

Amador Community College Foundation Meeting Minutes

Thursday, April 20, 2023

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, April 20, 2023 via Zoom Meeting and in person at 4:39 p.m.

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

Public Comments: No public comments.

1) ORGANIZATION:

- a. The Board participated in a closed session regarding a personnel issue.
- b. The Board acknowledged the email vote regarding acceptance of a fourth amendment to our rental agreement with the Rancheria beginning May 1, 2023. Craig made the motion which was seconded by Karen. The board approved this motion via a majority aye vote via email on April 12, 2023.
- c. The Board acknowledged the email sent from Karen to accept an opportunity to participate with First 5 in a pilot program allowing for a temporary hire of an Early Childhood Education Specialist position beginning April 1, 2023. Karen made the motion to accept this proposal and Zoey seconded the motion. The motion passed with a majority approval from the Board via email March 29, 2023.
- d. Written reports by Deb, Michelle and Rachelle were submitted to the Board via email prior to the meeting. Beginning with the May Board Meeting, reports from staff will include information from Rebecca Tracy, ECE Specialist. Deb's report revealed that from the period of March 16, 2023-April 18, 2023, there were 242 total students enrolled. The largest number of students enrolled by institution is 165 at Coastline followed by 61 at Columbia. During this time period the center had 54 general visitors and 37 student visitors. There were 112 appointments, 14 tutoring appointments, 5 JRCR scholarship students and 112 dual enrollment students with 43 new students enrolling. One exam was proctored during this time period. Deb has been booked solid with dual enrollment appointments. Deb and Rebecca will be representing ACCF at the Celebrate Our Children Festival. Michelle's written report to the Board included the information on April's cohort meeting presented by the National Alliance for Mental Illness (NAMI). Four MHSA students participated in the Cohort. A make-up session for the April cohort has been scheduled for Wednesday, April 26th. There are 14 active MHSA students for Spring 2023 and 3 new MHSA students for Summer 2023. There are 4 potential MHSA students pending acceptance into the program and meeting the criteria. 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 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. The updated lease agreement has been submitted to the Rancheria. Rachelle and Karen will be completing staff evaluations later this month. A workers compensation claim has been filed by Rachelle due to a staff injury. Rachelle has approved the draft MOU with Amador County Behavioral Health for the upcoming fiscal year. ACCF will receive the same amount of funding (\$35K) as last year. Rachelle will send them an invoice for the disbursement of funds after July 1st. Janice will be meeting with Kelly Hunkins to discuss renewing our agreement with ACUSD. There are plans to ask for additional funds to increase Deb's hours due to the increasing demands of dual enrollment. Rebecca Tracy is the new hire for the ECE position funded by First 5. Rebecca will be providing the Board with monthly reports beginning with the May Board meeting.

- e. The March minutes were not available for the April meeting. The minutes will be sent via email for approval prior to the May Board Meeting. March minutes were sent to Board Members via email. Acknowledgement that upon receiving the March minutes, John T. made a motion to approve the minutes with typo corrections. Karen seconded the motion and the minutes were approved with majority vote via email on May 4, 2023.
- f. Craig presented the April 2023 Month by Month Summary. The total funds amount for April was \$44,594. The monthly average outflow is \$10,073 year to date versus \$12,567 2022 average. American Rescue Plan funds were received 3/13 and have been deposited. We are expecting \$10,000 from First Five and have been informed that the MHSA Grant for next fiscal year will be \$35,000.
- g. Karen updated the Board on the new Pilot ECE Program with First Five. This pilot program is to support early care and the educational system with recruitment and retention of employees. ACC's role will be to educate, recruit and support individuals interested in pursuing ECE and to assist those in the field to further their education.
- h. There were no Board Member candidate's applications to consider. Zoey let the Board know she will not be continuing to serve on the Board as a Director. Once ACC determined the Board of Directors and Advisory Board make-up, Zoey would like to be on the Advisory Board. Many thanks to Zoey for her time and sharing her talents while on the Board!
- i. Maureen updated the Board on the digitalizing of ACCF's By-Laws. Prior to completing, more information will be needed regarding the Board composition, Board of Directors and the Advisory Board.
- j. 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 May agenda.
- k. Paul did not have an update on his communication with Columbia College regarding the MOU. This will be on the May agenda for an update on the MOU status.

- l. Paul gave the Board an update on the meeting with Folsom Lake College representatives. Paul provided the members of this initial meeting with appropriate contact information of ACCF staff and Board information.
 - m. The update of the application and funding of the American Rescue Plan had been discussed earlier in the meeting in Rachelle's report. Funding has been received for this grant. Many thanks to Meg for her work, effort and expertise in helping ACCF secure this funding!
 - n. 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. Since the meeting occurred, Karen found out she was selected to be part of this Council. Congratulations to Karen for being chosen to represent Amador County on this endeavor!
 - o. The Board formally thanked Zoey for her assistance with ACCF's website.
 - p. The Board formally thanked Maureen for volunteering to head the Fundraising Committee for the remainder of the 2023 calendar year.
 - q. The Board formally thanked John T. for volunteering to head the Publicity Committee.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
- a. Maureen let the Board know she will be contacting the Board Members that volunteered to be on this committee with a date to meet.
 - b. John T. updated the Board on current publicity activities. John T. will contact members that volunteered to serve on this 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.

COMMITTEE MEMBER INITIATIVES: Janice reminded the Board to be mindful of the amount of emails sent.

ADJOURNMENT: The Hybrid/in-person was adjourned at 6:13 pm. The next regular public meeting is scheduled for May 18, 2023 at 4:30 pm in a hybrid format via Zoom and in person at the Center.