

**DRAFT MINUTES**  
**Special Meeting of the**  
**San Diego College of Continuing Education Foundation**  
**Board of Directors**  
**Wednesday, July 20, 2022**  
**In-Person and via Zoom**

**I. CALL TO ORDER**

The Regular Meeting was called to order by SDCEEF President Neill Kovrig at 9:04 A.M. following a quorum call at 9:03 A.M.

The following board members were in attendance:

- Neill Kovrig, President
- Laurie Coskey Ed. D., Executive Director
- Roma Weaver, Vice-President
- Gretchen Bitterlin, Retiree
- Bill Grimes, Secretary
- Tina King, President
- Shakerra Carter, Vice President, Student Services
- Vincent Balaoing, Student Representative
- Stephanie Lewis, Dean College and Career Transitions
- Olivia Flores, Counselor
- Mark Nesbit, Accounting Supervisor

The following board members were absent:

- Maureen Rubalcaba, Dean of Student Equity
- Michelle Fischthal, Vice President, Instructional Services
- Mary LeDuc, Retiree
- Jacqueline Sabanos, Vice President, Administrative Services
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades
- Mary LeDuc, Retiree

The following guests were present:

- Lorie Crosby-Howell, Dean West City Campus
- Caron Lieber, Manager, ETi
- Woody Ledford, Ledford Accounting
- Juliette Bautista, SDCEEF Administrative Assistant
- Mariya Anton, SDCEEF Administrative Assistant

**III. 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, Roma Weaver, Second, Gretchen Bitterlin

No oppositions, No abstentions, Resolution Approved

## II. ANNUAL ORGANIZATIONAL MEETING

### A. Election of Board Officers

PRESIDENT: Neill Kovrig nominated to be President by Roma Weaver. No other nominations submitted.

MSP: First, Roma Weaver, Second, Dean Stephanie Lewis

No oppositions, Neill Kovrig-abstained, Nomination Approved

VICE-PRESIDENT: Roma Weaver nominated to be Vice-President by Dean Lewis. No other nominations submitted.

MSP: First, Dean Lewis, Second, Gretchen Bitterlin

No oppositions, Roma Weaver- abstained, Nomination Approved

SECRETARY: Bill Grimes nominated to be Secretary by Laurie Coskey. No other nominations submitted.

MSP: First, Dean Lewis, Second, Dean Rubalcaba

No oppositions, No Abstentions, Nomination Approved

TREASURER: Mary LeDuc nominated to be Treasurer by Roma Weaver. No other nominations submitted.

MSP: First, Roma Weaver, Second, Dean Lewis

No oppositions, No Abstentions, Nomination Approved

### B. Adopt Calendar of Regular Meetings

Under the Board's guidance within the last two months, a first and a second reading of the Bylaws, which adjusted the Bylaws to allow for a bi-monthly meeting. Pursuant to a calendar adopted at its annual organizational meeting- it does not preclude the Board to schedule additional meetings as necessary called under the provisions of the Brown Act.

The 2022/23 bi-monthly schedule is as follows:

Wednesday, September 21, 2022

Wednesday, November 16, 2022

Wednesday, January 18, 2023

Wednesday, March 15, 2023

Wednesday, May 17, 2023

Wednesday, July 19, 2023

The meetings are scheduled from 9am-11am

Motion to Adopt Board Meeting Calendar.

MSP: First, Roma Weaver, Second, Gretchen Bitterlin

No oppositions, No discussion, Motion Approved

### C. Adjournment to Special Meeting at 9:27am

**Regular Meeting of the  
San Diego College of Continuing Education Foundation  
Board of Directors  
July 20, 2022  
In-Person and via Zoom**

**I. CALL TO ORDER**

The Regular Meeting was called to order by SDCEEF Vice President Roma Weaver at 9:28 A.M. following a quorum call at 9:27 A.M

**II. PUBLIC COMMENTS:**

**Roma Weaver** – complimenting Laurie Coskey on doing absolutely amazing job and does not like to take credit. Lorie Crosby-Howell agreed stating that Laurie is amazing human being.

**Laurie Coskey**- introduced Dr. King.

**Dr. Tina King**- very excited to be here- look forward to working with each and every one of you and at a later time can share focus areas of interest. Dr. King noted to the foundation accountant Mr. Ledford that she loves working with numbers.

