

Amador Community College Foundation Meeting Minutes

Thursday, March 21, 2024

Paul called the regular public meeting of the Amador Community College Foundation to order on Thursday, March 21, 2024 via Zoom Meeting and in person at 4:47 p.m.

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

Public Comments: The Board recognized and welcomed Andrew Gardner participating in the March meeting as a guest and to provide information on the K16 Workforce Grant.

1) ORGANIZATION:

a. Paul let the Board know that John Ellyson has submitted his letter of resignation from the Board effective immediately. The Board recognized John's many years of contributions made to the ACC Board. Susan volunteered to officially show our appreciation with a gift and card.

b. The Board welcomed Hollie Hamilton to the Board of Directors. Introductions of other Board Members and staff who were present occurred. Thank you to Hollie for joining the Board!

c. The Board received in advance Rachelle, Deb, and Sarina's monthly reports. Deb and Sarina's reports are combined now. The Board was asked if there were any questions or clarifications needed to their reports. Deb's written report revealed that from the period of 2/16/24-3/19/24, there were 308 total students enrolled. These numbers include students not starting until the summer term. The largest number of current/new students enrolled by institution is 175 at Coastline followed by 95 at Columbia. During this time period the Center had 9 general appointments, 49 Dual enrollment appointments, 2 MHSA appointments, 1 JRRCR appointments, and 6 MEOC/FAFSA appointments for a total of 73 appointments. No exam proctoring occurred and there were 6 tutoring appointments. Deb shared the Winter Newsletter statistics: Deb sent 725 newsletters out and received confirmation of 420 opens. This is the highest rate to date at a 60% open rate. Congratulations to Deb for her creative, informative, and amazing Newsletter she produces for ACC! Deb attended the Rotary Club Foundation dinner and will be the guest speaker in June to present ACC services. Dual enrollment appointments are at an all-time high! Deb's involvement in upcoming events include visiting NEXUS and Mountain Oaks and she will be attending the Celebrate Our Children Event in April representing ACC. Sarina's report showed there are 30 active MHSA students. Sixteen students are registered for the spring semester and 4 students will complete their COA after Spring of 2024 semester! Summer registration is April 8th for Coastline Community College. Two MHSA students are currently enrolled in their Field Studies course of the Human Services program. Sarina has developed Victory Village and Sierra Wind Wellness as worksites for MHSA students to complete their Field Studies and gain skills in the Human Services Field. Thank you to Sarina for her effort in securing these two worksites for ACC students. The upcoming Spring Semester Cohort meeting dates are March 14th and April 11th. There are 4 JRRCR active students with 2 registered for the spring 2024 semester. Students are working towards degrees in: Emergency Management/Homeland Security, Accounting, Criminal Justice, and Business Information Worker. Rachelle continues to be actively involved in a myriad of meetings, activities, and many items related to

our partners and ACC. During this reporting period, Rachele had contact/meetings/submissions of invoices, follow-up emails/phone calls with Jackson Rancheria, Amador County Behavioral Health, and ACUSD. Rachele continues to reconcile the monthly bank statements including sending bills to Chris Molinelli for payment. The end of the Fall semester MHSA report has been completed. Rachele has been generous with her time above her "regular" responsibilities and has been devoting many hours to additional meetings regarding grants, community meetings, heading Senator Alavardo-Gil's visit, Amador County Chamber of Commerce, etc. Rachele let the Board know we have a couple of opportunities to attend events requested by the sponsoring agencies. The discussion concluded we will participate in the Calaveras High School "On the Right Track 2024 on April 18th. At the time of Rachele's report, discussion occurred on grant updates. Andrew let the Board know that there was no news at the time of our meeting regarding the K16 Career Pathways Program but we expect to hear the beginning of April. Karen let the Board know we should know about the Bank of Marin grant at the beginning of April. The passing of Prop 1 might change our funding for the MHSA program.

c. At the time of the meeting, the minutes were not available for the February meeting. Susan will send them via email to Board Members and staff once available for an email vote.

