

## Amador Community College Foundation Meeting Minutes

Thursday, September 21, 2023

Paul Molinelli called the regular public meeting of the Amador Community College Foundation to order on Thursday, September 21, 2023 via Zoom Meeting and in person at 4:33 p.m.

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

Public Comments: No public comments.

### 1) ORGANIZATION:

- a. The Board received in advance Rachelle, Deb, and Sarina's monthly reports. The Board was asked if there were any questions or clarifications needed to their reports. John T. asked for clarification in Deb's reporting under the area of Center Activity. The question was related to the use of columns and the information in those areas. Rachelle will follow up with a possible change of format. Deb's written report revealed from the period of 8/17/23-9/19/23, there are 321 total students enrolled. The largest number of current/new students enrolled by institution is 213 at Coastline followed by 87 at Columbia/Modesto. During this time period the Center had 11 new applicants and 20 regular student visitors, 4 MHSA students, 47 dual enrollment students, 1 JRCR student, 2 ECE students and 7 FAFSA appointments for a total of 81 total visitors. There were 81 appointments. Currently there are 102 dual enrollment students with 5 new students during this time frame. No exam proctoring occurred. Deb provided total dual enrollment numbers for the 2022/2023 and 2023/2024 school years. 2022/2023 School Year: 74 (including 3 semesters). 2023/2023 School Year: 102 (includes 2 semesters). Deb has created a dual enrollment step-by-step flowchart for students. Deb and Emilee will be attending the Career Expo Event on October 12<sup>th</sup> at Amador High School. Sarina's report showed there are 25 active MHSA students. Sarina attended two events/meetings related to the MHSA program. The 1<sup>st</sup> Cohort meeting was held on 9/14/23 with 6 students in attendance. There are 5 active JRCR students. Sarina and Rachelle have completed the 2022-23 calendar year accounting for student costs, administrative costs and have submitted an invoice to Jackson Rancheria. Rachelle updated the Board on Executive Director activities via a written report and participation in the meeting discussions. The draft MOU with ACUSD has been presented and ACC will receive \$50K for the 2023/24 school year and another \$50K for the 2023/25 school year. Once the funds have been received from ACUSD, Deb plans to increase her hours from 20 hours/week to 30 per week. ACC will purchase all textbooks for our dual enrollment students. ACUSD has set up a PO to reimburse ACC for these purchases and Rachelle will invoice them 1-2x a month. Staff meetings are now occurring every two weeks with staff and Karen. The department of Social Services has clients interested in taking higher education courses and they are planning to refer them to ACC. There is also a potential to use our Center as a

proctoring site. Rachelle informed the Board that ACC was selected to receive \$1800 from the Amador Community Foundation/Jackson Community Grant Fund. Thank you to Meg for applying for this grant.

- b. The July minutes were approved by a majority vote via email sent to Board members 8/29/23. The Board acknowledged this approval at the meeting.
- c. A motion to approve the August minutes was made by John T. and seconded by Craig. A typo correction has been made to the submitted minutes. The Board unanimously approved the minutes.
- d. Craig presented the September 2023 Month by Month Summary. The total funds as of 9/20/23 was \$22,189. The monthly average outflow was \$15,280. August outflow are the second highest month ever. The 2023 average monthly outflow is \$12, 532. Still to receive monies from the MOU with ACUSD. Craig asked if Deb's additional hours as per ACUSD MOU would be every month or at certain enrollment times. Karen will discuss this with staff at the staff meeting.
- e. The item for a second signature for banking has been completed by Paul. Chris Molinelli is now writing checks for ACC to alleviate some of Craig's tasks.
- f. Karen and Maureen led the discussion of Fundraising and the importance of fundraising events. Ideas included a Fall Event that included winetasting and Swing Dancing. Annette volunteered to make Tamales for a fundraising event. She shared an example of another fundraiser that sold tamales and approximately \$7000 was made. Discussion included hosting two small events each calendar year. Fundraising will continue to be a regular item on the agenda.
- g. Susan led the discussion to formally recognize Rebecca and her contributions to ACC while a staff member at ACC. Board agreed to a thank you gift in honor of her outstanding tenure at ACC.
- h. The digitizing ACC By-Laws will be on the October agenda. Maureen has completed the document. Moving forward on this item will be on the October agenda to allow Board Members time to review the Draft ACCCF Advisory Board Bylaw sent by Janice. This bylaw, once accepted, would be included in the ACCF Bylaws digital copy.
- i. 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.
- j. Janice emailed a draft proposal to include in our current By Laws for the Board to review and adopt in reference to the Advisory Board. Several Board Members requested more time to read and review the document. This item will be on the October agenda as an action item.
- k. An update of the CERF Grant Committee was given by Karen. There have been several Zoom meetings and draft proposals will be available in a month. The area serviced includes 13 counties so the Grant will not be able to fund everything. The monies will awarded for the 2025-26 years. Out of the discussions in the meetings, Sarina has developed CTE Pathways that list subject area, occupational field, community college, and occupational title for several Career Paths. Sarina emailed the document to Board Members.

- l. Karen and ACC staff will continue to meet to develop a center calendar, staff hours and staff job duties. The calendar will be adjusted to meet all partnering institutions timelines.
      - m. The Board formally thanked John T. for agreeing to be an alternate on the CERF Grant Committee.
      - n. The Board formally thanked Janice for updating the Talking Points Sheet.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
  - a. The Fundraising topic was covered earlier in the meeting.
  - b. A reminder of the Giving Tuesday Event. It will be held November 28<sup>th</sup>.
  - c. 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:
  - a. A reminder our hosting the Chamber of Commerce Mixer with MLJT on December 13<sup>th</sup> 5:30-7:00 pm. Susan suggested Shauna's Sweets as the caterer for the event. Susan will coordinate with Shauna for this event.
  - b. Maureen asked for clarification/costs for our ads in the Amador Ledger. The information was provided by John T.
- 4) PROGRAM OPERATIONS COMMITTEE REPORTS:

COMMITTEE MEMBER INITIATIVES: Annette shared information about a Free training/Build Your Skills site called Metrix Learning. Annette sent the link/information to Board Members.

ADJOURNMENT: The Hybrid/in-person was adjourned at 5:44 pm. The next regular public meeting is scheduled for October 19, 2023 at 4:30 pm in a hybrid format via Zoom and in person at the Center.