

Amador Community College Foundation Meeting Minutes

Thursday, July 17, 2025

Paul called the regular public business meeting of the Amador Community College Foundation to order on Thursday, July 17, 2025 via Zoom Meeting and in person at 4:35 p.m.

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

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. Andrew provided the Board with a detailed report including all program updates, general ACC budget updates, new program updates, and updates on the SJF Catalyst Grant. This Board update including reporting from all ACCF staff. Highlights included 9 students having an appointment to enroll for Fall 2025 courses for the MHSA program and an update on the JRCR scholarship invoice documents. More information is needed for the JRCR invoice timeline to secure continued funding. We have 6 students planning to enroll under this program for Fall 2025 courses. There were 143 students successfully registered for the Summer 2025 semester under the Dual Enrollment Program. There are currently 32 students successfully registered for the Fall 2025 semester. Textbook invoices have been sent to ACUSD and planning for the 2025-26 school year is underway. The K16 commencement was a success! Thank you to Mia and Andrew for their work on this event! There were 23 students that commenced. All ECE students have jobs and all computer science students are job searching with Mia's assistance. There are 20 students interested in the ECE program for the Fall 2025 semester and 12 students for the Computer Science program. An updated K16 accounting spreadsheet was shared with the Board. There were 120 general adult students active within the last year. General ACC budget items were included in the report including a document showing a monthly expenditure log. Andrew provided an update on the new CNA program. Kit Carson has signed forms to be an approved facility for the clinical work in Amador County. The coursework would be completed through Folsom Lake College. Currently there are 20 students on the waitlist for this program. Andrew shared that the kickoff launch meeting for the SJF Catalyst Grant is scheduled for July 24th. Andrew has developed a grant proposal seeking \$10,000 to fund and support expanding Dual Enrollment services to Calaveras High School students. A motion was made by John and seconded by Karen to submit this grant proposal and expand our services to Calaveras County. The motion passed unanimously.
- b. Barbara had emailed her report to the Board on Fundraising activities. Her updates included the support areas still needed for the two upcoming events. Barbara's report included ticket sales update and auction items additions. There is a scheduled Fundraising meeting set for August 1st at 1:00 pm at Domenico Winery. All Board members are invited to attend. Barbara provided a list of additional tasks that are currently in progress for the details of these events. There is a lot happening and thanks to all for the teamwork and effort everyone is putting in for the success of these events!

- c. John made a motion to approve the June minutes with a typo correction for the Board meeting and Barbara seconded the motion and the motion passed unanimously.
- d. The Board discussed and reviewed the job descriptions developed by Janice for Andrew and Rachelle. Many thanks for Janice fine tuning these and for her and John's work on these during the last several years! Karen made a motion to approve these job descriptions for the two positions and John seconded the motion. The motion to approve these job descriptions passed unanimously.
- e. The Board discussed the luncheon scheduled for August 7th to celebrate Craig for his service as our Treasurer. The luncheon will be at 12:00 at the Center.
- f. Item f was a repeated agenda item. This item was on the agenda earlier as item d.
- g. Susan provided the Board with an update on the Fundraising committee decision to write hand written invitations for the Tuscany Event to individuals on a VIP list generated by the Board and staff.
- h. The Board determined that there is not a contract between ACCF and Sue Allred. We are billed for her time on an as needed basis. It was suggested that there should be certain steps outlined in the employee's handbook to complete prior to contacting Sue for issues. The first step should be that the issue be brought before the Personnel Committee to solve, then, if needed, the issue would go before the Executive Committee, and the Executive Committee would make the recommendation to contact Sue for clarification.
- i. Janice has been working with Shanda, our webmaster, and Mia to update stories and information on the website. Thank you to Mia for working with Shanda to update our website! The stories of our students have been amazing!
- j. Lynda sent an update to the Board on the Grant Committee on 7/17. Currently, there are 2 grants in process: the Jackson Rancheria Employee grant, \$2,000 for MHSA books and tuition due 7/25 with notification of award soon after submission and the Calaveras County Foundation Grant submitted by Andrew due 7/31 with notification in November. Lynda is researching other grants from banks, Costco, and Google Ads. Lynda is developing a spreadsheet of grant opportunities, both past and future.
- k. The update from Karen and Paul in regards to the Personnel Committee items were discussed earlier in the meeting with the new job descriptions for Andrew and Rachelle.
- l. Janice emailed her committee report to the Board on 7/15. There was not an update for the Student Services Committee this month.
- m. Paul let the Board know there was not an update from the Presentations to Organizations/Outreach/Special Events Committee this month. Andrew will be a guest speaker at an upcoming Rotary Club of Jackson meeting.
- n. Maureen emailed the Board on 7/17 with the update of the By Laws Committee. There is not an update this month. Maureen did share with the Board an opportunity for advertising and exposure at the Amador County Fair for 2026. ACCF could have a window with information on ACCF at the Pokerville Hall for outreach. Maureen let the Board know our Dandelion Days application for 2026 is done. Thank you Maureen!
- o. John has been in contact with the Ledger regarding the "Events and Activity" section of the newspaper for our upcoming events. He also is going to contact the local radio for the lunchtime discussion/segments for us to participate in to advertise our events and ACCF services.

- p. Susan emailed the Board an update of the Social Media activities on 7/14. Highlights include an increase in views and Facebook reach, and a total of 1,111 followers. Dedicated posts will include a “What’s Up Wednesday” weekly posts and a twice a month “Motivation Monday” inspirational post from students, staff, or community members related to ACC. Thank you to Mia for having a professional photographer at the Commencement Ceremony to assure quality pictures for this event for social media.
- q. Barbara reported she has sent an email to Linda Gonzales to coordinate efforts in co-hosting the September Chamber Event. The event is scheduled for September 10th at the Kennedy Mine.

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 5:47 pm. The next regular public business meeting is scheduled for August 21, 2025 at 4:30 pm at the center and via Zoom.