

## Amador Community College Foundation Meeting Minutes

Thursday, January 20, 2022

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, January 20, 2022, via a Zoom Meeting at 4:39 pm.

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

Public Comments: There were no public comments

### 1) ORGANIZATION:

- a. The Board acknowledged the resignation of Karen Warburton from her position as the ACCF's Program Assistant/Transition Specialist effective 12/29/2021. We received 4 applications to fill the position. The hiring committee composed of Susan, Janice, Craig, Paul and Rachelle conducted interviews on Tuesday, January 4<sup>th</sup> and Thursday, January 6<sup>th</sup>. It was proposed to modify the job description and offer a position to both Debra Tenney and Michelle Tillery.
- b. The Board acknowledged that an email vote had been taken to approve and hire Debra Tenney and Michelle Tillery for the Transition Specialist and Program Assistant positions. The motion to hire both candidates was passed by the email vote.
- c. Rachelle explained the new configuration for the Program Assistant/Transition Specialist position. After analyzing the job responsibilities and the applicants' skills, the interview committee decided that it would be more productive to hire Debra Tenney as the Transition Specialist and Michelle Tillery as the Program Assistant, increase the position's hours from 30 to 40 hrs/week (20 hrs for each) and increase the hours of operation for the Center on Wednesday and Friday.
- d. Paul welcomed both Debra Tenney and Michelle Tillery to Amador College Connect. Debra is a former ACC internship coordinator, assistant grant writer and current Program Assistant substitute. Michelle is a former ACC human services scholarship student and graduate.
- e. Paul welcomed and thanked Courtney Avallon for joining the ACCF Board and introduced her as our new representative from the Jackson Rancheria Casino Resort, replacing Serena Arcieto
- f. Rachelle presented her Executive Director's report to the Board. Amador College Connect was closed for Winter Break from Monday, Dec. 20, 2021 until Monday, Jan. 3, 2022. The Center was also closed in observance of the MLK Jr. Holiday on Monday, Jan.17, 2022. Karen Warburton's official last day at Amador College Connect was on Dec. 29, 2021. She has agreed to work a few Saturdays to help train the new hires. Since Karen left, the Center has operated with substitutes to cover the opening shifts. Meg Newell, Debra Tenney and Maureen Angle helped cover. Due to Karen Warburton giving ACCF notice that she would be taking another job, a hiring committee composed of Rachelle, Susan, Janice, Craig and Paul reviewed the four applications that were received for the position. Interviews were conducted on Tues, Jan. 4,2022 and Thurs., Jan 6, 2022 and after much discussion it was decided that we would hire two of the four applicants instead of one. Hours for the position would be increased from 30 to 40 hrs/wk with 20 hrs/wk for each applicant at \$24/hr. Increasing the hours for this position will also increase the hours of operation for ACC on Wed & Fri to 9am-3pm. The two applicants, Debra Tenney and Michelle Tillery have a combined wealth of knowledge in both education and human services. Maureen and Rachelle called the applicants' references and received positive reviews for both. Following the completion of the of the reference check, the Board voted to approve the hire of both Debra and Michelle. The paperwork was completed, with Meg's help, and sent to Chris Molinelli for review. Debra and Michelle began training with Karen W. on Saturday, Jan. 15, 2022. Rachelle, Janice, Michelle and Debra met, on Tues., Jan. 19, 2022, to review and divide up job duties and set the new hours. Debra will be focusing on dual/concurrent enrollment, the Early Childhood Apprenticeship and Scholarship Program as the Transition Specialist. Michelle will focus on the MHSAs scholarship and the Jackson Rancheria scholarship as the Program Assistant. They will also

