

Amador Community College Foundation Meeting Minutes

Thursday, July 21, 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, Jim Armstead 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. Paul welcomed Zoey Peters to the Board. Board Members and staff introduced themselves and also welcomed Zoey to the ACCF Board.
- b. 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. While waiting, the Rancheria has provided ACCF with a \$1,000 to assist ACCF financially while waiting for the agreement to be completed. Susan will write a thank you letter to the Rancheria for these additional monies. Our debit card was placed on a fraud alert and required Rachelle to re-enter our payment information on various accounts. No official information on the American Rescue Plan and available applications. Frank let the Board know it will be a Board of Supervisors agenda item soon. The MOU for 22-23 with Amador County Behavioral Health has been completed. The funding for this MOU arrived July 21st. Sutter Creek Women's Club presented scholarships of \$750 to 2 ACCF students. A staff meeting was held July 19th to amend Michelle and Deb's work schedule and the logistics of taking and lunch break and having the center covered. Rachelle will be continuing her discussion with MLJT to secure a work experience person to help out at the center. When Kelly Hunkins returns to work from the summer, the MOU with ACUSD will be submitted. Rachelle informed the Board of potential concerns with the MOU and Columbia College. This lead to a lengthy discussion and the item will be put on the August agenda. Brittany Williams is continuing to be paid for her website management and marketing materials. Rachelle, Janice, Neil and Craig are continuing to meet and prioritize the audit of the issues found by Terrapin technology group. Deb presented her report to the Board after Michelle. From the period of June 16, 2022-July 20, 2022, there are currently 129 total students enrolled. The largest number of students enrolled by institution is 93 at Coastline followed by 29 at Columbia. During this time period the center had 4 general visitors and 30 student visitors. There were 39 appointments, 2 email/phone inquiries, and 20 current MHSA Scholarship students and 1 current ECE apprentices, 7 current ECE scholarship students, 3 JRCR scholarship students and 57 dual enrollment students. Two 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 presented to the Board her report regarding MHSA Scholarship/Internship Activities. The next cohort meeting will be held in September. There are 3 recently approved MHSA students entering the program, 3 pending new students and 3 returning MHSA students. Michelle will be purchasing gift cards from Walmart for stipend cards for the program. Michelle and Deb presented an idea to recognize ACCF grads by giving them a celebration gift once completing a certificate program or a degree program. This item will be on the August agenda.

- c. Craig made a motion to approve the minutes from the June meeting with typo corrections made and John T. seconded the motion. The Board unanimously voted to approve the June minutes.
- d. Craig presented the July 2022 Month by Month Summary. The total funds amount for July is \$17,954. The El Dorado account balance was \$15,892 and the Umpqua account amount was \$2,062. Our June deduction of \$13,602 was the highest monthly outflow ever. Craig transferred \$6,000 from Umpqua to El Dorado to have a cushion until the checks from the MOUs are received. Craig shared challenges he is experiencing with El Dorado and requested the Board's approval to begin transferring our bank accounts to Umpqua. John T. made a motion to transfer our bank accounts to Umpqua and Karen seconded the motion. The Board unanimously approved this motion. Rachele will be listed on the debit card along with Craig.
- e. Our lease at the Prosperity Center is up for renewal. Craig received a copy of a three year lease agreement between ACCF and the Rancheria. Craig suggested we ask for a year agreement due to the uncertainty of the MOUs. Karen made a motion to ask for a year renewal for our lease. Janice seconded the motion and the Board unanimously approved the motion.
- f. Rachele reported in her report an update on the American Rescue Plan funding and Frank updated the Board on the Board of Supervisors agenda. The American rescue Plan will be an agenda item for the Board of Supervisors meeting soon.
- g. 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 with an estimated cost of \$600. 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.
- h. 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.
- i. 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. As Board Members complete a Volunteer Hours Documentation Sheet they would be turned in to the center directly or email the completed sheet to the ACCF Secretary. Karen made a motion to approve these new additions to the By Laws under the Board Donation area and John T. seconded the motion. The Board unanimously approved this motion.

- j. Rachelle reported in her report to the Board that Terrapin Technology Group, Inc. to audit our system was completed on May 24, 2022. Rachelle, Janice, Neil and Craig will be meeting to review the report and decide what work we want to be done.
- k. Maureen suggested the Dessert Auction to be completed by the Argonaut High School Culinary Program be given a budget to incorporate into their school budget early. This led to a discussion that the teacher for the culinary program may not be returning. More information is needed in regards to this item. This will be on the agenda for the August meeting.
- l. The Board formally thanked Janice, Rachelle, Craig and Neil for working to resolve our computer/Microsoft issues.
- m. The Board formally thanked the Fundraising Committee for their continuing work on the October Fundraising Event.

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 6:36 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.