

Amador Community College Foundation Meeting Minutes

Thursday, August 21, 2025

Paul called the regular public business meeting of the Amador Community College Foundation to order on Thursday, August 21, 2025 via Zoom Meeting and in person at 4:40 p.m.

Roll Call: Paul Molinelli, Jr., Karen Dickerson, John Tillman, Barbara McFarland, Janice Davis, Maureen Angle, Rosie Huanaco, and Susan Zaffarano. Staff: Andrew Gardner and Rachelle Jose de Mattos-Saldate

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. The Board acknowledged Jeffrey Hodgson's resignation from the ACCF Board.
- b. Andrew and Rachelle provided the Board with detailed reports including all program updates, general ACC budget updates, new program updates, general ACC updates and discussion items, and updates on the SJF Catalyst Grant. Andrew's Board update included reporting from all ACCF staff. Highlights included that there are 14 MHSA students enrolled for the Fall 2025 semester. There are 6 students enrolled in the JRCR Scholarship program for the fall 2025 semester. There is a meeting scheduled for 8/28/25 with JRCR and ACCF staff to discuss MOU renewal, advertisement ideas, and to discuss the Educational Expense Reimbursement Policy which would allow employees to enroll in college outside of their field of employment. There are 42 high school students enrolled in Fall 2025 classes, which begins on 8/25/25. Calaveras High School denied ACCF's proposal, at this time, to help with Dual Enrollment. Andrew and Bella will be meeting with ACUSD staff on 9/9/25 to plan out the rest of the academic year. Bella and Mia will be attending the Career Fair at Amador High School on 9/11/25 and will promote both Dual Enrollment and General ACC Adult Services. There is a FAFSA Night scheduled at the center for 10/21/25, Bella is working with Tira to plan this event, advertise to Seniors, and to promote the event at the Career Fair and through ACUSD Parent Square. The K16 student orientation was a success! New for this year is a signed agreement from each participating student stating they'll try their best and get a C or better in their classes. Mia signed each completed form stating she will support them to her best ability throughout the program. There are 34 ECE students enrolled, 11 from Calaveras and 23 from Amador. There are 14 Computer Science students enrolled, 3 from Calaveras and 11 from Amador. The computer labs will be hosted in person on Tuesday evenings 6-8:30 p.m. Mia will be joining the Calaveras Child Care Council meetings as a representative of ACC. Mia attended both The Resource Connection's Provider Night and Quality for Kids meeting and promoted the K16 ECE pathways and ACC services. The Adult Student final audit reveals ACC has serviced 133 general adult students since January of 2024. Andrew's report included general ACC updates and several discussion items. The board discussed the role of ACC staff at the Tuscan Event. The board will be providing 2 tickets for each staff member to attend with a plus one and no work related requirements will be expected for staff. Andrew and Bella will be presenting to the Jackson Rotary on 8/26/25 with a variety of topics to showcase. The Board approved staff attendance at the

Dual Enrollment Equity Conference in San Diego March 16-19, 2026. Amador Cleaning Services began cleaning the building on 8/1/25. The first bill will be for \$775.00 and ACC will pay the bill at the end of the month and invoice MLJT and Mountain Oaks for a 3rd of the cost. Andrew presented information on MyMotherLode.com for radio advertising, article publishing, and possible radio talk show. They have 3 radio stations and a community portal. If we choose to participate in a Welcome Back Radio Ad Package in the amount of \$1800 per month could be paid out of SJF Catalyst Grant funds. This item will be on the September agenda. The Board approved a presentation by Greg Barnes of Savvy Ninja Marketing for our September meeting. ACC budget updates show that our expenses since April 1st were \$8,009.37, the total revenue since July 1st was \$50,120.66, and the total payroll for July was \$21,012.30. Expected payments coming up include ACUSD MOU stipend, Columbia K16 advance, RCRC reimbursement, Jackson Rancheria Bingo Night, and a table purchase for the Tuscany event. The total expected revenue by 9/1 is \$123,803.50. The K16 budget update included total funds received in advance since the start of the grant. Andrew and Rachelle are tracking all ACC expenses and working with Chris and Barbara to manage the funds until we are able to attain full control of the Umpqua account and develop an annual budget plan. The CNA program with Folsom Lake College is not moving forward. As a result, Andrew has met with Columbia College and they have an already approved CNA program. There would be 2 cohorts and both would be completed by the end of June. On Tuesdays and Thursdays Theory classes would be held virtually at the center and Wednesdays and Fridays clinical experience would occur at Kit Carson. Andrew gave an update on the SJF Catalyst Grant. Andrew is working on finalizing the MOU between RCRC and ACCF. The next step will be creating a program pathway map of existing K16 programs, community college industrial arts programs, and other industry certification programs that are accessible to the SFJ communities. Andrew shared upcoming partner meetings and dates of importance. Rachelle provided the board with her report including information on financial management, human resources and staff support, center planning and operations, students support and program delivery, scholarship and funding, and background check services. The monthly expense logs were updated and receipts and invoices were sent to Chris. Rachelle has completed the Center Calendar for the Fall/Winter semester and this was shared for website publication. Rachelle participated in the Fall K16 orientation and has scheduled a follow-up meeting with the Rancheria regarding the MOU.

