

## AMADOR COMMUNITY COLLEGE FOUNDATION K-16 WORKFORCE GRANT MINUTES

Thursday, September 19, 2024

Paul called the public meeting of the Amador Community College Foundation K-16 Workforce Grant meeting to order on Thursday, September 19, 2024, via Zoom meeting and in-person at the Center at 4:43 pm.

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

Public Comments: There were no public comments.

- 1) The minutes for the August K16 Meeting were approved. John made a motion to approve the minutes as submitted, Barbara seconded the motion, and the motion passed unanimously.
- 2) The Board acknowledged the hiring of Marcus Bridgeman as the Computer Science Instructional Specialist for the Computer Science Pathway K16 program.
- 3) Andrew provided the Board with a comprehensive report of the K16 activities. The report included a summary of the K16 program, the attendance and enrollment of both Career pathway programs, the Demographic data of the students participating in the K16 programs, a statement and work update to the grant, budget updates, and the activities scheduled in the upcoming months. The students have started their Columbia College coursework. The students enrolled in the Education Pathway are taking the course, Child 1: Child Growth and Development with a Columbia instructor on Wednesday evenings. The Computer Science students are taking the course, COMP: Intro to PC Hardware. Virtual classes are on Monday evenings and students come to the Center for the Wednesday evening Computer Lab. As of 9/17/24, we have spent a total of \$104,013.13. The largest purchase to date has been for the computers. All receipts and expenditures have been accounted for and we are on track with our budget. Mia and Andrew are scheduling site visits for the Childcare facilities where the students are placed. The 3<sup>rd</sup> quarter reporting period will end on 9/30/24 and Andrew will submit the Q3 reports and data to Columbia in October. At this reporting period time, Andrew will submit the paperwork to receive another advance of 25% of the total budget. Mia and Andrew are working on hosting a "Fall Social" gathering for our K16 partners and students to celebrate the mid-way point for the Fall Semester. This event is scheduled for October 29<sup>th</sup>.
- 4) Mia's activities were reported in Andrew's comprehensive Board report.
- 5) Barbara, Maureen, and Andrew have developed a system, with Chris' assistance, on K16 grant reporting and keeping track of the needed documents to submit to Columbia.
- 6) Andrew, Barbara, and Maureen have developed a system to centralize the expenditures, receipts, etc. for the K16 grant. Chris keeps the expenditures separate from the general funding expenditures and Andrew maintains contact with Emily, the financial analyst at Columbia.
- 7) The K16 program moving into their space at the Prosperity Center is complete.
- 8) Andrew reported that the communication with the Resource Connection has been positive and a positive working relationship has been developed.

- 9) Andrew will reach out to Volcano to maintain communication with them. Currently there are no students placed there as the coursework needs to be completed prior to placement.
- 10) Andrew reported that the tech support contract from Greg Barnes will include support for the K16 program and ACC.

Committee Members Initiatives: Rachelle discussed that the timing to time sheet ACC staff assisting with K16 tasks to only big projects/requests. It was agreed by participating members. Rachelle also asked about the "old" ACC computers and how they will be recycled.

ADJOURNMENT: The next Regular Meeting of ACCF regarding the K16 Workforce Grant is Thursday, November 21, 2024 at 4:30 pm via Zoom format or in-person at the Center. \*The November Meeting is the last scheduled meeting for the 2024 calendar year.\* The August K16 meeting concluded at 5:13 pm.

## Amador Community College Foundation Meeting Minutes

Thursday, September 19, 2024

Paul called the regular public meeting of the Amador Community College Foundation to order on Thursday, September 19, 2024 via Zoom Meeting and in person at 5:18 p.m.

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

Public Comments: There were no public comments.

