

Amador Community College Foundation Meeting Minutes

Thursday, February 15, 2024

Susan called the regular public meeting of the Amador Community College Foundation to order on Thursday, February 15, 2024 via Zoom Meeting and in person at 4:30 p.m.

Roll Call: Craig Burman, Karen Dickerson, Maureen Angle, John Ellyson, Neil Carlson, John Tillman, Janice Davis, Annette Solis-Rios, Barbara McFarland, and Susan Zaffarano. Staff: Rachelle Jose' de Mattos-Saldate and Deb Bergman-Donnell. Guest: Andrew Gardner.

Public Comments: The Board recognized and welcomed Andrew Gardner participating in the February meeting as a guest and to provide information on the K16 Workforce Grant.

1) ORGANIZATION:

a. The Board welcomed Barbara McFarland to the Board of Directors. Introductions of other Board Members and staff who were presented occurred. Thank you to Barbara for joining the Board!

b. The Board received in advance Rachelle, Deb, and Sarina's monthly reports. Deb and Sarina's reports are combined now. The Board was asked if there were any questions or clarifications needed to their reports. Deb's written report revealed that from the period of 11/15/23-2/15/24, there are 279 total students enrolled. The largest number of current/new students enrolled by institution is 154 at Coastline followed by 88 at Columbia. During this time period the Center had 51 general appointments, 115 Dual enrollment appointments, 51 MHSA appointments, 6 JRJR appointments, and 36 MEOC/FAFSA appointments for a total of 259 appointments. No exam proctoring occurred. ACC staff wrote and submitted 3 grant proposals: Senator Alvarado-Gil (requesting \$200,000), CERF (Breaking Boundaries: A College Outreach Expansion Task Force (requesting \$350,000), and CERF Project Name: Virtual Miwuk (requesting \$350,000). Winter Newsletter is slated to go out at the end of February. There is currently an influx of 8th graders from Mountain Oaks applying for Summer courses. Deb will visit the Mountain Oaks campus in San Andreas to share ACC dual enrollment services at the end of March. Sarina's report showed there are 26 active MHSA students. Fifteen students are registered for the spring semester, 1 student completed/received their Certificate of Accomplishment for Fall 2023, and 4 students will receive their Certificate of Accomplishment after completing this current semester. Sarina worked with Victory Village, Interfaith Food Bank, and Sierra Wind Wellness and recovery to develop them as a worksite for 3 MHSA students. The upcoming Spring Semester Cohort meeting dates are March 14th and April 11th. There are 4 JRJR active students with 2 registered for the spring 2024 semester. Students are working towards degrees in: Emergency Management/Homeland Security, Accounting, Criminal Justice, and Business Information Worker. Rachelle continues to be actively involved in a myriad of meetings, activities, and many items related to our partners and ACC. During this reporting period, Rachelle had contact/meetings/submissions of invoices, follow-up emails/phone calls with Jackson Rancheria, Amador County Behavioral Health, and ACUSD. Rachelle continues to reconcile the monthly bank statements including sending bills to Chris Molinelli for payment. The end of the Fall semester MHSA report has been completed. Rachelle has been generous with her time above her "regular" responsibilities and has been devoting many hours to additional meetings regarding grants, community meetings, heading Senator Alvarado-Gil's visit, Amador County Chamber of Commerce, etc. At the time of Rachelle's report, discussion occurred on grant updates. Andrew let the Board know that there was

no news at the time of our meeting regarding the K16 Career Pathways Program but we expect to hear the beginning of April. Karen let the Board know we should know about the Bank of Marin grant at the beginning of April.

c. John T. made a motion to approve the January Fundraising Development Meeting minutes and Karen seconded the motion. The Board unanimously moved to approve the January minutes.

d. Craig provided the Board with a Month by Month Financial Summary for 2023. He included the monthly beginning balances, additions, deductions, ending balances, and the YTD average during each month. The beginning balance for the month of January was \$61,815 with \$1,113 additions and \$20,799 worth of deductions; leaving an ending balance of \$42,129.

e. The date for hosting the Amador County Chamber Mixer is unknown for 2024. This item will be on the March agenda. ACC has our dues for the Chamber for 2024 paid. Susan suggested we consider joining the Calaveras Chamber of Commerce for 2024. Discussion from the Board decided resulted in a decision that joining would be a positive participation. If we are awarded the grant, Calaveras County will be served by the provisions written in the proposal. Annette will get information on the dues to become a member. This item will be on the March agenda.

f. Maureen let the Board know there will be 2 shifts needed for each day of Dandelion Days. Volunteers are needed for a 9am-1pm shift and a 1pm-5pm shift on 3/16 and a 9am-1pm shift and a 1pm-5pm shift on 3/17. During the update, Maureen secured Board volunteers to fill these shifts. Maureen has volunteered to set up and tear down for the event. Thank you to Maureen for organizing our participation in this event!

g. Susan let the Board know the tax implications if we have items for sale at Dandelion Days. We would need to obtain a seller's permit and file a sales tax report. The Board discussion had follow up questions and opinions so it was suggested we wait to sell these items at another type of event. It will be placed on the March agenda for further discussion.

h. Karen and John T. provided the Board with an update on the CERF Grant/Committee meetings. The grant proposals are moving forward but the funding stream has been moved back a year. The funding cycle has changed. A strategic Plan needs to be developed first by August 31st before the projects can be funded.

i. The update on the K16 Workforce grant was given earlier in the meeting.

j. Maureen provided the Board with the information she discovered regarding ACC following the appropriate Robert's Rules of Order and/or the Brown in posting the agendas for our meetings in a timely manner. ACC falls under the guidelines of an open meeting law under the Brown Act and there are no agenda requirements. Thank you to Maureen for her time in researching this and reporting to the Board her findings!

k. Susan suggested the Board revisit the ACC By Law requiring Board Members to submit Volunteer Hours Sheets and Board Donation forms for 2024. The reasons for this By law existence was discussed and reviewed. It was decided this item will be placed on the agenda for March.

l. Annette and Janice led the discussion about a Tamale Fundraiser that might involve Mike Garcia, a culinary teacher at Argonaut, who also was a College Connect student through the Rancheria

program. Different months for the Fundraiser, details, who would head it, etc. was discussed. This item will be on the agenda for March. Annette will contact Mike to see what his and his student's involvement could be.

m. A recap of the visit to ACC from Senator Marie Alavardo-Gill was given. The visit was a positive and enjoyable event. Thank you to staff for their involvement and care in having the Center look it's best. An amazing job by Rachelle leading the agenda items, discussion, questions and answers, etc.

n. The Board formally thanked Karen for arranging the location for our January meeting.

o. The Board formally thanked Maureen for organizing the Dandelion Days event participation.

p. The Board formally thanked Janice for working with our new webmaster to update the ACC's web page.

2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

a. Maureen let the Board know she will be following up on sending thank you letters to donors who donated online. It was discovered that donations done via online did not get an official thank you letter. The receipt for the donation was considered a thank you. Thank you to Maureen for following up on this and formally thanking our donors for this event.

b. The January meeting was devoted solely to the development of fundraising ideas/events. The minutes from the meeting gave a summary of what was discussed.

c. John gave the Board an update on the publicity activities for the month. Thanks to John T. for his work with the Ledger on the newspaper ads!

3. STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

4. PROGRAM OPERATIONS COMMITTEE REPORTS:

There were no committee member initiatives reported/suggested by members.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 5:46 pm. The next regular public meeting is scheduled for March 21, 2024 at 4:30 pm in a hybrid format via Zoom and in person at the Center.