

**DRAFT MINUTES**  
**Special Meeting of the**  
**San Diego College of Continuing Education Foundation**  
**Board of Directors**  
**Wednesday, September 21, 2022**  
**In-Person and via Zoom**

**I. CALL TO ORDER**

The Regular Meeting was called to order by SDCEEF President Neill Kovrig at 9:06 A.M. following a quorum call at 9:04 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
- Tina M. King, President
- Jacqueline Sabanos, Vice President, Administrative Services
- Shakerra Carter, Vice President, Student Services
- Vinzent Balaoing, Student Representative
- Stephanie Lewis, Dean College and Career Transitions
- Olivia Flores, Counselor
- Michelle Fischthal, Vice President, Instructional Services
- Maureen Rubalcaba, Dean of Student Equity
- Bill Grimes, Secretary

The following board members were absent:

- Mary LeDuc, Retiree
- Andrei Lucas, Dean of Automotive, Skilled and Technical Trades

The following guests were present:

- Caron Lieber, Manager, ETi
- Woody Ledford, Ledford Accounting
- Mariya Anton, 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, Roma Weaver, Second, Fischthal

No oppositions, No abstentions, Resolution Approved

### **III. PUBLIC COMMENTS:**

**Dr. Tina M. King** – We had a wonderful convocation, we had a 3-day retreat, setting norms and values. Fall semester enrollment numbers are up and more events to come.

**Gretchen Bitterlin**- this convocation had the most energy, it was beautiful, never felt energy like that in the 40 years that I been here.

**Caron Lieber**- it had a woman's touch, the convocation

**Neill Kovrig**- convocation was fantastic nothing like this. This was fantastic and look forward to continuing the tradition...lots of stull and super fun. Seeing professionals fully participate in the elements of the event.

### **IV. EXECUTIVE DIRECTOR'S REPORT**

**ASB: Vinzent Balaoing** – For the ASB report, classes back in person. ASB has been working on fixing the ASB board. Our first meeting was on zoom on Friday, September 16, 2022. Thinking about having an event soon. Vinzent will be attending PLN University. Congratulations!

**Laurie Coskey**- Caron has been on speed mode. One of her greatest strengths is that she hires the best people. There is a whole team who manage our ETi contract ed department.

**ETi: Caron Lieber** –We are finishing our Miramar contracts ending on the 30<sup>th</sup>. We should be getting the second contract with them next week. We are developing and finalizing the ETi website. We have a presentation at the SDCCD Corporate Council on October 7, 2022. We have hired a professional to work on our website. Last night I attended a graduation for our first cohort with the National Immigration Forum. The students graduated from Ralphs and Bristol Farms. It was a virtual graduation. This program was brought to us through Mesa College. Students now have the opportunity to go to a credit course to receive a certificate in the industry- Supermarket Management.

NSW ended, graduation on September 7, 2022. We had 10 students participating in a 5-week program.

Utility Line Clearance Arborist graduation took place on August 19<sup>th</sup>, this was our seventh cohort, we have a contract of \$2.5 million with SDG&E. A total of 20 students graduated. The VP of SDG&E spoke, and Councilmember Alvarez attended and spoke and will be advocating for our program.

Attended the Gold Coast Conference at the Convention Center. We are doing a joint partnership with El Camino College. We have curated a twenty-five-hour cybersecurity course.

Fall Protection class at Urban Corps on September 20, 2022.

**Laurie Coskey-** last month we sent the Board the publicity for the presentation of the check from SDG&E. Chancellor Cortez and Dr. King are in the picture with students, their instructors and SDG&E representatives. We did a press release, some of the press picked it up and we are in the middle of doing a video about that program. One more thing about SDG&E, they are sending a check for \$10,000 for our Gateway Program. I have known them for over 20 years, and they are very charitable in the community.

For the arborist program we met with SDG&E executives, requesting that they make the Arborist program a line item in one of their wildfire mitigation program, which is one of their formal programs. Butte College developed this program, we inherited a fabulous curriculum, we inherited the partners with Davey Tree. SDG&E gave us \$2.2 million dollars to run six courses over three years from their wildfire mitigation program. It is a deep partnership that we can continue to grow. We are already talking about expanding arborist programs in the future.

**Caron Lieber-** The California Conservation Corps is one of partners- we have a deep commitment to supporting them. Conservation Corps came to our school to tour, and Dean Michelle Gray has presented our business courses twice because this is something they want to partner with us. Out of this, we received \$15,000, we were selected as the only college in Southern California the State Chancellor's Office curated this.

