

## Amador Community College Foundation Meeting Minutes

Thursday, September 16, 2021

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, September 16, 2021 via Zoom Meeting at 4:34 p.m.

Roll Call: Karen Dickerson, Maureen Angle, John Tillman, Lynn Morgan, Craig Burman, Paul Molinelli, , John Ellyson, Andy Byrne, Frank Axe, Janice Davis, and Susan Zaffarano. Staff: Rachele Saldate and Karen Warburton.

Public Comments: There were no public comments. Several items were discussed prior to the official start of the meeting. Maureen suggested we consider setting up tables at the local high schools to survey students on their post high school plans. This would assist our Strategic Plan creating new career paths/programs/options. Lynn shared that the AAUW Leadership Committee is establishing a collaboration between projects related to education. Stephanie Young is the contact person from AAUW. It was suggested she be invited to attend an ACCF meeting. Lynn was going to invite her. Paul let the Board know the ACCF Executive Committee met prior to the regular meeting today regarding an issue with a potential tutor applicant and the results of the standard background check performed with all interested tutors. The Executive Committee determined the application of the tutor would not move forward.

### 1) ORGANIZATION:

- a. The Board acknowledged the decision to adopt a Board Donation Policy via email voting. Susan presented via email an additional document that could be part of the policy after researching other Board Donation Policies. Discussion of this additional form resulted in a decision to place it on the October agenda. Susan will contact Meg to see if this document would assist in collecting data that would be needed on grant applications or if an awarded grant required an audit.
- b. Karen W. presented her written report to the Board. From the period of August 20, 2021-September 16, 2021, there are currently 159 total students enrolled. The largest number of students enrolled by institution is 99 at Coastline followed by 36 at Columbia. During this time period the center had 2 general visitors and 21 student visitors. There were 18 in person appointments, 12 email/phone inquiries, and 12 current MHSA Scholarship students and 1 current ECE apprentices, 5 current ECE scholarship students, 2 JRCR scholarship students and 4 dual enrollment students. Karen W. is confirming numbers by contacting students to determine if they are still taking classes or are no longer active. Student sign-ups have dwindled as the classes have started at Coastline and Columbia. Late start classes are starting in late October. Many high school students began the process/inquired about taking dual enrollment courses but did not follow through with registration. A FAFSA workshop will be held by Tira in October for students/parents. The first Cohort meeting was held and attended by 4 MHSA students via Zoom. Rachele presented her Executive Director report to the Board. Rachele's report included the many activities she is involved in for ACCF. First Five Amador is still planning to be able to

fund the ECE Apprenticeships in the new fiscal year. Rachelle has been in contact with the Rancheria regarding their requested changes to the application process for the employee scholarship. The flyer on dual/concurrent enrollment was sent out to all high school students. Brittany Williams designed new brochures for us. The center calendar has been updated. Rachelle also provided the Board with the Spring 2021 graduation data from Coastline from the last 5 years.

- c. John T. made a motion to approve the August minutes and Lynn seconded the motion. The motion was unanimously approved by the Board.
- d. Craig presented the Board with the September 2021 month by month budget summary. The September balance from El Dorado Savings was \$90,389. The balance of the Umpqua account was \$7,588. Therefore the total funding amount available is \$97,979. We are still expecting to receive \$11,000 from CA COVID Stimulus Funds. ACCF's expenditures included TV ads, workman's comp payments, rent and payment to the Ledger Dispatch.
- e. Susan reported with assistance from Alan Coon the issues between Gold Country Cloud and ACCF have been resolved. Susan received permission from the Board to send formal thank you notes and gifts to both Alan Coon and Brittany Williams for their effort on assisting us with a resolution. The Board unanimously agreed to purchasing gifts and sending our thanks to both.
- f. Frank reported to the Board that there is movement towards being closer to the time to complete the application for the Rescue Plan Funding. Frank met with Chuck lley to determine the best route for ACCF to file under to recover lost funding/wages. ACCF lost fundraising opportunities and this might be the best avenue to pursue. Frank let the Board know the application process will be discussed at the Board of Supervisors meeting either the end of September or the beginning of October.
- g. Susan confirmed the new Board and Staff Roster sent to Board Members and staff was up to date.
- h. An update and discussion of the Strategic Planning Meeting held in September occurred. Thank you to Rachelle for sending the recording of the meeting to the Board Members and staff.
- i. Janice updated the Board on tutoring needs. The biggest void is in the subject area of Statistics and Math. Lynn offered to ask if any AAUW members might be able to assist with this void. Frank and John T. mentioned they would also consider tutoring in this area.
- j. Janice gave the Board an update on selling T-shirts through JB's with ACCF logo. The Board approved for this item to move forward.
- k. The Board discussed hosting a mixer with MLJT at the center. All were in agreement to have this item move forward. Lynn volunteered to contact the Chamber to get ACCF on their event list for Spring of 2022.
- l. The Board formally thanked Maureen for her researching of current want ads to determine skills employers in our county are looking for and to then presenting the information at the Strategic Planning Meeting.

- m. The Board formally thanked Janice for volunteering to research potential new programs and workforce enrichment opportunities available online.
  - n. The Board formally thanked Craig, Rachelle and Karen D. for their work with Brittany to attempt to resolve ACCF's Office Program access. A formal thank you went out to Craig, Rachelle and Susan for meeting with Brittany to develop a moving forward plan to maintain our Office Programs.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT
- a. There was not an update from the Fundraising Committee as with our current funding situation, we are currently financially stable and the committee has not met.
  - b. The next fundraising event will be Giving Tuesday. Karen D. volunteered to get the date and details that are available.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
- a. The Board held a discussion regarding media modes available to advertise ACCF. The discussion determined we should wait to continue the payment of the TV ads for the Spring until we review the best up to date modes to advertise. A plan might be needed to expand and update our methods.
- 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. There has been contact by ACCF staff to/and information provided to Calaveras High School.

COMMITTEE MEMBER INITIATIVES: There were no committee member initiatives to report.

ADJOURNMENT: The Zoom meeting was adjourned at 6:16 pm. The next regular public meeting is scheduled for November 18, 2021 at 4:30 pm via Zoom. The November Meeting is the last regular meeting for 2021.