

## Amador Community College Foundation Meeting Minutes

Thursday, February 17, 2022

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, February 17, 2022, via a Zoom Meeting at 4:37pm.

Roll Call: Paul Molinelli, Lynn Morgan, Karen Dickerson, Craig Burman, Janice Davis, Susan Zaffarano, Maureen Angle, Annette Solis Rios, Frank Axe, John Tillman, John Ellyson, Courtney Avalon, Rachelle Saldate, Michelle Tillery

Public Comments: There were no public comments.

### 1) ORGANIZATION:

- a. Rachelle presented her monthly Executive Director's Report to the Board. Amador College Connect will be closed on Monday, February 21 in observance of Presidents Day. Students will be notified, and voicemail and social media will be updated. Karen Warburton completed her last day of training Michelle and Deb and submitted her last timesheet at the end of January. The Center is operating with the new hours and Michelle's and Deb's schedules overlap 4 hours on Tuesday. Meg continues to assist in subbing and covered some recent shifts for Michelle. Deb and Rachelle attended the MHSA student scholarship cohort Zoom meeting on Thursday, February 10, 2022. Rachelle secured a student volunteer to assist in taking meeting minutes as requested by Stephanie Hess for the Amador County Behavioral Health Advisory Board meetings. Rachelle met with Teresa, from the Sutter Creek Woman's Club, regarding their \$1500 Giving Tuesday donation. It was determined that the funds would be used to assist MHSA scholarship students. Rachelle will follow up with Meg to document the allocation information. Rachelle received a new MOU from the Jackson Rancheria for their employee scholarship. Rachelle and Meg will meet to review it and update the Board. Upon the suggestion of Karen D. and Craig, Meg Newell (outside contractor) has received a pay increase to \$25/hr. Chris Molinelli has been notified. Rachelle provided Karen D. with updated information for our February advertisement in the Ledger Dispatch. Rachelle completed the Center calendar for the spring semester. The calendar includes start and end dates for classes, including Center closure dates. Brittany has put the information on our website. Rachelle completed a job reference for Nickie in Scotland. Rachelle is waiting to hear back from, Greg Barnes, our ACUSD tech contact regarding installing the Deep Freeze program on the Center's computers. Rachelle is also waiting to hear back from Jennifer Held, American River Bank, about scheduling the check presentation for the \$8,000 grant that was awarded to ACCF. Suggested meeting times are Tuesday or Thursday afternoon in March. Rachelle listed information from the Fall 2021 End of Semester Report from Coastline and Board members discussed the data. Janice and Rachelle pointed out some inconsistencies in the data regarding the number of ACC enrolled students. Deb and Michelle will research the disparities and contact Coastline for more information. The retention rate for ACC students has dropped. However, it is still above the state average.

Michelle presented the Staff Report on Center Activities, prepared by Debra Bergman, Transition Specialist and Michelle Tillery, Program Assistant. Donna Jackson, Health Educator from Amador County Public Health was the speaker for the first cohort meeting, February 10<sup>th</sup>. Six students attended the meeting and had questions about family planning and homelessness in the county. The next cohort meeting is in March. This led to a board discussion on efforts ACC could make to help homeless residents. It was suggested that our outreach should be through existing appropriate agencies i.e., ATCA, Sierra Winds, Mother Lode Job Training and the Homeless Project for the city of Jackson. But we could still distribute informational literature to local medical offices, clinics, etc. to increase our outreach to diverse populations. Michelle is working on getting interns positions in the community. Currently, we have an intern with Grief Busters and a volunteer student at Sierra Winds. Operation Care hired one of our students after her internship. We have one new student in the MHSA scholarship program. Deb was added to the Child Care Council for Amador County and attended her first meeting. She is working with First 5 on an internship schedule. Deb attended the ESE meeting on February 7<sup>th</sup>, and she will be staffing a table at the next Celebrate the Children event. Karen Dickerson offered to help as she has volunteered at the event in the past. Deb has also been added to the cohort to attend the school counselor meetings at ACUSD. Her first meeting is Friday, March 4<sup>th</sup>. She has also been working

with the dual enrollment students. 6 dual enrollment students will be enrolled in the summer session. Deb asked what our COVID mask/procedures policy was going to be, for the Center, as the CDC, State & County recommendations were being revised. After much lively discussion by many board members, it was decided that, for the time being, at the Center it will be optional, but recommended that staff, students and visitors wear protective masks. Masks and hand sanitizer will continue to be available. We will also temporarily continue the appointments only policy.

- b. Paul called for a vote of approval of the January 2022 minutes. Susan made a motion to approve the minutes and Lynn seconded it. The vote was unanimous to approve and accept the minutes.
- c. Craig reported that ACCF had recently received donations of \$500 from Robin Fields and \$2000 from Mara Feeney. Susan has already written thank you notes. Craig reported that ACCF received \$10,798 in Giving Tuesday donations and \$1329.87 in matching funds for a total of \$12,127.87. After \$167.68 in fees, the final donation amount was \$11,916.19.
- d. Craig reported that the ACCF Umpqua Bank COVID PPP loan has been forgiven/paid by the Federal Govt.
- e. Craig presented the February 2022 Month by Month Summary. The El Dorado balance on 2/14/22 was \$57,448 and the Umpqua balance is \$7,968. The current total is \$65,416. This is sufficient for seven months typical operating costs for the Center.
- f. An update on the Sutter Creek Women's Club donation was included in the Executive Director's Report. Karen D. stated that Teresa had asked to have the donation applied to scholarships for women when she donated the funds at the Giving Tuesday Event.
- g. No new information. Rachelle will email Frank Axe and Kathleen Harmon for an update.
- h. Lynn reported that in-person Chamber of Commerce Mixers are not being scheduled yet. She will contact Rich Hoffman, Chamber President, for information about a future mixer at the Prosperity Center.
- i. Responsibility for parking lot lights and streetlights is still undetermined. Sutter Creek representatives have not responded to inquiries. Annette will try to contact Alicia at the Jackson Rancheria for information.
- j. Susan requested that the discussion be moved to the March meeting. She will provide documents to read and discuss regarding adoption of a Board donation policy.

## 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

- a. The Fundraising Committee will be meeting to begin generating ideas for possible future fundraising efforts and events. Board members with suggestions are requested to send them to Karen D.
- b. No update on the current Buena Vista Community Fund grant efforts. Karen D. mentioned that the grants are monthly and can be applied for at a later date.
- c. Donation update, See 1c
- d. ARB grant update, See 1a.

## 3) STRATEGIC PARTNERS AND COMMUNITY REPORT:

- a. Karen D. will contact Brittany for updates on ideas. She will also continue with the monthly flyer and other social media efforts to increase the donor base. The previously discussed long range calendar is not possible at this time.

## 4) PROGRAM OPERATIONS COMMITTEE REPORTS:

- a. Discussion tabled until after COVID regulations change.

## Committee Member Initiatives:

Janice asked Board members to record their volunteer hours on the document that she provided. She will send additional copies to board members. Janice suggested that ACCF should consider/discuss providing a benefits package for staff. Maureen asked if there was a process to remove board members who are unable to participate in board duties.

ADJOURNMENT: The Zoom meeting was adjourned at 6:00pm. The next regular meeting will be a Zoom meeting on March 17, 2022.