We also have a contract with Camp Pendleton for 5 courses starting in October 2022. The first course will be Small Engines, OSHA Training, Solar Class, Small Business Classes and Principles of Money Management and Business Information Technology. We will be purchasing 20 computers and a charging station, and all the software needed without Wi-Fi including Office 365.

**Laurie Coskey-** Caron has worked hard to submit a five-year proposal to both Brig Pendleton and Brig Miramar. It takes a lot of talent and patience to work with these contracts on our side and also with the federal employees who are working with us, helping us to do things accurately. Again, it's a very meaningful partnership.

#### **Administration:**

**Laurie Coskey –** There is not much different reporting than last time. We are preparing to hire staff for our Transition Age Foster Youth grant that we received from the City of San Diego that will be under Dean Stephanie Lewis and the African American Gateway that we are starting and will also be under Dean Lewis. Dr. Carter has worked to develop this program which is funded by the Rosen Trust funding and we still have three years left of the Rosen Funding.

Overall, when it comes development, I have had the beautiful opportunity to learn from and begin to understand Dr. King's vision for SDCCE. I know you all understand that when a new President joins us, there are new priorities that enrich our agendas and help us to drive toward equity and well-being for our students. Essentially – it's really fun and exciting.

**Dr. Tina M. King-** Last week at our board of trustees meeting our seven-year strategic plan was adopted by the Board. They approved it and now we have that as our north star. With those seven goals and our guiding principles. One of my major focus that I have identified is enrollment. We always want to support our students and retain them. The other area that we talked about is this organization and really defining and evaluating our processes here at Continuing Education. The final one is marketing and branding, which is what all of you are excited about. This year we are going to focus on hiring a PIO who will come in and help us identify who ECC is. It is going to help us elevate and attract students. Because they are going to know who we are. These are the three focus areas that aligned with our strategic goals. The other areas that Laurie and I have discussed is with our scholarship funding. We are also going to focus on building our basic needs and developing more support. Right now, the team has worked on creating partnerships with hotels/motels to support our unhomed students with weekly vouchers. This will include those students who are at a shelter or couch surfing. These are the areas that we are going to focus on to help our students.

#### **Development-**

**Laurie Coskey-** On October 9<sup>th</sup>, we will be submitting a grant to the State of California for \$950,000. Our VPs will share the areas that we would like to use these funds. One of the areas that we talked about is identifying how we can use our grants to go out into the communities to help with enrollment. Also, the basic needs like vouchers, creating partnerships with Uber and other entities so that our students will have access to transportation.

**Dr. Carter-** part of our basic needs program is to focus on our technology helping to close the digital gap for our students. We have some programs with the City that have helps us do that, but we want to elevate the quality of given to our students such as quality laptops, quality internet connection devices. We are looking at developing a computer model program where we would have an inventory of technologies that students can check out and that will align with the digital equity plan.

**Dr. Fischthal-** We had a couple of faculty working on doing research in terms of digital equity. We have a lot going on. I had a conversation with our expert, Ingrid Greenberg, and what we discovered is that we are ahead of the game. We think we are behind, so that's good news and scary for the rest of the county.

**Dr. Coskey-** Dr. King understands that we need complete health and wellness for our students and CE. Our students are the only students in the system that do not have health care because they do not pay tuition. Dr. King and I met with Trustee Geysil Arroyo who is an expert in access to health, health care equity and health care policy. Then we met with Dr, Suzanne Afflalo who we met through our Farm to Family monthly food distribution and health fair, that Dean Maureen started four years ago, and it is now at the Jackie Robinson YMCA. We are trying to figure out a way to have a shuttle to pick up our students here at ECC and then take a shuttle to go back and forth so that it can take them to get foods and health support.

**Dr. King-** we are in the process of hiring a mental health counselor but that is going to be one for a college of this magnitude. It is just not enough. So, the goal is to develop some type of mobile app.

**Dr. Coskey-** We submitted 5 grants to the City of San Diego, there are called CPPS grants. We asked five Deans for what their vision was, what did they need that was somewhere between \$3-5K each. Out of the 5 grants we received 3 grants. We got the Net lab for Dean Gray. We got some software for the Emeritus program for Dean Hester, and we got \$5K for us to finish our ECC book. We do not have the funds to get the kind of book we had hoped we would be able to create so we are evolving that project. And we are using these funds to complete the project. It has been two and a half years.

We also have a request to the ACCF arts funding to support three festivals: Día De Los Muertos 2023, Black History Month 2024, and AAPI month 2024. We hope that we will get these funds.

