

AMADOR COMMUNITY COLLEGE FOUNDATION K-16 WORKFORCE GRANT MINUTES

Thursday, August 15, 2024

Paul called the public meeting of the Amador Community College Foundation K-16 Workforce Grant meeting to order on Thursday, August 15, 2024, via Zoom meeting and in-person at the Center at 4:36 pm.

Roll Call; Paul Molinelli, Jr., Annette Solis Rios, John Tillman, Barbara McFarland, Craig Burman, Hollie Hamilton, Janice Davis, Karen Dickerson, Lynn Morgan, and Susan Zaffarano. Staff: Rachelle Jose' de Mattos-Saldade, and Mia Huss.

Public Comments: There were no public comments.

- 1) The Board acknowledged the motion made by Karen on 7/20/24 via email to make adjustments to the K-16 grant budget and add/hire a new Computer Science Instructional Specialist position. This position will substitute for an adjunct Columbia professor written in the grant. This employee for the position will be an ACC employee. Barbara seconded the motion and the motion passed with a majority votes. Barbara, as the overseer of the grant expenditures along with Maureen, will follow up on this change with an email to Emily Graham to see if any procedure is necessary to implement this change.
- 2) Andrew was not in attendance. Updates to the progress of the K16 grant will be provided at the September Board meeting.
- 3) Mia gave the Board an update on her activities for the K16 grant. Mia will be hosting at the Center, an Open House for the students interested in the Computer Science and Early Childhood Education Pathway programs. The event is scheduled for Monday, August 19th 4pm-6pm. Board members are invited to attend.
- 4) Barbara will be on the September agenda discussing the procedure developed by Maureen and her to oversee the K16 expenditures. All receipts for the grant will be needed. There is also a need for a second signature for the Bank for this grant. John made a motion to add Barbara to the Bank of Marin account and this motion was seconded by Karen. The motions passed unanimously. Susan will provide a letter to the bank citing this decision.
- 5) Andrew/Barbara/Maureen will be on the September agenda providing an update on the expenditures for the program. This update will include necessary documents to oversee the grant expenditures. An update on the procedure process to transfer monies to ACC's dual enrollment program from the original expenditure.
- 6) An update of the hiring of the Computer Science Instructional Specialist will be on the September agenda. The person selected for this position will be an ACC employee.
- 7) The update on the availability of the area in the Center to be ready for the move into that area was given. Rachelle let the Board know that Mt. Oaks is scheduled to vacate the area by August 26th.
- 8) Barbara proposed that prior to moving the K16 program into the area that we take the opportunity to see if we can come up with a plan to best use the space for all ACC programs. Annette suggested one of MLJT offices to share for Andrew and Rachelle. It was proposed that a

subcommittee be formed to take a look at the configuration of the office. Barbara, John, Janice, and Susan volunteered to be a part of this committee.

- 9) Craig let the Board know that The Resource Connection has been paid their stipend to participate.
- 10) Craig let the Board know that Volcano has been paid their stipend to participate.
- 11) Craig informed the Board of the Workman's Comp coverage for students/staff in the K16 program is in place.
- 12) The Board was informed that Chef Garcia has been paid for his catering of the Sierra Business Council event held in May.
- 13) The update on the tech support contract from Greg Barnes will be on the September agenda.

ADJOURNMENT: The next Regular Meeting of ACCF regarding the K16 Workforce Grant is Thursday, September 19, 2024 at 4:30 pm via Zoom format or in-person at the Center. The August K16 meeting concluded at 5:21 pm.

Amador Community College Foundation Meeting Minutes

Thursday, August 15, 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 5:21 p.m.

Roll Call: Craig Burman, Karen Dickerson, John Tillman, Annette Solis-Rios, Barbara McFarland, Hollie Hamilton, Janice Davis, and Paul Molinelli, Jr., Lynn Morgan, and Susan Zaffarano. Staff: Rachelle Jose' de Mattos-Saldate.

Public Comments: There were no public comments.

1) ORGANIZATION:

a. The Board acknowledged Barbara's motion made 7/31/24 via email to offer Hollie Hamilton a part time position with ACC for 10 hours a week at \$18.00 per hour. This motion was seconded by John and the motion passed via email with a majority approval vote.

b. The Board acknowledged the request sent via email to approve the MOU from ACUSD presented to ACC in the amount of \$78,000 per year for a two year period. Craig made a motion to approve the MOU and Janice seconded the motion. The motion passed by a majority vote to approve the new MOU.

