

Amador Community College Foundation Meeting Minutes

Thursday, April 21, 2022

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, April 21 2022 via Zoom Meeting at 4:32 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, Courtney Avallon, Andy Byrne and Susan Zaffarano. Staff: Rachelle Jose de Mattos-Saldate, Debra Bergman-Donnell and Michelle Tillery.

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. Welcome, introductions and thank you for joining to new Board Member, Jim Armstead, will be placed on the May agenda.
- b. Deb presented her report to the Board. From the period of March 17, 2022-April 17, 2022, there are currently 97 total students enrolled. The largest number of students enrolled by institution is 70 at Coastline followed by 24 at Columbia. During this time period the center had 5 general visitors and 21 student visitors. There were 18 in person appointments, 16 email/phone inquiries, and 16 current MHSA Scholarship students and 1 current ECE apprentices, 5 current ECE scholarship students, 3 JRCR scholarship students and 18 dual enrollment students. No exams were proctored during this time period. Deb reported that there were 2 Associates and 3 Certificates completed. ACCF's participation in Dandelion Days and Celebrate Our Children events resulted in 20 new inquiry contacts. Deb reported on her participation in trainings and meetings during this reporting period. She will be hosting an AVID student visitation on May 3rd at Gold Country Lanes. Deb brought to the Board a signage proposal. She is concerned we need signage to help potential students locate ACCF. This proposal led to a Board discussion of city/county regulations and possible solutions. More specifics as to what would be acceptable to the city prior to any purchase of a flag or sign is needed. Michelle presented the Board with her report regarding MHSA Scholarship/Internship Activities. The cohort meeting held in April had 8 students in attendance. The guest speaker was Stephanie Hess and she presented information about the MHSA Community Focus Group. There are 3 new MHSA scholarship applicants. There were two job postings emailed to MHSA students. Rachelle presented her Executive Director report to the Board. Rachelle's report included the many activities and meetings she has attended and updates on Center activities. Rachelle attended several meetings with Columbia College personnel, ACUSD personnel and Jackson Rancheria Human Resources Department during this reporting period. Rachelle updated the Board on First 5 invoices, the American Rescue Plan funding and installation of computer protection software. The proposed update to our MOU with Amador County Behavioral Health for the MHSA program will increase to \$35,000. Rachelle asked for Board approval to offer stipend gift cards to Walmart in addition to stipend gift cards to Safeway.

Board Members were in favor of this change. Moving forward stipend gift cards will include cards for Walmart. ACCF has received an application for the student board member position. Amy Stuart's application was sent to Board Members in advance of the April meeting for review. Susan made a motion to accept Amy's application as the new student board representative. The motion was seconded by Karen and the Board approved her application to be a Board Member unanimously. Susan will contact Amy with the decision and information on meeting dates.

- c. Karen made a motion to approve the minutes from the March meeting and Frank seconded the motion. The Board unanimously voted to approve the March minutes.
- d. Craig presented the April 2022 Month by Month Summary. The total funds amount for April is \$43,293. The El Dorado account balance was \$34,218 and the Umpqua account amount was \$8,015. The grant monies from American River Bank in the amount of \$8,000 is still pending. However, the amount received by American River Bank is projected to double when actually received. Craig reported that the average outflows for 2021 were \$9142. The average year to date outflows for 2022 is \$10,839, an 18% increase due primarily to recent payroll increases, NCTA registration and display canopies. ACCF is close to securing a new agreement with the Jackson Rancheria.
- e. Susan confirmed that the new Board Roster was sent to Board Members. New name tags have been ordered.
- f. Rachelle reported in her report an update from Kathleen Harmon. Both Rachelle and Frank have been told Kathleen is waiting for final approval from Counsel to release the money before ACCF can submit a proposal to apply for funds.
- g. An update on ACCF being put on the Chamber calendar with a date for hosting a mixer/open house along with MLJT at the Prosperity Center in the Spring of 2022 will be on the May agenda. Karen will follow up with Lynn on this item.
- h. Annette reported to the Board information regarding parking lot lighting and safety concerns with the parking lot at the Prosperity Center. Apparently the repair is being outsourced and no specific date for the work to be completed was given to Annette.
- i. Susan presented via email a supplemental document for Board Members to review and potentially complete consistent with new Board Policy regarding donations from Board Members. This supplemental documentation will assist when applying for grants. The proposed form was emailed to Board Members for review. Janice emailed an alternative form to Board Members to document volunteer hours. Karen made motion to adopt this additional document to accompany the Board Donation Policy. Janice seconded the motion and the Board unanimously passed the motion.
- j. Janice gave the Board an update on a potential hire to address and fix ACCF's issues with the Microsoft account. The tentative amount quoted was \$1400. Neil will assist Janice in securing a plan and quote to present to the Board for consideration. During this discussion, Paul had to leave the meeting and Karen took over the facilitation of the remainder of the meeting.
- k. Karen confirmed with the Board that ACCF will decline the donation of primary source materials at this time.

- l. The Board formally thanked Deb for the distribution and development of the recent ACCF newsletter. Thanks also to Michelle for her assistance with the Newsletter!
 - m. The Board formally thanked Maureen for her taking on the secretary duties during Susan's leave of absence.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT
 - a. Karen reported the fundraising committee has not met recently. However, several fundraising ideas were discussed by the Board. These ideas included a Fall Food/Wine/Beer Fest and a Festival for families. Karen will schedule a fundraising committee meeting to discuss these options further. Annette volunteered to assist with the Food Festival event.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
 - a. Deb reported earlier in the meeting that ACCF's participation at Dandelion Days yielded 11 new inquiry contacts. Thanks to Board Members who volunteered to assist with this event!
 - b. Deb reported earlier in the meeting that ACCF's participation at the Celebrate Our Children yielded 9 new inquiry contacts. Thank you to Courtney for assisting at this event!
- 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: Janice began the discussion to reinstate in person meetings for Board Members interested in attending meetings in person at the Center. Board discussion resulted in scheduling the meetings in a hybrid format using both in person and Zoom options. The Board agreed to move forward with hybrid meetings beginning with the May meeting.

ADJOURNMENT: The Zoom meeting was adjourned at 5:46 pm. The next regular public meeting is scheduled for May 19, 2022 at 4:30 pm in a hybrid format via Zoom and in person at the Center.