



**SAN DIEGO
CONTINUING
EDUCATION
FOUNDATION**
— SINCE 2008 —

BOARD OF DIRECTORS

OFFICERS

Neill K. Kovrig
President

Roma Weaver
Vice President

Bill Grimes
Secretary

Kelly Henwood
Treasurer

BOARD MEMBERS

Vincent Balaoing

Olivia Flores

Gretchen Bitterlin

Michelle Fischthal, D.B.A.

Mary LeDuc

Stephanie Lewis

Star Rivera-Lacey, Ph.D.

Maureen Rubalcaba

Jacqueline Sabanos

Carlos O. Turner Cortez, Ph.D.

***Executive Director/
Chief Executive Officer***
Laurie Coskey, Ed.D.

MINUTES

Regular Meeting of the San Diego College of Continuing Education Foundation

**Board of Directors
June 16, 2021 9:00 A.M.
Online via Zoom**

I. CALL TO ORDER

The Regular Meeting was called to order by SDCEEF President Neill Kovrig at 9:01 A.M. following a quorum call at 9:00 A.M.

The following board members were in attendance:

- Laurie Coskey Ed. D., Executive Director
- Michelle Fischthal, Vice President, Instructional Services
- Neill Kovrig, President
- Mary LeDuc, Retiree
- Stephanie Lewis, Dean College and Career Transitions
- Jacqueline Sabanos, Vice President, Administrative Services
- Carlos O. Turner Cortez Ph.D., SDCCE President
- Roma Weaver, Vice-President
- Gretchen Bitterlin, Retiree
- Bill Grimes, Secretary
- Maureen Rubalcaba, Dean of Student Equity
- Vincent Balaoing, Student

The following board members were absent:

- Star Rivera-Lacey, Vice President, Student Services
- Olivia Flores, Counselor

The following guests were present:

- Woody Ledford, SDCCEF Accountant
- Caron Lieber, Manager, ETi
- Juliette Bautista, SDCCEF Administrative Assistant
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Mario Violich, MRY Architects
- Carissa Oyedele, MRY Architects
- Han Kunheng, MRY Architects
- Lance Lareau, MRY Architects

II. PUBLIC COMMENT

No public comment.

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.

III. **Special Presentation: MRY Architects to Present on Facilities Master Plan**

Presented By: Carissa Oyedele, Mario Violich, Han Kunheng

The purpose of this presentation is for feedback from the Foundation Board Members, for insight on their priorities and ideas on SDCCE's Facilities Master Plan. They have presented to all seven SDCCD campuses. Attendees gave introductions.

Mario Violich – We will focus on our question to you today, which is one of prioritization. We will talk about the roadmap (deliverables and outcomes of the project). In this case, it is a very transparent and inclusive project. Your mission as a college reflects that idea of inclusivity and shared governance. We are very excited, which is why we are in our 23rd or 24th meeting with subcommittees and professional staff. With this plan today, we are forced to think differently about teaching and facilities due to the pandemic. This is most effective if it is synchronized with the institution's Strategic Plan. We have an educational planner on our team to bridge the Facilities and Strategic Plan together moving forward. We're very interested in understanding the differences between your campuses but also what ties them together from a college wide standpoint. One thing we look forward to talking about with you is the community interface: the mission of the Foundation and cultural legacy. For example, capacity and accessibility. Wayfinding is one issue that we have heard almost on each campus as problematic to one degree or another is people not knowing about where to go or the legacy of the campuses. The last item to highlight as well is programmatic flexibility: how you as an institution are able to easily convert classrooms, technology, and pedagogy with this Facilities Master Plan.

Carissa Oyedele – We want to know how the Foundation goals can align with this FMP. There are five phases: Phase I: Envision, Phase II: Analysis, Phase III: Testing and Identifying Opportunity Sites Phase IV: Prioritization, Define Master Plan framework, establishing project budgets Phase V: Documentation of Framework and Priorities, Coordinate Technical Disciplines. We are one month into this ten month process, and are in Phase 1 and 2 this summer. This Fall, we hope to meet with stakeholders again to prioritize our meetings, and through winter we will be documenting this process for final approval. We have also been working with Dean Jessica Leudtke to align the Strategic Plan with the Facilities Master Plan.

