

AMADOR COMMUNITY COLLEGE FOUNDATION K-16 WORKFORCE GRANT MINUTES

Thursday, November 21, 2024

Paul called the public meeting of the Amador Community College Foundation K-16 Workforce Grant meeting to order on Thursday, November 21, 2024, via Zoom meeting and in-person at the Center at 4:34 pm. Meeting was adjourned at 4:55 pm.

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

Public Comments: There were no public comments. Introductions and welcome to Lynda Burman occurred. Lynda is attending as a potential Board Member.

- 1) The minutes for the October K16 Meeting were approved. Karen made a motion to approve the minutes as submitted, Craig seconded the motion, and the motion passed unanimously.
- 2) Andrew provided the Board with an update of the K16 activities from Mia's submitted report to the Board. In the area of Outreach, Mia has arranged to get ads for the K16 program on buses that are part of the fleet of both Amador and Calaveras Transit. Almost every ECE and Computer Science student is registered and reenrolled for the Spring semester. Mia created an ad and assisted with the advertising of the upcoming Giving Tuesday Event. Mia has scheduled a presentation at Calaveras High School on February 19th to talk to high school juniors and seniors about the K16 programs. The program currently has 12 ECE students enrolled for the Fall and 6 in the Computer Science pathway. The enrollment for the spring are 14 students in the ECE program and 6 in the Computer Science program. Andrew let the Board know that during his meetings with Columbia our K16 programs are being recognized as doing very well!
- 3) Mia provided the Board with a written report of her activities including her outreach, updated enrollment information, and past and future events promoting the K16 programs.
- 4) Andrew reported that all necessary reporting paperwork has been submitted to Columbia and there are no issues with what has been reported.

Committee Members Initiatives: There were no committee members initiatives discussed.

ADJOURNMENT: The next Regular Meeting of ACCF regarding the K16 Workforce Grant is Thursday, February 20, 2025 at 4:30 pm via Zoom format or in-person at the Center.

Amador Community College Foundation Meeting Minutes

Thursday, November 21, 2024

Paul called the regular public meeting of the Amador Community College Foundation to order on Thursday, November 21, 2024 via Zoom Meeting and in person at 4:58 p.m.

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

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. The Board welcomed Lynda Burman as a new Board Member. Thanks to Lynda for joining the Board.
- b. Introductions were done between the Board Members and our new office Manager, Mary Schoenahl. Welcome Mary!
- c. The Board welcomed Rosie Huanaco to the Board. Susan let the Board know Rosie was not able to attend due to both her and her family being ill. Thanks to Rosie for joining the Board!
- d. An acknowledgement and Board approval to hire office manager candidate, Mary Schoenahl via email on 11/6/24. Annette made a motion to approve the hiring of Mary and Barbara seconded the motion. The motion passed unanimously.
- e. An acknowledgement of the approval of Lynda Burman's Board Member application occurred via email on 11/8/24. Janice made a motion to approve Lynda's application and it was seconded by Barbara. The motion passed with a majority vote. Susan let Lynda know she is a Board Member.
- f. An acknowledgement of approval of Rosie Huanaco's Board Member application occurred via email on 11/15/24. Paul made a motion to approve her application and Lynn seconded the motion. The motion passed with a majority vote. Susan let Rosie know she is a Board Member.
- g. The Board received in advance the monthly reports from Tiffany, Deb and Rachelle. Deb's written report revealed from the period of 10/16/24-11/19/24, there are 384 total students enrolled. The largest number of current/new students enrolled by institution is 200 at Coastline followed by 95 at Columbia. During this time period the Center had 50 general appointments: 81 Dual Enrollment appointments: 16 MHSA appointments: 4 JRCR appointments: 6 K16 appointments: 9 MEOC/FAFSA appointment: 2 non-student proctoring and 6 tutoring appointments. Dual Enrollment information from this period: New students: 8, students enrolled for the summer: 133, Number of students completed summer: 51 (waiting on transcript updates from counselors for accurate numbers), number of students dropping summer courses: 13 and number of students unreported of summer course completion: 69 with Deb and Hollie calling for updates. There are 53 students enrolled in Fall courses, and 156 total active Dual enrollment students. Starting in January of 2022 until this reporting period, there have been 355 students served with Dual Enrollment opportunities. Past events include, a Dual Enrollment Group Photo and Ice Cream Social

Event for Dual Enrollment students, participation in both Amador and Argonaut High School's Career and College Fair, and attendance at the AAUW Amador Branch Event, "A Conversation with Women in Office". Dual enrollment updates/issues during this period include adding all dual enrollment students and parents into the GroupMe mass text app. and/or adding an Instagram dual enrollment account. Deb is planning to have the step-by-step procedure document to transform into a flipbook for the center by the end of December. Tiffany's report showed there are 20 current MHSAs students. Four students are registered for Spring 2025 semester and 4 students will complete their COA after the Spring of 2025 semester. There are currently 13 active students in the program, 2 inactive students, and 5 students are on-hold until TBD, there are 4 students dropped from the program and currently there are 4 MHSAs applicants. Tiffany gave a student status update: 4 students are "on hold" but plan to enroll in Spring 2025 courses, 3 students plan to enroll in The Human Services Field Studies (formerly known as Practicum), and 4 "inactive students" were dropped due to inactivity and no communication for over a year. The November Cohort Meeting was scheduled for November 14th with Trixie Smith, Lead Peer Support at Sierra Wind Wellness and Recovery Center. There were 6 students in attendance. An ad for the Ledger Dispatch is in progress for the month of January for both the MHSAs and JRCR programs. Discussion has been started for the development of a Group Me account for both the MHSAs 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, 1 inactive students, and 2 students on hold. There are 3 registered for the Spring 2025 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 Board Members and staff to participate in community presentations, interviewing for our new office manager position, involvement in staff meetings, evaluations of current staff, and working with Sue Allred (HR consultant) to review necessary staff updates. Rachelle has been training Mary and has facilitated a training schedule. Rachelle will be starting her maternity leave on Tuesday, January 14th. Her plan is to be out approximately 12 weeks. Rachelle reviewed the importance of following California state law regarding rest and meal breaks and some changes to staff schedules may need to occur to ensure these requirements are being followed. The Board had no questions or clarifications needed to the reports submitted by the staff.

