

**MINUTES**  
**Regular Meeting of the**  
**San Diego College of Continuing Education Foundation**  
**Board of Directors**  
**March 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
- Stephanie Lewis, Dean College and Career Transitions
- Shakerra Carter, Acting Vice President, Student Services
- Michelle Fischthal, Vice President, Instructional Services
- Maureen Rubalcaba, Dean of Student Equity
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Mark Nesbit on behalf of Jacqueline Sabanos, Vice President, Administrative Services

The following board members were absent:

- Olivia Flores, Counselor

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, Mary LeDuc, Second, Roma Weaver

No oppositions, No abstentions, Resolution Approved

**III. PUBLIC COMMENT:**

Laurie Coskey shared the Chancellor's Investiture Save the Date flyer.

**IV. EXECUTIVE DIRECTOR'S REPORT**

**ASB: Vinzent Balaoing** – ASB has been successfully meeting to focus on Women’s History Month this month. We have been reading about and discussing notable women in history, which has been recorded and uploaded as a new video.

**ETI: Caron Lieber** – We are redesigning the Employee Training Institute website to be more interactive for students and others to enroll into classes directly on the site. We are working with our President on a proposal for Digital Media within the housing commission. Class-wise, Sewing will begin on May 5<sup>th</sup> taught by Shirley Pierson. Our Baking class is in progress, and Plumbing will begin in May. We have a third cohort that will be starting in July and are exploring adopting ESL classes to supermarkets.

**Michelle Fischthal** – One strategy is to provide a model that supports and enables students to stay in our current courses.

#### **SB1:**

**Laurie Coskey** – Carlos has asked 45 million from Assemblymember Ward in budget dust for student housing. They received money to plan this but not to develop yet.

**Stephanie Lewis** – We had the opportunity to tour the apartments at Gold Coast CC. Students have the opportunity to get a single, two or four bedrooms with everything included in the price (parking, laundry, wifi) without a credit check, for one-year contracts. They have a mental health counselor onsite, and students are able to cook onsite or have restaurants for them to visit. Rental rates align with Orange County, and you can either choose a roommate or be assigned. Storage facility would be something to think about for students to put their valuables, as well as spots for athletes or international students, adjunct faculty and foster care.

**Shakerra Carter** – We had 417 Scholarship applications this year, and the Scholarship Event will be April 18 from 4:00-6:00 p.m. here at ECC. Members discussed details for upcoming scholarship events.

**Laurie Coskey** – I met with Shirley Pierson to discuss an advanced manufacturing program within textiles and clothing, but if that plan moves forward, we would be looking at approximately a \$15 million new endeavor.

**Michelle Fischthal** – Digital Fabrication is under advanced manufacturing, IT, and collaborative work, actually not just clothing and textiles. This is where we are trying to create interdisciplinary programming. We have a regional Strong Workforce grant to develop this program. Currently, Dean Andrei’s team has been working on this.

**Andrei Lucas** – We have been meeting with organizations in advance manufacturing and other industries. They are still being built out within education, so it is perfect time. We are finding that there are a lot of positions with high wages, but we are looking at pathways into management or education from taking this.

#### **Development:**

**Laurie Coskey** – Carlos has designed a program with Hoover High School students, City College, and Mid-City campus under Dean Lewis. We have asked Price Philanthropies and they have agreed to work with us for three years. The financing will be managed through the Foundation.

Part of my goals was to understand what was needed in our institution. Claudia Tornsaufer and Jacqueline Hester made a grant and we are turning it around into other programs due at the end of the month. The

highlight of my month was Dr. Boger and Dr. Carter's President's Forum. The value and response were that the students were the focus and center of the conversation. They felt that they could share their story, which is what made it feel like the best panel we have held at SDCCE.

#### **V. FINANCIAL REPORT:**

**Woody Ledford** – Revenue and Support we are overall on pace. The main shortfall that we have is in ETI-fee based, which goes back to Career Step being de-certified. On the grant contract revenue, we are behind from an operational standpoint. We are behind on spending with our budget. Participant expenses and student support wise, we are combined at 48% of our budget. We are encouraging spending to get back up to speed. I have hired a new staff member to assist with executing monthly audits for SDWP (with three different contracts) and full CDBG audit grants and have helped provide direct training to take this to the next level.

**Stephanie Lewis** – For Gateway, one of the issues we did have was the internships. With COVID-19, we cannot put students into internships and have to be creative. Additionally, field trips being virtual has been a challenge. In terms of HRCC we are spending, but Gateway staff are switching to have a student-run podcast to help spend out the money in lieu of internships.

#### **VI. CONSENT CALENDAR:**

**MSP:** Mary LeDuc, Gretchen Bitterlin  
No oppositions or abstentions.

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

#### **VIII. Information Report:**

**Laurie Coskey** – We are managing three contracts for our Apprenticeship Readiness Program. The work is on Dean Maureen and Dean Stephanie, who spend countless hours working on this contract and overlapping work to restructure it.

#### **IX. Foundation Board Meeting Schedule:**

**Neill Kovrig** – Based on the AB361 Bill, it is generally understood that such as a state of emergency remains, we should be able to still have online meetings. Towards the end of the month (3/31) we will have to make this meeting publicly accessible. For example, if we had a public meeting space, such as a library, the agenda would have to be posted in person. However, there is a provision that anyone participating virtually must be in the jurisdiction. Are we hopeful that this is an in-person affair, I would suggest that, but do we want to have a hybrid option? The other portion of this topic is there is some scholarly work related to non-profit organizations. Perhaps it is better to focus the non-profit work to having a quarterly or bi-monthly meeting to consider instead of monthly. This would require a bylaw amendment to shift our meeting patterns.

We have done a great job remaining productive. Our agendas are nimble. It would make sense to have this meeting to be held at the organizational meeting. There is an executive meeting and other ways to move quickly without having to convene the entire board. In theory, we could hold our regular monthly meeting on April 20<sup>th</sup>, which would give the opportunity to

debrief from Scholarships, and if the Board seems fit, we could recess our May meeting to attempt this new schedule, and put this on our June meeting to decide this during our organizational meeting. Watch out for emails on the format of our meeting (in person or virtual).

**Kay Faulconer Boger** – There are a lot of standing meetings, from a management perspective for the good of the order, I think every other month could still provide business to be accomplished. I also look forward to meeting in-person. We are starting our EPC meeting to third week in person. Most committee meetings are staying remote. Part of the challenge is that we are back-to-back in Zoom meetings.

**Bill Grimes** – I would like to perhaps see a written update monthly to keep Board members in the loop of on the off months. I think every other month would work, it's just information wise.

Members are in favor of readjusting the Foundation Board Meetings to occur bi-monthly, starting April 2022. The next Board Meeting will likely be held in person at ECC.

**X. ROUNDTABLE/BOARD COMMENTARY – Roma Weaver:** I went to this Zoom fundraising for the District, as one of the first in-person events this year. We met with all the different colleges and discussed how to coordinate our efforts. We will be meeting next in May, and I gave an update on the Foundation and our successful programs, which was a start for the District.

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

**XII. ADJOURNED: 11:05 A.M.**