Bill Grimes – The alignment of the Foundation with the Strategic Plan is important, since it has a large community outreach, from events, pantry

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.

distributions, and addressing basic needs for the community. Things to focus on are changes in curriculum, accelerated technology, more outreach into community events, the Economic development with changing workforces, and the integration of the Chancellor's ten goals into the FMP. The curriculum should change quickly, as well as a marketing plan to gain community support. In regards to the Chancellor's goal of implementing foster youth housing and support, my speculation about the large campuses is that I don't think we're going to attract the same numbers of people, I think more people are going to be working from their offices, taking classes online, and we may not be attracting the huge numbers at the large campuses. That being said, your concept of modifying space and such could create a kind of facility for foster children to be able to be housed. Working with SDUSD partnerships would be ideal, spaces within the District that could be modified and created into this Master Plan, possibly looking at enhancements of other community resources. If we create an infrastructure to serve the most fragile of students, we would have one that would serve all of our students. We have been really successful with student apprenticeships, which could all be geared up to have monetary resources as they are gaining employment skills.

Mary LeDuc – It is good to recognize that each campus is unique with personality and dynamics. We went from a handful of online courses to completely online courses.

Laurie Coskey – We have a 35+ million request in for the ECC Theater Renovation Project. Additionally, we do not have Foundation offices, and need space for our staff to have offices or a meeting room. There is no place for a committee to meet, aside from a conference room at ECC. For the programs that we run, we have no place for stakeholders in the program (Dean, sometimes Vice President or outside funders) to sit, It would be really important if the Foundation were to stay at ECC campus, which would be up to both the new President and Carlos as Chancellor, but wherever we are situated, there needs to be a place that is gathering for funders, our Board and our program partners to come and visit. As we grow, there is potentially the Ceramics Community Room.

Carissa Oyedele – Can you please provide an amount of staff you hold, as well as how many office spaces needed in total? This could also be sent separately.

Laurie Coskey – The Board Members consist of 12-15 members, and there is only one meeting room for this capacity. Ideally this would be an inspirational

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.

space(s) for funders to get excited about for donations and funding after seeing programs and projects.

Stephanie Lewis – There is a minimum of fifteen people that are in committee meetings, not counting guests or spaces.

Mario Violich – That is very exciting for us as planners. We look forward to engaging those kind of iconic spaces. I think there are many possibilities to visualize at ECC with this.

Carissa Oyedele – With ECC and these funding opportunities, do you think this is something that would be best at every campus or specifically at ECC?

Stephanie Lewis – Preferably at ECC since it is a central hub, then North City and Caesar Chavez, and Mid-City. We typically start at ECC and branch out to other campuses.

IV. EXECUTIVE DIRECTOR'S REPORT

Laurie Coskey – I want to first introduce and welcome Andrei Lucas, who will join our Board ex officio starting July 1, appointed by President Cortez. Caron is taking a few days off, so I will give her ETi report: There are ongoing Brig Miramar courses (Small Business, Basic Sewing) and our Brig Pendleton courses (Welding, MC3 instruction and MC3 construction). Woody has led us through the financial piece of these proposals, and has been priceless to these course proposals. A list of instructors that we have had are: Ernie Romero, Shirley Pierson with Basic Sewing, Commander Edgar Lucas with Business, Jessica Stark, who is leaving the state, so we will need to find another HVAC instructor, Deborah West with Project Management, Sarah Polinski with Basic Baking and Pastry, Tonya Howard, Business and Communications. When we teach these things, they set up an entire sewing, upholstery, and kitchen stops. Andrei, do you have any reflections from your dad?

Andrei Lucas – It is a good fit starting a few LLC's and his military experience. He understands the population and it's been great to see him back and healthy after being diagnosed with cancer a few years back. We are extremely excited for him.

Laurie Coskey – Caron and Woody have worked on a five year proposal with the courses, and accurate pricing. Read positive email from Shirley Pierson's work.

Michelle Fischthal – Shirley is also a lead Program Chair for Fashion Business and Textiles. If you can create a shared file of the instructors teaching, we have a lot of different projects so it would be good from an Instructional perspective to know how it may impact their CE projects.

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.

