

## Amador Community College Foundation Meeting Minutes

Thursday, June 17, 2021

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, June 20, 2021, via a Hybrid/Zoom Meeting at 4:44 p.m.

Roll Call: Maureen Angle, Kelly Hunkins, John Tillman, Lynn Morgan, Craig Burman, Paul Molinelli, John Ellyson, Karen Dickerson, Annette Solis Rios, Frank Axe, Andy Byrne, Jessica Cobb, and Neil Carlson.  
Staff: Rachelle Saldade

Public Comments: There were no public comments.

- ORGANIZATION:
  - Paul introduced the new board members, Neil Carlson, and Jessica Cobb, who were confirmed by an email vote. Motion to approve their membership to the Board passed with an email quorum.
  - Paul officially welcomed the new Board members.
  - Acknowledgement of new hire, Karen Warburton, as the new Program Assistant/Transition Specialist. Vote to hire her was by email on June 7, 2021. Karen will begin training with Nickie June 22<sup>nd</sup> and move into the position in August.
  - Rachelle presented Nickie's report. Nickie attended the school district Counselors Meeting May 21<sup>st</sup>. Nickie and Erica Simmons from First Five Amador met to discuss the Quality for Kids First Five/ACC Early Childhood Scholarship. Summer classes have begun. Fall registration begins this month. There will be an informal cohort meeting on July 8 to allow students who are taking summer classes to check in. Regular cohort meetings resume in September. Students who plan to take the next human services practicum class, in the fall, will need to begin planning where they want to intern and begin reaching out to organizations. The contract with FCCC was extended for another year. Rachelle and Nickie represented ACC at the MHSA/Cultural Competency Steering Committee Meeting on May 6, 2021. The next meeting is July 1, 2021. The MHSA Quarterly Survey is due on June 30 and will be completed and turned into Stephanie Hess. Rachelle substituted for Nickie on June 1<sup>st</sup>, June 3<sup>rd</sup> and June 8<sup>th</sup>. On May 20, 2021, Rachelle, Nickie and Janice Davis met to discuss revising the Jackson Rancheria Employee Scholarship. Based on information that they are ready to resume the program, we requested a meeting and are waiting to hear back from them. Topics to be discussed include updating the student application, scholarship procedures and the renewal of funds for administrative costs and students' tuition and textbooks. Upon receiving an application, from Karen Warburton for Nickie's position, an interview committee of Rachelle, Janice Davis, Paul Molinelli and Craig Burman was formed, and an interview was scheduled for June 1, 2021. Based on the interview and information that Karen's references provided, the interview committee voted to recommend her hire following an email

vote from the ACCF Board of Directors. The Board voted to approve Karen Warburton's hire. Rachelle emailed Karen W. to discuss the next steps and send her a conditional offer letter of employment and an I-9 form. Janice Davis requested a background check for Karen which she passed on June 16<sup>th</sup>. Karen will come in on June 22 to finish paperwork and set up a training schedule and then take over the position mid-August. Rachelle contacted Sue Allred regarding personal and safety training for staff and interested board members. The training will be scheduled after Karen has a chance to settle into her position. Based on Karen Dickerson's recommendation, Rachelle reached out to Rene at Calaveras Adult Education to meet and share information about ACC services. No response yet. The contract for Constant Contract (online marketing tool used to distribute our newsletter) has been renewed for another 6 months. Rachelle reached out to Brittany Williams for updates on Richard and the domain issues. Brittany reported that she was currently very busy, is waiting on a response from Richard and will have an update soon. She will also be able to help Karen Warburton set up an ACC email address when needed. As of June 15<sup>th</sup>, individuals are no longer required to wear masks in the center. We will still provide them for those that wish to do so. The paperwork and negotiations for the MOU between ACCF and Amador County Department of Behavioral Health has been completed. They have been invoiced and we should receive a check soon. Rachelle will send out the invoice for the MOU/contract renewal between ACCF and ACUSD next week.

