

Amador Community College Foundation Meeting Minutes

Thursday, October 17, 2024

Paul called the regular public meeting of the Amador Community College Foundation to order on Thursday, October 17, 2024 via Zoom Meeting and in person at 5:14 p.m.

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

Public Comments: There were no public comments. Lynda Burman was a guest at the meeting. Lynda introduced herself to the Board and expressed an interest in potentially becoming a Board Member.

1) ORGANIZATION:

a. The Board received in advance the monthly reports from Tiffany, Deb and Rachele. Deb's written report revealed from the period of 9/17/24-10/15/24, there are 360 total students enrolled. The largest number of current/new students enrolled by institution is 190 at Coastline followed by 93 at Columbia. During this time period the Center had 69 appointments: general appointments: 24 Dual Enrollment appointments: 31 MHSA appointments: 6 JRCR appointments: 1 K16 appointment: 1 MEOC/FAFSA appointment: 5, and 1 appointment for students transitioning from Dual enrollment to adult enrollment. Dual Enrollment information from this period: New students: 7, students enrolled for the summer: 133, Number of students completed summer: 35 (waiting on transcript updates from counselors for accurate numbers), 50 students enrolled in Fall courses, and 156 total active Dual enrollment students. Starting in January of 2022 until this reporting period, there have been 347 students served with Dual Enrollment opportunities. Past events include, along with Mia, presenting at the Progressive Women's Committee (PWC) event. Dual enrollment updates/issues during this period include adding all dual enrollment students and parents into the GroupMe mass text app. Deb is planning to have the step-by-step procedure document to transform into a flipbook for the center by the end of December. Upcoming activities include the Dual Enrollment Group Photo and Ice Cream Social on October 23rd, 4:00-6:00 pm. On October 24, Deb, Emilee, and Mia will be participating in the Argonaut High School's Career and College Fair. Deb and Mia will be attending the Amador High School's Career and College Fair on October 31st. Deb continues to be concerned with the challenges potential students have finding the location of the center. The feather flag is gone. 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 20 active students in the program, 4 inactive students, and 11 students are on-hold until TBD, there are no students dropped from the program and currently there are 2 MHSA applicants. Tiffany gave a student status update: 5 students are "on hold" but plan to enroll in Spring 2025 courses, 4 students plan to enroll in The Human Services Field Studies (formerly known as Practicum), 1 graduate student submitted her Certificate of Achievement. The Spring 2025 Human Services Field Studies enrollment begins October 28, 2025. The October Cohort Meeting was scheduled for October 10th with Melissa Ausilio, Behavioral Health Non-Clinical Program Coordinator as the guest speaker. Moving forward, there will be only 2 cohort meetings each semester. MHSA student surveys are being completed and collected for the ACBH reporting period. Information was presented on the MHSA Scholarship and the JRCR Scholarship at the Progressive Women's Committee of Amador County. An ad for the Ledger Dispatch is in progress

for the month of November for both the MHSA and JRCR programs. Discussion has been started for the development of a Group Me account for both the MHSA and JRCR students. The next Amador County Behavioral Health report will be due at the end of the Fall 2024 semester. There are 6 current JRCR students with 3 active students, 2 inactive students, and 1 student on hold. There are 2 registered for the Fall 2024 semester. Students are working towards degrees in: Emergency Management/Homeland Security, Accounting, Networking, Human Resources Management, and Business Information Worker. Rachelle continues to be actively involved in a myriad of meetings, activities, and many items related to our partners, website updating, personnel assistance, managing the workings of the office, and all other items related to ACC maintaining and running. During this reporting period Rachelle has worked with our webmaster to update our website, participated in staff meetings, paid our monthly bills, and assisted with the development of the job duties for the new office manager position. Rachelle invoiced ACUSD for the dual enrollment textbooks that ACC purchased for dual enrollment students taking summer courses. The reimbursement check in the amount of \$3,260.61 will be deposited. Rachelle, with guidance from Sue Allred, has been involved in updating our employee handbook and reviewing those updates with staff. Now that ACC has more than 5 employees, staff members are required to enroll in CalSavers. Rachelle, along with Meg, is working on updating our COVID-19 policy and a workplace violence policy. Rachelle has been in contact with Greg Barnes assisting with the setup of our new computers. John suggested it would be beneficial to see in the reports a comparison of statistics of where we were at the same time during the previous year. Rachelle suggested this comparison could be quarterly potentially as opposed to monthly. Barbara led a discussion of addressing Deb's concerns about the lack of signage for the Center. It is still challenging for individuals to locate ACC. Several options/solutions were discussed by the Board.

b. The minutes for the September regular program meeting were approved unanimously. A motion to approve the minutes was made by Janice and seconded by Barbara.