d. Craig provided the Board with a Month by Month Financial Summary for February. The beginning balance for the month of February was \$42,129 with \$47 additional funding and \$11,182 worth of deductions; leaving an ending balance of \$30,995. The current year to date average is below \$15,990.50. The current balance as of 3/20/24 is \$19,465. In one month we will be below \$8,000 at the current burn rate. Lengthy discussion occurred between the Board Members regarding our financial situation. There is not any immediate funding coming. Our current grant/MOU funding sources will not be expected until June. Andrew said for the K16 grant, the award letters would arrive first, then funding would come at a later date. The K16 monies are not monies for our general funds. There is some funding in this grant for ACC operational and logistical support, materials, and resources. Andrew let the Board know there has been a request by Columbia College for revised implementation, plan overviews, and a reduction to the amount we requested. After discussing this new information, John T. made a motion to accept the revised implementation, plan overviews, outcomes, funding amount, etc. and Craig seconded the motion. The Board approved the new grant language/amount.

e. Paul confirmed we are not on the Amador Chamber of Commerce hosting calendar for 2024.

f. Annette reported to the Board the information on joining the Calaveras Chamber of Commerce. The website reveals we can join as a supporter for \$160. Craig made a motion that ACC join the Calaveras Chamber of Commerce for 2024. Annette seconded the motion and the Board approved unanimously the motion. Craig will complete the application for us to join.

g. ACC was not able to secure a booth for the 2024 Dandelion Days Event. Maureen would like ACC to consider requesting a booth as soon as possible for 2024. Paul said the applications for 2024 booths are already available. Susan will let Maureen know the applications are available and that the Board is still interested in participating in 2024.

h. Susan let the Board know there is no new information regarding tax implications if we have items for sale at events and/or the Center.

i. An update on the CERF Grant/Committee meetings occurred earlier in the meeting.

j. The update on the K16 Workforce grant was given earlier in the meeting.

k. The Board revisited the ACC By Law requiring Board Members to submit Volunteer Hours Sheets and Board Donation forms for 2024. The reasons for this By law existence was discussed and reviewed. Susan made a motion for an addendum to this By Law and no longer have it a yearly requirement for Board Members to complete. Janice seconded the motion and the motion passed by a unanimous vote to approve. Susan will make this change to our digital copy of our By Laws. Thanks to Maureen for providing Susan a working copy of the By laws.

l. The Board had a discussion of the fundraising idea of selling tamales. Annette contacted Michael Garcia to coordinate with his culinary classes to assist with the Tamale making, use of kitchen, etc. The time line of a May fundraiser was discussed. It was decided with all the other items occurring at ACC, to do this fundraising event in May would not be feasible. Annette will contact Michael to see if a Fall date might work for him to assist us with this event.

m. A recap of the visit to ACC from Senator Marie Alvarado-Gill was given. The visit was a positive and enjoyable event. Thank you to staff for their involvement and care in having the Center look it's best. An amazing job by Rachelle leading the agenda items, discussion, questions and answers, etc.

n. The Board formally thanked Sarina and Janice for their work in solving and renewing our contract with the Foundation for Community Colleges. Career Catalyst.

o. The Board formally thanked Maureen for digitalizing the ACCF by laws.

p. The Board formally thanked Maureen for sending thank you letters to donors from Giving Tuesday that donated online.

q. The Board formally thanked Deb for the amazing Newsletter!

r. The Board congratulated Sarina on her excellent evaluation!

s. The Board formally thanked Maureen for her research and report on the Roberts Rules of Order guidelines for ACC.

t. The Board formally thanked John and Loretta for their donations towards the gift basket for Senator Alvarado-Gil's visit.

u. The Board formally thanked Karen for her MANY hours devoted to ACC!!!

v. The Board formally thanked Craig for providing a month by month summary of ACC's 2023 financial information.

2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

a. Susan let the Board know Maureen sent the thank you letters to donors from Giving Tuesday with an explanation of the delay. She has received positive feedback from the letters sent.

b. John gave the Board an update on the publicity activities for the month. Thanks to John T. for his work with the Ledger on the newspaper ads! Susan reported the statistics for our social media accounts.

3. STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

a. Possible presentations to ACUSD Board, Calaveras Chamber of Commerce, and other interested parties/agencies will be considered for future agenda items.

4. PROGRAM OPERATIONS COMMITTEE REPORTS:

There were no committee member initiatives reported/suggested by members.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 5:46 pm. The next regular public meeting is scheduled for April 18, 2024 at 4:30 pm in a hybrid format via Zoom and in person at the Center.