

Amador Community College Foundation Meeting Minutes

Thursday, June 15, 2023

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, June 15, 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, Lynn Morgan and Susan Zaffarano. Staff: Rachelle Jose de Mattos-Saldate.

Public Comments: No public comments.

1) ORGANIZATION:

- a. The Board began the meeting with item 2) a. on the agenda with Karen informing the Board of two grant/initiative opportunities and the ECE/MHSA workforce home visiting program and the ECE marketing plan and platform development. ACCF has the opportunity to apply for two initiatives sponsored by First 5. The total grant proposal amounts would be for \$11,000. Both proposals need to be completed and submitted by June 30, 2023. The \$5,000 grant will allow for continuation of Rebecca's work in the area of ECE Outreach. The grant would include upgrading/developing a social media platform to correctly show the necessary educational steps on ACC's website for individuals interested in pursuing a career in ECE. John T. made a motion to move forward with the grant proposal and Lynn seconded the motion. The motion unanimously passed. Karen and Meg will work on the grant proposal. The second proposal for a \$6,000 grant would be for a home visitor program. This home visitor program would be modeled after an existing program in Sacramento. (Karen emailed the Board a link, pthvp.org, detailing the program on 6/15/23.) ACC staff would be trained in this format and our program would be on a smaller scale than the program in Sacramento. Susan made a motion to proceed with developing a proposal to submit for this grant opportunity. Janice seconded the motion and the Board unanimously approved the motion. Karen and Meg will work on this grant proposal as well.
- b. This item was 1) a. on the agenda for June. The Board received in advance Rachelle, Deb and Rebecca's reports. Deb shared a dual enrollment report presented to ACUSD. The report included the program history and overview, the breakdown of work hours required for registration procedure, the breakdown of work hours for follow-up procedure and other miscellaneous required duties needed to complete the dual enrollment process. Deb also included intended future activities. The total time needed to register one high school student is 75-180 minutes. Deb's approximate average total hours spent on dual enrollment 1/1/23-06/12/23 was 200 hours. There are currently 94 new students enrolled for summer and/or fall courses. The total number of dual enrollment high school students processed by ACC since January 2021 is 171 students. Rebecca's report to the Board regarding the ECE outreach program included accomplishments, lessons learned and suggestions

for enhancement. Rebecca represented ACC in a variety of settings where potential ECE interested individuals might be in attendance. Rebecca reported that identifying individuals interested in ECE in their environments was the most successful. Rebecca discovered that it is difficult to navigate the different funding sources for individuals interested in ECE. Rebecca also identified suggestions to enhance ACC's ability to support individuals interested in pursuing careers in ECE. Rachelle updated the Board on the Executive Director activities via a written report and participation in the meeting discussions. Rachelle and Karen participated in the triennial Mental Health Services Act (MHSA) Program Review of our MHSA program. The draft MOU with Amador County Behavioral Health for the upcoming fiscal year was approved. ACC will be receiving the same amount of funding (\$35k) as last year. Rachelle and Karen met with Deb to complete her evaluation. Deb has been doing an amazing job and received an increase in pay. Rachelle and Janice met with Andrew Garner and Sean Snider from ACUSD to discuss renewing our contract with them, including an increase of funds due to the growing dual enrollment program. ACC requested \$50,000/year. Andrew and Sean will get back to us with a different number with the possibility of negotiation. Rachelle has sent Janice her goals for her evaluation. Her written evaluation was completed by Craig, Janice and Susan. Rachelle will meet with Janice and Susan to go over her evaluation.

- c. This item was 1) b. on the agenda for June. A motion was made by John T. to approve the May minutes and Lynn seconded the motion. The Board unanimously approved the minutes for May as submitted. Thanks to Maureen for substituting for Susan and providing the May minutes and June agenda for the meeting!
- d. This item was 1) c. on the agenda for June. Craig presented the May 2023 Month by Month Summary. The total funds amount for May was \$41,885. The monthly average outflow was \$11,648, up from \$10,813 last month. Projected income from renewing MOU's will be \$35,000 from MHSA and an amount to be determined from ACUSD (estimated amount \$35,000-\$50,000). Craig led the discussion of whether to consider ACC banking with two banks with the possibility of having an account with the Bank of Marin. Craig is still in need of assistance with the Treasurer duties. Paul volunteered to sign checks that go out to pay various bills and put these in the mail to save Craig travel time to Amador County. Paul would have to be a second signer with the Bank. Craig will discuss with Chris if this is something she can assist us with. This item will be on the July agenda.
- e. This item was 1) d. on the agenda for June. Rachelle and Janice met with two other personnel from ACUSD to renew our agreement as indicated in Rachelle's report. Kelly will no longer be the Educational Options principal.
- f. This item was 1) e. on the June agenda. While discussing the two new grant opportunities with First 5 at the start of the meeting, Karen updated the Board on the Pilot ECE Program with First Five. Due to Rebecca's efforts, this pilot program was successful in supporting, educating, recruiting and supporting individuals interested in pursuing ECE and assisting those in the field to further their education.
- g. This item was 1) f. on the June agenda. There were no Board Member candidate's applications to consider. However, Karen sent an application to Alan Coon and

Rachelle will contact Jackson Rancheria for a replacement candidate for Zoey's position as a Director.

- h. This item was 1) g. on the June agenda. Maureen led a discussion to amend the By-Laws to change the number of regular Board of Directors Members. John T. made a motion to change the number of regular Board Members to 13 and Lynn seconded the motion. The Board unanimously passed the motion.
 - i. This item was 1) h. on the June agenda. Maureen updated the Board on the digitalizing of ACCF's By-Laws. Prior to completing, the total amount of regular Board Members needed to be discussed and voted on prior to the completion of the digitizing of the By-Laws.
 - j. This item was 1) i. on the June agenda. 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 July agenda.
 - k. This item was 1) j. on the June agenda. Paul did not have an update on his communication with Columbia College regarding the MOU. This will be on the July agenda for an update and a Board decision to not move forward with communicating with Columbia College regarding their decision to not fund their part of the MOU or to do something else.
 - l. This item was 1) k. on the June agenda. An update on the Sierra Business Council Grant will be placed on the July agenda.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
- a. Karen provided information to the Board regarding the opportunity to apply for two grants sponsored by First 5 at the beginning of the June meeting. See summary in the June minutes under 1) a.
 - b. John T. updated the Board on current publicity activities. An ad for ACC will be in the Amador County Fair program.
- 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
- 4) PROGRAM OPERATIONS COMMITTEE REPORTS:

COMMITTEE MEMBER INITIATIVES: No committee member initiatives.

ADJOURNMENT: The Hybrid/in-person was adjourned at 6:23 pm. The next regular public meeting is scheduled for July 20, 2023 at 4:30 pm in a hybrid format via Zoom and in person at the Center.