



SAN DIEGO  
COLLEGE OF  
CONTINUING  
EDUCATION  
FOUNDATION  
~ SINCE 2008 ~

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

# 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 9:35 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
- 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
- Olivia Flores, Counselor
- Michelle Fischthal, Vice President, Instructional Services
- Kay Faulconer Boger, Interim President

The following board members were absent:

- 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. PUBLIC COMMENT: None

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### III. EXECUTIVE DIRECTOR'S REPORT

**Laurie Coskey** – Good morning, my morning started early at the San Diego Convention Center where I offered the invocation for the United Association of Plumbers and Pipe Fitters Annual Convention. It's such an interesting experience, which I have done before among their favorite invocators, they had one every day of their five days meeting at the convention center. This time, I was invited back again. This time, because we are running our Apprenticeship Readiness Program, I was much more cognizant of who was in the room. There was at least 3-5000 people in the room itself. I looked around at this very powerful union and all members from over North America, and hardly saw anybody who was female or persons of color at all. Which talks about the importance about the work we are doing. When we say that we are changing the face of the building trades in San Diego, and maybe around the country, this is not a joke. And when we talk about the challenges that our students have to face because other people who are apprentices in their Union, the other people will have the stories like I heard today. Our students will have to wait two generations for their families to say that they are second or third generation. I had such a beautiful experience this morning, but it just mad to see how there was no representation of any other communities. I mean, there is more diversity in this room right now than there was the 3500 or 5,000 people, so I just think we cannot underestimate the importance of this work. It's true that we are doing apprenticeship waiting as cohorts, but the social change matters. The system change you are engaging in is bigger than any of us, and we are among the only institutions that have that ability to really make that difference because we are infiltrating that. That is just my introduction, I will continue with my other reports in a few minutes after the Student and ETI report.

- a. **ETI: Caron Lieber** – We started our Naval Special Warfare Training on campus, thank you to Jackie and Dean Andrei's team to make this happen. It was a coordination effort because the campus was still closed, so we have completed two of the six weeks' training. Considering the campus was closed, we provided meals on Monday and Friday, and did a good evaluation that Kay actually designed. We have used evaluation sheets for each instructor after the students. They have completed HVAC, taught by David Anton. All but one passed, and we have rescheduled a retest for them in September. With Small Engines, taught by Frank Vasquez. We are currently in Welding, with no textbook or test at the end, as it is strictly hands-on. We believe that in 40 hours

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they will be able to travel and safely weld. Plumbing will be next, and in 40 hours, we have to teach a lot: how to build a shower, tile, connect a sink, water heater, and drain line. Afterwards, they will be moving offsite to construct a Swahut, and on the last week, they will be installing electricity for that Swahut. The original bid for the wood came in at \$15,000 because the cost was so expensive, but it has now dropped at a much lower price. For ourselves with the Foundation, we are finishing up OSHA 30 at Miramar Brig with Melissa Bewley. On Monday of next week, she will be teaching an OSHA 10 course in Pendleton to complete her contract.

**Kay Faulconer Boger** – I am thrilled that it went so well. We kind of started the idea when I visited with them, and that was worth doing and now two years later after the initial discussion and campus tours, Caron did the bulk of the heavy lifting. What a wonderful program it is because these are people that are working for us and we want them to have the tools to work in there, so I think it's a real surprise for the city.

**Caron Lieber** – They are amazing students, I really try to emphasize the importance of not missing a minute of class, and they say to me: you know we have all been in the navy over 14 years. Our rule is we arrive 15 minutes before an event occurs, so usually we arrive 30 minutes before the event occurs. So these are very dedicated students, they know they are deploying with the navy seals and want to be properly trained, and haven't been, which is why we are cross training them. I do want to just have a shout out first to Juliette who has done an amazing job helping us provide meals, and to Dean Andrei as it is quite interesting that we are here two years later.

**Shakerra Carter** – I did get a chance to meet the students, and wanted to comment on the diversity of the group. I did get a chance to meet them and just in this small group that was here there was diversity in terms of ethnicity and sex and gender, which is very exciting to your point earlier, Laurie. I think there are the places and spaces that we need to be. VPI Fischthal mentioned as we look in enrollment, it is really about developing relationships with industries, and this is such a great example of that, all the ways we can repackage this to show other industries that we have the training you need to get folks up and running here. As the wife of a plumber, I appreciate your comment about the generational differences that can be made. I really appreciate that.