**Laurie Coskey**- if Dr. King wants for the financial reports to be in a different format, it can be done. When Chancellor Cortez was with us, he wanted the numbers to look a certain way.

We were not very organized several years ago but now, if you ask us that you want to see number is a certain way, we can pull it five different ways, that's how organized we have become in the last three years.

**Woody Ledford**- noted that education is very important to his mission.

**III. EXECUTIVE DIRECTOR'S REPORT**

**ASB: Vinzent Balaoing** – For the ASB report, we participated in the PRIDE Parade. We are putting resources on our social media page and looking forward to ASB meetings back on Zoom and campus in the Fall.

**Administration:**

**Laurie Coskey** – We are saying goodbye to Juliette Bautista, who has been with the Foundation for a full year. Mariya Anton will be joining us as our new Administrative Assistant. Have spent the last part of July working with Woody and our two student service teams on end and beginning of fiscal year budgets. We have implemented our FY 22-23 WIOA Grant and ELL Grant-Gateway and Apprenticeship Readiness Program budgets.

This Apprenticeship Readiness Program class is the most eclectic class ever. All students are on target to get a job. The graduation is August 23, 2022. Next cohort starts in September. This program will target

working adults who cannot afford to quit their jobs for 12 weeks and meet in the evenings and on Saturday. The SDWP has sought additional funds to expand the ARP program to Southwest College, Grossmont/Cuyamaca, and Palomar Colleges next year.

Dean Lewis asked that Board and staff follow Gateway to College and Careers on Instagram. They are very creative in their podcasts. Instagram name= San Diego Gateway.

**Development-** Received a grant for \$41K for 100 computers. We are working with John Valencia who is working with Deans in submitting grants to the City of San Diego, they are small grants, \$10K, \$12K they are with different city council members, we have a higher profile now than last year.

Dean Maureen, Dr. Carter and I have an upcoming tour with the Dana Foundation. Dana Foundation partnered with Lucky Duck. We received a combined \$300,000 over 18-month from both the Funders. The Dana Foundation was \$100,000 of that.

**ETI: Caron Lieber** –The Utility Line Clearance began on 7/19/2022 and it has 20 students. We have one of the curriculum designers teaching the course. The curriculum came from Butte College. The funding is coming from PG&E for this last cohort. We received \$1.25 million from SDG&E. Going forward we will be offering two cohorts per year for the next three years.

Another class that has been requested but will be taught at Mesa College. It is a two-week course about inspecting trees. Graduation will be on August 19, 2022. Kevin Gerardi will be our keynote speaker. Councilman Alvarez will be attending. We have made a partnership with California Conservation Corps and now we have a second partnership with Urban Corps. All students participating in these cohorts are fully supported by these organization and the students come with a mindset to finish with a possible 100% graduation rate. We may be able to roll it out to the general public. This is a very complicated program, we have seven instructors, we teach at four sites, we have 15 pieces of equipment at all times. It is a highly dangerous course. On August 13, 2022, the California Conservation Corps will be touring ECC. There will be over 82 core member attending.

An update on Brig Miramar- Shirley Pierson is starting the textile class and its graduation is scheduled for September 30, 2022.

National Immigration Forum has hired us to teach ESL to two cohorts of grocery workers. These students will then be eligible to enroll in a management training program offered through Mesa College.

The 6-week Naval Special Warfare program starts August 3<sup>rd</sup> and ends on September 7<sup>th</sup>- graduation. NSW invitation and graduation invite will be sent to the Board.

#### **IV. FINANCE REPORT:**

**Bill Grimes:** I have been attending the financial meeting and was quite impressed. Both Woody and Laurie have a great relationship, each with different skills and can solve problems quite effectively. This was a very important report- the end of year report. It's also important because a future audit will look at this report but with what I have seen, we are in well prepared. I want to compliment all the leadership on how they took the disadvantage of COVID and turn it around into a plus. Woody will go over the report.

**Woody Ledford:** I have the financial report for the month of July. We had budgeted \$2.6m rough cut. We were coming up from \$2.2m last year to \$2.4m. We did end up shortfall against our budget, primarily because of the impact of COVID. We did end up with \$2.4m in revenue, about 9% higher than the prior year. We have \$182,000 that we have not spent this year primarily due to the inability to provide our students in various programs internships during the COVID closures. Our single biggest cost is personnel that came in at \$973,000 against the \$901,000.

