

Amador Community College Foundation Meeting Minutes

Thursday, May 16, 2024

Karen called the regular public meeting of the Amador Community College Foundation to order on Thursday, May 16, 2024 via Zoom Meeting and in person at 4:36 p.m.

Roll Call: Craig Burman, Karen Dickerson, John Tillman, Janice Davis, Annette Solis-Rios, Barbara McFarland, Hollie Hamilton, Lynn Morgan, Maureen Angle, and Susan Zaffarano. Staff: Rachelle Jose' de Mattos-Saldate. K16 Education Grant Program Director: Andrew Gardner.

Public Comments: There were no public comments.

1) ORGANIZATION:

a. The Board received in advance Sarina's monthly report. Deb and Rachelle have been extremely busy completing the many tasks and responsibilities associated with their positions and will provide verbal updates during the meeting. Deb is spending a lot of time registering a record number of students wanting Summer enrollment in the Dual Enrollment program. Sarina's report showed there are 28 active MHSA students. Five students are registered for the summer semester and 4 students will complete their COA after the Spring of 2024 semester! There are currently 13 active students in the program, 6 inactive students, and 7 students are on-hold until TBD, 1 has dropped and currently there are no MHSA applications to consider. There are 2 students 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. There are 2 MHSA students that will be completing their course at their current employment: Amador County Social Services and Central Sierra Child Support Agency. There is not a Cohort meeting in May. Sarina has completed the Spring 2024 MHSA semester report and submitted it to Amador County Behavioral Health. There are 4 JRCR active students with 2 registered for the summer 2024 semester. Students are working towards degrees in: Emergency Management/Homeland Security, Accounting, Criminal Justice, Networking, and Business Information Worker. 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. Janice and Rachelle met with ACUSD personnel to request additional funding due to the extra hours being used for the Dual Enrollment program and staff hours registering students. An additional amount of \$15,000 has been requested and we should know the decision by July. Amador County Behavioral Health MOU should arrive by July. ACC, with Meg's assistance, will be completing the Jackson Rancheria Grant application.

b. Andrew provided the Board with both a verbal and written update of the K16 Workforce Grant. The advance funding from Columbia might arrive by June. Candidates have been interviewed for the Outreach and Enrollment Technician position. Andrew has met with the Resource Connection to discuss the MOU and a revised Draft will be discussed by their Board in early June. There will be minimal student enrollment from Alpine County due to their student population. Andrew has met with Volcano Communications Group several times and provided the board with a written response (Objections) and a written response (Recommendations) by Volcano to the MOU. Andrew requested guidelines on how to proceed with Volcano from the Board. The discussion of the next steps included a lengthy discussion

of potential industry partners and what exactly would students participating in the program receive in the area of training and industry certification, degrees, courses, types of training etc. Andrew will confer with Columbia College on the courses, degrees, actual certification of what the student would be capable of receiving. Volcano expressed their requirement of participating in the MOU for ACC to supply all insurances required and name Volcano Communications Group as an extra insured. Karen volunteered to get an estimate from our current insurance carrier and report back to the Board at the next meeting. Annette made a motion to move from this agenda item and allow Karen to get the information needed to make an informed decision. Maureen seconded the motion and it passed by a majority vote.

c. Susan emailed the Board the minutes from our April meeting to review prior to the meeting. John discovered an edit needed to the minutes. Susan let the Board know of that edit and offered to send the corrected version to anyone that would like one. Janice made a motion to approve the April minutes with the correction and John seconded the motion. The approval of the April minutes passed unanimously. Susan will not be in attendance at the June meeting. Thank you to Maureen for volunteering to take notes and provide the Board with minutes from the June meeting!

d. Craig provided the Board with a Month by Month Financial Summary for April. The beginning balance for the month of April was \$18,510 with \$11,277 additional funding and \$11,720 worth of deductions; leaving an ending balance of \$18,067. The current year to date average is \$11,730. The balances do not include the \$10,000 for the Grant writing. April will begin a new \$9,000 credit line. ACC was awarded the Bank of Marin grant in the amount of \$5,000. Thank you to Karen for writing this grant on behalf of ACC! Craig has authorized payment for our April utilities and May rent for approximately \$1652. Monthly invoices for June for rent and utilities have been received for June in the amount of approximately \$1625. ACC owes the Dickerson Family trust \$10,000 and FCC \$2168 for intern pay services. Discussion of a Bridge Loan from the Board of Supervisors occurred.

e. An update on the hiring of the Outreach and Enrollment Technician position was given earlier in the meeting.

f. An update was given on the hiring of a program assistant.

g. Karen gave the Board an update on the presentation at the Board of Supervisors meeting and request for a Bridge Loan, Due to the other items on the BOS agenda, the ACC Board members present were not able to give a presentation. The Bridge vote for ACC approval will be done through an email vote when more information is received from the BOS.

h. Andrew shared flyers for the May 21st "Let's Talk Jobs" Event hosted by ACC and Sierra Business Council. It was encouraged to have Board Members from ACC attend to support this event. Chef Michael Garcia and his team will be catering the event. Michael was a former culinary student from the Rancheria when ACC partnered with them!

i. Due to the length of the meeting it was decided to have this agenda item placed on the June agenda for discussion since the item is not pressing. Susan will put this held over agenda item on the June agenda to determine if we want to present to the Amador Chamber of Commerce and/or the Calaveras Chamber of Commerce an overview of all our programs, both new and continuing offerings.

j. This item, to discuss whether we present to the ACUSD Board an update on our programs and the impact/growth dual enrollment has had on ACUSD students, will be placed on the June agenda due to the length of the meeting.

k. There was not a new update available on the grant proposal award submitted to Senator Alvarado-Gil. Rachele asked about a new bank account for the Workforce Grant monies at Bank of Marin. Barbara volunteered to look into opening an account there.

l. On behalf of the Board and staff a gift and card were presented to John Ellyson recognizing and thanking him for his participation as a Board Member for many years.

m. The Board formally thanked Craig for joining the Calaveras Chamber of Commerce on behalf of ACC.

n. The Board formally thanked Barbara for her hours working at the Center.

o. The Board formally thanked Barbara and Janice for their time spent cleaning out the closet at the Center.

p. The Board formally thanked Paul and ACES for their generosity in providing ACC with weekly garbage service at no charge and for picking up the e-waste at the Center.

q. The Board formally thanked Barbara for her fundraising ideas presented at the April Board meeting and for agreeing to assist ACC with Fundraising Events.

2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

a. Barbara sent a preview email of fundraising goals, events, amount of money to raise based on ACC's 2023 profit and loss amounts to review prior to the meeting. The discussion included setting a monetary goal for 2024 of \$20,000. An event in collaboration with the Argonaut High School Culinary program to host a "Dinner in a Bag" event for families during the first couple of weeks of school was discussed. Inside the bag would also include flyers about ACC programs. Barbara met with Chef Garcia prior to the May Board Meeting. Other events were discussed and considered as well. Full list was included in the email sent by Barbara.

b. John gave the Board an update on the publicity activities for the Amador County Fair. ACC will not have an Ad in the Fair program. 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.

b. Partnering with Sierra Business Council on May 21st to host "Let's Talk Jobs!" Event. Andrew will be coordinating this event.

4. PROGRAM OPERATIONS COMMITTEE REPORTS:

Committee Members Initiatives: (non-agenda items reported/suggested by members): Craig began the discussion and consideration of where the K16 personnel will be housed. Options and places were suggested in the discussion.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 6:21 pm. The next regular public meeting is scheduled for June 20, 2024 at 4:30 pm in a hybrid format via Zoom and in person at the Center.