Laurie Coskey – Yes. Caron will send that upon her return. We also have an arborist contract through the Butte College that has been signed and starting on June 28th. Students are guaranteed a job with good union wages. We are partnering with the California Conservation Corps who is hosting the program. Butte College provides one instructor and we provide another one for OSHA as a full-time instructor. For the past two years, we have reported new business with the naval special warfare group. They are having short-term, week-long intense classes. It is inspiring to work with these people because they are very committed to individual freedom. It is work that I have enjoyed a lot. We have made about eight proposals to them so far, and will continue to do so.

ASB: Vinzent Balaoing – ASB has just finished their semester, and have been meeting on a weekly basis. We continue to provide food distributions for students and have been providing updates on our own social media pages. Last Friday, we watched Raya and the Last Dragon together to celebrate their service. ASB will return in the Fall, but will continue staying active on our social media posts and website.

Laurie Coskey – We met with Price Charities, Charley Cochrane, the Danna Foundation with a \$100K donation, and Career Education has been the hub for funders. Career Technical Education is the vision of funders to get people certified and high demand, high wage potential jobs. However, the problem with funders is that they come to us and want us to do it their way. It is really important that we continue with our vision of our leadership throughout this process. The best funder comes to us, understands what we are doing our own way, and are in accordance with our mission. Nobody can build the capacity to do things like we do. Stephanie will provide more insight on the WIOA African American Opportunity Youth Grant.

Stephanie Lewis – In addition to the WIOA Youth Grant we have already received for Immigrant and Refugee grant, we resubmitted the grant with five other institutions and made it to the second level. It would have allowed us to serve at a minimum 113 youth who identify as African American. We were selected with five other organizations, but the grant ultimately went to the Jackie Robinson YMCA, who has partnered with Paving Great Ways, which serves 150-200 African American youth. I have a call with them next week to see if we can partner with their students for their educational goals and connect them to our Deans with their individual routes. We did good, overall.

Laurie Coskey – On another note, we have not had our individual donors for contributions for donations to the Foundation. We are in the process of stuffing

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.

and handwriting our envelopes for a Spring appeal. This will be followed up with an email distribution. Our Foundation will provide an annual impact report, which included our completed finances. It's our first time we have done an impact report, and we had to have all of our financial pictures completed before we could share it.

Gretchen Bitterlin – If there is something through email, I can forward to members of the AFT retiree chapter of retired teachers.

Development/SB1: Laurie Coskey – There is no way to do this work without our Deans who are moving these programs and know our students. Maureen and Stephanie sit on each committee meeting for the SB1 Apprenticeship Program. Our SDWP partnership supervisor asked Stephanie for guidance on engagement and student commitment, which is a really good thing for us. I want to thank the Deans because while it is time consuming, it lets people know who we are, and what we are doing.

Maureen Rubalcaba – I do get a lot of contact from Drew Moser with Lucky Duck, but it is good to be able to continue the great work.

We have a call with an organization in Detroit, who turns coats into sleeping bags, to see what their story is. It is very intense working with these donors.

Andrei Lucas – The great thing about this is that you build relationships and partnerships, which you never know where they may lead. We have gotten a lot of equipment from SDG&E, and I remember years ago we were searching for equipment. I do my best to treat all with respect, regardless of the amount of donation.

Laurie Coskey – Thank you so much, all of you. We resubmitted our Theater Request. Lorena Gonzalez finally sent a letter to the head of the Budget Committee to ask for our late request to be submitted for \$35 million. This is a one-time flush of the State of CA funds, and we are hoping that somehow we will get this funding request for the State of California.

Historic Preservation: Laurie Coskey – I want to share these fantastic installments of the Let Freedom Ring bell and sign, the Martin Luther King Jr. sculpture. We still have the vaccine clinic on campus, so we have people in the foyer who are looking at all of these great installments. Mike Bradbury, a sculpting instructor is responsible for a large part of refurbishing and installing these, but Jackie's team has been doing a huge amount of work to implement the electronic bits and facility pieces.

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.

Jacqueline Sabanos – I think it showcases some of our finest work at ECC, and the commitment of faculty has really driven it to where it was today. I am excited to see this completed.

