

## AMADOR COMMUNITY COLLEGE FOUNDATION K-16 WORKFORCE GRANT MINUTES

Thursday, May 29, 2025

Paul called the public meeting of the Amador Community College Foundation K-16 Workforce Grant meeting to order on Thursday, February 20, 2025, via Zoom meeting and in-person at the Center at 4:35 pm. Meeting was adjourned at 5:48 pm.

Roll Call: Paul Molinelli, Jr., John Tillman, Barbara McFarland, Janice Davis, Karen Dickerson, Maureen Angle, Annette Solis Rios, Craig Burman, Lynda Burman, Rosie Huanaco, and Susan Zaffarano. Staff: Andrew Gardner.

Public Comments: There were two guests attending the meeting, Fawn and Greg Vernon. Fawn presented her background and the educational services she provides. Fawn is requesting that ACCF authorize a designed area for her to conduct tutoring and testing for her clients. Discussion from the Board raised concerns that potentially we are not able to sublease and could not assist her with her request. We are already short of space in the center as well. The Board will discuss this request as an action item at the June meeting.

- 1) The minutes for the April K16 Meeting were not available. The April minutes will be sent via email for review and approval.
- 2) Andrew provided the Board with a detailed update of the K16 activities. We have spent approximately \$266,700. We have received \$360,000 in advance funding from Columbia. We are on schedule for our budgeting timeline. The new revised budget for 2025-2026 will begin on July 1<sup>st</sup>. Andrew reported that the state is determining whether or not to extend funding timelines to K16 recipients. Andrew is currently working on the mid-program 2024-2025 financial and work plan reports due to Columbia on July 21<sup>st</sup>. We can apply for another \$75,000 advance for funding. Andrew gave the Board an update to the CNA program. The components are in place for the program to launch. The program will be a one year program in 2025-2026 with a Fall cohort and a Spring cohort enrolling a maximum of 15 students per cohort. Kit Carson is a licensed facility and can provide the clinical work experience requirement for the certificate program. We have 14 students on the list ready to register and enroll. Folsom Lake College has submitted the program request for approval to the CA Department of Health. The expected budget for the program would be \$300,000 for the 2025-2026 school year.
- 3) The commencement for the K16 students is set for June 30<sup>th</sup>. Mia is seeking assistance from Board Members to help decorate for the event. Please reach to Mia to help with this task. Mia has been participating the Publicity Committee meetings and provided the committee a marketing calendar to assist with social media, marketing, and publicity. An all day workshop was held at the center for the ECE students to apply for their permits and additional incentives. Mia reported this event went very well! Mia continues to contribute to ALL the things going on at the Center with creative flyers, monthly K16 newsletters and the ACC newsletter.
- 4) Andrew gave the Board a detailed report on all the activities occurring with K16 and included in the discussion in item #1 was information on both re record keeping and updates to necessary documents needed for the grant.

- 5) Andrew provided the Board with updates to the SJF Grant. Amador College Connect has been allocated \$50,000 to fund an employee to be the lead and partner liaison to fulfill the Sierra Jobs First Catalyst Proposal in the area of Industrial Arts Training Program. As of 5/22, the RCRC is still negotiating the terms of the contract. Andrew has been contacted about developing a Sustainable Ag Career Pathway Program aligning with the SJF strategic plan. Andrew has developed a preliminary plan and budget similar to our existing K16 programs. This idea is currently in the very early stages of development.
- 6) Andrew presented the details of the development of the CNA program. After the details of the program were presented earlier in the meeting John made a motion to approve the CNA program, the motion was seconded by Janice and the motion was approved unanimously.

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

AJOURNMENT: The next Regular Meeting of ACCF regarding the K16 Workforce Grant is Thursday, June 19, 2025 at 4:30 pm via Zoom format or in-person at the Center.

## Amador Community College Foundation Meeting Minutes

Thursday, May 29, 2025

Paul called the regular public meeting of the Amador Community College Foundation to order on Thursday, April 17, 2025 via Zoom Meeting and in person at 5:47 p.m.