**Laurie Coskey** – I'll send you my script, I did a really fun plumbing invocation. We are very small, and maybe that is why we are so nimble. Dean Stephanie has seven people that she is hiring, 5/7 have been hired. A few months ago, we had

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a bit of trouble hiring and with the help of VPA Jackie, we have created an application process parallel to the one of the District. It is very time consuming for a small staff, but it has been very helpful.

**Stephanie Lewis** – It is very good, one of our new hires started today, Israel. I did a Zoom with them this morning to welcome them, and has made the process a lot easier. Thanks to Jackie, we have a very definitive process and able to see everything ahead of time.

**Laurie Coskey** – We didn't know the institution had an application. Unless they tell us, the Foundation does not know, so we are grateful to have this.

**Development: Laurie Coskey** – We have a grant we are going to ask for from the Conrad Prebys Foundation. We are asking much more than our budget, and we are coming to the conclusion that it is not wise. A lot of staff got together to put an ask with all sorts of cross disciplinary, advanced manufacturing. The ask includes moving ceramics up to the Reprographics office. But we realized as we pulled everything together, this is the first ask from a Foundation that do not know us. We know there is already 150 letters of interest submitted, which means ours must be the best ask and most urgent in order to be funded. Part of the ask was a Gateway, 1 million dollar ask for 3 years.

**Stephanie Lewis** –The concern we have is that the current Gateway program we have only allows us to service specific populations. The concern is that the community we are in, there are a number of African American students and students of color that need to be serviced, and we are actually having to send them other places. With this new Gateway, we are able to partner with Jackie Robinson YMCA and Paving Great Futures to provide a pathway for more students to be prepared and get partnerships. They are able to dual enroll students for support.

**Laurie Coskey** – We are going to revive our WIOA Youth Grant, written by Ramon Knox and Stephanie Lewis. Once we make that first letter of interest for urgency, then we can make our other asks. Dean Stephanie and Ramon Knox wrote a fantastic grant because we can make the African American Opportunity Youth urgent. Kay, I hope you also think this is a great idea.

**Kay Faulconer Boger** –I think that even though what you started wanting to do is not exactly where you're going, it is a worthwhile process because you have already accumulated data. You have done the groundwork, and building on something that you know, even if it wasn't even what you originally planned, will be great.

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**Laurie Coskey** –It will be 50 students over three years. We are going to make the same ask through Lumina Foundation due September 2<sup>nd</sup>. I do not think we are eligible for it, but in case other colleges are, they are looking for systems change, racism eradication. It is a ton of money, up to \$400K for two years. We are placed for a grant for Gateway. Lumina is a great Foundation, who we do not know yet. They are not based in San Diego, but I think it is time for us to meet with them.

**Bill Grimes** – My son in law worked there for six years, and may know a few people.

**Historic Preservation Committee: Laurie Coskey** –We had the architects visit, and the people who came to the meeting, particularly Leah Goodwin and Michel Anderson, Yvette Porter, Francine from Common Ground Theater, etc. We heard stories about how ECC came about and the community.

**Roma Weaver** – The stories were great and questions, but what was so evident was the love of history that they had about the Afro American community in this area, and how it developed and grew. The nice thing is all of them want to continue this heritage. It really is important.

**Laurie Coskey** – They also talked about the fraternities and sororities. The architects had no idea about the power and current activism of what the sorority and fraternity culture is. To be in this neighborhood, and know the history of them would be significant. The African American fraternities and sororities built this complex.

**Stephanie Lewis** – AKAs, Sigma Gamma Roe, they are very much about building African American communities. Although they are very different in what their colors, at the end of the day, they are a community. Regardless of what they stand for individually, they will come together. Delta Sigma Thetas believe African American students will do best if they go through a headstart.

**Shakerra Carter** – So many of our students in higher education, should be able to remember this community. To know there is these groups of people and what they meant for this generation to have access to higher education is very important. We have to find a way to share their legacy with SE students to change the narrative from barriers to legacies.

**Stephanie Lewis** –When they went to work, they wore suits and ties, pearls, and it is important to have students know of their history. They found ways to not have their students here, it is important for that representation for students to see people that look like them.

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**Laurie Coskey** – The African American grant we wrote was written from fullness. There was one African American man that passed by me in a suit and tie, but everyone else at the Convention Center was in golf shirts. So, this is a legacy that we need to remember.

