

MINUTES
Regular Meeting of the
San Diego College of Continuing Education Foundation
Board of Directors
May 18, 2022
In-Person and via Zoom

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEEF Vice President Roma Weaver at 9:30 A.M. following a quorum call at 9:30 A.M.

The following board members were in attendance:

- Laurie Coskey Ed. D., Executive Director
- Roma Weaver, Vice-President
- Gretchen Bitterlin, Retiree
- Bill Grimes, Secretary
- Kay Faulconer Boger, Interim President
- Vinzent Balaoing, Student Representative
- Olivia Flores, Counselor
- Stephanie Lewis, Dean College and Career Transitions
- Michelle Fischthal, Vice President, Instructional Services
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades

The following board members were absent:

- Maureen Rubalcaba, Dean of Student Equity
- Jacqueline Sabanos, Vice President, Administrative Services
- Shakerra Carter, Acting Vice President, Student Services
- Mary LeDuc, Retiree
- Neill Kovrig, President

The following guests were present:

- 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, Bill Grimes, Second, Michelle Fischthal

No oppositions, No abstentions, Resolution Approved

III. PUBLIC COMMENT:

Dr. Faulconer Boger mentioned the campus events occurring tomorrow (Thursday, May 19th): Community Partnership Breakfast at North City Campus, as well as the Classified Professionals Lunch and Service Awards.

IV. EXECUTIVE DIRECTOR'S REPORT

Laurie Coskey – We want to recognize Neill for his accomplishments and help during the Scholarship Event, so we have a card for everyone to sign and those on Zoom can share a note in the chat.

ASB: Vinzent Balaoing – ASB has started elections for this upcoming fiscal year cabinet amongst all of the District campuses. Student received ballots electronically to vote for their elected members. We have also been updating our website and have been recognizing Asian American Pacific Islander month. Students will be helping with the May 31st Investiture for the Chancellor.

ETI: Caron Lieber – We have five proposals we are waiting to receive: two from the Brig Miramar and Brig Pendleton, one from the Ralph's supermarket for vocational ESL, a three-year contract for our Utility Line Clearance Program, and Butte College to offer a third cohort for a statewide initiative. We are also working with Kali Martin, a website developer, to put our classes both online and onsite. I toured the California Urban Corps, and they may hire us to do off-training for those who do not take the Utility Line Clearance/Arborist course.

Administration:

Laurie Coskey – We are administering our Apprenticeship Readiness Program and it has been a challenge. In relationship to our CDBG grants funded by the City of San Diego, last summer the negotiations between SDCCD and the City of San Diego team in terms of insurance documents took four-five months. Our contract with the City wasn't signed until October so we lost almost 4 month of work. Our digital literacy program was easy to implement, however the Gateway for high school completion was a different story. There wasn't enough time for students who enrolled to complete the program. In FY 22-23 which begins 7/1/22, we requested funds for a Gateway program for transition-aged foster youth, and we received a full grant request for \$120,000 for Gateway transition-aged foster youth. So the insurance issue will come up once again. Our insurance policy ends on June 30th but begins again on July 1st. The documented District policies take a while to get together. Juliette, and I are trying to work on this ahead of time so we are not in the same position as last year with our Risk Management and insurance documents that take months to complete.

SB1/Development:

Laurie Coskey – We have made a \$1.3 million grant request from Scott Peters through a congressional, legislative pathway. The grant has passed to appropriations for the House of Representatives, for a Gateway to College and Career, transition-aged foster youth. We have a request with the Chancellor to Price Charities for another program: Gateway to College and Career graduation enhancement program. We were invited by Promises2Kids to join them in a grant to Toni Atkins for Gateway to College and Career transition-aged foster youth. This year, we have not had as much assistance with development, we made a commitment in our Development Strategic Plan to create a retirees group. We have been strong with large requests, but off the radar with smaller gifts. We have secured John Valencia for 20 hours a week to apply for the smaller grants.