work together on additional duties/tasks. The new schedule for the Center beginning Mon., Jan.24, 2022: Monday 12-8 (Deb 12-4) (Michelle 4-8), Tuesday 12-8 (Michelle 12-6) Deb (2-8), Wednesday 9-3 (Michelle 9-6) (Deb -off), Thursday 12-8 (Deb 12-4) (Michelle 4-8), Friday 9-3 (Deb 9-3), (Michelle – off). Their new emails are [michelle@amadorcollegeconnect.org](mailto:michelle@amadorcollegeconnect.org) and [debra@amadorcollegeconnect.org](mailto:debra@amadorcollegeconnect.org) . Debra and Michelle will be working on updating the hours on our brochures, signs at the Center, and voicemail recordings and notifying students regarding staff changes. Rachelle will reach out to Karen D. and Brittany to update our social media and website. On Thursday, Jan. 6, 2022, Rachelle and Meg attended the virtual MHSA/Cultural Competency Steering Committee meeting through the Amador County Behavioral Health department. This meeting is a requirement of our MOU with them and is an opportunity to learn about available community resources for our students and to provide an update on our MHSA human services scholarship program every other month. On Fri., Dec. 3, 2021 and Jan. 14, 2022, Rachelle attended the virtual ACUSD Counselors' Meeting to receive and share updates on dual/concurrent enrollment for high school students seeking higher education opportunities. Debra will attend future meetings. On Thurs., Dec. 9, 2021, Rachelle met with Teresa, a Sutter Creek Woman's Club Board member, regarding their Giving Tuesday \$1500.00 donation. It was determined that the best use of the funds would be as assistance for our MHSA scholarship students' efforts in completing internships with local community agencies. Rachelle will check with Craig regarding using the funds in this manner. Rachelle met with Susan, Craig and Janice, on Thurs., Dec. 16, 2021 to review her evaluation and professional goals for the new year. The Human Resources Dept., for the Jackson Rancheria, drafted a new MOU for the employee scholarship. Meg reviewed the document and Rachelle will contact the Rancheria with comments. Thanks to Meg for her assistance. Janice and Rachelle completed Karen Warburton's evaluation on Thurs., Dec. 2, 2021 and allocated a \$2/hr increase in pay. On Tues., Nov. 30, 2021, Rachelle attended the Columbia College Special Programs Advisory Committee virtual meeting and presented information about ACC's programs and services to residents of Amador and neighboring counties. Rachelle attended Amador County's Giving Tuesday Event at St. Katherine Drexel Church on Nov. 30, 2021. All issues with the email domain transfer have now been resolved. Susan is now able to send and receive emails from the amadorcollegeconnect.org domain. Thanks to Brittany and Susan for their work on troubleshooting this problem.

- g. Paul called for review and approval of the November minutes. Craig made a motion to approve the minutes from the November 2021 meeting and Frank Axe seconded it. The Board voted unanimously to approve the minutes as submitted.
- h. Craig presented his report on the monthly bank balances and expenditures and a financial projection for next year. The 2021 year-end balances: El Dorado Bank -\$58,621 and Umqua - \$7588. It is difficult to project month to month budget due to COVID influence. Our 2020 tax filing was filed a couple of weeks late of the extension requested by our tax accountant. Our status on justifying COVID stimulus grants is still to be determined. Our ability to hold our annual Gala fundraiser is in question. Our main MOU funded agreements roll over in July and must be renewed. We raised approximately \$2500 additional funds at Giving Tuesday 2021 compared to 2020. We have an additional \$8,000 grant from American River Bank to start the year. The ECD program is being funded by refunded expenses rather than lump sum payment. Expenses have been relatively flat. 2019 = \$110,611, 2020 = \$111,981, 2021 = \$110,573. Our income for 2022, without the Gala, based on existing programs, Giving Tuesday and the ARB grant is projected to be \$118,360. Our 2021 average monthly outflow was \$9,214 and average monthly inflow was \$9,142. Our current balance will carry us to July and August when we receive \$79,400 from Columbia, ACUSD and MHSA grant. Our renewed Jackson Rancheria Grant ( \$19,000) will help ensure this.
- i. Craig asked about current efforts and procedures for keeping our master donor list updated and accurate. Maureen has the 2021 Giving Tuesday donor list and will send it to Craig. Craig has a record of some of the other donations and he sends this information to Rachelle and Susan for thank you notes.

