

## Amador Community College Foundation Meeting Minutes

Thursday, November 16, 2023

Paul called the regular public meeting of the Amador Community College Foundation to order on Thursday, November 16, 2023 via Zoom Meeting and in person at 4:38 p.m.

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

Public Comments: No public comments.

- 1) Acknowledgement that the October minutes were approved via email December 22, 2023. Karen made the motion to approve the minutes and Paul Molinelli seconded the motion. The motion passed to approve the minutes by majority/quorum vote.
- 2) Acknowledgement that a decision was made via emergency Board Meeting held January 11, 2024 to hire Andrew Gardner to write a grant proposal on behalf of Amador College Connect for the K16 Collaborative Grant due the end of January 2024. John T. made a motion to hire Andrew Gardner to put a proposal together for the K16 Education and Workforce Collaborative Development Program for ACC. Maureen seconded the motion and this motion passed with a majority/quorum vote from the Board Members attending the meeting.
- 3) ORGANIZATION:
  - a. The Board received in advance Rachele, Deb, and Sarina's monthly reports. The Board was asked if there were any questions or clarifications needed to their reports. Deb's written report revealed from the period of 10/18/23-11/14/23, there are 322 active students enrolled. During this time period there were 19 new applicants. The largest number of current/new students enrolled by institution is 207 at Coastline followed by 81 at Columbia. During this time period the Center had 23 general appointments, 28 dual enrollment appointments, 12 MHSA appointments, 1 JRCR appointments, no ECE appointments, and 4 MEOC/FAFSA appointments for a total of 68 total appointments. Currently there are 136 dual enrollment students with 8 new students added during this time frame. Two exams were proctored. Deb provided the ongoing activities for this time period. The Fall Newsletter is slated to be out 11/27/23. Deb and Sarina will be creating proposals for grant possibilities discussed in a meeting with Brandon Price, CTE Dean at Columbia College. Spring registration for dual enrollment begins December 4<sup>th</sup> for Coastline. Deb sent an email blast on 11/11/23 advertising Giving Tuesday. Sarina's report showed there are 23 active MHSA students. Sarina attended Employment Workshop at Victory Village October 26<sup>th</sup>. The last Cohort meeting of the fall semester was held on 11/9/23 with 7 students in attendance. JRCR has 4 active students participating with 4 students enrolled in Fall 2023 courses. Rachele updated the Board on Executive Director activities via a written report and participation in the meeting discussions. Rachele continues to be actively involved in a myriad of meetings, activities, and a lot of her time is spent on following up on

many items related to ACC and our partners. During this reporting period, she had contact/meetings/submissions of invoices, etc. with ACUSD, Amador County Behavioral Health, Jackson Rancheria, Senator Marie Alvarado-Gil's office and staff, and Columbia College. Staff meetings are now occurring every two weeks with staff and Karen.

- b. The October minutes were not available at the time of the meeting and will be sent out to Board and staff via email for approval via email vote.
- c. Craig presented the November 2023 Month by Month Summary. The report was submitted to the Board via email prior to the meeting. The total funds as of 11/13/23 was \$55,462. The total outflow amount to date was \$129,623.00. Average 2023 monthly outflows are \$12,962. It is expected that the next two months will be the lowest outflows of the year. Thank you to Emilee for assisting Craig with a new financial statement format!
- d. Fundraising Events for 2024 will be the focus of the January 18, 2024 Board Meeting. The goal of this meeting will be to develop a calendar of 2024 with the Fundraising activities included in detail, responsibilities, person in charge, etc. The meeting will take place in a restaurant location and the details will be sent to Board Members and staff when finalized.
- e. The Board learned of the donation items received from Jeff Holman. Thank you to Paul for being the liaison between Jeff Holman and ACC. Susan wrote Jeff a thank you note and thanked him on our Facebook page. Thank you to Karen, Paul, and Susan for picking up the items. Thank you to Deb and her husband for picking up donation items as well.
- f. Karen provided the Board with updates on the grants currently being considered or written on behalf of ACC. The staff has been working on a grant offered through Senator Marie Alvarado-Gil's office. Thank you to the staff for their efforts on competing these proposals. There were 4 proposals submitted to the CERF committee by ACC Board Members. Thank you to John T., Karen, Janice, and Susan for submitting potential grant proposals. There are three more grants opportunities to consider; the k16 Workforce Development Grant, Cal Apprenticeship, and Pre-Apprenticeship Program. These grants are due the first two months of the calendar year.
- g. An update of the CERF Grant Committee was given by Karen. Thank you to Karen for participating in this committee and to John T. for attending the meetings as an alternate.
- h. The Board received an update from the phone call meeting followed by a visit by Brandon Price from Columbia College to ACC. Brandon shared his knowledge of several grants that he suggested ACC apply to. These grants were mentioned earlier in the meeting and in Rachelle's report to the Board.
- i. The Board formally thanked Paul (and ACES) for the advertising of ACC in the monthly newsletter sent to ACES customers.
- j. The Board formally thanked Emilee for assisting Craig with the new monthly financial statement format.

- k. The Board formally thanked Paul for being the liaison between ACC and Jeff Holman for the donation items. Thank you to Karen, Paul, Susan, and Deb and her husband for transporting the items to the Center.
  - l. The Board formally thanked Deb for publishing and distributing the email for ACC and Giving Tuesday.
  - m. The Board formally thanked Maureen for organizing and being the Chair for the Giving Tuesday Event.
- 4) 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>. Maureen gave the Board an update on the event and the several ways to contribute that day.
  - 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.
- 5) 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 will be the chair of this event with Shauna's Sweets as the caterer for the event. Thank you to Janice for volunteering to bring a raffle prize for the event.
- 6) PROGRAM OPERATIONS COMMITTEE REPORTS:

COMMITTEE MEMBER INITIATIVES: Susan brought up an issue that was brought to her attention by Neil. What are the Brown Act guideline requirements for posting our meeting agendas? When should they be posted and once posted can they be changed? It was suggested that we contact Sue Allred for clarification. This item will be on the February agenda.

The Board was notified that Brittany has resigned as our webmaster. She has recommended another individual/company to take over the tasks she was performing for us.

A discussion occurred regarding the recent meeting held on potential new housing near the Center for the Homeless population. No information was known as to the direction or contents of the meeting.

ADJOURNMENT: The Hybrid/in-person was adjourned at 5:44 pm. The next regular public meeting is scheduled for January 18, 2023 at 4:30 pm in an in person setting at a location to be determined. This meeting will be devoted to developing a Fundraising calendar with events, responsibilities, timeline, etc.