We have some exciting news; we have received much interest in our apprenticeship program. Dean Lewis will talk about this. We received a private grant from Alumina- we have \$80K that need to be spent on that program only. We have also \$60K for math tutors that need to be spent by May 2023. We have a lot of money to be spent on only one program,

A member of the Jewish Community called and asked me, how come we have not asked money from them. If somebody says to you, how much do you want? I called Dean Maureen, and she told me that we need computers. So received a super generous \$41,000+ gift from Elaine Galinson and Herbert Solomon through the Galinson/Glickman Fund at the Jewish Community Foundation

**Employee Gift Campaign-** there doesn't seem to be too much interest in boosting it. no appetite for it, even when we say it is for scholarships. With your permission we are going to do a Holiday Drive for Scholarships.

**Historic Preservation Committee-** has been meeting regularly has met with the Architects last month and this month to talk about the progress. The architects will deliver a report to Dr. King. They also gave a resounding support to the Coretta Scott King event- Dr. King's goal is to raise \$250K from the event.

All the money raised at the Coretta Scott King event was used to restore the sculptures in the foyer.

## **V. FINANCE REPORT:**

**Bill Grimes-** our reports are broken out by revenue first and then expenses down below and we are doing well. The bottom line we are at \$246,000 in revenue this year compared to \$156,000 last year. According to the metrics, the amount we spend on Administration is way below the fifteen percent. We are compared to other private organizations very favorably in terms of development and administration costs.

**Woody-** We are very strong right now through two months of the year, that's 16% of the year and we are at 16% of our annual budget. We budgeted \$3.36 million in revenues and support this year and we are at \$563,000, that is 18% ahead compared to last year. On the expense side the only item that is substantially up is with our programs we are at 37% and that is only due to the fact that we are fully staffed. We can execute programs better, that leads us to three lines below to program participants which we are about \$37,000 in expenses ahead of last year. We are executing in a much better situation, and we are 9.5% of our budget. Laurie is very conservative when it comes to both revenue structure and expenses. We rather err on the side of caution than have any unnecessary or unfavorable results.

When you look at our total expenses for the year of \$322,000 for the year. So far, we have spent \$288,000 on our programs, that is 87 cents of every dollar that we spend is going to our programs. To have 85 is kind of a magic number with program, development 5 and administration 10, we are doing extremely well.

We received substantial payments over the last month/thirty days including long past due invoices. We also received \$80K from the Workforce Partner and we have a wonderful problem that we have a bit too much money in our banks. Laurie went through one of her contacts at HomeStreet Bank that we can get a CD at 2.5% and instead of depositing more money into our Wells Fargo account. To be able to do this there has to be a board action authorizing opening an account with HomeStreet.

**Dr. King-** if we can get an itemized budget of the \$1.4 grant contract, revenue broken down and then if we could also see all the expenses including the \$10k for the Giving Tuesday to the District.

**Neill-** there is an item on the consent calendar to approve the resolution to open an account with HomeStreet Bank.

## **VI. CONSENT CALENDAR**

- A. Reports Received Reports received 7/20/2022- Executive Director's Report and Finance Report
- B. Approval of Minutes- 7/20/2022
- C. Resolution opening new account at HomeStreet Bank
- D. Upcoming Events and Information- includes Chancellor's Forum and Coretta Scott King date to determined later.

Motion to Adopt Consent Calendar

MSP: First, Gretchen, Second, Dr. King

No oppositions, No discussion, Consent Calendar Stands Approved

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

## **VIII. PROGRAM REPORTS**

- A.** Apprenticeship Readiness Program- Dean Lewis, we are in cohort seven which began September 6<sup>th</sup>. This one will end close to Christmas. This is our biggest class. Southwest College is now in the process of creating a program. We have had conversations with San Diego Workforce about the challenges with the program. **Robust Board Discussion**
  
- B.** Pathways- Dean Rubalcaba, we are at capacity, 55 participants, direct support. Our coordinator Sam Stanley meets with them 60% of the time. We want to make sure that they have all the tools to be successful in the classes. Sam has done a really good job on working on self-efficiency, because we are also preparing for a career or job placement. Our program is limited to a specific amount in student supports. We need to look at the program and see if we can increase the limit. We have a lot of changes overnight. We have lots of amazing students, they are resilient. Lots of young folks, very surprised at their age. We have increased our partnerships, we have over twenty shelter transition shelters like Jewish Family Services. **Robust Board Discussion**

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

### **ROBUST DISCUSSION....**

**Roma Weaver-** President's lunch for new hires, we will be sending invitations.

**Gretchen-** Parking permits are being enforced- need for next meeting.

**Neill-** see you next time on Wednesday, November 16, 2022.

## **XI. CLOSED SESSION** None

## **XII. ADJOURNMENT** Meeting was adjourned at 11:05am