**Kay Falconer Boger** – I'd like to thank Neill for the article he sent out. The community was forced behind. I like the idea of letting our students know they are coming to a place rich in history. If there is a way to link that to student orientation or a website, I would like to see that.

**Laurie Coskey** – This is where we need to link the history of the Foundation and the school. If this is going to be prioritized, we need to think about how we are going to make it institutional. One other thing is that I think we will have to move the Coretta Scott King meeting in May. We need to organize with Kay and Carlos' calendar, but we probably are not going to do the event in April due to the Scholarship Event. Are we all committed to a Saturday morning or would we want it in early afternoon?

**Neill Kovrig** – I think that we had it as a brunch, it was special. I think it would be better to do it on a Saturday, personally. We cannot do a Sunday for church-going folk.

**Stephanie Lewis** – How the Kentucky Derby, they have to wear hats, I was thinking if we could make it a theme. We will need to have a fundraising theme.

**Neill Kovrig** – As part of the community, we should create an award or some sort of special acknowledgement for members of the community that will draw people in.

**Shakerra Carter** – Could we do something to memorialize the book being written?

**Laurie Coskey** – I will ask. We will need to organize with Kay and Carlos' calendar, either the 7<sup>th</sup> or the 21<sup>st</sup> of May.

#### **IV. FINANCIAL REPORT: Woody Ledford–**

This past Friday, we finished up the contract work on the new WIOA program that Stephanie and I have been working on the SDWP. We have not yet received the invoice for that, so we did not invoice for the month of July, but expect this will be 40-50K dollars. The high roads contract is not two separate, it is one. I am waiting to get the invoice contract from them, which ended in June. They were missing 80K in revenue. I did want to discuss the revisions to the approved budget: when we initially did the approved budget, we had a few things that did not come through. We are still forecasting for the budget, but the revenue structure has changed.

For example with Career Step, Career Step has lost the ability to provide these services in California. We are working on getting a replacement structure in place,

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but rather than know we have a \$250,000 hole in revenue and related cost, we've gone ahead and taken that completely out. In addition to that, we are looking at the possibility of being able to get a couple of contracts in the ETi level, as well as a SB1 High Road Construction. We have not made any changes to what we're forecasting for the work that Caron is overseeing so beautifully, but these are the contracts that we wanted to make sure we are forecasting realistically. We have went down from 3.7 to 2.7 for total revenues. There is also a deduction with our outside contractor line item going back to Career Step.

**Laurie Coskey** – I just want to say thank you to Woody, because he works with me once a week, Caron at least once a week, Stephanie at least twice a week, Maureen once a week, so his fingers touch everything we do from planning, to actual and implementation phases, since everything we do requires a budget. Bill Grimes --- they really have an overview of everything. They want the best of the best, and Woody being here has a great teamwork. It extends to how these contracts, despite the COVID, I imagine this does not normally happen for foundations.

**Woody Ledford** – Next month, we will have July and August financial reports.

**V. CONSENT CALENDAR: Approved**

**a. APPROVAL OF MINUTES – July 28, 2021. MSP: Stephanie Lewis, Second: Roma Weaver**

No abstentions, no oppositions with the following edits:

In the fifth line, the meeting postponement should be moved to today's date.

As a point of technical clarity, there needs to be an adjournment definition from the organizational meeting to the regular meeting.

**b. REPORTS RECEIVED –**

**Apprenticeship Readiness Program: Stephanie Lewis** –The second cohort is going to graduate on Tuesday, August 31<sup>st</sup>, here at ECC on the back patio. The graduation is from 2:00-4:00 p.m. Of the 24 students, 13 of them are actually working and may not be able to make it. In addition to the 11 students and their families, additional 25 people will be there. We are looking forward to celebrating with them in person. At that graduation, each student will be granted \$500 gift cards from Home Depot to get the tools they need. Our next cohort is scheduled to begin Tuesday, September 7 with 60 people currently enrolled. We have to get it down to 27, but we will get all 60 enrolled. All of our students have completed their MC3 certification. They have all completed the College and Career Readiness Program. They are walking out with four certifications and they have taken our College and Career Readiness course. If they do not stay or participate, they do not get to complete the ARP certification. When people didn't

