

Amador Community College Foundation Meeting Minutes

Thursday, March 16, 2023

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, March 16, 2023 via Zoom Meeting and in person at 4:33 p.m.

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

Public Comments: No public comments.

1) ORGANIZATION:

- a. The Board acknowledged the email vote regarding ACCF participating in Dandelion Days Event held March 17-19. The motion to participate did not get a majority vote. Board discussion emphasized the importance of participating in community events to advertise ACCF. Adequate time to organize, gather volunteers and prepare for the event is crucial. Participating in these community events supports ACCF's Strategic Plan in the area of Outreach. During this discussion, Maureen volunteered to be the Chair of the Fundraising Committee for the remaining of this calendar year. John T. volunteered to be the chair of the Publicity Committee. Susan will be doing the social media posts for ACCF.
- b. Written reports by Deb, Michelle and Rachelle were submitted to the Board via email prior to the meeting. Deb's report revealed that from the period of February 14, 2023-March 15, 2023, there were 191 total students enrolled. The largest number of students enrolled by institution is 122 at Coastline followed by 54 at Columbia. During this time period the center had 9 general visitors and 13 student visitors. There were 17 appointments, 5 JRCR scholarship students and 75 dual enrollment students with 50 active students, 2 new students and 19 currently inactive. No exams were proctored during this time period. Due to extreme weather conditions since mid-February, our new student numbers are low. Deb provided statistics for the Newsletter. There has been an increase of individuals opening or clicking the link up 13% from last year. Deb's report included her trainings and meetings attended, an update on the accurate mapping of the Center. Deb visited Amador High School to present information on ACCF. Deb and Rebecca will attend the Celebrate Our Children Event representing ACCF. Reviewing Deb's report regarding a student and tutoring led to a clarification that tutoring at the Center is only available to students enrolled in our supporting /participating colleges. Maureen asked for clarification of hiring/training a substitute mentioned in Deb's report. Substitutes are needed at the Center if shifts cannot be covered by Board volunteers. Rebecca Tracy is currently working at the Center and would be interested in being considered for this position. Michelle's written report to the Board included the cancellation of the March Cohort meeting due to the weather conditions. Michelle let the Board know that there may be a decrease in MHSA

funding for next year due to reallocation of funding. This information was part of a MHSa meeting Michelle attended. We have 18 active MHSa students enrolled for Spring 2023. Staff, Board and students volunteers are needed for the Homeless Resource Fair on May 21st and May 22nd. Board Members are asked to contact Michelle to sign up for shifts. Rachelle updated the Board on the Executive Director activities via a written report and participation in the meeting discussions. Rachelle reported that Terrapin Technologies has completed fixing issues associated with our Microsoft 365 account and will provide a backup service for ACCF at a cost of \$16 per month. Rachelle let the Board know that once the accounting for the \$1,000 check from the Rancheria is completed then the updated MOU of \$5,000 will be submitted to the Rancheria for payment. Rachelle and Janice met with Deb and Michelle to review the updated job duties list. ACCF received the American Rescue Plan grant check in the amount of \$33,678. Paul will be representing ACCF at the March 27th meeting with Amador County and Folsom Lake College to share educational needs of Amador County.

- c. John T. made a motion to approve the February minutes and Craig seconded the motion for approval. The February minutes were approved unanimously.
- d. Craig presented the March 2023 Month by Month Summary. The total funds amount for March was \$21,280. At the time of the meeting, the balance was \$16,453 (3/14/23) which is the lowest since 2017. The balance did not include the ARP funds. Outflows were below last year's average by about \$1820. Craig emphasized the need for a more productive fundraising plan to avoid being back to minimum operating funds by the year's end.
- e. There were no Board Member candidates applications to consider.
- f. Frank had provided the Board with a draft of the ACCF Advisory Board Bylaw amendment via email describing the Advisory Board and the overview and the duties and responsibilities of an advisory board member. After a discussion, it was decided to place this item on the April agenda to approve allowing for more time to review the wording.
- g. A volunteer is needed 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. At the meeting there was not a volunteer to head this task. It will be on the April agenda.
- h. Paul did not have an update on his communication with Columbia College regarding the MOU. This will be on the April agenda for an update on the MOU status.
- i. This item was discussed earlier in the meeting. Two Board Members, Maureen and John T., have volunteered to Head the Fundraising and Publicity committees. Susan volunteered to do the social posts.
- j. The update of the application and funding of the American Rescue Plan had been discussed earlier in the meeting in Rachelle's report.
- k. Karen updated the Board on the Sierra Business Council Grant. Karen applied for the position representing Amador County in area of education. The council will consist of representatives from 7 counties. She will find out at a later date if she has been selected.

- l. The Board discussed other events happening in the Spring where ACCF could be present. ACCF will be a part of Celebrate the Children Event and the Homeless Resource Fair. Other suggested events to participate in should be emailed to John T.
 - m. The Board formally thanked Karen and Paul for their efforts with ACCF staff evaluations.
 - n. The Board formally thanked Frank for volunteering to write a Draft for the Bylaws for the Advisory Board.
 - o. The Board formally thanked Maureen for volunteering to digitize the current Bylaws.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
- a. No updates from the Fundraising Committee.
- 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 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: John T. led the discussion on advertising in the A-Z supplement for the Ledger Dispatch. The Board approved for ACCF to run a ¼ page ad in the magazine. Zoey volunteered to help with the design. Janice let the Board know that she and Susan are going to set up an appointment with Senator Alvarado-Gil. The purpose of the meeting would be to inform her of ACCF, our services, funding possibilities, etc. Janice shared with the Board information about the email she sent regarding Tulare's College Center with the CTE program as a model for educational opportunities in a community.

ADJOURNMENT: The Hybrid/in-person was adjourned at 6:16 pm. The next regular public meeting is scheduled for April 20, 2023 at 4:30 pm in a hybrid format via Zoom and in person at the Center.