

Strategic Education International, Minutes of Board meeting 20 June 2020

Meeting convened at 10:36 am, 20 June 2020, Dick Gilligan, presiding.

Present: Sue Bryant, Dick Gilligan, Laura Junor, Francis Park, Jay Parker, Rebecca Patterson, Mark Troutman, Sandy Troutman

1. Old Business

- ❖ Introducing Ms. Sandy Troutman, new Director of Administration replacing Christie Jones, who accepted a position at George Mason University just before Christmas 2019 to be director for undergraduate mentorship in her PhD program.
- ❖ Introducing Dr. Rebecca Patterson: Have known Mark Troutman since USMA days. Retired from Army two years ago and have been at G'town since then as associate director for the SSP there.
- ❖ Strategy Essentials Course February 2020 occurred but it was affected by onset of COVID-19 pandemic.

2. New Business

- ❖ The pandemic has derailed a future class proposal, although there was a request for an on-line class, possibly in September 2020. Cost savings would be \$7K per student rather than \$9K in residence. Max size is 30 students; 19 enrolled, waiting list of 4. It is possible to do 50/50 synchronous/asynchronous, leaving a margin of about \$40K pending more cost accounting.
- ❖ Doing so requires a computer that allows us to meet certification for NIST 171 since the system to be used will be Microsoft Teams, consistent with the rest of DoD. Three courses of action include Teams, Zoom, and one other method.
- ❖ Strategic Communications Training Class is contracted for 11-13 Jul 2020 as a subcontractor for Motive International. Another course is scheduled for January 2021.
- ❖ As a formal DoD sub-contractor, we have achieved compliance with the Cybersecurity Maturity Model Council to administer instruction via Teams.
- ❖ We have spent approximately 1/3 of the \$10,000 allocated for rebranding.

3. SEI Summary Financial Statement

- ❖ Our fiscal year is the calendar year. Operating balance is \$84,401.21.
- ❖ At our current monthly burn rate, that is about 9 months' worth of operations.
- ❖ February 2020 cost was \$99,295. Our costs have stabilized at just under \$100K for a program, so that model is fairly mature and seems to be running well.
- ❖ COVID-19 allowed us to put in for a Payroll Protection Program loan (\$19.3K) through PNC Bank. We met the conditions for that possibly becoming loan forgiveness after six months, and then becomes a grant.
- ❖ The facilities cost was our investment into a WeWork space in Rosslyn, but we will let the lease expire in June 2020, reducing outlays about \$1000 overall.
- ❖ Anticipated cost for the Strategy Essentials Class in September 2020 is \$40K if it occurs.
- ❖ SEI has done a Form 990 for IRS. Much of our resources are invested in program; our overhead rate has reduced to 15% from 21%.

4. Upcoming business

- ❖ Empathy Mapping Certificate: there is a proposed certificate program in empathy mapping that may be a future option for course offerings, through Fairfax University of America. Our initial price is \$26K to FxUA. This may be ready as early as fall 2020.
- ❖ There is a book under development on Resourcing the National Security Enterprise. The book is to address strategy and resourcing. 1 JUL proposal to Cambria Press, 15 JUL anticipated response, 1 JAN 2021 expected publish date. On matters of institutional strategy, there is no other book that exists.

Meeting adjourned at 11:56am.

Francis Park
Secretary