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believe me, they had to retake the class. On Friday, we had the opportunity to meet with Clark Construction. For the remaining 11 students, they will have the opportunity to meet with their hiring committee to see if they can get hired with them. A lot of these students have to pay union dues, while we cannot pay them money because this is public funds, they get a gift card from us. The last thing is unfortunately in this program, we have had 3 students test positive for COVID while in this class. They have all met online, but we send them groceries. We have three students who have joined the National Association for Women in Construction. This group of students are so focused, dedicated and amazing. One of the students is a 52 year old African American male who lost his job due to COVID. Three construction companies have picked them up to work inside the organization and have him provide support. We are going into cohort 3, with 3 more coming. This last time around, we have asked students what union they are interested and made sure they have tested and met with people from their preferred unions. All have received opportunities from everything they wanted to.

**Bill Grimes** – Is Clark Construction involved in just this cohort?

**Stephanie Lewis** – They are very connected to us. They understand and recognize the need to put diversity into the projects and construction industries. When Laurie and I were going to these meetings, there are new construction partnerships who want to be part of this.

**Laurie Coskey** – Tom Lemmon is a difficult partner, who has introduced us to Clark Construction. Today, we are touring the stadium, and Tuesday they want to provide the food. The City of San Diego, Parsons, Gafcon, all of these: for these public Public Labor Agreements (PLAs) they have to have certain numbers of local hire, ethnicity hires, justice involved, and all are qualifications within the City of San Diego zip codes.

**Shakerra Carter** – I wanted to commend Dean Lewis for this life-changing commitment to students. I wonder if there are ways to highlight student successes and for the community to note the good work done through this program. I think we should capture these students as they are exiting these programs. Please let me see what I can to do support.

**Neill Kovrig** – According to the histories I've seen, there have always been a portrait in front of the tree.

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

**Laurie Coskey** – Employee Giving Campaign: I mentioned during EPC how we are going to handle the Employee Giving Campaign. This shows the names of

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employees that are going through payroll deductions. It is between \$7-8K throughout the year. The Foundation employees are not in the payroll system, so it is difficult for us to tell employees how to do it.

**Kay Faulconer Boger** – I didn't know if you wanted to think about a specific campaign, advertising, etc.

**Neill Kovrig** – Is there is a way we can streamline it?

**Kay Faulconer Boger** – The bigger piece is the motivation: what comes out of doing this? I think that's what this group should focus on.

**Shakerra Carter** – I thought Mesa College had a cool way of raising money for their populations: the resiliency funds allowed each group to tie in what population they wanted to donate to and tie in. Maybe there are groups that we need to identify and support, and give people a report.

**Woody Ledford** - The programmed structure is that it depends where their passion is.

**Olivia Flores** – I wanted to piggy back off of Dr. Carter. The counselors do have their own scholarship. Because I am a counselor I will mention this specifically. They are not giving too much money because the county gave 21 scholarships specifically for students in need that were not through the employee giving fund. I do understand there is not too many counselors on this list, I do think we can have more instructional faculty. I have noted to include this in the Academic Senate meeting. They did not realize they had to actually click into their accounts to pledge xx amount for faculty to physically complete this automatic deduction. I would support standing by a faculty member so they could do this.

**Laurie Coskey** – We will meet with Shakerra to reconstruct and advertise this around Giving Tuesdays near Thanksgiving.

**Michelle Fischthal** – I think it would be good to link this and it is important for Board members to be aware we will be talking about student enrollments. We are thinking how we are going to build partnerships to sustain our organization. We are looking to see who we will be to link all of these together.

#### **COVID 19 Fall Semester Updates :**

**Shakerra Carter** – I have been with committees to do a soft opening the past two weeks to start promoting returning to in-person services. September 7<sup>th</sup> marks the day for four days a week. WE are thinking about all the different ways we can let the students know they are supported both in person and virtually. We are looking to have listening ears in terms to how we are

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returning back safely. Over the course of the next few weeks we are looking to see how to address these concerns.

**Woody Ledford** – How can the general public support the efforts?

**Michelle Fiscthal** – Any connections you have. Most of our classes are still online, but we also have hybrid.

- VI. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**
- VII. CLOSED SESSION (As applicable)**
- VIII. REPORT OUT FROM CLOSED SESSION (as applicable)**
- IX. ROUNDTABLE/BOARD COMMENTARY – None**
- X. ADJOURNED: 11:13 A.M**

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