

Amador Community College Foundation Meeting Minutes

Thursday, August 18, 2022

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, July 21 2022 via Zoom Meeting and in person at 4:38 p.m.

Roll Call: Craig Burman, Frank Axe, Maureen Angle, Paul Molinelli, , Janice Davis, Annette Solis Rios, John Tillman, Zoey Peters, Amy Stuart, Karen Dickerson, Lynn Morgan 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. Rachelle began her report on the Executive Director activities with an update on the progress of the new MOU with the Jackson Rancheria. Both parties have shared their desired edits and we are waiting for the Rancheria attorney to return to finalize the agreement. Rachelle, with assistance from Meg and Sue Allred, has created a lunch break waiver for the Center staff. ACCF has potentially agreed to a work experience person (WEX) through MLJT to assist ACCF with work at the Center. Rachelle has contacted Manassero Insurance regarding workers comp for an individual in this role. Rachelle has been in contact with Kelly Hunkins in regards to the ACUSD MOU. Kelly will check on the status of the check when she returns from summer break. Rachelle updated the Board on her communications with Columbia regarding the MOU. Rachelle has approved the online quote from Terrapin Technologies and will schedule an appointment to address the items found on the audit. Rachelle shared the Spring 2022 end of semester report from Coastline College. Written reports by Deb and Michelle were submitted to the Board. Specific items on the reports will be discussed at a later time in the meeting. Deb's written report revealed that from the period of July 21, 2022-August 16, 2022, there are 140 total students enrolled. The largest number of students enrolled by institution is 96 at Coastline followed by 35 at Columbia. During this time period the center had 10 general visitors and 38 student visitors. There were 50 appointments, 5 email/phone inquiries, and 6 current MHSA Scholarship students and 2 current ECE apprentices, 7 current ECE scholarship students, 4 JRCR scholarship students and 61 dual enrollment students. Seven exams were proctored during this time period. Deb reported that there were 1 Associates Degree and 18 Certificate completed. Deb will clarify new ACUSD form to use with students enrolled in Dual Enrollment. Deb reports the feather flag would be helpful for individuals to find us! Michelle's written report to the Board regarding MHSA Scholarship/Internship Activities was sent to the Board. The next cohort meeting will be held in September. There is 1 recently approved MHSA student entering the program in addition to 3 new students and 3 returning MHSA students. Michelle will be purchasing gift cards from Walmart for stipend cards for the program. Michelle and Deb are following up on the idea to recognize ACCF grads by giving them a celebration gift/card once

completing a certificate program or a degree program. Deb will purchase cards and gift certificates will be purchased at Shawna's Sweets for graduates.

- b. The Board acknowledged the discussion of recognizing ACCF grads at the previous Board Meeting.
- c. Frank made a motion to approve the July minutes and John T. seconded the motion. The Board unanimously voted to approve the July minutes.
- d. Craig presented the August 2022 Month by Month Summary. The total funds amount for August is \$44,130. The El Dorado account balance was \$23,886 and the Umpqua account amount was \$20,244. Craig has transferred \$20,000 from El Dorado to Umpqua to begin the process of having Umpqua as the ACCF Bank and close the El Dorado account. All existing MOU's have been invoiced for the current fiscal year with an expected income of \$57,400. ACCF and the Rancheria are close to a new agreement with an expected income of \$18,000.
- e. Craig reported a new lease agreement for a one year timeframe has been signed between the Prosperity Center and ACCF.
- f. Rachelle gave the Board information regarding the MOU with Columbia College. The Board held a lengthy discussion on how to proceed. Janice reported on Alan Coon's interpretation of the MOU agreement. After weighing in on the various options to proceed, Andy made a motion to contact Columbia with a letter of compromise with a side letter of interpretation from Alan Coon. Craig seconded this motion and the Board unanimously agreed to this decision.
- g. Craig reported on the American Rescue Plan application. The application is being completed by Meg and the decision of the monies awarded through this grant could be decided by October. Craig has provided Meg with the numbers needed for the application. There is a total amount of \$500,000 in monies received by the county through the American Rescue Plan.
- h. Susan gave the Board an update on the Open House/Chamber Mixer Event scheduled for September 14th from 5pm-8pm. A caterer, She's So Charcuterie, has been booked. Susan will provide the desserts for the event and Annette volunteered to provide a raffle prize for the event. Tickets will be sold that evening for the October 1st event. Paul will give a welcome speech to the Chamber members at the event.
- i. Annette reported to the Board there is no 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. This item will remain on the agenda with the recognition the item will take time out of ACCF's control to complete.
- j. Susan sent additional documentation to Board members and staff via email regarding the documentation, pledge sheets, documentation of volunteer hours and an addendum to the By Laws for the relatively new donation policy. Each calendar year the pledge sheets from each Board Member will be collected by the ACCF Secretary or returned to the ACCF Center to be kept in a file. As Board Members complete the Volunteer Documentation Sheets they would be turned in to the center directly or email the completed sheet to the ACCF Secretary.

- k. Rachelle reported in her report to the Board that Terrapin Technology Group, Inc. will be performing specific tasks to the systems at the Center.
 - l. The dessert auction items for the October Event will be donated by Shawna's Sweets.
 - m. The Board formally thanked Janice for arranging the presentation of the Sutter Creek Women's Club scholarships to ACCF students and for encouraging students to apply.
 - n. The Board formally thanked Deb for the development and distribution of the most recent ACCF newsletter.
 - o. Thank you to Annette for volunteering to provide a raffle prize for the Open House/Chamber Mixer Event.
 - p. The Board formally thanked the Fundraising Committee, Karen, John T., Maureen and Craig for their continued work on the October Fundraising Event!! Thank you to all Board Members who have been serving on the subcommittees!
 - q. The Board thanked Rachelle for updating the Center Calendar.
 - r. The Board formally thanked Janice for updating the "talking points" document.
 - s. The Board formally thanked Lynn, Karen, Janice, Paul, Rachelle, Deb, Tira Lawhorn (MEOC) and Beverly Rogers (ACUSD) for their contribution to the Ledger Dispatch article on ACCF's 10 year celebration.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT
- a. The Fundraising Committee updated the Board on the October Fundraising Event. Karen reminded the Board to contact her to be placed on a committee to assist with the event planning. An email was sent to Board Members requesting each member sell 6 tickets and distribute at least 10 flyers advertising the event.
 - b. Jim: This item will be placed on the August agenda. Discussion of the potential for an educational program/seminar to "air" as a donation generating event.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
- 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. **we currently have a non-qualifying student from Calaveras taking Human Services classes. **

COMMITTEE MEMBER INITIATIVES: There were no committee member initiatives.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 6:02 pm. The next regular public meeting is scheduled for September 15, 2022 at 4:30 pm in a hybrid format via Zoom and in person at the Center.