

## Amador Community College Foundation Meeting Minutes

Thursday, October 21, 2021

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, October 21, 2021 via Zoom Meeting at 4:33 p.m.

Roll Call: Karen Dickerson, Maureen Angle, Lynn Morgan, Paul Molinelli, , John Ellyson, Andy Byrne, Annette Solis Rios and Susan Zaffarano. Staff: Rachelle Saldate and Karen Warburton.

Guest: Stephanie Young, AAUW

Public Comments: There were no public comments.

### 1) ORGANIZATION:

- a. Paul welcomed guest, Stephanie Young, and Lynn introduced her to the Board and staff. Stephanie gave the board the background of AAUW in Amador County. AAUW would be interested in collaborating with ACCF on a program or project to co-partner together. Stephanie gave the board an example of a current free workshop, Money Smart. These types of workshops could be an opportunity for ACCF to host, advertise, etc. AAUW is focusing on projects currently and there might be an opportunity for the two organizations to work together. Karen D. suggested within our Strategic Plan, once adopted, there could be collaboration within the action steps. Rachelle suggested the possibility of hosting a mutual event for both ACCF students and AAUW.
- b. Karen W. presented her written report to the Board. From the period of September 16, 2021-October 21, 2021, there are currently 168 total students enrolled. The largest number of students enrolled by institution is 103 at Coastline followed by 37 at Columbia. During this time period the center had 6 general visitors and 19 student visitors. There were 17 in person appointments, 14 email/phone inquiries, and 16 current MHSA Scholarship students and 2 current ECE apprentices, 4 current ECE scholarship students, 2 JRCR scholarship students and 21 dual enrollment students. Karen W. is confirming the enrollment numbers by contacting students to determine if they are still taking classes or are no longer active. Things are picking up at the center as Spring semester schedules are released. FAFSA assistance will be given by Candice Hann. Karen attended several meetings representing ACCF including attempting to resolve issues with our interns and FCCC, Quality 4 Kids and ACUSD, and First 5. Karen reported to the Board about various grant opportunities ACCF could benefit from. The second Cohort meeting was held via Zoom and attended by 5 MHSA students. This meeting was facilitated by the ACCF intern, Jennifer Farmer. Rachelle presented her Executive Director report to the Board. Rachelle's report included the many activities she is involved in for ACCF. Rachelle updated the Board on ACCF's technological needs for our Microsoft 365 account. First Five Amador and the ECE scholarship and apprenticeship programs will continue for 2021-22. Rachelle has been corresponding with the program specialist

of the apprenticeships for Columbia College to update them on ACCF's ECE scholarship/apprenticeships. The MHSA application has been updated. Rachelle has been in contact with our HR consultant to confirm our employee handbook is up to date. Rachelle informed the Board of a subpoena received in regards to records of a donation. All documentation has been dropped off to the DA's office. Rachelle has been in contact with the Rancheria regarding their requested changes to the application process for the employee scholarship. Since the last Board meeting, Coastline provided a fall 2021 beginning of semester report. Once the semester ends, another informational report will be provided.

- c. The minutes from the September meeting will be placed on the November meeting agenda. There were not enough members participating in the meeting to reach a quorum to approve these minutes.
- d. Due to a personal medical issue our treasurer is experiencing, the month by month budget summary was not available.
- e. Susan reported the thank you gifts AACF sent for Brittany were received. Alan Coon will receive a Holiday gift as a thank you in December.
- f. The update on the American Rescue Plan funding will be placed on the November agenda.
- g. The update on the Chamber calendar and hosting a mixer at the Prosperity Center will be placed on the November agenda.
- h. An update and discussion of the Strategic Planning Meeting held in October occurred. Thank you to Rachelle for sending the recording of the meeting to the Board Members and staff. The meeting for November was been cancelled as a draft document will be available to review and potentially adopt at the November meeting.
- i. An update on the additional documentation to accompany the new Board policy regarding donations will be placed on the November agenda.
- j. An update on the ACCF T-shirts will be placed on the November agenda.
- k. The Board formally thanked Janice for researching and developing a resource guide of "menu" of available online courses for the upcoming semester that include leadership/enrichment/workforce courses.
- l. The Board formally thanked Janice for working with JB's to have T-shirts with ACCF's logo to purchase.
- m. The Board formally thanked Karen W. for creating and distributing the most recent quarterly Newsletter.

## 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. gave the Board the details of this event. Thank you to Karen D., Lynn, Maureen, and John E. for volunteering to represent ACCF at this event.

## 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

- a. The Board held a discussion regarding media modes available to advertise ACCF. Susan offered to contact Brittany to discuss an advertising calendar for ACCF.
- 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 committee member initiatives to report.

ADJOURNMENT: The Zoom meeting was adjourned at 6:05 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.