

Amador Community College Foundation Meeting Minutes

Thursday, March 17, 2022

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, March 17, 2022 at 4:34 pm.

Roll Call: Paul Molinelli, Janice Davis, Craig Burman, Karen Dickerson, Lynn Morgan, Susan Zaffarano, John Tillman, Maureen Angle, Courtney Avallon, Frank Axe

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. Rachele presented her monthly Executive Director's Report to the Board. Amador College Connect was closed on Monday, February 21st for Presidents Day. Thank you to Karen and the staff for informing students and the community. On Thursday, February 17th, Janice, Meg and Rachele met to discuss the Jackson Rancheria MOU, the Sutter Creek Women's Club scholarship and our current bylaws regarding replacing board members. On Thursday, February 24th, Meg and Rachele met with the Jackson Rancheria Human Resources Department to review the new MOU for the JR Employee Scholarship. Both parties suggested edits which Meg completed and sent to JR Human Resources for review. We are waiting on a response. Janice spoke to Teresa Ryan from the Sutter Creek Women's Club regarding the \$1500 Giving Tuesday donation. The donation will be split into two \$750 scholarships for current students. Janice created a scholarship application and will send it out to our students. Deb was able to contact Jessica Cobb regarding school and her position on the Board. Rachele sent Jessica an email and Deb left her a voicemail regarding replacing her on the Board. Meg has offered to write an addition to our bylaws to address replacing Board members and requested assistance. Susan may have a related email from Nickie with information about Board applications. On Thursday, February 24th, Rachele and Michelle Tillery attended the annual MHSA Stakeholder Meeting that was led by Stephanie Hess at Amador County Behavioral Health to review the requirements of membership in the MHSA Program. Craig and Rachele reached out to First 5 Amador about reimbursement checks for invoices submitted last year for the ECE scholarship. Erika at First 5 located some invoices but needed to confer with Donna Custodio (Director Amador State Preschools). Rachele will follow up. Also on Thursday, February 24th, Rachele met with Katrina Ozier, Program Manager at Sierra Wind Wellness & Recovery Center to learn about a new program called "Hope Line" which provides emotional support and linkage to community services. Katrina inquired about MHSA students working as volunteers or interns in the program. Thursday, March 3rd, Rachele attended the MHSA Steering Committee Virtual Meeting for updates from Amador Behavioral Health and other MHSA stakeholders. On Friday, March 4th, Rachele and Deb attended the ASUSD Counselors' Meeting. On March 9th, Craig and Rachele renewed our membership in the NCTA (National College Testing Association) after resolving a fraud alert on the ACC debit card. The membership allows us to proctor exams for non-ACC students and costs \$500/yr. A short discussion was held on income generated by testing after a question from John Tillman. Meg helped cover the Center on March 14th and Rachele covered for Michelle and Deb on March 8th. On Thursday, March 10th, Rachele and Michelle attended the second MHSA student cohort meeting of the semester. Michelle was the guest speaker for the hybrid format meeting. Janice and Rachele met by phone, on Tuesday, March 15th, to discuss Rachele's job duties and Center needs. Brittany Williams continues to provide maintenance and edits to our website. Rachele receives monthly invoice from her by email and pays them using the ACC debit card. The office staff will use the Microsoft hotline for tech support and Janice is looking into local tech resources. Rachele provided Karen Dickerson with information for our March Ledger Dispatch advertisement. Rachele is waiting to hear back from Greg Barnes, computer technician from ACUSD, for information on getting the Deep Freeze program installed on the Center's computers. Rachele contacted Jennifer Held at the American River Bank regarding the check presentation of the \$8000 grant. Due to the merge between ARB and the Bank of Marin, ARB is closing out their current foundation and we will possibly receive double that amount. Regarding the American

Rescue Plan, Kathleen Harmon (Amador Community Foundation) reports that the County has not released funds and the criteria has not been approved. Frank Axe said that money has been set aside, but he was not sure of the disbursement criteria. He will check with the other County supervisors. Rachelle continues to reach out to Colombia regarding restarting live broadcast classes at the Center. Still waiting on an update. Thank you to Susan for ordering business cards for Deb and Michelle.

