

Amador Community College Foundation Meeting Minutes

Thursday, May 19, 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 4:44 p.m.

Roll Call: Craig Burman, Karen Dickerson, Maureen Angle, Paul Molinelli, , John Ellyson, Annette Solis Rios, John Tillman, Courtney Avallon, Jim Armstead, Amy Stuart and Susan Zaffarano. Staff: Rachelle Jose de Mattos-Saldade, 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 Members, Jim Armstead and Amy Stuart.
- b. Deb presented her report to the Board. From the period of April 18, 2022-May 18, 2022, there are currently 115 total students enrolled. The largest number of students enrolled by institution is 78 at Coastline followed by 30 at Columbia. During this time period the center had 26 general visitors and 9 student visitors. There were 56 appointments, 48 email/phone inquiries, and 17 current MHSA Scholarship students and 1 current ECE apprentices, 5 current ECE scholarship students, 4 new ECE applicants, 4 JRCR scholarship students and 29 dual enrollment students. One exam was proctored during this time period. Deb reported that there were 0 Associates and 1 Certificate completed. ACCF's participation in Homeless Resource Fair event resulted in 15 new inquiry contacts. Deb reported on her participation in trainings and meetings during this reporting period. Deb met with Kelly Hunkins to update a CTE "Alternative Credit Form" to complete when students come into ACCF to register for classes. Deb developed a spreadsheet of all dual enrollment students to share with Josiah Mayfield and Kelly Hunkins employees of ACUSD. Josiah will provide information on how many dual enrollment students have successfully completed college courses from 2019-2021. During this time period, 13 new high school students have been added to the dual enrollment program. Michelle presented the Board with her report regarding MHSA Scholarship/Internship Activities. The next cohort meeting will be held in September. Michelle will be sending the MHSA Contractor survey and the Annual Report to Rachelle for her review by May 27, 2022. Michelle has contacted Alisha Powers to inquire about additional parking for the center in anticipation of a future need. Michelle is proposing an ACCF Student/Family Fun Day for August 13, 2022. The Board has requested a funding/budget proposal to place on an agenda for an action item for this event prior to the scheduling and advertising. Craig suggested we have a review of ACCF's liability insurance to host the event. Michelle emailed two job postings to the 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 reported on a meeting with

representatives from ScholarShare which assists individuals set up tax free college savings accounts. The information will be shared with staff and students. Rachelle reported on a meeting that could have been an opportunity to apply for a CDBG grant. It was determined that the reporting requirement of the grant is too much for ACCF to currently manage. Rachelle continues to meet with the ACUSD counselors and Jackson Rancheria Human Relations Department. ACCF is still waiting to hear about the procedure to apply for funds from the American Rescue Plan. Both Rachelle and Frank have been in contact with Kathleen Harmon. Rachelle reported that the MOU with Amador County Behavioral Health for the MHSA has been submitted and the proposed amount is \$35,000. Both the MOU with ACUSD and Yosemite Community College District (Columbia College) include the 2022-23 FY. Rachelle will be following up with an invoice to both places. Dr. Tran, the new president of Columbia College will be visiting ACCF on June 9, 2022. Terrapin Technology Group, Inc. will be at the Center to resolve the Microsoft issues. Rachelle reported the Spring 2022 summary information from Coastline College. It showed an improvement in student enrollment from the Fall 2022 semester.

- c. Craig made a motion to approve the minutes from the March meeting and Karen seconded the motion. The Board unanimously voted to approve the April minutes.
- d. Craig presented the May 2022 Month by Month Summary. The total funds amount for May is \$34,277. The El Dorado account balance was \$26,262 and the Umpqua account amount was \$8,015. The grant monies from American River Bank in the amount of \$8,000 is still pending. Craig reported that the average outflows for 2021 were \$9142 per month. The average year to date outflows for 2022 is \$10, 839, an 18% increase due primarily to payroll increases. ACCF is close to securing a new agreement with the Jackson Rancheria. Craig has been in contact with H and R Block regarding ACCF's tax filing. A tax extension has been filed for ACCF.
- e. Susan confirmed name tags for Board Members have been picked up and will be distributed at the June Board Meeting.
- 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. Karen confirmed a date for ACCF and MLJT to host a Chamber Mixer/Open House has been scheduled for September 14, 2022 5 pm-8 pm at the Prosperity Center.
- h. Annette reported to the Board information regarding parking lot lighting and safety concerns with the parking lot at the Prosperity Center. No update as the repair is being outsourced and no specific date for the work to be completed was given to Annette. Annette let the Board know there is now a camera installed at the center.
- i. Susan suggested with our recently approved documentation regarding donations from Board Members that there be a procedure to accompany this paperwork. Susan will present a sample procedure to review at the June Board Meeting.
- j. Rachelle reported in her report to the Board that the date for Terrapin Technology Group, Inc. to audit our system is May 24, 2022.
- k. The Board formally thanked Janice and Brittany for updating the ACCF website and ACCF brochures.

- l. The Board formally thanked Courtney for volunteering at the Celebrate the Children Event.
 - m. The Board formally congratulated Deb and Michelle on their recent 3 month evaluation. Thank you to Janice and Rachelle for completing the evaluations.
 - n. The Board formally thanked Craig for his MANY hours he donates as our Treasurer!
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT
- a. Karen emailed the Board a document outlining the Fundraising Committee's list of proposed events. Karen presented the 5 options with details of venue, date/time, food/beverages, program, admission fee and entertainment. The Board discussed these activities. Susan made a motion to approve the Country Western Themed Dinner/Dance for October 1st and Craig seconded the motion. The Board unanimously approved this fundraising event.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
- a. Information on participation in the Amador County Fair revealed ACCF's commitment would need to be each day of the Fair from 10 am-10 pm. The Board discussion yielded we would not plan on being at the Fair this year.
- 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 and staff constraints, this item will be tabled until a later date but will continue to on the agenda.

COMMITTEE MEMBER INTIATIVES: Courtney let the Board know she will be resigning from the ACCF Board due to accepting a new position. She will get an application to another Jackson Rancheria employee to serve on the Board in her place. Many thanks to Courtney for her time and efforts she put forth during her time on the Board.

ADJOURNMENT: The Hybrid meeting was adjourned at 5:58 pm. The next regular public meeting is scheduled for June 16, 2022 at 4:30 pm in a hybrid format via Zoom and in person at the Center.