- h. The October minutes were passed unanimously. Barbara made the motion to approve the minutes as submitted and it was seconded by Craig.
- i. Craig presented the current financial condition of ACC as of 11/21/24 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 \$109,033, additional funds in

- the amount of \$8,047, a deduction amount of \$27,297 for an ending balance of \$89,782. With both payroll and taxes debited, the Umpqua account has a balance of \$69,785. ACCF's credit card has a credit balance of \$551. The amount of the loan from Amador County has a balance of \$18,000 (paid out of the ACCF Umpqua account). The grant monies for the K16 program are held at the Bank of Marin. The starting balance of the grant account was \$95,836, the account had no additions, and \$7,785 was the deduction amount for an ending balance of \$88,060. According to Chris Molinelli's balance worksheets, there are checks outstanding in the Bank of Marin K16 program in the amount of \$17,813 leaving a balance, once those are paid, of \$70,241. Our Delinquency status from the DOJ has been removed.
- j. A discussion of Board positions for the 2025 calendar year occurred. As per the October meeting, an email was sent to Board Members to discover if there were any Board Members interested in a position for the 2025 year. No one was interested in any new position. It was recommended that the item be on the agenda for the February meeting to give members an opportunity to consider a Board position.
 - k. 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 Treasurer to step in when Craig resigns due to moving out of the area. Some Treasurer tasks have been distributed to Mary as the new office manager.
 - l. The adoption of the 2025 ACCF Board Meeting schedule and other dates currently scheduled for 2025 was adopted. Janice made a motion to approve these dates for 2025 and Karen seconded the motion. The motion passed unanimously.
 - m. The Board discussed the upcoming Strategic Planning Meeting to be held on January 16th 4:00-6:30 pm. Suggestions of locations to host the meeting included The Lone Wolf Restaurant and The Leadership Hub. Karen, Andrew, and Barbara volunteered to get more information from these two locations and get back to the Board.
 - n. ACCF is in need of a new tax preparer. It was determined that we be looking becoming a client of Cathy Castillo if she is taking new clients. This item will be on the February agenda as a follow-up item.
 - o. Janice gave the Board an update on the request to the Jackson Lions Club for financial assistance. The Club has decided to donate \$1,000 to us during the Giving Tuesday Event.
 - p. A discussion occurred to determine the best date in October for an ACCF Open House. This event would be an additional event after co-hosting a Chamber Event with Kennedy Mine. This item will be on the February agenda.
 - q. Barbara reported on the signage for the Center as a follow-up to her email sent to the Board on 11/15/24 with an estimate from Merzlak Signs for the signs in the amount of \$490. A motion was made to allow the purchase to move forward by John and seconded by Karen. The motion passed unanimously. Thank you to John for his monetary contribution to this purchase!
 - r. Maureen will be requesting volunteers from the Board to take shifts at the upcoming Dandelion Days Event. The dates are March 15th and March 16th. And the shift hours will be 9am-1pm and 1pm-5pm. This will be on the February agenda. Mark your calendars.
 - s. An update to the cost/possibility of subletting office space from MLJT and the cost to ACCF for this to occur will be on the February agenda.

- t. Susan provided the Board with guidelines suggested by Sue Allred to address closed sessions discussions during our Board meetings. Paul, as Chair, would request the individual who is both an employee and Board Member from the closed session. On the February agenda, this item will be discussed to determine if we want to change our current By-Laws to address this situation.
 - u. Susan gave the Board an update on ACCF having a second signer on the Bank of Marin account. Susan has completed the paperwork and it has been approved to now have Susan on the account. Both Paul and Susan are now signers on this account held at Bank of Marin.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT
- a. Barbara let the Board know that currently there are no updates to upcoming Fundraising events as the Strategic Planning Meeting scheduled for January will be largely devoted to developing Fundraising ideas, events, grants, etc. ACCF has been cleared by the DOJ.
 - b. Maureen gave the Board an update on the upcoming Giving Tuesday Event. Giving Tuesday is scheduled for December 3, 2024. Thank you to Maureen for organizing this event!!
 - c. John and Susan gave the Board updates on Publicity and Social Media items.

3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

4) PROGRAM OPERATIONS COMMITTEE REPORTS:

Committee Members Initiatives (non-agenda items reported/suggested by members): Rachelle requested a closed session to discuss personnel issues.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 6:34 pm. The next regular public meeting is scheduled for February 20, 2025 at 4:30 pm in a hybrid format via Zoom and in person at the Center. A Strategic Planning meeting is scheduled for January 16, 2025 4:00pm-6:30 pm with the place TBA.