

Amador Community College Foundation Meeting Minutes

Thursday, October 20, 2022

Lynn Morgan called the regular public meeting of the Amador Community College Foundation to order on Thursday, October 20, 2022 via Zoom Meeting and in person at 4:34 pm.

Roll Call: Lynn Morgan, Karen Dickerson, Janice Davis, Maureen Angle, Frank Axe, Annette Solis Rios, Neil Carlson

Discussion/Action Items: None, at this time.

Public Comments: This meeting was held without a quorum.

James Armstead has asked for a temporary leave of absence from the Board, due to his wife's illness.

1) ORGANIZATION:

- a. Rachelle reported that The Jackson Rancheria has requested that their ACCF Board representative, Zoey Peters, not be required to appear in public or spend time on events related to the ACCF. However, she will be attending the monthly Board Meetings. Rachelle reported on her ongoing efforts to renegotiate our MOU with the Jackson Rancheria. On Sept. 19, 2022, she received a copy of the new completed MOU, which included their edits, from the Rancheria. Meg reviewed it and approved of the requested edits. Paul will need to sign the document and then it will be sent to our insurance broker at Manassero who will review the insurance and indemnification clauses to make sure we have the right coverage in place and that our policies are compliant with the requirements stated in those sections. After completing these steps, Rachelle will send the signed MOU back to the Rancheria for disbursement of payment. A signed copy of the MOU will be placed in our files at the Center. *We received a check for \$1000 from the Rancheria in June for books and tuition for JRC employee scholarship students.

Motherlode Job Training contacted Rachelle to see if we would be interested in having a work experience person(WEX) to help at the Center. Motherlode Job Training funding has been received so ACC staff can now work with MLJT to find an individual who meets the eligibility criteria. During an inquiry related to Workman's Comp, Manassero, our insurance company, asked about our past relationship with the Amador County Transportation Dept. Janice reported that years ago ACCF used part of its budget to help fund the video conference facility at the Transportation Center in order to provide live broadcast classes from Shasta College. Manassero responded that if we could provide the names of the Board members for the insured and confirm that they do not share over 50% common members as Amador County Transportation Commission we can

separate the two entities. This will need to be reviewed by the Board so Rachelle can get back to Manassero.

Regarding our agreement with Columbia College: Paul signed the letter which was sent to Dr. Tran (along with Alan Coon's letter) via email and certified mail. Rachelle received a response from Lena referring to a 2019-2020 1-year MOU agreement. Rachelle then sent a copy of the current MOU which lists a two-year agreement. We have not received a response or funds owed to us. We asked for at least half of the \$32,400 by October 15, 2022 and are still waiting on a reply. Janice will contact Alan Coon for further direction. The Board will need to discuss the next steps including contacting the Yosemite Community College District. Rachelle approved a new quote from Terrapin and met (virtually) with Adam Constable, Terrapin Technical Engineer, on Oct. 13, 2022 to review ACC's technological needs. Adam then sent a printout of the different areas in our Microsoft Office 365 administrative account that need to be cleaned up. Rachelle will follow up with Janice and Craig to access the material to be edited. Adam highly recommended that Board members use their ACC email instead of personal email accounts when conducting Board business in order to ensure data is not lost when Board members resign. He said ACCF accounts could be set up to forward to Board members personal accounts if desired.

Rachelle continues to pay invoices from Brittany Williams for her website management as well as any additional invoices for marketing materials.

Rachelle determined which students made the Coastline College Spring 2022 semester honor roll from the report we receive from the college at the end of each semester. The students have been notified and they will be recognized on social media, the newspaper, our newsletter and on our website.

Rachelle attended & assisted at the ACCF Barn Dinner & Dance Fundraiser on Oct. 1, 2022 and also participated in the debriefing meeting on Oct. 13, 2022.

Rachelle and Deb helped Michelle prepare for the second MHSA cohort meeting for this semester.

Janice asked if ACC students were sent flyers/info related to the fundraiser. They were not. It was decided to make sure the students receive the newsletters and any information relating to ACC/ACCF events.

Rachelle is working on the Jackson Rancheria Casino grant (for JRC employees) and Meg submitted our application for \$33,000 from the American Rescue Plan funds being administered by Amador Community Foundation and is also looking into criteria for applying for another Irvine Company grant. Rachelle is also trying to determine the point of contact for information related to another American River Bank, now Bank of Marin, grant.

Michelle reported that the October Cohort meeting was a huge success. It was facilitated by student Heather Mayfield and attended by 9 students on Zoom and in person. The speaker, Sandra Jones from Resilient Amador, was very well

received by the group. The purchase of “celebration” gifts for graduates or students who completed certificates/ diplomas was discussed. Michelle has contacted several local businesses (Starbucks, Jamba Juice) to see if they were interested in donating products, etc. It was decided to go with \$25 gift cards for Shauna’s Sweets for now.

Michelle and Deb are working on updating the Office Manual and the “New Student Enrollment Checklist” form.

Michelle asked the Board to continue discussing a family friendly outreach event to be held in the summer. ACC students have expressed interest in helping with student based outreach and fundraising events.

