

Amador Community College Foundation Meeting Minutes

Thursday, January 21, 2021

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, January 21, 2021 via Zoom Meeting at 4:34 p.m.

Roll Call: Maureen Angle, Frank Leschinsky, John Tillman, Lynn Morgan, Craig Burman, Paul Molinelli, Frank Axe, John Ellyson, Kelly Hunkins, Janice Davis, Karen Dickerson and Susan Zaffarano. Staff: Rachelle Saldate and Nickie Crofts

Public Comments: There were no public comments

1) ORGANIZATION:

- a. The Board acknowledged the motion passed via email to approve the October minutes.
- b. The Board accepted Damien's resignation from the ACCF Board effective 1/1/21. The Board acknowledged the opening for a new Board member. The Board discussed any parameters needed to fulfill the vacancy.
- c. Nickie presented her written report to the Board from the period of November 20, 2020-January 21, 2021. There are currently 93 total students enrolled. The largest number of students enrolled by institution is 60 at Coastline followed by 26 at Columbia. During this time period the center had 9 general visitors, and 27 student visitors. There were 27 in person appointments, 9 zoom/phone appointments, 21 email or phone inquiries were received, 16 current MHSA Scholarship students and there are 2 current ECE apprentices. Nickie reported the next Newsletter will go out in February. Nickie will be giving a presentation via Google Meet to the Argonaut High School senior special education English classes on January 25th. There are two new students to the MHSA scholarship program. The 1st cohort meeting of the semester will be on February 11th. All student interns for the fall 2020 semester have completed their internship hours. Rachelle presented her Executive Director report to the Board highlighting her activities. Rachelle has created an emergency phone tree. This tree includes staff members from ACCF, MLJT and the Amador Chamber of Commerce. This phone tree was emailed to Sue Allred to add to the Injury, Illness and Prevention Plan. Additional safety training will be given once social distancing guidelines have been lifted. Rachelle has renewed our membership with the National College Testing Association. ACCF will be able to continue to be certified in proctoring exams for several different colleges/universities. Rachelle reported that Columbia College has hired an Outreach person to assist with advertising. There is a chance the Culinary Arts program will be brought back. Kelly suggested ACCF staff meet with ACUSD counselors to coordinate and educate ACUSD staff with what is available at ACCF.
- d. Lynn made a motion to approve the November minutes and Janice seconded the motion. The motion was unanimously approved by the Board.

- e. Craig presented the Board with the December 2020 month by month budget summary. The December balance from El Dorado Savings was \$59,487. The balance of the Umpqua account was \$6,930. Therefore year-end total funding amount available is \$66,417.27. ACCF monthly year to date average for additions was \$10,453 and the year to date total daily average deductions was \$9,748. Craig provided the Board with a comprehensive budget sheet reflecting the 2020 Budget vs the Actual 2020 Budget and the 2021 Budget Proposal. The sheet outlined expenditures and income for all three areas. The highlights summarized the fact that there were many one-time costs in 2020 due to COVID, website development, TV ad development and the Employee Handbook update. The funds earned for the 2020 Giving Tuesday Event were deposited in 2021. The year funds available were \$8,457 ahead of 2019.
- f. Craig informed the Board that the Payroll Protection Plan portal had just opened. An update on this item will be on the February agenda.
- g. Karen reported on behalf of the Fundraising Team. Giving Tuesday was the last big fundraising event. The Fundraising Committee will be meeting soon.
- h. There was not an update on Gold Country services/contract as Craig and Kelly have not had the opportunity to meet. Craig will review with Damien what is needed to move forward with the resolution of this issue. This item will be placed on the February agenda.
- i. The Board continued the discussion of the Strategic Planning Meeting. The discussion included postponing the meeting, the importance of an in-person meeting for this type of meeting and the challenges a Zoom meeting would be to accomplish setting goals/action plans, etc. Due to the current constraints and the desire to have the most productive Strategic Planning Meeting, the decision was made to place this item on the July agenda to review.
- j. The Board continued the discussion of a virtual formatted fundraiser. After the fundraising committee meets, there may be information to report regarding this possibility.
- k. Susan informed the Board that the monthly meeting agendas, approved minutes and the scheduled Board Meeting dates are now found on the ACCF website.
- l. The safety issues identified with Monday hours leaving a center staff alone in the center were addressed by Janice, Rachelle and Nickie. The suggestions include no in person meetings on Mondays during the 5-8 pm scheduled hours. There would only be virtual meetings. Janice let the Board know there are now lights on the eaves at the center.
- m. The Board formally thanked Craig, Janice and Annette for preparing and completing Rachelle's evaluation.
- n. The Board formally recognized and thanked Meg for successfully securing a grant from American River Bank for \$5,000.
- o. The Board congratulated Rachelle and Nickie for their exceptional evaluations and thanked them for their efforts and hard work on behalf of ACCF and our students.
- p. The Board formally thanked Karen, Maureen and John T. for their work on the Giving Tuesday Event.

- q. The Board formally thanked Nickie for creating and distributing the ACCF November Newsletter.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
 - a. Karen presented information on the fundraising committee activities earlier in the meeting.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
 - a. Kelly gave the Board an update on the Facebook ads. The costs for these ads are \$5 per day. Kelly suggested ACCF publicity information be distributed to the ACUSD Elementary school sites. Kelly will notify the ACUSD personnel responsible for publicizing information to include ACCF. Karen will provide information to distribute.
 - b. Craig reported to the Board the TV ads are running through February 1st. Change in significant dates in the ad may need to change if ads continue for each semester.
- 4) PROGRAM OPERATIONS COMMITTEE REPORTS:
 - a. Board Discussion: Continued item discussion of expanding ACCF services through advertising, outreach, etc. to Calaveras County. This will be a reoccurring agenda item but due to the current COVID circumstances, this item will be tabled until a later date.

COMMITTEE MEMBER INITIATIVES: There were no non-agenda items to report or suggest.

ADJOURNMENT: The Zoom meeting was adjourned at 5:48 pm. The next regular public meeting is scheduled for February 18, 2021 at 4:30 pm via Zoom.