



SAN DIEGO  
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.

Mary LeDuc

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.

# DRAFT MINUTES

## Regular Meeting of the San Diego College of Continuing Education Foundation Board of Directors July 28, 2021 In-Person

### I. CALL TO ORDER

The Regular Meeting was called to order by SDCEEF President Neill Kovrig at 12:43 P.M. following a quorum call at 12:30 P.M.

The following board members were in attendance:

- Laurie Coskey Ed. D., Executive Director
- Neill Kovrig, President
- Mary LeDuc, Retiree
- Stephanie Lewis, Dean College and Career Transitions
- Jacqueline Sabanos, Vice President, Administrative Services
- Roma Weaver, Vice-President
- Gretchen Bitterlin, Retiree
- Bill Grimes, Secretary
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Shakerra Carter, Acting Vice President, Student Services

The following board members were absent:

- Olivia Flores, Counselor
- Michelle Fischthal, Vice President, Instructional Services
- Maureen Rubalcaba, Dean of Student Equity
- Vincent Balaoing, Student
- Mary LeDuc, Retiree

The following guests were present:

- Woody Ledford, SDCCEF Accountant
- Caron Lieber, Manager, ETI
- Juliette Bautista, SDCCEF Administrative Assistant

### II. ANNUAL ORGANIZATION MEETING

#### a. President: Neill Kovrig

MSP: Roma Weaver, Second: Andrei Lucas, Third: Stephanie Lewis

No oppositions, no abstentions.

Roma Weaver: For President, I will nominate Neill.

Neill Kovrig: I am very happy to be a part of this, through my position as Classified Senate President, I will gladly take the rights for one more year. I will certainly be able to transition as we get new leadership at the College.

#### ***Mission:***

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**b. Vice-President: Roma Weaver**

MSP: Stephanie Lewis, Second: Andrei Lucas, Third: Gretchen Bitterlin  
No oppositions, no abstentions.

**c. Secretary: Bill Grimes**

MSP: Gretchen Bitterlin, Second: Roma Weaver, Third: Stephanie Lewis  
No oppositions, no abstentions.

**d. Treasurer: Mary LeDuc**

MSP: Neill Kovrig, Second: Stephanie Lewis, Third: Shakerra Carter  
No oppositions, no abstentions. Nominee was notified beforehand due to their absence.

**IIB: ADOPTION OF CALENDAR**

**Neill Kovrig:** Typically in person, they are here in Room 106. Are there other preferred times or do we want to keep it as the third Wednesday at 9:00 a.m.?  
Board Members confirmed to keep the Third Wednesday at 9:00 a.m. as the regular meeting time. Our next meeting will be August 18 at 9:00 a.m. (Edit: This meeting has been postponed to September 24 at 9:30 a.m. The notice and announcement was sent August 5, 2021). This will also be the makeup day for Board photos to add to the website and Annual Reports.

**III. PUBLIC COMMENT: None**

**IV. EXECUTIVE DIRECTOR'S REPORT**

**Laurie Coskey** – When you look at our Financial Reports, you will see what kind of year we have had, but this has been one of the most productive work years of my life. We have applied for a lot of grants with a lot of partners, and surprisingly we got all of them. These grants go through the City, the State, Department of Labor, and HUD. Before they execute the contract, we have to spend out every dollar of the budget prior to their signature. For example, we are negotiating with Community Block Development Grant programs for tutoring. The level of specificity we have had to do is mind-boggling to assess what each student may need. This very small crew has been able to really complete this new contract and do a lot of relationship building. We are at the center of everything. SD Workforce Partnership has decided that we do what we commit to doing, and very often they have a new project that benefits our students and population. For the programs that we have, we are hiring two employees with Dean Maureen: Pathways Lucky Duck Program for 18 months, and through CDBG Cares Act grant, we are hiring a Digital Literacy Coordinator for this, which will distribute 625 computers and wi-fi hotspots to residents that can show low income eligibility.