Historic Preservation Committee:

Laurie Coskey – We are on the slow roll with our ECC book, with the final project taking more time and being more expensive than we initially thought. It is on a hold as we do not have the funds to put an expert on this.

V. FINANCIAL REPORT:

Laurie Coskey – Unfortunately Woody is unable to join us do to illness. We are ahead of where we were from last year. We are 80% spent out and are on board with finishing the year as expected. In spite of COVID-19 and challenges spending out grant funds (with internships, for example) we are in good shape. We have more staff than we have anticipated and more grants.

Stephanie Lewis – We are not the only agency with issues for student internships due to COVID-19. We were given the opportunity to have students attend alternative and creative methods, so our staff has been focused on finding online support in relation to their career paths.

Laurie Coskey – I would urge us to not vote on this since Woody was not here. Is everyone in agreement to put this over to next month?

All members in agreement to postpone the May Financial Report for the June Board Meeting.

VI. CONSENT CALENDAR:

Approved with the postponement of May Financial Report to June Foundation Board Meeting

MSP: Michelle Fischthal, Kay Faulconer Boger
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. First Reading – By Law Revision for Foundation Board Meeting Schedule:

Laurie Coskey – This would be the first reading, and we would do a second reading in June and vote during our July Board Meeting.

Roma Weaver – I think the monthly meeting schedule is what we need.

Michelle Fischthal – I think today was primarily information items, so one thing to consider is the need to make a decision during meetings.

Kay Faulconer Boger – I would go for a second reading with Bill and Gretchen present. It would be worth considering what they think as long-term members

Laurie Coskey – It seems that for small staff, it is about 8 hours of preparation, there are certain months of the year doesn't make sense to have one, like December and January for example. It

is more efficient for these meetings on a bi-monthly schedule and for Board members to make decisions and approve on items.

Roma Weaver – The original is as follows:

Section 11.4: Regular Meetings

Regular Meetings shall be held monthly according to a schedule adopted by the Board in its Annual Organizational Meeting.

We request the following be changed to:

Section 11.4: Regular Meetings

Regular Meetings shall be held at least once every two months, according to the schedule adopted by the Board at its Annual Organizational Meeting

Laurie Coskey – Neill will be letting us know if we will do a second reading and vote on this in June or July. The Vice Presidents also asked to change the meeting time back to 9:00 – 10:30 a.m. instead of starting at 9:30 a.m.

Olivia Flores – Is there a way for us to have a calendar before August? The faculty member for Academic Senate will be attending.

X. SDCCE Foundation Draft 2022-23 Financial Budget

Laurie Coskey – Yes, we can have a schedule created. I also have a first look at our budget for the 2022-2023 year. It is a first draft, but if you look at the bottom line, our original budget was 3.7 million. It was revised mid-year to 2.4 million. Right now, we are at 2,000,061 Year to Date. I think our worst case scenario budget would be \$2,674,500. Our stretch budget could take us upwards of \$6 million and there is another grant we did last Friday, the Promise2Kids Toni Atkins grant which adds another \$6,820,000. We would have a budget next year of 7,000,346. Most of the staff members will be program staff, but we will also have more Foundation staff. If there are any thoughts you have or plans for the budget please let us know. The funds for events are for Coretta Scott King, a Welcome Event for President Tina, and for Scholarship Event. I was also thinking of adding three small retiree events (end of summer, holidays, and during the spring) to be committed to a retiree program. It will require an initial investment, but I wanted to talk to you about that. We would need to have some kind of socializing event and would do solicitations but not charge anyone to come.

Caron Lieber – It might be good to sponsor tables at retiree events or introduce the concept there. We could also do some breakout room or treat during events like Spring Convocation for interested retirees that are already attending.

XI. ROUNDTABLE/BOARD COMMENTARY –

Michelle Fischthal – Summer registration started on Monday, and it is 30% higher in enrollment than last year with more on-site courses for Fall 2022.

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

XIII. ADJOURNED: 10:35 A.M.

