

AMADOR COMMUNITY COLLEGE FOUNDATION K-16 WORKFORCE GRANT MINUTES

Thursday, July 18, 2024

Paul called the regular public meeting of the Amador Community College Foundation K-16 Workforce Grant meeting to order on Thursday, July 18, 2024, via Zoom meeting and in-person at the Center at 4:35 pm.

Roll Call; Paul Molinelli, Jr., Annette Solis Rios, John Tillman, Barbara McFarland, Craig Burman, Maureen Angle, Hollie Hamilton, and Karen Dickerson. Staff: Rachelle Jose' de Mattos-Saldade, Andrew Gardner, and Mia Huss.

Public Comments: There were no public comments.

- 1) Andrew presented the Board a document highlighting the updates to the K-16 Budget. The current expenditures to date are divided into columns and budget line item categories; total spent, total in months of April, May, June, and July. Out of the total amount of \$267,000.00 the total amount spent is to date is \$49, 081.10. Ongoing monthly expenses to be paid with K-16 funds include: rent of Prosperity Center space for office and work space for the program in the amount of \$290.00, starting 8/1/24. ACC will be reimbursed 25% for operational expenses, starting 4/20/24 (invoices are needed monthly for this reimbursement), and Ledger Dispatch monthly advertising, starting 4/2024 (invoices are needed for this expense). Andrew is requesting documentation of all monthly invoices/expenses for reporting purposes to Columbia College. Andrew has requested a quote from Savvy Ninja, Greg Barnes, for 18 new computers and upgraded systems in the current ACC office space and the new k-16 office and work space. Andrew gave the Board an update on the Amador Chamber of Commerce Business Expo Event. Andrew reports that we are right on schedule with program implementation.
- 2) Andrew provided an update on the program expenditures in the document mentioned in item #1.
- 3) Andrew introduced Mia Huss, our new k-16 Outreach and Enrollment Technician.
- 4) Andrew provided the Board an update on the Amador County Chamber of Commerce Business Resource Event in documents mentioned in item #1.
- 5) The lease agreement sent to Board Members via email to review to add an additional 290 square feet of space for the K16 program was discussed. This item was included in Andrew's report to the Board. The space will be leased to the K16 program in the amount of \$290.00 per month. Barbara made the motion to approve this new lease agreement and Craig seconded this motion. The motion passed.
- 6) The MOU has been signed between the Resource Connection and the K16 program. The resource Connection was received the \$10,000.00 stipend to participate. Flyers for the K16 program in ECE have been designed and distributed across social media platforms.
- 7) The MOU has been signed between Volcano Communications Group and the K16 program. Volcano has received the \$10,000.00 stipend to participate. Flyers for the Computer Science program have been designed and distributed across social media platforms.
- 8) Craig has secured Workers Compensation Insurance from Manassero Insurance for coverage for staff and students in the K16 program.

- 9) Barbara and Maureen have volunteered to oversee the grant expenditures for the K16 program and have requested from Andrew copies of grant guidelines and procedures, copies of the reports submitted to Columbia, and bank statements to monitor program activities and expenditures.
- 10) Chef Garcia has yet to be paid for the Sierra Business Council Event catered in May.
- 11) The Board formally thanked Andrew for spearheading ACCF's participation in the Business Expo on June 22nd.
- 12) The Board formally thanks Rachelle for her assistance for hiring and onboarding of Mia Huss.
- 13) The Board formally thanked Barbara and Maureen for volunteering to facilitate the record keeping and expenditures for the K16 grant.
- 14) The Board formally thanked Craig for his work on both securing space for the K16 personnel and securing a new lease agreement.

ADJOURNMENT: The next Regular Meeting of ACCF regarding the K16 Workforce Grant is Thursday, August 15, 2024 at 4:30 pm via Zoom format or in-person at the Center.

Amador Community College Foundation Meeting Minutes

Thursday, July 18, 2024

Paul called the regular public meeting of the Amador Community College Foundation to order on Thursday, July 18, 2024 via Zoom Meeting and in person at 4:35 p.m.

Roll Call: Craig Burman, Karen Dickerson, John Tillman, Annette Solis-Rios, Barbara McFarland, Hollie Hamilton, Maureen Angle, and Paul Molinelli, Jr. Staff: Rachelle Jose' de Mattos-Saldate. K16 Education Grant Program Director: Andrew Gardner.

Public Comments: There were no public comments.