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Dean Stephanie Lewis has 9 positions and 7 employees: Apprenticeship Readiness Program has two employees – Career Navigators (previously named Case Managers). For the new Gateway ESL Refugee and Immigrant grant, we have our new Career Navigator/Coordinator, a Business Services Representative and Adult Mentor, and a compliance person on 3/5 time. We additionally have CAEP funded Career Navigator, and another Career Navigator for the CDBG funds and the William Rosen trust. Our goal is that they persist in their goals through our College, SDCCE. We are a support program for us and the college.

**Development: Laurie Coskey** – At the May Board of Directors’ meeting, I had mentioned we were working for the \$35 million grant. This was budget dust: money left over for projects in the state once they have set their budget out. With Gafcon, we designed a rough estimate of \$32+ million in 2020 and now with rising prices it has been raised to 35 million. In May, we restarted work with Lorena Gonzalez and Toni Atkins’ office, and there was a letter signed by Chris Ward, Akeelah Webber, Lorena Gonzalez and another assembly persons. They wrote to Carlos and I stating to not get our hopes up, but Toni Atkins’ office called and stated that we won the \$35 million for the renovation for the theater. We are doing another request through City of San Diego for four small requests;

- 1) **Jen Campbell: She is a doctor we are asking for a certain kind of program to support our ABI students.**
- 2) **For our Emeritus students, we are asking for a brain stimulation process with City College through City Councilman Sean Elo-Rivera**
- 3) **For Cesar Chavez we are asking for instruments for our Emeritus students at Chavez.**
- 4) **We have asked for \$5,000 for Reverend Alyce Smith Cooper to finish the book on Historical Preservation and ECC.**

The thing we have had a hard year with is the individual funding. Following this annual report we would like to host another event.

**Neill Kovrig** – As Woody mentioned, the last one was the first weekend of March. In terms of this coming year, we were thinking of doing it in April on Coretta Scott King (CSK)’s birthday. Perhaps the 30<sup>th</sup> or May 1<sup>st</sup>.

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**Gretchen Bitterlin** – I think we would want a defined goal on what this money would go towards for the event.

**Neill Kovrig**– From my standpoint, this past year was very difficult with regards for the Scholarship Funds. Given the fact that the last CSK event, now we want to generate interest in the scholarships.

**Laurie Coskey** – When you leave here today, we would like to show the sculptures that have been installed. We spent the money that we raised at CSK then. This time we can really focus on the location and idea for scholarships.

**Stephanie Lewis** – I think that with all the lessons we have learned about how we support students, the digital divide and inequities, we are going to have to restructure how we offer these, so I think this is perfect post-pandemic

**Shakerra Carter**– Those are some of the conversations we have been having: what have we learned from our students this year. As students are looking to come back with us, what better way to support them than with scholarships?

**Laurie Coskey** – Less than 1% of what we raised went towards scholarships and barrier grants. I think this would be a great focus.

**Bill Grimes** – Once you bring barrier grants, they pave the way for the students for GEDs.

**Laurie Coskey** – It is much more equitable thanks to Dean Maureen’s system for applications. Under Star Rivera-Lacey and Dee Dee for scholarships, we have created a much more equitable system for students with those.

**V. APPROVAL OF MINUTES – June 16, 2021.**

**a. MSP: Stephanie Lewis, Second: Jacqueline Sabanos**

**Edit:** Include Architects to Guest List on First Page. No oppositions or abstentions.

**b. ETI: Caron Lieber** – We have received two new contracts: one directed by Butte College as the lead community college to train arborists. It has been funded by PG&E. We have trained up our first ten students, and have our graduation tomorrow. These students are from the California Conservation Corps. This is a brand new program and have received a contract for two new cohorts.

*Board Members reviewed the Master Calendar for the new Naval Special Warfare Training Contract.*

We have the Marines and the Navy, who asked us to train employees at the highest level. They used to send a big platoon into Yemen, and now they are trying to send only 15. They said we will give you 6 weeks to train our men and women, and we are going to train them in 6 weeks. Most of this training will occur here at ECC. They are almost all our instructors. Everything will be trained up here, Imperial Beach, and the SWAHUT that we will be building.

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We negotiated out any certificates for welding, but we are giving certificates for HVAC. They have to take the tests, and they get three attempts to complete. This is the most customized project you can imagine. We had to have all of these instructors and work on syllabi without knowing if we had the contract. He added adjustments if necessary for material costs, so we have a 2% markup with our next cohort with an actual adjustment to wood.

