

Amador Community College Foundation Meeting Minutes

Thursday, November 18, 2021

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, November 18, 2021 via Zoom Meeting at 4:38 p.m.

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

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. The Board acknowledged the resignation of Board Member, Serena Acierto, effective November 3, 2021. The Board will send a thank you gift and card for her participation on the ACCF board gift. Susan will take care of this task.
- b. Susan gave the Board an update on the gift sent to Craig.
- c. The Board reviewed the application for new Board Member, Courtney Avallon. Courtney's application was sent to Board Members prior to the November meeting. Craig made a motion to accept Courtney's application as a new Board Member. Lynn seconded the motion and the motion unanimously passed. Susan will contact Courtney welcoming her to the Board.
- d. Karen W. presented her report to the Board. From the period of October 21, 2021- November 17, 2021, there are currently 177 total students enrolled. The largest number of students enrolled by institution is 108 at Coastline followed by 39 at Columbia. During this time period the center had 2 general visitors and 16 student visitors. There were 18 in person appointments, 13 email/phone inquiries, and 12 current MHSA Scholarship students and 2 current ECE apprentices, 4 current ECE scholarship students, 2 JRCR scholarship students and 15 dual enrollment students. Karen W. is still confirming the enrollment numbers by contacting students to determine if they are still taking classes or are no longer active. Karen W. is also working on ACCF forms to provide a way to keep our files up to date. Things are picking up at the center as interested students from Adult School, dual enrollment, returning and new students are wanting information and to enroll. Karen attended several meetings representing ACCF including ACUSD counselor meeting and the MHSA/Cultural Competency Steering Committee Meeting. The final Cohort meeting of the semester was held via Zoom and attended by 6 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 a new program purchased to prevent anyone from changing settings or downloading viruses or malware onto the center's computers. ACCF's Microsoft Office licenses have been renewed. Rachelle, along with Janice, updated the job duties document for both ACCF staff and our outside contractor, Meg. Rachelle continues to work with the

Human resource department at the Jackson Rancheria to the application process for their employee scholarship. Karen W.'s evaluation is set for December 2nd. Rachelle's evaluation was completed and her executive director goals were submitted for the upcoming year. Rachelle and Karen D. have updated ACCF's PowerPoint presentation for events. The ACCF emergency phone tree has been updated. Rachelle asked for a Board volunteer to attend the Amador Child Care Council meeting every 1st Monday of the month. Maureen volunteered to share this meeting commitment. Board Member volunteers are needed to replace stock photos on our website.

- e. Craig made a motion to approve the minutes from the September meeting and Janice seconded the motion. The Board unanimously voted to approve the September minutes.
- f. Frank made a motion to approve the submitted October minutes and Lynn seconded the motion. The Board unanimously approved the minutes from the October meeting.
- g. The Board acknowledged and approved the meeting dates emailed to Board Members for the Board Meetings for 2022.
- h. Craig presented the November 2021 Month by Month Summary. Total amount on 9/14/21 was \$77,979. The El Dorado account balance was \$69, 793 and the Umpqua account amount was \$7,588. The \$15,000 from the California Covid Stimulus timed out therefore we will need to wait for the next round of funding.
- i. Karen D. presented the draft of the Strategic Plan for ACCF. The draft was sent to Board Members prior to the November meeting to review, add, delete or make changes. The Board discussed the Strategic Plan and determined the action to approve the plan will be placed on the January agenda. This decision will allow more time to review the plan and make minor changes to the chart.
- j. Janice presented formally the updated ACCF employee job duties. The document was emailed to Board Members to review prior to the November meeting. The Board thanked both Janice and Rachelle for their work on this document.
- k. Janice informed the Board about ACCF employee evaluations taking place. Rachelle's evaluation was completed in November and Karen W's evaluation is scheduled for December. Rachelle's evaluation was completed by Janice, Craig and Susan. The team gave an exemplary evaluation to Rachelle's job performance.
- l. Frank gave the Board information about an invitation that was going to be sent to participate in a meeting regarding the American rescue Plan funding. Rachelle let Frank know she did not receive a notification of a meeting. Frank will follow-up and the item will be placed on the January agenda.
- m. Lynn let the Board know she had let the Chamber of Commerce know ACCF is interested in hosting an Open House in the Spring of 2022. No date was given as to when we would host. Lynn will maintain contact with Joey Guidi to set a date.
- n. The update on the parking lot lighting and safety concerns will be placed on the January agenda.

- o. The additional documentation to accompany new Board policy regarding donations from Board Members. Susan has not received confirmation from Meg if this is needed for grant writing purposes. This item will be placed on the January agenda.
 - p. Janice let the Board know you will receive an email from JB's when your T-shirt order is ready to be picked up.
 - q. The Board formally thanked Paul for stepping in to sign checks, when needed, in Craig's absence.
 - r. The Board formally thanked Karen D. for developing and distributing the individual flyers/posters for the new "menu" courses available in the Spring.
 - s. The Board formally thanked Karen, Janice, Rachelle and Meg for their efforts on the Buena Vista Rancheria Community Fund Grant.
 - t. The Board formally thanked Neil and Meg for attending the Harrah's Event for non-profits representing ACCF.
 - u. The Board formally thanked Karen D. and Meg for their work on the Strategic Plan document and chart.
 - v. The Board formally thanked Maureen for volunteering to take the secretary duties during Susan's leave of absence.
- 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. However, Karen D. has been in contact with Brittany Williams in regards to advertising/publicity for ACCF. Brittany will be invited to a Fundraising Committee meeting to assist with publicity ideas for ACCF events/fundraising.
 - b. The Board was made aware of a grant, Buena Vista Rancheria Community Fund Grant, which was submitted on behalf of ACCF for \$15,000.
 - c. Giving Tuesday is scheduled for November 30th at St Katherine Drexel from 4:30-6:30. If you are interested in staffing the booth for ACCF, please email Karen D.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
- a. The update on the Harrah's mixer/event for non-profits will be placed on the January agenda.
 - b. Karen D. gave an update of Publicity and developing a year round advertising/publicity calendar suggested by Brittany earlier in the meeting. Brittany will be invited to attend a Fundraising Committee meeting.
- 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 6:19 pm. The next regular public meeting is scheduled for January 20, 2022 at 4:30 pm via Zoom.