

**MINUTES**  
**Regular Meeting of the**  
**San Diego College of Continuing Education Foundation**  
**Board of Directors**  
**February 16, 2022**  
**Zoom**

**I. CALL TO ORDER**

The Regular Meeting was called to order by SDCEEF President Neill Kovrig at 9:31 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
- Roma Weaver, Vice-President
- Gretchen Bitterlin, Retiree
- Bill Grimes, Secretary
- Kay Faulconer Boger, Interim President
- Vincent Balaoing, Student
- Mary LeDuc, Retiree
- Olivia Flores, Counselor
- Shakerra Carter, Acting Vice President, Student Services

The following board members were absent:

- Jacqueline Sabanos, Vice President, Administrative Services
- Michelle Fischthal, Vice President, Instructional Services
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Maureen Rubalcaba, Dean of Student Equity
- Stephanie Lewis, Dean College and Career Transitions

The following guests were present:

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

**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, Bill Grimes, Second, Roma Weaver

No oppositions, No abstentions, Resolution Approved

**III. PUBLIC COMMENT: None.**

Members suggested ventilation opportunities within the new theatre renovations

**IV. EXECUTIVE DIRECTOR'S REPORT**

**ETI: Caron Lieber** – Shared a presentation detailing the Utility Line Clearance/Arborist Training held at the California Conservation Corps on February 11. ETI provided the safety instructor and training for this five week course and managed all of the moving parts, with fourteen students graduated amidst this new wave of the pandemic. Amid the new lockdown closure, there were several courses that had to be completed online, but the Sewing Class will begin tomorrow, February 17 at Brig Miramar.

**Administration: Laurie Coskey** – Administratively, we do not have any new hires and are all hired out in our programs. One of our employees is leaving, but is going to be training his successors and will be volunteering with the program.

**SB1/Gateway: Laurie Coskey** – For our Gateway program, we have 56 students in the immigrant and refugee program. We have to spend the largest amount of our funding in that program towards internships, but have not been able to start the internships due to COVID. The Apprenticeship Readiness Program (ARP) is in the middle of our third cohort. Our goal was 27 students but we are at 19. The SDWP has encouraged us to work with their Second Chance program, but unfortunately some justice-involved individuals have left the program. We need to work closer with the Second Chance case managers to help maintain and keep students interested. The agency has been asked by the SDWP to send a certain number into our program, but since they haven't chosen to join, we have to figure out ways to engage them further. This cohort will be done in March, but we have two more cohorts and an additional one which we are going to try an alternative time since this is a daily three month program.

**Stephanie Lewis** – Regarding the Gateway program: We just met with Workforce Partnership to restructure how this program works for the communities we are serving, so I hope that they allow us to recruit other students that need help that aren't just English Language Learners, immigrant, and refugee students only.

**Development:** Foundation Board Members discussed donation opportunities with a focus on engagement.

**Laurie Coskey** – We have had three mailed fundraisers this year that were very specific. I want to know if we were to have individual donations, how would we do that and who would be the face of that. How do you encourage others to become involved?

**Bill Grimes** – I know Employee Giving has dropped, but we may be able to expand the retired employees and develop a systematic plan for that. Additionally, breaking it out into segments and evolving who our community is should be defined.

**Gretchen Bitterlin** – It is good to have an annual drive for donations, but the important thing with the retirement communities is to have a purpose behind where these donations go.

**Shakerra Carter** – I think we could focus on funds that were specific to foster youth, people of color, students earning their high school equivalency, resilience funds. These students could be the face of this and Student Services would be able to support that. Our vision and mission in Student Services is to be able to meet student needs in a holistic way that is past the scholarships and free tuition. Textbook costs, transportation, etc.

**Gretchen Bitterlin** – I would be happy to do an introduction letter but I think that would be great.

## **V. FINANCIAL REPORT:**

**Woody Ledford** – We had to provide another budget modification to the SD Workforce Partnership. We understand their language more clearly. For the financial report, we are about 50,000 ahead of where we were last year, in spite of the Career Step model being disallowed. On the expense side, we are right on target despite having some employees resign. Our spending has been dropped off against what we have forecasted. We are expecting ending the year about where we are. We are at a year-to-date \$20,432 profit as opposed to the deficit of \$700.

**Laurie Coskey** – With Career Step, we were making about \$240,000 and this year we have made about \$50,000. We are now working with insurance companies and find ways to sell these courses. Our WIOA program got a late start, but because of COVID we haven't been able to offer them internships yet. The internship total is about \$145,000 that gets paid out in those internships. As soon as we reopen it will be much easier but it has been a ding to our budget. We are down a bit in our budget because we have not spent out the internships.

## **VI. CONSENT CALENDAR:**

**MSP: Gretchen Bitterlin, Olivia Flores**

No oppositions or abstentions.

**VII. Action Items removed from Consent Calendar:** None

**VIII. Information Report:** Dr. Shakerra Carter shared her story including her family's legacy with SDCCE and higher education; and her vision and priorities as newly appointed Vice President of Student Services for SDCCE. Dr. Carter is committed to creating life-changing opportunities.

**Shakerra Carter** – There are so many others in our communities that may not have enough resources. When I think about all the ways to support our students, that is what our institution is about. My vision is to create a comprehensive support system for students to create environments they see themselves in. Whoever they run into, they feel seen, heard, and dignified. One of my goals is to prioritize our student enrollment process, another is to create a working environment where our staff members see their value. The Foundation supports in so many ways, and I am in awe of the level of programming offered through the Foundation. We are continuing to bring students the tools they need to succeed and complete these programs.

**IX. ROUNDTABLE/BOARD COMMENTARY** – None

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

**XI. ADJOURNED: 11:00 A.M.**