

Amador Community College Foundation Meeting Minutes

Thursday, September 15, 2022

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, September, 15 2022 via Zoom Meeting and in person at 4:35 p.m.

Roll Call: Craig Burman, Maureen Angle, Paul Molinelli, , Janice Davis, Annette Solis Rios, John Tillman, Zoey Peters, Karen Dickerson, John Ellyson and Susan Zaffarano. Staff: Rachelle Jose de Mattos-Saldate, Debra Bergman-Donnell and Michelle Tillery.

Public Comments: There were no public comments. There was not a quorum at the time the meeting began. By 4:48 the meeting Board members attending reached a quorum.

1) ORGANIZATION:

- a. Written reports by Deb, Michelle and Rachelle were submitted to the Board via email prior to the meeting. Deb reported that from the period of August 17, 2022-September 13, 2022, there are 140 total students enrolled. The largest number of students enrolled by institution is 102 at Coastline followed by 39 at Columbia. During this time period the center had 16 general visitors and 26 student visitors. There were 49 appointments, 9 email/phone inquiries, 2 current ECE apprentices, 7 current ECE scholarship students, 5 JRCR scholarship students and 64 dual enrollment students. Three exams were proctored during this time period. Deb reported that the Feather Flag will be ordered soon! Brittany is creating the needed file to submit for the order. There is now a new dual enrollment form generated by ACUSD. Deb is still gathering information summer session dual enrollment completion. At this point, 11 students have successfully passed and submitted their transcripts to their high school. The Fall Newsletter will go out by the end of October. Deb proposed to the Board an opportunity to present ACCF information to Sierra Hills Education Center in San Andreas on October 26th. Karen made a motion to accept this invitation for Deb to attend and John T. seconded the motion. The Board unanimously approved this presentation event. Michelle's written report to the Board regarding MHSA Scholarship/Internship Activities was sent to the Board via email. The September cohort meeting was held with Jamie Hicks of Operation Care as the guest speaker. The next cohort meeting is scheduled for October 13th. Michelle and Deb are working on updating forms used at the center for new student enrollees. Michelle had contact with a representative from Coastline College and this individual will be sharing ACCF information to Coastline's Director and President in hopes of possible funding. Michelle has had contact with the Education to Work Partnerships, Career Catalyst Foundation for California Community Colleges regarding our agreement with them. The email included an amended agreement. Meg and Michelle reviewed the final draft prior to sending it to the Senior Specialist. We are now waiting for their review of the agreement. Rachelle gave her report to the Board on Executive Director Activities. Rachelle recently learned the attorney from Jackson Rancheria HR Department has returned. The Department is checking

on the status of the MOU and will get back to Rachelle. Rachelle provided an update on the MLJT WEX program. While getting more information, Rachelle discovered from Manassero Insurance, while inquiring about workers comp, there are issues to resolve regarding ACCF and Amador County Transportation Department. Rachelle will review this issue with the Board and get back to Manassero. The MOU check from ACUSD has been received and deposited. Thanks to Kelly for her assistance with this! Rachelle has confirmed that two letters will be sent to Dr. Tran at Columbia College regarding the MOU. Rachelle gave the Board updates on the Terrapin. Terrapin will be providing a new invoice that will include monthly monitoring.

- b. Deb has gotten cards and gift certificates to distribute to graduating students once they bring their diplomas/certificates into the center.
- c. The August minutes were sent to Board Members October 10th to review and approve via an email quorum. John T. made a motion to approve the August minutes and Janice seconded the motion for approval. Email responses by Board Members resulted in a quorum to approve the minutes as submitted.
- d. Craig presented the September 2022 Month by Month Summary. The total funds amount for September is \$60,555. The El Dorado account balance was \$2,308 and the Umpqua account amount was \$58,247. Craig has transferred \$10,000 to Umpqua from El Dorado in August. Expenses are averaging \$10,807 YTD. The MOU from ACUSD in the amount of \$25,000 has been deposited. Craig reported that Meg has a letter for the American Rescue Plan. We might be eligible for grant monies up to \$49,000.
- e. The Fundraising team asked again for Board Member volunteers to assist with specific tasks necessary for the Barn Dance Fundraiser Event. Karen sent an email listing these tasks needing assistance. Many thanks to the Fundraising Committee for ALL their time, effort and work on this event! Karen, Maureen and John T. gave updates to their subcommittee work on the Barn Dance. Specifics to the auction, dinner, serving, menu and publicity were discussed.
- f. Rachelle and Janice reported that a letter on the MOU with Columbia College has gone out to Dr. Tran.
- g. Earlier in the meeting, Craig let the Board know the status of the American Rescue Plan. Meg is completing the application for ACCF.
- h. The Board discussed the Chamber Mixer and Open House Event. The feedback was positive and worthwhile event to host. The consensus is we will host again next year. Susan will place the item on the agenda as a reminder to be placed on the Chamber calendar for 2023.
- i. No update on the parking lot lighting and safety concerns with the parking lot at the Prosperity Center. This item will continue to be on the agenda.
- j. Susan reminded the Board of the additional documentation, pledge sheets, documentation of volunteer hours and the 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 emailed 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. A new invoice will be sent to include a monthly monitoring service as recommended by Terrapin.
 - l. John T. let the Board know that he was part of the KVGC morning show advertising the Barn Dance and explaining ACCF services and programs. There is an opportunity for an ACCF staff to be part of the morning show on a regular basis, one or two times a month, for updates on ACCF. Deb volunteered to get more information on this opportunity and volunteered to be the person representing ACCF.
 - m. The Board formally thanked John T. for doing the interview with KVGC and for the advertising banner for the Barn Dance in front of the venue.
 - n. The Board formally thanked Deb for the development and distribution of another ACCF newsletter.
 - o. The Board formally thanked the Fundraising Committee Chairs, Karen, John T., and Maureen for their countless hours, effort and time donated to making the Barn Dance a success!! The committee chairs thanked Craig, Janice and Susan for their assistance with the event. Many thanks to Rachelle, Deb and Michelle for their additional hours on this event.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT
- a. The Fundraising Committee updated the Board on the October Fundraising Event earlier in the meeting.
 - b. Jim: This item will be placed on the next 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: Janice shared with the Board that an individual who completed the Jackson Rancheria Culinary Program, Michael Garcia, has been hired as the Culinary Arts teacher at Argonaut High School.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 5:52 pm. The next regular public meeting is scheduled for October 20, 2022 at 4:30 pm in a hybrid format via Zoom and in person at the Center.