c. The Board received in advance the monthly reports from Rachelle and Tiffany. Deb is currently working on the Summer Newsletter for ACC and will submit a report for the September meeting. Tiffany's report showed there are 29 active MHSA students. Eight students are registered for Fall 2024 semester and 4 students completed their COA after the Spring of 2024 semester. There are currently 14 active students in the program, 5 inactive students, and 8 students are on-hold until TBD, 0 students have dropped and currently there are 2 MHSA applicants to consider. Tiffany's report included a status on 5 MHSA students and where they are in relation to the program. She also included information on 3 MHSA Scholarship applicants and their status. The Human Services Field Studies (formerly known as Practicum) will resume in the Spring of 2025. There was not a Cohort Meeting scheduled for August. In the area of Outreach, Tiffany and Rachelle attended the MHSA Steering Committee Meeting. The next Amador County Behavioral Health report will be due at the end of the Fall 2024 semester. There is a new Behavioral Health Representative and Tiffany and Rachelle have met with her. There are 5 current JRCR students with 3 active students and 2 inactive students. There are 2 registered for the Fall 2024 semester. Students are working towards degrees in: Emergency Management/Homeland Security, Accounting, Networking, and Business Information Worker. Tiffany is continuing with JRCR activities and outreach that include contacting JRCR to check employment status on applicants and informed the board ACC is planning to be in attendance at the JRCR Health Fair to promote the JRCR Scholarship. 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 and Tiffany continue to be communicating with Amador County Behavioral Health in regards to Prop 1 funding information and will be receiving

information in regards to the 2025-26 fiscal year funding possibilities for ACC. An update to the approval of the ACUSD MOU were given and the signed agreement will be sent to ACUSD upon completion. There is currently not an update available on ACC's request for funding from Senator Alvarado-Gil but there is a meeting scheduled on August 30th. Rachelle, working with our webmaster, has recovered our donor box account on our website. This will allow for ACC to receive funds for online donating. Rachelle, along with Karen and Barbara completed Deb's yearly evaluation. Rachelle's evaluation was also completed that day. The hours of the Center will be changing to extend our opening hours during the week. Rachelle met with Terrapin Technology to resolve Microsoft licensing issues, communicated with the Rancheria regarding Mountain Oaks vacating the new space for the K16 grant employees and students. Rachelle is updating our employee handbook with input from Sue Allred, HR Consultant.

d. The minutes for the July regular program meeting and the K16 program were not available at the time of the scheduled meeting. Susan will send the completed minutes via email to Board Members to review and approve via email.

e. Craig presented the current financial condition of ACC as of 8/14/24 to the Board. Given 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 an August balance of \$266. ACCF has paid back the Dickerson Family Trust the amount borrowed (\$10,000). The beginning balance for the month of August at Umpqua was \$34,215 with an addition of \$43,056 and a deduction amount of \$29,744 for an ending balance of \$47,527. The Bank of Marin K16 account beginning balance was \$155,609 with no new additions and a deduction amount of \$9,354 for an ending balance of \$146,255. The Amador County Loan in the amount of \$24,000 has the same ending balance of \$24,000 for this month reporting period. The 2023 taxes are filed. We are still waiting for the DOJ to eliminate our delinquency status. There is a new report to file for the US Department of Labor and a new invoice for Workman's Comp for the year 24-25 of \$591.00.

f. Rachelle reported to the Board there is no issue with increasing our Microsoft licensees to add emails for new staff and/or Board members.

g. The Board will discuss the continuation of our proctoring program at the upcoming Board meetings. We would not need to make a decision until March to continue/renew our membership or not. This item will be on the September agenda.

h. The update on our participation in Dandelion Days for 2025 will be on the September agenda.

i. Karen, Paul, and Lynn met with Sheriff Redman regarding online programs in emergency management/homeland security and criminal justice through ACC. Sheriff Redman would submit a proposal/MOU to ACC to offer these programs at ACC for potential recruits, current employees to further their education or to assist the department with retaining employees. To consider this prospect, the discussion from the Board included a need for increased ACC staff to assist with these offerings.

j. Barbara will be another signer for the Bank of Marin account.

k. Since ACC is not on the Amador Chamber of Commerce calendar for hosting an event for 2024, we will host an Open House at the Center on October 15th from 5:30 pm-7:30 pm. Barbara will organize this event. We would need a budget for food and a flyer designed to advertise the event.

l. At this time, we will not present to the ACUSD School Board updating them on our programs and dual enrollment. An invitation to the October event will be sent to the individuals from the ACUSD Board and ACUSD personnel/cabinet. This item will be removed from our agenda until further notice.

m. There was not a new update available on the grant proposal award submitted to Senator Alvarado-Gil. As mentioned earlier in the meeting, a meeting is scheduled for August 30th with the Senator's staff.

n. John and Karen provided an update to the Sierra Business Council Grant/Committee. The proposal submitted by John has moved forward to be considered to be funded by the Council.

2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

a. Barbara reported on 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. Barbara has been meeting with Chef Garcia to coordinate this event.

b. John gave the Board an update on the publicity activities. Susan gave a 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 member's initiatives reported.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 6:10 pm. The next regular public meeting is scheduled for September 19, 2024 at 4:30 pm in a hybrid format via Zoom and in person at the Center.