1) ORGANIZATION:

a. The Board acknowledged Neil Carlson's resignation from the Board effective July 8, 2024. Many thanks to Neil's time on the Board and his efforts made on behalf of Amador College Connect.

b. The Board acknowledged the hiring of Andrew Gardner in the role of K16 Workforce Grant Program Director. This item was on the agenda of the Executive Council Meeting held June 20, 2024. The motion to offer Andrew this position was made by Barbara and seconded by John. The motion unanimously passed.

c. The Board received in advance the monthly reports from Rachelle, Deb and Tiffany. Deb's report reflected activity from 6/18/24-7/16/2024. College center activity revealed 11 new college applicants for a total of active students of 312. Coastline has the most students with a total of 170. There were 2 new Dual enrollment students during this time period, 122 enrolled in summer session, 4 in transition with a total of 425 served in the Dual enrollment program. There were 10 general student appointments, 40 Dual enrollment appointments, 9 transition (students transitioning from Dual enrollment to Adult enrollment), 5 MHSA appointments, 1 JRCR appointment, 4 ECE appointments, and 12 MEOC/FAFSA appointments resulting in a total of 81 total appointments. Tiffany's report showed there are 28 active MHSA students. Eight students are registered for the summer semester and 4 students will complete their COA after the Spring of 2024 semester! There are currently 13 active students in the program, 6 inactive students, and 7 students are on-hold until TBD, 1 has dropped and currently there is one MHSA applicant to consider. Two ACC students have earned their certificates since the last report. The opportunity for the Human Services Field Studies Program will resume in the Spring of 2025. The MHSA Scholarship Application was updated according to the new 2024-25 HUD guidelines for Adjusted Home Income Limits. Tiffany and Rachelle attended the MHSA Steering Committee Meeting. The next Amador County Behavioral Health report is due at the end of the Fall 2024 semester. There are 6 JRCR active students with 2 registered for the summer 2024 semester. Students are working towards degrees in: Emergency Management/Homeland Security, Accounting, Criminal Justice, Networking, and Business Information Worker. Tiffany is continuing contact with JRCR to update Lifetime Funds and determine the employment status of "status unknown" students to see if they are still eligible for the program. Tiffany is also assisting with general outreach activities on behalf of ACC. Rachelle continues to be actively involved in a myriad of meetings, activities, and many items related to our partners, new grant start-up,

personnel hiring, managing the workings of the office, and all other items related to ACC maintaining and running. Rachelle has confirmed with Amador County Behavioral Health that our agreement with them will be renewed for an additional year. Rachelle and Susan will meet with ACUSD personnel to request additional funding due to the extra hours being used for the Dual Enrollment program and staff hours registering students. An interview process occurred to hire the Outreach and Enrollment Technician. The committee recommended the hiring of Mia Huss. We are still waiting on the decision of the grant funding from the Senator. If these funds are awarded, an office manager position will be pursued to help with tasks at the Center. An ACC staff meeting was held July 11th. A yearly evaluation of both Deb and Rachelle will occur on July 23rd.

d. The minutes for the June meeting were approved unanimously. John made the motion to approve the minutes as submitted and Barbara seconded the motion.

e. Craig provided the Board with a Monthly Financial Summary for June. The recent changes and additions to the ACCF grants, awards, loans, and programs the financial condition of ACCF will not fit into the financial reporting format. As a result the summary of ACCF financial conditions are as follows: on 6/11/24, ACCF took a bridge loan from Amador County for \$24,000 with 0% interest for two years. On 6/11/24, ACCF received \$210,000 from Columbia College for a two year K16 Workforce Career Pathways initiative grant including a refund to ACC general funds of \$10,000 of initial expenditure by ACCF. ACCF has initiated a credit card account with Umpqua Bank with a June balance of \$5,088. ACCF owes the Dickerson Family Trust \$10,000. The beginning balance for the month of June at Umpqua was \$10,669 with \$24,000 additional funding from the Amador County loan for a balance of \$34,669. Expenses month to date were \$10,941 leaving a balance of \$23,728.

f. The Board will discuss the Proctoring Program and whether to continue the testing program at the August meeting. This item will be put on the agenda for August.

g. Maureen will need a check in the amount of \$70 to submit with our application to participate in Dandelion Days for 2025.

h. A discussion of a need for an additional person to sign checks at the Bank occurred on behalf of ACC.

i. It was decided to have this agenda item placed on the August agenda for discussion since the item is not pressing. Susan will put this held over agenda item on the August agenda to determine if we want to present to the Amador Chamber of Commerce and/or the Calaveras Chamber of Commerce an overview of all our programs, both new and continuing offerings.

j. This item, to discuss whether we present to the ACUSD Board an update on our programs and the impact/growth dual enrollment has had on ACUSD students, will be placed on the August agenda.

k. There was not a new update available on the grant proposal award submitted to Senator Alvarado-Gil.

l. John provided an update to the Sierra Business Council Grant/Committee. The process and awards are delayed pending a guideline and more information to the timeline needed by the Committee.

2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

a. Barbara reported on ACC Open House scheduled for October 16th from 3:30-7:00. Barbara let the Board know that Michael Garcia will collaborate with ACC for the Dinner in a Bag Fundraiser scheduled for September 5th. The event will be advertised in the July ACC Newsletter, social media, and the Ledger Dispatch.

b. John gave the Board an update on the publicity activities. Susan was not in attendance to report on our social media accounts.

3. STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

4. PROGRAM OPERATIONS COMMITTEE REPORTS:

Committee Members Initiatives: (non-agenda items reported/suggested by members): no committee members' initiatives reported.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 6:16 pm. The next regular public meeting is scheduled for August 15, 2024 at 4:30 pm in a hybrid format via Zoom and in person at the Center.