- VI. **FINANCIAL REPORT: Woody Ledford**– For those who are new to the Board, I present the financials: operating statement. As you can see this is the year-end report. At the end of the year we had the WIOA Youth Grant. We also had the first cohort of the High Roads SB1 Construction. Because of the pandemic, we ran into issues of spending out the grants and placing them into live internships. We didn't end up spending all of the money that was in the grant. We talked a lot with the SDWP about this leftover money. We did have a shortfall against our annual budget of total revenues due to some reclassifications, in depth account reconciliations, and ended up with 2.5% of budget revenue. Out of the 2.2 million raised between grants and funds, 2.5% of that was for scholarships. We still have a lot of students are going through our programs, and we would like to see the type of impact from the CSK Brunch for our students. The forgiveness of our PPE loan from last year has been fully forgiven. Going into details, the biggest item for a nonprofit is that this past year, of all dollars we spent as an organization, 85% was for programs.

The best of my other nonprofit clients were at best 70%. With things like CareerStep, Firefighter Training programs, the development costs did increase, but they also translated directly into an overall 53% increase in our revenues. Members referred to the Budget Summary:

On the summary side, we ended up about 54,000 short of our budget on the top end. We had a total expenses of 2.1 million, and were under budget by \$6,000. There are some budgets that were fully spent, areas we didn't expend budgets were directly impacted by COVID.

We brought in another \$47K on other income. We have an agreement with the College, they underwrite a portion of Laurie's salary. Under the expense side, we spent almost \$1.8 on programs, funding and development, and the administrative side. I think we need to look at our budget and see how we are forecasting what we are doing, but the last item I have is the four column of numbers showing our

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budget. What I did was take our approved 2021 and 2021-22 budget approved in April, and realized that based on the fact that we did not acquire a few contracts built into this, we discussed revising our targets we had.

We're dealing with some very big contracts, but it is a case that we built in more than we are able to achieve. We reduced our ETI contract by \$1 million, restricted donations by \$150,000. We won't necessarily be WIOA funded.

**Laurie Coskey** –We have new information about CareerStep and Ed2Go: They are off the ETPL so we should shelf this and review what we have forecasted. The third party providers taking classes through us have been thrown off the ETPL. WIOA funds reimburse the funds for class, but because they have been thrown off, they will not be available anywhere. That was a big piece of our income, which will be a big change that just came across. However, we can market any of our own classes or Arborist classes.

## VII. CONSENT CALENDAR

### a. MSP: Jackie Sabanos, Second: Stephanie Lewis

No abstentions, no oppositions or edits.

### b. REPORTS RECEIVED – July 28, 2021

#### a. UPCOMING EVENTS AND INFORMATION REPORTS –

**Neill Kovrig** –The next meeting will be held in-person at ECC, and we will be holding Foundation Board Portraits.

## VIII. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

### IX. CLOSED SESSION (As applicable)

### X. REPORT OUT FROM CLOSED SESSION (as applicable)

### XI. ROUNDTABLE/BOARD COMMENTARY – **Gretchen Bitterlin** – would be great to send the retirees list for the Annual Impact Report would be great to distribute as well. Received from Jackie, future notice to forward on. All managers are lifetime members, but with retirees, those who retire keep those benefits. They probably have addresses for people. There's a lot of retirees that we have a systematic approach to.

**Roma Weaver** -- Laurie and I are meeting to think about having a third tier for Passport to Success, and we are discussing how to include Foundation people with District training.

**Stephanie Lewis** -- A lot of time we have personnel that is hired and are confused with the guidelines. Keeping in line with the military, our ARP has three or four that will be working on concrete blocks. Also in our Apprenticeship Readiness Program, the third cohort, starting September 1 will be doing an internship with Clarke Construction. However many students we have will be the amount of the

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internships received. We are building a relationship with Jackie Robinson YMCA to train with our Gateway program and ARP. It will form a great partnership to address how we are serving African American youth in this process.

**XII. ADJOURNED: 2:11 P.M**

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