- j. The new 2021-2022 Strategic Imperative and Goals, as described in the document/chart submitted by Karen Dickerson, was briefly discussed. It had been discussed and reviewed in previous meetings. Lynn asked to have it voted on. Paul called for a vote to accept, as written, the 2021-2022 Strategic Imperative and Goals. Lynn made the motion to accept the document and Craig seconded it. The Board voted unanimously to accept the 2021-2022 Strategic Imperatives and Goals.
- k. Frank Axe gave the Board an update on the American Rescue Plan funding. He reported that the Amador Community Foundation has been chosen by the Amador Co. Board of Supervisors (Dec 2021 meeting) to manage the local funds for non-profits. Kathleen Harmon will work with non-profits to make sure that their proposals are consistent with the guidelines. Request for funding can be based on a loss of expected revenue during COVID. ACCF experienced a financial loss due to the cancellation of the annual Gala event, its major fundraiser. Craig has documented the financial loss. Rachelle will contact Kathleen Harmon for information. Frank suggested that Rachelle might meet with Kathleen over Zoom.
- l. Lynn reported that, due to current COVID restrictions, Chamber mixers are not being scheduled at this time. Lynn will provide the Chamber with possible dates for ACCF's participation when their calendar is active again.
- m. Board members expressed concern about appropriate lighting and safety in the ACC parking lot and the cul de sac in front of the Center. They discussed the difficulty in determining the identity of the responsible party. It is unclear if a request for assistance should be directed to the Jackson Rancheria, the city of Sutter Creek or the county of Amador.
- n. Susan and Meg met and discussed the description and documentation of the new Board Policy regarding Board members' donations. Susan will provide additional details on the proposed description and form.
- o. We do not need volunteers to attend the Amador Child Council meetings. ACC staff will attend.
- p. Susan reported that she sent two bottles of wine and a thank you note to Alan Coon to thank him for assisting us with legal issues throughout 2021.
- q. On behalf of the Board, Paul congratulated Rachelle for her recent excellent evaluation and thanked her for all she does on behalf of ACCF.
- r. On behalf of the Board, Paul thanked John Tillman for volunteering as a Statistics tutor for students at the Center. Janice thanked him for paying for his own volunteer background check.
- s. Paul thanked Karen D. for helping Rachelle update the ACCF Power Point Presentation.
- t. Paul thanked Kelly, ACUSD and Adult Education for their continued technical support and their assistance in purchasing the "Deep Freeze" program which prevents unauthorized downloads.
- u. Paul thanked Janice and Rachelle for updating the job duties document. The update will be ready soon.
- v. Paul thanked Janice, Craig and Susan for completing Rachelle's evaluation.
- ww. Paul thanked Maureen for sending out thank you letters to Giving Tuesday donors.
- x. Paul thanked the committee made up of Rachelle, Janice, Craig, Paul, Susan and Meg for their work, time and effort in the hiring process for the Program Assistant position.

## 2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

- a. There was no update from the Fundraising Committee, at this time.
- b. The first application that Meg submitted to the Buena Vista Rancheria Community Fund Grant was denied. Rachelle will check on the current status of efforts to re-apply.

- c. The preliminary Giving Tuesday donation amount is \$10,798. The breakdown of the Giving Tuesday donations and matching funds is unclear. Craig will contact Kathleen Harmon for more information. Paul thanked Karen D., Janice, John E. Lynn, Craig, Rachelle and Maureen for set up and staffing our booth.
- d. We have not yet received a check from the American River Bank for the \$8,000 grant. The Bank prefers to make a public presentation when awarding grant funds. Rachelle will contact ARB to make arrangements.

3) STRATEGIC PARTNER AND COMMUNITY RELATIONS REPORT:

- a. There was no update on the Harrah's mixer/event for non-profits held on Oct. 26, 2021, at this time.
- b. There was no update from the Publicity Committee, at this time.

4) PROGRAM OPERATIONS COMMITTEE REPORTS:

- a. There was no new information or action to report on expanding ACCF services through advertising, and outreach to Calaveras County. This is a tabled item on the regular meeting agenda due to the current COVID restrictions but will continue to remain on the agenda.

Committee Member Initiatives: (non-agenda items reported/suggested by members)

John T. requested an updated Board/Staff roster reflecting the recent changes in the ACC staff and ACCF Board membership. Maureen agreed to send out an updated version.

ADJOURNMENT: Paul adjourned the meeting at 5:43 pm. The next, regular meeting is Thursday, February 17, 2022 at 4:30 pm via Zoom format.