

AMADOR COMMUNITY COLLEGE FOUNDATION WORKFORCE K16 GRANT AGENDA

DATE: August 15, 2024

LOCATION: Board Meeting will be held via Zoom and in person at the Center

TIME: 4:30 pm Open Session of Regular Meeting of ACCF regarding the K16 Workforce Grant-Public Welcome

Discussion/Action items:

Public Comments: Public Comments: Public Welcome and Introductions. At this time the Board will hear comments from the public, if any.

- 1) Acknowledgement that a motion was made on July 30, 2024 via email by Karen to make adjustments to amend the K16 grant budget and add/hire a new computer science instructional support specialist position. Changes are as follows: Total annual budget for Columbia adjunct professors=\$16,000. (\$32,000 for the life of the grant) estimated new annual salary for computer science instructional assistant=\$3,480 and new annual dual enrollment support allocation=\$10,000, adjusted K16 budget line item balance=\$2,520.00. Andrew received this permission at a meeting with Emily Graham. The Computer Science Instructional Support Specialist will be an ACC employee, not a Columbia College employee. Barbara seconded the motion made by Karen and the motion passed with a majority approval.
- 2) Andrew: Update on the K16 Workforce Grant. Process towards the Objectives completed in the Statement of Work document.
- 3) Mia: Update/monthly report on K16 activities. Mia has invited Board Members to attend a Student Orientation for participating Pathway students on Monday, August 19th 4-6 pm at the Center. Let Mia know if you are able to attend.
- 4) Barbara: Discussion of K16 Grant
- 5) Andrew/Barbara/Maureen: Update on program expenditures. Documents supporting the ability for Barbara and Maureen to oversee the grant expenditures have been requested. Do procedures need to be put in place to assist the monitoring of the expenditures? Do we have documented written approval from Emily to use the grant monies indicated in the grant funds to transfer \$12,500 to ACC for dual enrollment from the original expenditure for a Columbia College Adjunct Professor and course fees?
- 6) Andrew: Update on the hiring of the Computer Science Instructional Specialist position. Since this position will be an ACC employee, how will the hiring occur and who will be this person's direct report? Who would evaluate this person? Do we need insurance and/or workman's comp for the position?
- 7) Update: Andrew/Craig: Moving k16 program into the space at the Center.
- 8) Discussion: Barbara: Best use of the new space in the Center.
- 9) Andrew: Update on the MOU with the Resource Connection/ECE and program.
- 10) Andrew: Update on the MOU with Volcano Communications Group/Computer Science program.
- 11) Craig: Discussion/Update: Coverage for students/staff in the K16 program for Workman's Comp.

- 12) Andrew/Karen: Update on Chef Garcia/Argonaut High Culinary Program payment for the Sierra Business Council in Sutter Creek in May.
- 13) Update: Andrew: Preliminary tech support contract from Greg Barnes. Does this contract support both K16 and ACC?

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

AMADOR COMMUNITY COLLEGE FOUNDATION REGULAR MEETING AGENDA

DATE: August 15, 2024

LOCATION: Board Meeting will be held via Zoom and in-person at the Center

TIME: approximately 5:30 pm, after the agenda items from the K16 Workforce Grant are completed.
Open Session of Regular Meeting of ACCF-Public Welcome

Discussion/Action Items:

Public Comments: Public Welcome and Introductions. At this time the Board will hear comments from the public, if any.

1. ORGANIZATION:

- a. Acknowledgement of Barbara's motion made via email on 7/31/24 to offer Hollie Hamilton a part time position with ACC for 10 hours a week at \$18.00 per hour. John seconded the motion and the motion passed by majority email vote to approve.
- b. Acknowledgement of Susan's email on 7/30/24 requesting a vote and motion to approve the MOU from ACUSD presented to ACC in the amount of \$78,000 for a two year period. Craig made a motion to approve the MOU from ACUSD and Janice seconded the motion. The motion passed by email majority vote to approve. ACUSD staff, Nicci Gravette, will place this item on the upcoming ACUSD School Board Meeting for approval.
- c. Rachele/Deb/Tiffany: Monthly reports on Amador College Connect activities.
- d. Board: Review and approval of July minutes. (action item)
- e. Craig: Presentation of monthly bank statements and expenditures.
- f. Discussion: Increasing our Microsoft Licenses to give additional ACC emails to Barbara (for grant applications), Hollie, Emilie, and the new ACC position of Computer Science Instructional Specialist? (potential action item)
- g. Discussion: Should we continue with our proctored testing program. Before March, we should decide if we want to renew our membership or not. (Potential action item).
- h. Maureen: Update on Dandelion Days 2025 application.
- i. Karen/Paul/Lynn: Update on meeting held with Sheriff Redman regarding online programs in emergency management/homeland security and criminal justice.
- j. Craig/Barbara: Discussion: We need another person to sign checks.
- k. Board Discussion: Held over as an agenda item from the May and June meetings: Since we are not on the Amador County Chamber calendar for hosting an event, should we host our own Open House with Barbara as the organizer of this event? Should we present to the Calaveras Chamber of Commerce our programs now that we are members or include the Calaveras Chamber and members in our potential Open House?
- l. Board Discussion: Held over as an agenda item from the May and June meetings: Should we schedule a presentation to the ACUSD School Board? (updating them on our programs and dual enrollment) All ACUSD cabinet and School Board Members could be included in the potential Open House.

- m. Karen/Rachelle: Update, if any, on the grant request made to Senator Marie Alvarado-Gil. Acknowledgement of Senator's decision to switch political parties and the potential of how that could determine our funding request. Our goal is to still use of these grant monies to hire an office manager position.
 - n. Karen/John: Update on the Sierra Business Council Grant/Committee.
2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
 - a. Barbara: Update on Fundraising Ideas/Events. Please share the flyer with others regarding our upcoming "Dinner in a Bag" event scheduled for September 5th. Are helpers needed from the Board for this Event?
 - b. John: Publicity update. Susan: Social Media update.
 3. STRATEGIC PARTNERS AND COMMUNNITY RELATIONS REPORT:
 4. PROGRAM OPERATIONS COMMITTEE REPORTS:

Committee Member Initiatives: (non-agenda items reported/suggested by members)

ADJOURNMENT: The next regular meeting is Thursday, September 19, 2024 at 4:30 pm via hybrid format or in-person at the Center.