- b. Michelle presented her report on Amador College Connect MESA Scholarship/Internship Activities. Michelle was the guest speaker at the second cohort meeting on Thursday, March 10th which was attended by seven students. She offered information on all aspects of the value of using service dogs, including mental health and the American with Disabilities Act. The topic proved to be of high interest in the students resulting in lots of questions and a good discussion. Michelle reported on the new internship opportunities with Mother Lode Job Training and Sierra Winds Wellness & Recovery Center. MLJT is offering a WEX(Work Experience) position as a “meet & greet” position at the door. It would be a paid 29 hr./wk. position for an out of school youth, ages 16-24 through their grant-qualified position. Sierra wind is offering an unpaid practicum internship with their Sierra Wind Hope Line. Michelle is working on outreach to inactive students and to possible new scholarship applicants. We have four student volunteers for Dandelion Days and one student volunteer currently at Sierra Wind. Michelle has been training on some of the AV equipment in preparation for the return of live broadcast classes from Colombia College.
Deb presented her Transition Specialist Staff Report. There are approximately 122 new and current students. The Center is seeing increase in dual-enrollment students primarily from Amador High school students enrolling in a U.S. history class in lieu of taking it at school next year. There are also dual -enrollment students waiting to begin in the next summer and fall semesters. There are also new adult students enrolled at both Coastline and Foothill Colleges. On February 28th, Deb addressed a class of students, many with IEPs in place, at Argonaut High School with information about our services. Deb needs help with our participation in the annual “Celebrate the Children” event on April 9th from 11-2. The event will be held at Argonaut High School and ACC will staff a table to inform the community about our services. Courtney may be able to help and will confirm with Deb for details. Deb brought up the fact that people often have trouble finding the Center and she made suggestions for improved signage. Frank Axe will check into the Sutter Creek sign ordinance.
- c. Paul called for a vote of approval of the February 2022 meeting minutes. John Tillman made a motion to approve with a second by Frank Axe. The vote was unanimous to approve the minutes.
- d.e. Craig presented the March 2022 Month by Month Summary. The balance as of March 14th was \$58,290, \$51,462 at El Dorado and \$7,992 at Umqua Bank. The Center’s expenses for February was approximately \$10,000. We also received a \$500 donation.
- f. Update was in Rachelle’s report.
- g. Lynn will have an update at the April meeting.
- h. As per Annette’s email, the property in question is owned by the city of Sutter Creek. The city is aware of the problem which includes difficulty finding appropriate repair resources.
- i. Susan presented the proposed Board Volunteer Documentation form for review and discussion. Edits/Approval/acceptance will be voted on in April.
- j. Karen proposed adding James Armstead to the Board to fill a vacancy. After discussion about his application, background and community participation, John Tillman made a motion to vote on adding James Armstead to the Board with a second from Frank Axe. Paul called for a vote and the Board voted unanimously to invite James to join the ACCF Board. Susan will send him ACCF information. During this discussion, it was noted that Craig would like to turn over the Treasurer duties to another Board member.
- k. Janice and Brittany determined that the Center will need help from the Microsoft Tech Help Service or a private tech service company with any problems with Microsoft 365. We are still attempting to remove Richard’s authority from our Microsoft account. Staff would benefit from additional Microsoft 365 training. Janice will gather more information and present it at the April meeting,

2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

- a. No current update. Craig reported that after the renewal of our current contracts with ACUSD, Colombia College and the MHSA grant the Center should be able to cover expenses.
- b. ARB update covered in Rachelle's report.

3) STRATEGIC PARTNERSAND COMMUNITY RELATIONS REPORT:

- a. Janice is organizing our participation in Dandelion Days 2022 on March 19th & 20th. Thank you to Paul for funding our entry/booth fee. Janice asked the Board members to wear their nametags and T-shirts if possible. Help is still needed on Sunday from 8 am- 11 pm and Deb and Michelle will handle the table/equipment set up.

4) PROGRAM OPERATIONS COMMITTEE REPORT:

- a. Discussion tabled until after COVID regulations change.

Committee Member Initiatives:

Michelle asked about improving the lighting on the sign for the Center. The Board then discussed the desire for better signage and the need to identify relevant city/county regulations.

ADJOURNMENT: Paul adjourned the Zoom meeting at 6:24 pm. The next regular meeting will on Thursday, April 21, 2022 probably in Zoom format.