Laurie Coskey – It is pretty exciting, there are a few new installments going into campus. We have donated two beautiful portraits of Coretta Scott King.

Michelle Fischthal – Is there any indication that students have made these?

Laurie Coskey – Plaques will be made to showcase these. This leads me to my last point: Do we want to meet sometime over summer for lunch together to meet face-to-face?

Jacqueline Sabanos – HR and the District met yesterday to discuss that, and we are waiting on Cal OSHA meeting tomorrow to confirm. Off-campus yes, but we are still awaiting for formal on-campus policies and procedures.

Laurie Coskey – I believe we can have an hour meeting and eat our lunch together.

- V. TREASURER’S REPORT: Woody Ledford**– It is always so inspirational to see the whole group working as a team for the betterment of the students. The financial report this month consisted of a lot of Career Step activity, completing the first cohort of HRCC/SB1 project and ongoing WIOA Youth Project. Overall revenues and support are up to over 105% higher. Contract-based ETi revenues totaled nearly \$168K for April, and Fee-Based (Career Step, Firefighter Training and EMT) were nearly \$47k for the month. Of our total expenses for May, 96% went to Programs and Students. ETi continues to improve, but will improve even further if we receive the rebate from Unmudl. The fiscal year, we have landed over \$3.9 Million in new contracts. The fiscal year audit has been scheduled with CLA to take place in the second week of November with their plan to provide draft financial reports before the end of December.

Woody Ledford reviewed the Financial Reports in Revenue and Support. Our annual budget is \$160,511. We will end up over budget to carry on to next year. Contract-based ETi has generated \$250K in profit, and Fee-Based is Firefighter Training, EMT Training. The other item I have is the SDCCEF Contracts acquired, which totals up to 3.8 million (High Roads Construction, WIOA 2020-2021, 2021-2022, City of San Diego, Brigs Miramar and Pendleton, Lucky Duck, ICOM4, Dana Foundation, etc.)

Laurie Coskey – For future reports, I am going to have a President’s Report for every month and a Personnel report since we are managing so many grants. We are sunseting the WIOA Gateway to College and Career grant. We are also hiring for seven positions in the next month: three positions for the WIOA Immigrant

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.

Refugee and English Learners, two positions for the Apprenticeship Readiness Program: Program Coordinator and Career Navigator, one position for Lucky Duck Program Coordinator, and the City of San Diego grant. We ourselves have agreed to work for us full-time as an Administrative Assistant starting July 1st. Jackie is head of a hiring for a full-time, entry level Accounting Assistant.

Laurie Coskey – Kelly Henwood has resigned from the Board of Directors. She really provided incredible service to the organization and her knowledge of the funding world, and unfortunately could not attend today, but we have provided a plaque for her. I would also like to get a plaque for Carlos as he will no longer be joining us on our board.

VI. CONSENT CALENDAR

a. MSP: Marueen Rubalcaba, Second: Mary LeDuc

b. No abstentions, no oppositions or edits.

a. REVIEW OF THE MINUTES - Minutes from May 19, 2021 Edits:

b. REPORTS RECEIVED – May 19, 2021

c. UPCOMING EVENTS AND INFORMATION REPORTS –

Neill Kovrig –The next meeting in July is our organizational meeting under the bylaws that’s where we will be electing Board Officers and discussing any other commitments and appointments that would need to be made.

VII. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

VIII. CLOSED SESSION (As applicable)

IX. REPORT OUT FROM CLOSED SESSION (as applicable)

X. ROUNDTABLE/BOARD COMMENTARY –

Neill Kovrig – As life returns to whatever the new normal is, the Executive Order that involves public meetings and boards remains in effect until September 30 of this year. As the District makes their decisions with regard to when items can be held on campus and what meetings look like.

Michelle Fischthal – From an instructional perspective, some of the work we’re doing around anti-racism and diversity equity inclusion. We have continued our commitment to equity and social justice lens, and folks from our Curriculum Committee and directors participating in a training and have planning sessions to discuss our plan on improving curriculum from a social justice and anti-racist lens from an instructional point of view, so we have a bit of work happening.

Laurie Coskey – Since our July Board meeting is quite important, our meeting for lunch will be held after the Board meeting.

XI. ADJOURNMENT: 10:54 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.