

Amador Community College Foundation Meeting Minutes

Thursday, August 17, 2023

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, July 20, 2023 via Zoom Meeting and in person at 4:41 p.m.

Roll Call: Craig Burman, Karen Dickerson, Maureen Angle, Paul Molinelli, , John Ellyson, Annette Solis-Rios, Neil Carlson, Lynn Morgan, Janice Davis, John Tillman and Susan Zaffarano. Staff: Rachelle Jose de Mattos-Saldate, Deb Bergman-Donnell and Emilee Cunningham.

Public Comments: No public comments.

1) ORGANIZATION:

- a. The Board welcomed Sarina Castle to ACC as our new Program Assistant! A warm welcome was given to Sarina.
- b. The Board received in advance Rachelle and Deb's monthly reports. Both Deb and Rachelle asked the Board for any questions or clarifications to their reports. Deb's written report revealed from the period of 7/20/23-8/16/23, there are 306 total students enrolled. The largest number of current/new students enrolled by institution is 204 at Coastline followed by 82 at Columbia/Modesto. During this time period the Center had 78 new visitors and 53 regular student visitors, 20 MHSA students, 23 dual enrollment students for a total of 310 total visitors. There were 97 appointments, 4 new MHSA Scholarship students, 6 JRCR scholarship students, and 95 dual enrollment students. One non-student exam proctoring occurred. Deb reported it has been difficult to train Sarina during the busy enrollment time at the Center. There will be an article for the Ledger Dispatch on the Dual Enrollment Program. There were 22 students that showed up for the photo session! The Summer Newsletter will be out at the end of August. Andrew Gardner will be the contact person for ACUSD for ACC. Deb is going to set up visitations to the high schools, junior highs and elementary school to share dual enrollment information. Deb would like these visits to occur in October prior to Spring/Summer registration. She would like Emilee to attend these visitations with her. Karen, Rachelle and Deb are addressing the office closure during the Spring Break issue corresponding with Dual Enrollment registration timeframe and have identified subs will be needed to fulfill time taken off by current staff at different time periods. John T. asked for clarification of ACUSD's policy for tutors to complete background checks, fingerprinting and TB testing. It was determined we need more clarification regarding the requirements. Deb reported that 22 degree/certificates were completed during this time period. Rachelle updated the Board on Executive Director activities via a written report and participation in the meeting discussions. The MOU renewal for the 2023/24 school year has been presented in a draft form from ACUSD and it states that ACC will receive \$50,000 for this school year and another \$50,000 for the 2024-/25 school year. Rachelle sent the draft MOU to Board Members to review prior to the August meeting. Craig made a motion to

accept the MOU as presented from ACUSD and Lynn seconded the motion. The motion passed unanimously. Rachelle has participated in meetings discussing staff hours and job duties with ACC staff and Karen. Rachelle will be sending the Rancheria the accounting of past funds used by ACC. The MHSAs Scholarship application has been updated. The 2023 Giving Tuesday application has been submitted.

- c. The July minutes were not available to approve at the time of the meeting. Susan will send the completed minutes to Board Members via email for review and approval.
- d. Craig presented the August 2023 Month by Month Summary. The total funds amount for August was \$51,907. The monthly average outflow was \$12,376. This is the highest month ever. ACC has received two checks from First 5 for \$11,000. We are still expecting MOU monies from MHSAs and ACUSD.
- e. The item for a second signature for banking will be placed on the September agenda. Paul is still planning to travel to the Bank to complete this task. Paul suggested ACC consider a local Bank for banking ACC needs.
- f. The digitizing ACC By-Laws will be on the September agenda.
- g. Karen provided the Board an update on the First 5 grants. Brittany has developed an ECE platform for our website as a provision of one of our grants with First 5. Karen sent the link to Board Members via email on 8/17.
- h. An update of the MOU with ACUSD was given via Rachelle report to the Board. The Board unanimously voted to approve the draft presented by ACUSD.
- i. This item has been on the Board agenda for many months without a volunteer to head the task of forming the guidelines and steps to establish an Advisory Board. This task would include the process needed, updating the Bylaws and determining the selection of the Advisory Board. Janice suggested we revised the wording to include a different function of an Advisory Board and volunteered to write a draft proposal of a By Law addendum. This new wording will be on the September agenda.
- j. Karen and ACC staff will continue to meet to develop a center calendar, staff hours and staff job duties. Karen gave the Board an update on the CERF Grant and her role on this Board. There will be several proposals that the grant monies can fund. Karen will keep the Board updated with information from this committee. Thank you to Karen for being a part of this CERF Grant and for representing ACC interests by becoming aware of funding opportunities that might be available for ACC. Karen let the Board know that John T. has volunteered to be an alternate for Karen's position on the CERF committee. Updates will be part of the regular Board Meeting agendas starting in September. Thank you to John T. for agreeing to be a part of the CERF committee.
- k. Janice sent the Board an updated talking point document via email to Board Members. Thank you to Janice for gathering the information from Coastline and updating this document.
- l. The Board formally thanked Deb, Sarina and Rebecca for representing ACC at the National Night Event.

- m. The Board formally thanked Janice and Rachelle for their time and effort on the MOU with ACUSD.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
 - a. No update available regarding “official” new funding events but funding has been secured through other grant/MOU sources. Karen and Meg have written two grants to receive \$11,000 from First 5. Funding has been secured from Amador County Behavioral Health for the MHSA scholarship program. ACUSD has proposed a draft MOU in the amount of \$50,000 for the 2023-24 school year and another \$50,000 for the 2024-25 school year. A Fundraising Event will be on the calendar for Spring 2024.
 - b. John T. updated the Board on current publicity activities. Ads continue to run in the local newspaper. Social media posts/updates are occurring frequently.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
- 4) PROGRAM OPERATIONS COMMITTEE REPORTS:

COMMITTEE MEMBER INITIATIVES: A change of dates was suggested by the Chamber of Commerce from December to September. It was determined with the start of the semester the September date would not be a good fit for ACC. John T. wanted to know if other Board Members were aware of reported increase of COVID cases. No Board Member was aware of any “official” knowledge of COVID case surges.

ADJOURNMENT: The Hybrid/in-person was adjourned at 5:33 pm. The next regular public meeting is scheduled for September 21, 2023 at 4:30 pm in a hybrid format via Zoom and in person at the Center.