and we received the approval of the grant for the Digital Literacy in March, which wasn't funded until October. For CDBG Gateway we received approval in June but didn't receive approval for use of funds until October. This puts pressure on the staff, and I plan to meet with the City in January to avoid this from happening again. It was a very difficult experience implementing, but it is about \$425,000 total. We still have one Career Navigator and a BSR Adult Mentor yet to hire. We have grown to about 12 employees, and had our first orientation session altogether.

Development: I am working on the Conrad Prebys Foundation grant due tomorrow. A few months ago, we submitted a letter of intent, and were recently invited to submit a full application, which will be a \$1.6 million dollar request over a 3 year program to support of the Gateway Black Student Success program. We are still waiting to hear back from the Las Patronas grant for the golf cart, which they will make a decision on in early December.

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Historic Preservation Committee: Our Historic Preservation Committee didn't meet, but our ad-hoc committee of Roma Weaver, Gretchen Bitterlin, and Alyce Smith Cooper are working on the more modern aspects of CE for the book that's being crafted. Roma and Gretchen provided a brief report on the progress and reminded us about the origin stories of some of our campuses.

ASB: Vinzent Balaoing – The ASB students hosted and attended the Dia De Los Muertos event this month. I attended on Zoom. ASB will have a motion documentary New World Embracing in honor of Native American Heritage month. It will be this Friday at 4:00 p.m. and attendees will be entered into an opportunity drawing for a \$20 electronic gift card. We have also been active with our social media pages.

ETi: Caron Lieber – We are building a baking facility for Pendleton-Miramar Brig for about \$10-15,000. The program that should be up and running in January. Plumbing and Small Business and Entrepreneurship have been doing well, and the instructors have been getting a lot of praise. Our second cohort for our Arborist Training will be starting January 10th at the Conservation Corp. We hope to add drone elements due to the growing interest.

V. FINANCIAL REPORT:

Woody Ledford – Some highlights of the narrative are that we have received items in restricted and unrestricted donations that are “one-time” items that will not recur. With ETi contract, we are ahead of expectations due to the Navy Special Warfare and the new Navy Brig Miramar contract. ETi fee-based revenues are still down from last year due to Career Step losing their certification on the ETPL, and these revenues will likely remain so. Grant Contract revenue (WIOA, HRCC) should hit targets. Until the budget for HRCC is redone and approved, we cannot formally bill. Our audit has been pushed to January due to staffing delays with our auditors. Overall, we are 13% ahead of last year, and 32% on budget. Personnel expenses are a bit lower than anticipated because we are still hiring for various positions. Our functional allocation of expenses continue to be strong, **overall 85 cents of every dollar spent went to programs**. Direct student support has increased with the implementation of the CDBG Bridging the Digital Divide program.

Mary LeDuc – We are also still looking to hire a Bookkeeper to help.

Dr. Coskey explained the SB1/Deliverables funds, budgets, and provided an update on the San Diego Workforce Partnership:

Laurie Coskey – We are co-creating an evening pilot program with the Workforce Partnership funds that remain to get 7 cohorts out of the original 6 that were granted. For this entire program, the state of CA is allowing us to give every student the laptop and wifi hot spot.

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Maureen Rubalcaba – We were also able to save several thousands with the SDWP’s funding on the laptops and wifi hot spots to move the budget towards the program itself.

VI. CONSENT CALENDAR:

MSP: Roma Weaver, Mary LeDuc

No oppositions, none abstained. All members approved.

Information Report: WIOA, Stephanie Lewis

Our Gateway team has been meeting with multiple community-based organizations and the South African refugee program, UCSD, to get students referred to us and provide opportunities for dual-enrollment. For our ARP Program, the third cohort will be graduating on the 29th. Eighteen of the nineteen students will be graduating. We have partnered with Second Chance, who works with formerly incarcerated individuals. We are required to serve a total of 15 justice involved students throughout our cohorts. We have served 7 so far, but have noticed that those individuals have had issues attending class from 7-4:30 all day. For the rest, they are all graduating. We held an informational session for our new students, with 60 people that wanted to be part of this program. We are trying to serve 30 participants, and we had 15 women in the meeting last night and hope they will all join. We have started the CDBG Gateway work, and Samantha Harrod, who started with us had our first student yesterday. Lastly, for our Gateway audit, there were no reportable findings which was great.

Laurie Coskey – There was a recent news story about parents being accused of killing their child. It is a very tragic event, but we wanted to share with you that the mom is a student from our Gateway program. We are saddened by this tragedy.

Neill Kovrig – I think what that speaks to is the power of what we can do as an institution and organization. Even though this one particular individual who may have been a student with us and may have been connected to the Program wasn’t able to meet that success that we hope for our students, the more that we can reach earlier, the better we can do for the world and for our community.

Stephanie Lewis – The case manager recognized that she needed additional mental support despite the virtual learning and space due to COVID, so I was very proud of them for being able to work with and realize this.

Information Report: Enrollment Management Plan, Michelle Fischthal

This is led by myself and our newly announced VPSS Dr. Shakerra Carter. We have just started the process of developing this enrollment management plan. It is being developed by our Access Retention Completion Committee (ARCC). This work is going to be inclusive in a way that we have all constituents within the institution working on a development plan. We are going to be about how we intersect and come up with a plan to ultimately result in resources to best serve our community.

We have five focus areas: Student Onboarding, Marketing and Outreach, Student Centered Scheduling, Transitions in the Student Journey, and Program

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Developments and Innovation. Most managers are chairing one or more of those focus groups. We have contextualized this work in a way that folks understand that this is difficult work. For the past two years, we have all worked under tremendous stress to serve our students. We cannot live in this world forever, and need to create structures. I have had conversations with our Academic Senate leaders, and we are in a better place to pursue these changes. We are meeting with the ARCC tomorrow to get feedback on how to further develop and get participation.

The Enrollment Management Taskforce's scope of work lists a statement with guiding principles, which was read aloud by Dr. Shakerra Carter.

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

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

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

IX. 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.

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