- c. Barbara had emailed her detailed report to the Board on Fundraising activities on 8/19/25 with highlights and the many things completed and in progress for both upcoming fundraising 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!
- d. John made a motion to approve the July minutes as submitted and Karen seconded the motion and the motion passed unanimously.
- e. Andrew shared with the board an upcoming fundraising event sponsored by the Farms of Amador. Andrew has shared ACC fundraising events with the Farms of Amador.
- f. Andrew proposed a reduction to the program assistant position due to financial considerations. John made a motion to reduce the hours for this position to 10 hours per week. Barbara seconded the motion and the motion passed unanimously.

- g. Andrew presented a proposal to rebrand and market ACC and presented a quote from Savvy Ninja Marketing to update the website, provide marketing services, and help ACC staff utilize new resources and analyze data. Board discussion led to a decision to invite Greg Barnes of Savvy Ninja Marketing to our next board meeting to present a proposal. During the board discussion of this item, Janice provided the board with information gathered from Crossbones Consulting. Mia has been collaborating with Shanda to update parts of our website. Janice compiled information regarding the needs of our website from staff members. Janice has also been in contact with Shanda about our current website. The executive committee will be meeting to discuss further our plan and next steps for our website.
- h. Item h. will be placed on the September agenda due to time constraints of the August meeting.
- i. Item i. will be placed on the September agenda due to time constraints of the August meeting.
- j. Item j. will be placed on the September agenda due to time constraints of the August meeting.
- k. Janice provided information regarding our website during the board discussion of item g. The Executive Committee will be meeting to discuss this item further.
- l. Lynda was not in attendance but sent an email 8/18/25 letting the board know we had been selected to receive an award of \$1,000 by the Jackson Rancheria Employee fund.
- m. No update this month from Karen and Paul for the Personnel Committee.
- n. Janice emailed her committee report to the Board on 8/18. There was not an update for the Student Services Committee this month. However, Janice shared with the Board her thoughts regarding this position as some of this position's original tasks have been absorbed by current staff positions. Janice will be meeting with Andrew and Rachelle to discuss what is needed from the Student Services position/committee.
- o. Paul did not have an update from the Presentations to Organizations/Outreach/Special Events Committee this month. However, the staff has continued to schedule upcoming presentations and outreach events.
- p. Maureen emailed the Board on 8/19 with the update of the By Laws Committee. There would have been a report on modifications and compliance with our bylaws but due to time constraints of the meeting, we did not get to this item.
- q. John has continued to support ACCF publicity with radio and newspaper updates on ACCF activities.
- r. Susan emailed the Board an update of the Social Media activities on 8/19. Highlights include an increase in views and Facebook reach, and a total of 1,119 followers. Dedicated posts still 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. Mia has requested a volunteer from the Board for the Motivation Monday series.
- s. Due to time constraints to the meeting, the Board did not discuss our 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 6:48 pm. The next regular public business meeting is scheduled for September 18, 2025 at 4:30 pm at the center and via Zoom.