Related to payments for Internships: Michelle received the amended and final draft from Leti Shafer, Senior Specialist, Education to Work, Career Catalyst Foundation for California Community Colleges. Paul will sign it on October 19, 2022.

Deb reported on the number of new and current student applicants (160) and activity at the Center. We currently have 5 JRCS Scholarship students, 2 with 1 more pending ECE Apprentices, 7 ECE Scholarship students waiting on status and over 60 Dual Enrollment students. There appears to be a lot of interest in the Dual Enrollment classes. Deb has received inquiries related to a wide variety of classes.

The feather flag has arrived and needs to be set up. We still need to figure out a way to set up correct GPS information for Google Maps.

Deb will be presenting college information to HS seniors at Sierra Hills Education Center on Wed., Oct.26th. She plans on setting up student appointments for enrollment and FAFSA help at the Center.

Deb met (via Zoom) with Andrew Gardner, Kelly Hunkins and the ACUSD Counseling team to clarify more dual enrollment issues.

The fall newsletter will go out on Nov. 1, 2022 and Deb and Michelle will continue brainstorming future fundraising ideas.

- b. This item was covered in Michelle’s report.
- c. The meeting was conducted without a quorum. The September minutes will be read & approved at the November 17, 2022 meeting.
- d. Karen presented Craig’s report. The bank balances as of 10/10/22 are as follows:
Umpqua = \$50,331.75
El Dorado = \$52,612.50

Most of the Barn dance expenditures have cleared. September deductions were \$14,497, a new monthly high which included a quarterly tax payment and Barn Dance costs. ACC should receive a large refund from FCCC, Foundation for California Community Colleges, our intern payroll provider. Our 2021 taxes have been filed and we received an acknowledgement from the IRS about Craig’s letter requesting forgiveness for a late filing penalty of \$3500. The request was

due to Craig's and our tax preparer's illnesses. Craig reported that Meg has the final numbers for the American Rescue Plan application.

- e. Karen reported on the Barn Dinner/Dance Event. The event was well attended with 123 tickets sold. The net profit was approximately \$5000, which was our goal. The dinner/dance was held at Laughton Ranch in Jackson from 5 pm to 10 pm on Saturday, October 1, 2022. The delicious dinner meal included BBQ tri-tip and chicken as well as several side dishes and a glass of wine or beer. Slade and Elky "Those Winburn Brothers" helped with the live and desert auctions and provided country western tunes for entertainment. The big hit of the night appeared to be the square dance lessons provided by the Jackson Claim Jumpers. They filled the dance floor with smiling dancers from the audience. The Barn Dinner/Dance committee met on October 13th to evaluate the successful event. Karen emailed each Board member a detailed account of the committee's findings related to this and future fundraising efforts.
 - f. This item was discussed during Rachelle's report.
 - g. This item was discussed during Rachelle's report. Frank Axe will look into the status of our application.
 - h. No change at this time.
 - i. Janice encouraged all Board members to turn in updated Pledge sheets. Current information is necessary for grant applications.
 - j. This item was covered in Rachelle's report. Change in email address use needs Board attention.
 - k. We were not ready to discuss dates for the 2023 Chamber Mixers. Moved to November agenda.
 - l. Karen reviewed some previous Strategic Planning Meeting formats. Discussion of 2023 Strategic Plan Meeting moved to November agenda.
 - m. Review of Board Policy regarding officers for the Board moved to November agenda.
 - n. Lynn thanked Neil Carlson for providing Barn Dinner/Dance tickets for scholarship students.
 - o. Lynn thanked Deb for traveling to Sierra Hills to present information on ACCF program and services.
 - p. Lynn thanked the Fundraising Committee, Karen, John T. and Maureen and the Board member subcommittees for their work on the October fundraiser.
 - q. Lynn thanked Neil, Karen & John T. for their social media advertising and publicity efforts for the Barn Dance.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
- a. The Fundraising Committee recommends reviewing the 2023 calendar for appropriate event dates and discussing what type of event we are interested in

for next year or 2024. Future events will require more Board support and physical help.

- b. Karen reported that this year's Giving Tuesday event will be held at the St. Katherine Drexel Church on Tuesday, November 29th from 4:30 pm – 6:30 pm. We will need volunteers to set up, tear down and staff our table during the fundraiser. We need 2-3 people to sit at the table to give information and collect donations. Set up begins around 4 and clean up must be completed by 7.
- c. This item will be postponed until further information from Jim.

3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

No new information at this time.

4) PROGRAM OPERATIONS COMMITTEE REPORT:

- a. Board Discussion on expanding ACCF services through advertising, outreach, etc. to Calaveras County. This is a tabled item on the regular agenda but will remain on the agenda. No new information available.

Committee Member Initiatives: (non-agenda items reported/suggested by members)

Janice requested that Board members use the reply to "sender only" option when answering emails in order to cut down on the number of emails received.

ADJOURNMENT: Lynn adjourned the meeting at 5:40 pm. The next (and last) regular meeting of 2022 is Thursday, November 17, 2022 at 4:30 via hybrid format, Zoom or in-person at the Center.