### 1) ORGANIZATION:

a. The Board acknowledged the document of ACC's Industry Verification filed by Craig on 8/25/24 to the Bureau of Labor Statistics. Thank you to Craig for filing this document on behalf of ACC.

b. The Board received in advance the monthly reports from Tiffany, Deb and Rachelle. Deb's written report revealed from the period of 8/14/24-9/16/24, there are 336 total students enrolled. The largest number of current/new students enrolled by institution is 182 at Coastline followed by 91 at Columbia. During this time period the Center had 153 appointments: general appointments: 35 Dual Enrollment appointments: 94 MHSA appointments: 8 JRCR appointments: 2 K16 appointments: 8 MEOC/FAFSA appointments: 4 and 2 appointments for students transitioning from Dual enrollment to adult enrollment. Dual Enrollment information from this period: New students: 8, students enrolled for the summer: 117, Number of students completed summer: 27 (waiting on transcript updates from counselors for accurate numbers), 39 students enrolled in Fall courses, and 156 total active Dual enrollment students. Starting in January of 2022 until this reporting period, there have been 340 students served with Dual Enrollment opportunities. Deb is continuing to work on a step-by-step procedure for Dual Enrollment. Past activities include a meeting at the Center for ACUSD counselors and ACUSD CTE Director held on 8/20. Upcoming activities include October 3<sup>rd</sup> presentation, along with Mia, at the Progressive Women's Committee (PWC) event. Deb will be attending the Argonaut High School's Career and College Fair on October 24<sup>th</sup>. She will also be visiting classrooms to answer questions. Deb has requested funding for an event to host Dual Enrollment Students at the Center to recognize their achievement and celebrate their success. Deb is requesting a budget amount to have food at this event. There is an Ice Cream Truck vendor that could attend for a fee. Barbara suggested we look for a sponsor to pay for this activity while receiving advertisement for their company/sponsorship. Barbara will reach out to attempt to have this event financed. Tiffany's report showed there are 24 current MHSA students. Eight students are registered for Fall 2024 semester and 4 students will complete their COA after the Spring of 2025 semester. There are currently 19 active students in the program, 5 inactive students, and 11 students are on-hold until TBD, 1 student has dropped and currently there is 1 MHSA applicant. The Human Services Field Studies (formerly known as Practicum) will resume in the Spring of 2025. There was a Cohort Meeting Held September 12<sup>th</sup>. The Guest speaker was Steve Thorn, Employment and HR Coordinator from Victory Village, Inc. Four students were in attendance for this Cohort meeting. In the area of Outreach, Tiffany continues to promote the program through flyers and discussions with parents and students. The next Amador County Behavioral Health report will be due at the end of the Fall 2024 semester. There are 5 current JRCR students with 2 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 reported to students that they must take courses in their field of employment to qualify for the JECE scholarship. The JRCR Health Fair has been cancelled until 2025. 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 reports that Amador County Behavioral Health plans to extend the MHSA program contracts through 2025-2026. (July 1, 2025-June 30, 2026) ACC has received and deposited the \$78,000 check for our MOU with ACUSD. These funds support our Dual Enrollment program. 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. Rachelle proposed that since the K16 program is up and running that ACC staff no longer submit a separate timesheet for minor K16 tasks. Rachelle has onboard Marcus Bridgeman as the new Computer Science Instructional Specialist for the K16 program and Hollie Hamilton as a new program assistant. Emilee Cunningham has already been on our payroll but now she is a program assistant at ACC. Janice, Barbara, Karen, and Rachelle met to discuss changing the hours of the Center, employee work schedules, and job duties. These changes went into effect on September 3<sup>rd</sup>. Rachelle has been meeting with Sue Allred, ACC's HR consultant. Sue has amended our employee handbook and let Rachelle know we need an updated COVID-19 policy. Sue has also suggested we create a workplace violence policy. Meg Newell, outside contractor, will assist ACC with these matters. Sue will update our employee handbook again in January 2025 with a new sick leave policy based on a sliding scale for staff members based on how many hours worked a week. Sue reminded Rachelle that ACCF cannot have outside contractors act as employees long-term. Rachelle informed Andrew of this and he will let ACC know by January 2025 if he is planning to transition to an employee of ACC or if he will assist us in hiring someone else to run the K16 program. Rachelle, along with Sarina Castle, are training Tiffany on how to prepare for and run a MHSA student cohort meeting and how to onboard MHSA students. The computers have been ordered for the K16 program and the ACC center.

c. The minutes for the August regular program meeting were approved unanimously. A motion to approve the minutes was made by Barbara and seconded by John.

