



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

Vincent 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
December 15, 2021
Zoom

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEEF 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
- Vincent 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 board members were absent:

- Maureen Rubalcaba, Dean of Student Equity

The following guests were present:

- Woody Ledford, SDCCEF Accountant
- Caron Lieber, Manager, ETi
- 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, Roma Weaver, Second, Gretchen Bitterlin

No oppositions, No abstentions, Resolution Approved

III. PUBLIC COMMENT: None

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.

IV. EXECUTIVE DIRECTOR'S REPORT

Laurie Coskey – At the annual conference of the Community College Facility Coalition there was a panel that I sat on with our architect Mario Violich. We wanted to have the voice of the Historic Preservation Committee there so our cultural icon, Alyce Smith Cooper, was videotaped.

Dr. Coskey shared the video for Board members, and members Roma Weaver and Gretchen Bitterlin commented on the collaborative book they are assisting Ms. Smith Cooper with.

Stephanie and I have been working with the San Diego Workforce Partnership (SDWP) on the work for our grants. They have a laborious process for implementing their contracts and staff changes, so the grant we have been working on since July is just being implemented now. It has taken us 25-30 hours a week working with them to figure out a process. At the California Council of Adult Education (CCAЕ) Dean Lewis and I presented on the Apprenticeship Readiness Program. Dr. Shakerra Carter also presented on the mental health Be Well program.

Shakerra Carter – We presented on the Be Well program. There is no student health center at SDCCE, and the student health fees are used by our credit colleges to provide mental health support. Getting awareness about the students and our needs is so critical. Through this program, we have been able to collect extensive data around what the needs of our students are and how we can help address them.

Laurie Coskey – KRA is partnered with SDWP, to support them with five million dollars for on the job training. They have the five million that needs to be spent on contract education by June 30th. Caron puts together a list of courses to KRA, and I realized KRA and us have the same overall program manager with the SDWP, Sara Fox. I realize that these classes can be taken by our students, but all other agencies that have WIOA grants. Our WIOA students can feed into these contract education and on the job training courses.

Our Turkey Drive ended up being gift cards because turkeys were difficult to get. We raised \$1500, I would have liked us to raise five or ten thousand dollars, and only 52 or so students and there was a long line. This solicitation was for small amounts, so I think a conversation we should have is to discuss the community support for students.

We are applying for another CDBG grant to support aged out foster youth in our Gateway program.

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 are in the speedy process of pushing building dormitories driven by the Chancellor's Office. We have requested \$30,000 to support the mapping out of this project.

ASB: Vinzent Balaoing – The ASB students will be hosting a holiday celebration with prizes, a Kahoot game, poetry contests and holiday homemade arts and crafts on December 16th at 4 p.m. The students would love to see you drop by. We also thank VPSS Dr. Shakerra Carter for joining and helping put together this party for the ASB leaders.

ETI: Caron Lieber – The KRA program is a fast-tracked one, where we would begin our classes at the end of January. The courses are healthcare development, entrepreneurial small business course, plumbing, project management, and small engines. Six of these courses will be spread out at 2-3 locations with a minimum of five students. The Arborist course had our first cohort, which we received a statewide award for last week. Ranessa Ashton will be doing a press release on it, but this award was honored due to the quality of the six month curriculum within a five week course. The statewide need is 3000 utility line clearance employees, which is an initiative we are part of. The next training is January 10th. I would like to work on developing a better structure for the onsite classroom fees since we would like to have 2-3 annual cohorts for the next three to five years. They are also including pilot testing as a two week course, for students to become inspectors by utility companies, as well as be in the field with arborists. I just sent Juliette a request to put a flyer together for the Arborist training so it may be an option for KRA as well.

V. FINANCIAL REPORT:

Woody Ledford –Good morning everybody, on the revenue side we are just above 50% from last year. On our expense side we are 45% over the prior year but less than we are with our revenue support. We are 55% of where we expected to be with ETi. On a program basis, out of every dollar, 84 cents go to our programs and 14 cents to our administration and 41.8% of our budget for the year. With our receivables, we are fine on cash, but we could use some of these receivables being collected. We are currently owed \$600,000 by various groups like SDWP because we have been trying to get contracts finalized. They owe us for four months. I found out this morning that some of our invoices for SDCCE are not getting to Mark Nesbit, so I will send them out to him. The only other large item is the Naval Special Warfare, which goes through their internal wire system.

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.

VI. CONSENT CALENDAR:

MSP: Jackie Sabanos, Mary LeDuc

No oppositions, Board member Olivia Flores abstained.

VII. Action Items removed from Consent Calendar: None

VIII. Salary and Compensation – Executive Director (pursuant to Govt Code Sec 54953 as amended) The Board determined and directed its chief negotiator to open negotiations offering an increase in salary compensation to \$167,920.80 per year retroactive to July 1 of this year, plus an annual stipend of \$2,000 per year for possession of a doctorate from an accredited institution. Furthermore the Board establishes that the salary for the executive director shall here and after be increased every July 1 so according to the progression established to range 20 of the SDCCD management salary schedule to include any adjustments as negotiated and approved by the district. The Board ratifies the agreement reached issued November 22.

a. MSP: First: Mary LeDuc, Second: Olivia Flores

b. Unanimous consent, no oppositions.

IX. ROUNDTABLE/BOARD COMMENTARY – Our Board meeting next month is moved to January 21st, 2022 due members attending a hiring committee during the regular board meeting. Members agreed to meet 1/21/22 from 9:30-11 a.m. via Zoom.

Laurie Coskey – We have sent a \$25 gift card to Starbucks for all Foundation employees.

Bill Grimes – Are enrollment numbers down in the District? I am concerned about the new variant being a hit on this new process.

Michelle Fischthal – In terms of Spring and CE courses, about 25% are occurring on campus in Spring, but only 6% of those will be fully on campus. We have explicitly done hybrid. In the Fall, we found that there was a high percentage of students who were not vaccinated, however we are ready to increase the number of class sections whether partially on campus or fully online.

Members continued to discuss student enrollment and courses.

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

XI. ADJOURNED: 10:53 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.