Roll Call: Paul Molinelli, Jr., Craig Burman, Karen Dickerson, John Tillman, Barbara McFarland, Janice Davis, Maureen Angle, Lynda Burman, Rosie Huanaco, Annette Solis Rios, and Susan Zaffarano. Staff: Andrew Gardner

Public Comments: There were no public comments.

### 1) ORGANIZATION:

- a. An acknowledgement that our May meeting was changed from May 15, 2025 to May 29, 2025.
- b. A guest, Fawn Vernon, addressed the Board during the K16 meeting.
- c. The Board was given an update of the current status of the development of job duties/descriptions for Andrew and Rachelle. The Executive Committee will meet on June 4<sup>th</sup> to discuss this issue further with detailed job descriptions developed by Janice, input from Sue Allred, and job duties requested by Rachelle. The Executive Committee will continue to inform the Board of the developments of this item. An update will be on the June agenda.
- d. Andrew provided the Board with a detailed report of ACCF activities. The BHSA program had 3 students complete their Human Services Seminar and Field Studies internship this semester. There are 12 students enrolled in summer 2025 courses. The next ACBH report is due on July 15, 2025 and will be submitted on June 5, 2025. Tiffany and Andrew met to review the final draft of the report. A 2<sup>nd</sup> amendment to the Services Agreement for ACCF for the 2025-2026 year has to be signed and returned. Andrew provided the Board with a detailed budget summary of the expenditures for the BHSA program. The Board discussed the decision to accept the new contract with ACBH. Janice made a motion to continue with our participation in the program and Rosie seconded this motion. The motion passed by a majority with one vote not in favor of accepting the new contract due to financial concerns. The JRCR program has 2 new applicants and 3 students enrolled in summer 2025 courses. Dual Enrollment in Amador County has 124 students currently signed up for summer enrollment and appointments are still being scheduled. There are 98 students successfully registered in summer courses. There are 17 students signed up for Fall 2025 registration. ACUSD counselors will continue to give out ACUSD forms for Summer/Fall until 5/30/25 and then resume when school starts. Isabella will be meeting with the high school counselors in August with a comprehensive plan for the 2025-2026 school year. Calaveras County Dual Enrollment update included Andrew meeting with Calaveras High School personnel to present our dual enrollment program and to see what we could offer their students. We are going to do a trial period in the Fall of 2025. With Calaveras High School. Andrew generated a list of classes with no-cost materials at Coastline Community College as an option for them

to approve for their students. The list has been sent to the Calaveras High School staff and Andrew is waiting for a response.

- e. The April minutes were not available. The minutes will be sent via email for review and approval.
- f. Craig was not in attendance but had sent financial information to Susan to present. Barbara also had financial information to share with the Board. The Umpqua balance as of 5/29/25 was \$5,848 reflecting two big expenses, Sue Allred payment of \$3,150 and CPA tax filing cost of \$1225. Andrew provided additional financial information and recommendations with the Board. The rent will increase starting July 1<sup>st</sup>. The new rent will be \$1,424. ACCF will need to coordinate with MLJTC and Mountain Oaks to develop a plan to provide cleaning services and supplies to the center. Andrew presented a Payroll Plan proposal based on current pay and hours for the ACCF staff. The action item of approving the Payroll Plan was unanimously approved after a motion was made by Barbara and seconded by John. Andrew will work directly with Chris to transfer funds between the Bank of Marin K16 account and the Umpqua ACCF account. Due to time constraints, Andrew's other recommendations were not presented but will be on the June agenda.

Due to the meeting extending an hour beyond the scheduled ending time of 6:30 pm, the board made the decision to place the remaining items on the agenda for our June meeting. And adjourn. Items g-r were not discussed during the May meeting but will be placed on the June agenda.

## 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT

Due to the extended length of the meeting, no reports were given by the Board members responsible for Fundraising, Publicity, or Social Media.

## 3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

## 4) PROGRAM OPERATIONS COMMITTEE REPORTS:

Committee Members Initiatives (non-agenda items reported/suggested by members): There were no non-agenda items reported.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 7:41 pm. The next regular public meeting is scheduled for June 19, 2025 at approximately 5:00 pm after the K16 Workforce Grant meeting concludes in a hybrid format via Zoom and in person at the Center.