d. Craig presented the current financial condition of ACC as of 9/19/24 to the Board. ACCF financials now include funds from the K16 program administered under separate accounting. On 6/11/24, ACCF took a bridge loan from Amador County in the amount of \$24,000. The first payment is now due and the Board needs to decide to pay off the loan in full or make monthly payments without incurring any interest on the loan amount. ACCF has initiated a credit card account with Umpqua Bank, with a statement closing date of the 15<sup>th</sup> of each month. ACCF's Umpqua Checking account had a beginning balance of \$47,527, additional funds in the amount of \$85,146, a deduction amount of \$19,351 for an ending balance of \$113,313. ACCF's Credit card has been paid in full. The amount of the loan from Amador County has a balance of \$24,000. The grant monies for the K16 program are held at the Bank of Marin. The starting balance of the grant account was \$146,255, had no additions, and \$59,446 was the deduction amount for an ending balance of \$95,809. We are still waiting for DOJ to respond to eliminate our delinquency status. We have received the MOU from ACUSD in the amount of \$78,000 and that has been deposited in our Umpqua account. The first full month of reimbursement monies from the K16

grant has been deposited into the Umpqua account. Craig provided the Board with the Umpqua Bank statement for the period of August 1-31, 2024.

e. The Board discussed the options to pay the Amador County Bridge Loan. It was decided to pay off this loan monthly.

f. Janice reported to the Board that the application to host an Amador County Open House Event has been submitted for 2025. The Chamber offered October as the hosting month. Several Board Members have offered to donate money to provide the refreshments for this event. We would need a committee to organize this event. The item will be on the October agenda as an update.

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 October agenda.

h. Maureen gave the Board an update on our participation in Dandelion Days for 2025. Our application to participate has been submitted and accepted. ACC has a spot on Main St for the event. The dates are March 15th and 16<sup>th</sup> of 2025.

i. There is currently a not an update from Sheriff Redman regarding hosting online programs in emergency management/homeland security and criminal justice through ACC. Karen will follow up with Sheriff Redman to determine the status of this possibility.

j. Board discussion occurred regarding ACC hiring an Office Manager for Amador College Connect. The information, potential job description, hours, wages, etc. were developed to present at this September meeting by an Executive Committee meeting held on September 12, 2024. The potential start date for this position would be November 1, 2024. Susan made a motion to approve this new position of Office Manager and Barbara seconded the motion and the motion passed unanimously. Rachelle, Janice, and John are meeting to develop specific job duties and job description for this position.

k. There is not an update on ACC's request for funding/grant proposal award submitted to Senator Alvarado-Gil. This item will be taken off our agenda.

l. Karen and John gave an update on the proposal submitted by John on behalf of ACC to the Sierra Business Council Grant Committee. John's proposal has been selected to move forward.

## 2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

a. Barbara gave a recap on the "Dinner in a Bag" Fundraiser. The recap detail sheet was emailed to Board Members prior to the scheduled September meeting. The fundraiser was a success for both ACC and the Argonaut High School Culinary Program! Total income generated by this event was \$4,328.53. The Argonaut High School Culinary Program received a check for \$1,734.00, \$6 cash, and about \$60 in tips. ACC netted \$2,594.53. Barbara has made a folder with information on the fundraiser in case we want to do this event again. Feedback on the event was very positive! MANY thanks to Barbara for spearheading the event!

b. Maureen gave the Board information regarding the upcoming Giving Tuesday Event. Giving Tuesday is scheduled for December 3, 2024. Maureen will continue to inform the Board as she gets updated information.

c. John and Susan gave the Board an update on Publicity items.

3. STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

4. PROGRAM OPERATIONS COMMITTEE REPORTS:

Committee Members Initiatives (non-agenda items reported/suggested by members): Rachelle presented to the Board the fact that Hollie is now both a Board and an employee of ACC. Items discussed in our Board meetings. Some items would need to be discussed in a closed session environment. Susan will research this situation and report to the Board at the October meeting what the options are to have a closed session.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 6:38 pm. The next regular public meeting is scheduled for October 17, 2024 at 4:30 pm in a hybrid format via Zoom and in person at the Center.