The paperwork and negotiations for the MOU between ACCF and the Yosemite Community College District (Columbia College) has been completed and will be sent to them next week. Disbursement of funds should follow a few weeks later. Regarding amending the MOU to include Calaveras County – In their response, Columbia College (Brian K. Sanders, Ed.D, VP of Instruction) stated that currently half of Calaveras County is in their service area and already included in their outreach. The other half of the county is in the San Joaquin Delta College's territory and involvement there could result in significant fines. However, a mutual goal of all three organizations working together in the future was expressed. Rachelle reported that the Center would be closed on June 18<sup>th</sup> for the new Juneteenth Federal Holiday and will celebrate it on June 19<sup>th</sup> in the future.

- Craig Burman made a motion to approve the May minutes after correcting the spelling of Karen Warburton's name and Lynn Morgan seconded the motion. The motion was unanimously approved by the Board.
- Craig reported that as of June 14, 2021 the balance at El Dorado Savings was \$42,915 and at Umpqua \$7,588 for a total of \$50, 503. Expenditures/Deductions for May was \$8,602. Rachelle is invoicing ACUSD, Columbia College & MHSA.
- Effort is still being made on the behalf of ACCF in resolving the issues with Gold Country Cloud. Brittany is waiting on a response from Richard.
- Frank Axe updated the Board on the American Rescue Plan Funding. After informing the group on the types of community efforts/purposes that will be considered by

the County Board of Supervisors for funding, he recommended that ACCF consider applying. Discussion ensued over the need to write a funding request based on the loss of income related to COVID-19. Frank suggested aligning our educational/training goals with those of the Central Sierra Economic Development District.

- Maureen updated the Board on the USDA Distance Learning/Telemedicine Grant Program. Maureen listed some of the grant totals in California. When considering this type of grant, Karen emphasized the importance of having a 1 yr., a 3 yr. and a 5 yr. needs/funding/grant plan ready to go. A grant writer would be a valuable staff addition for ACC.
- Karen D. updated the Board on participation in the Virtual Walk for Mental Illness. She reported that turnout was low and getting the word out proved difficult. She suggested that more local groups, with common goals, could work together for a more successful event next year. Jessica suggested contacting Sierra Winds.
- Board members agreed upon the need for a strategic planning meeting but decided to postpone the first meeting until August. Several board members, who wanted to attend the meeting, will be traveling in July. A change in the day of the week and time of the meeting was discussed as well as the need for a meeting facilitator and a note taker. Karen D. offered to conduct an email survey to determine a “best” day and time for the meeting and volunteers for these positions.
- Karen was not able to interest any of the Calaveras educators in serving on the ACCF Board. Efforts in communication will continue.
- The Board formally thanked Annette and Mother Lode Job Training (especially Serena) for sending out employment emails posting employment opportunities for ACC students.
- The Board formally thanked Nickie for a great job developing and distributing the May ACC Newsletter.
- The Board formally thanked Nickie for updating the ACC Procedures Manual for the office.
- The Board formally thanked Janice, Rachelle, Craig, and Paul for their time on the interview committee to hire a new Program Assistant/Transition Specialist.
- FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
  - a. Frank asked if there were any fundraisers planned at this time. Karen stated that there is no current activity to report.
- STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
  - a. Craig reported that the TV ads continue at \$500.00/month. Karen explained that the Facebook ads run on a regular basis at no cost.

- PROGRAM OPERATIONS COMMITTEE REPORTS:
  - 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. The Board acknowledged that having two different community college districts serving Calaveras County presents some challenges to ACCF expansion efforts. Rachelle and Karen will continue contacting individuals from Calaveras County as an outreach to determine interest.

COMMITTEE MEMBER INTIATIVES: Lynn Morgan encouraged members to become involved with the efforts of Amador County's American Association of University Women (AAUW). Contact is Stephanie Young.

ADJOURNMENT: The Hybrid/Zoom meeting was adjourned at 5:59 pm.

The next regular public meeting is scheduled for July 15, 2021, at 4:30 pm in person at the ACCF Center and also via Zoom.