c. Craig presented the current financial condition of ACC as of 10/17/24 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 in the amount of \$4000 has been paid. ACCF has initiated a credit card account with Umpqua Bank with a statement closing date of the 15th of each month. Umpqua Checking account had a beginning balance of \$113,313, additional funds in the amount of \$41,483, a deduction amount of \$45,763 for an ending balance of \$109,033. With the payroll and taxes deducted, the Umpqua's balance is \$95,032. The deduction and addition amounts to the Umpqua account are not representative of monthly flows as the account was used to overcome fraud holds on the Bank of Marin account and the account was reimbursed. ACCF's credit card has been paid in full. The amount of the loan from Amador County has a balance of \$20,000. The grant monies for the K16 program are held at the Bank of Marin. The starting balance of the grant account was \$95,809, the account had no additions, and \$12,580 was the deduction amount for an ending balance of \$95,809. We are still waiting for DOJ to respond to eliminate our delinquency status.

d. The Board discussed the responsibilities of the volunteer treasurer and how to lessen these responsibilities now that there are two programs running at ACC. We are in need of a second signer at the Bank of Marin account. A motion was made by Craig to approve Susan as the second signer on this account and John seconded the motion and the motion passed unanimously. Susan will provide a letter to the Bank authorizing this addition and complete the necessary paperwork. Some tasks can be given to

the new office manager position. It was suggested that a Board Member could be responsible to be the liaison between ACC and our insurance agents, workman's comp and annual reporting of payroll, etc. to lessen the duties of the Treasurer and the new office manager person.

e. The Amador Chamber of Commerce contacted ACC with a proposal to co-host the 2025 Open House with the Kennedy Mine during the month of September. The Chamber has more agencies/businesses wanting to host than dates available. The new date for this co-hosting event would be September 10, 2025. It was suggested that ACC can host our own Open House during the month of October and we would advertise for the ACC event at the Chamber event in September. A motion was made by John to participate in the Amador Chamber Event with Kennedy Mine in September and host an Open House at the Center in October and Barbara seconded the motion. The motion passed unanimously. Barbara volunteered to chair the Open House events. Several Board Members have offered to donate money to provide the refreshments for these events. We would need a committee to help Barbara.

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

g. Maureen gave the Board an update on our participation in Dandelion Days for 2025. Maureen will be sending sign-ups for volunteer shifts for the event. The dates are March 15th and 16th of 2025. The discussion included our participation in Giving Tuesday and our delinquent status by the DOJ. All the paperwork to clear this status has been filed. The DOJ is behind on reviewing the paperwork and changing the status. We are not guaranteed a table at the Giving Tuesday event unless our status is updated.

h. There was not an update available to the cost/possibility of subletting office space from MLJT. This item will be on the November agenda.

i. There is not an update available from Sheriff Redman regarding the possible partnership to offer through ACC online programs in emergency management/homeland security and criminal justice. ACC will wait to hear from Sherriff Redman and determine what direction we would take when/it that happens.

j. John gave the Board an update to the meetings that John and Karen, and Andrew have been attending with Tom Dubois and the Sierra Business Council. This project will not directly involve ACC but the updates will continue to be on the monthly agendas. These meetings are part of an exploratory investigation of funding for startup resources for new businesses.

k. Board discussion occurred regarding ACC hiring an Office Manager for Amador College Connect. The position has been advertised and the position closes on October 28, 2024. The potential start date for this position would be November 1, 2024. Rachelle, Janice, and John are meeting to develop specific job duties and job description for this position.

l. Susan led a discussion to develop a policy addressing guidelines to have closed session discussions during our Board meetings and excusing a Board member who is also an employee from these discussions. Susan has researched the recommended guidelines and has requested Board permission to get input from Sue Allred on the exact specifics needed to create a new policy or by law.

m. Susan presented an idea to recruit new Board members. As we continue to expand our services and programs, additional working Board members would benefit ACC. Susan provided a message/advertisement sheet along with a “box” to keep applications in and to be portable enough to be transporting to ACC events to reach potential candidates.

n. A reminder was given that according to our by-laws, opportunities for Board Officer positions for 2025 are available to interested members. Susan will send out an email asking if there are any interested Board members in the positions. The Board Members officer positions are: Chair, Treasurer, Vice-Chair, and Secretary.

2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

a. Barbara let the Board know that currently there are no updates to upcoming Fundraising events.

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 regarding our status with the DOJ. In order to receive any donations, our status must not be delinquent. ALL paperwork, etc., has been filed but we are waiting for the DOJ to respond and they are backlogged.

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): Janice let the Board know she is working on an application to the Jackson Lions Club to request funding assistance for the new Office Manager position. Janice, Paul, and Rachelle will present the request to the Jackson Lions Club Officers on Monday, November 4th.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 6:52 pm. The next regular public meeting is scheduled for November 21, 2024 at 4:30 pm in a hybrid format via Zoom and in person at the Center.