Our overall \$2.2m in total expenses up about 8% over the prior year and about \$400,000. Less than we had budgeted.

Regarding Career Step (retain classes), we had budgeted \$75,000 down from \$500,000 a year before because last year Career Step is no longer a provider on the ETPL so the revenue on that side dropped from \$300,000 to \$90,000 that's why you can see a 68% lower than previous year. **Laurie Coskey** – Our ETi Manager, Caron has more than doubled her budget.

The bottom line our net income was \$182,000 which was up from previous year, but you back out the \$183,000 that was already committed for expenses for this coming year, we'll end up with just a little bit below breakeven so we very much in line for what a not for profit should be at.

Cost centers of every dollar that we spend .88cents for programs, four cents or 3.6% on development and nine cents or 8.9% for administration.

This is in line with nonprofit organizations. Once they fall below 75% is questionable. We are very strong, prior year we were 87%.

Starting next month, we have three compliance audits.

#### **V. CONSENT CALENDAR**

- A. Reports Received Reports received 7/20/2022- Executive Director's Report and Finance Report
- B. Approval of Minutes- 6/21/2022
- C. Upcoming Events and Information- includes convocation make sure it's on your calendar.

Motion to Adopt Consent Calendar

MSP: First, Roma Weaver, Second, Stephanie Lewis

No oppositions, No discussion, Consent Calendar Stands Approved

#### **VI. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**    None

## **VII. BOARD MEMBER COMMENTS/ROUNDTABLE**

**Neill Kovrig-** last month met with Vice Chancellor Smith from the district regarding a proposal from the district to incorporate members of the Foundation's employee team under the district's purview. At this time that item has been suspended from their original plan for it to be incorporated effective July 1 which would not have worked. Chancellor Smith was not aware of the complexities it would involve. After our Board meeting last month, Laurie, myself and Woody met with Vice Chancellor Smith and outlined the complexities that would exist with the number of subcontractors that exist under the Foundation. The necessity of the nimbleness with which we must move as the Foundation to accommodate grants and other programs needs that are currently incorporated under the Foundation that would not be able to accommodate under the district process as it stands currently. Also, certain grants have already been established and costs for those programs and administrative costs that have already been establish would not be able to be adjusted at this time which leads to a lack of clarity about how certain costs would be adjusted according to the need to provide district level benefits and so on.

Chancellor Smith's plan was to take that item to cabinet and to discuss in further detail all of the things that we laid out. I have not heard any update from that point, yet I anticipate we will hear something over the course of the next couple months or within the year. Dr. King will likely be included in that discussion as well. Dr. King may hear things do not feel obligated to say anything. The point is for all of us to be on the same path.

My number 1 goal is to of course, make sure that the Foundation maintain the security of its programming and its funding for the benefit of the students, which is our number one goal. We also have the opportunity for personal touch that we are able to provide under the guise and auspices of what we do cannot really be duplicated at the district level at this time.

I am also keenly aware of ensuring that if they do take any programs and incorporate under the district, including the funding that goes with those programs and the funding that we have not been using for the benefit of the students here and to see that there is an equivalent level of funding that is provided by the district to support continued operations of this Foundation as it stands currently.

I will keep the board updated. We noted to the Vice Chancellor that any action that would be taken would need to come to this Board in an appropriately agenda action in accordance with our MOU which I don't believe he was fully aware as well. There was a formal relationship. We exist as an entity separate and complete from the district. Anything that were to happen needs to go through the formal process of approval of the Board as well as the Board of Trustees and a new MOU drafted.

**Dr. Shakera Carter-** would like to give symbolic flowers to two of my colleagues. Starting with Dean Lewis, I want to say thank you, I see the work that you've been doing, especially the work in collaboration with workforce partnership and how challenging it can be at time.

Also, Dean Rubalcaba, she has been leading and coordinating in cooperation with the campus deans with these exploration dates- strategic enrollment work. She has been leading and bringing it in fruition. She has been doing an excellent job. These don't just happen by magic it happens by hard work and perseverance.

Thank you all for supporting these and to see our Communities come back in the way they deserve to come back. To see our campus open during the summer. We thank you; we appreciate you.

**Neill-** see you next time on Wednesday, September 21, 2022.

**VIII. CLOSED SESSION** None

**IX. ADJOURNMENT** Meeting was adjourned at 10:53am