

AMADOR COMMUNITY COLLEGE FOUNDATION K-16 WORKFORCE GRANT MINUTES

Thursday, April 20, 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 4:56 pm.

Roll Call: Paul Molinelli, Jr., John Tillman, Barbara McFarland, Janice Davis, Karen Dickerson, Maureen Angle, Annette Solis Rios, Craig Burman, Lynda Burman, and Susan Zaffarano. Staff: K16 Ed Grant Program Director/Consultant: Andrew Gardner Mary Schoenahl: Office Manager

Public Comments: There were no public comments. Andrew let the Board know he will be attending the Sutter Creek Duck Race representing ACCF. Mia will be attending the Child Care Festival, "Celebrate the Children" representing ACCF.

- 1) The minutes for the March K16 Meeting were approved. John made a motion to approve the minutes as submitted, Karen seconded the motion, and the motion passed unanimously.
- 2) Andrew provided the Board with an update of the K16 activities. Save the date, K16 Commencement Ceremony will be June 30th, 5-8 pm. There are over 100 RVSPs confirming attendance! Quarter 1 reporting is complete. We spent \$71,904.35 during Quarter 1 and are meeting all benchmarks and requirements of the grant and on track with our program objectives and budget. Advance for \$75,000 for quarter 2 has been submitted. As of 3/31/25 balance in the K16 Bank of Marin account is \$84,778.00 with \$222,044.35 of budget spent. During 2025 quarter 1 the average monthly cost of the program was \$13,836 which includes Andrew's monthly contract fee. The amount of \$10,000 was transferred to ACC general fund to support Dual Enrollment. Andrew met with Marcus Bridgeman and Frank Leschinsky to discuss job training for the Computer Science students. Andrew gave an update on the possible addition of a K16 Healthcare Pathway. Andrew met with Folsom Lake College CNA Program Coordinator to review the program and outcomes and both parties are excited to develop this opportunity. There is a possibility of 2 16 week programs (Fall/Spring) with 8 weeks in the classroom and 8 weeks clinical time in a care facility (example: Kit Carson). There would be 15 students maximum. The expected budget for the program would be \$300,000 for the 2025-2026 school year. Upcoming tasks include securing insurance coverage for the 5 students doing the work experience at Volcano Communications Group and tech upgrades and additions in the center scheduled with Greg Barnes.
- 3) In the area of Outreach, Mia is busy recruiting for the second year of K16. We currently have 8 individuals interested in Computer Science and 9 to 12 individuals interested in ECE. Mia met with Calaveras Chamber of Commerce to learn more about how we can utilize their service as a member of the Chamber. Mia attended the Calaveras Children's resource Fair at Calaveras High School. Mia continues to support ALL the things going on at the Center with creative flyers and reports the ACC newsletter is in process. Mia continues to work on the K16 newsletters monthly and regularly reaches out to local Amador and Calaveras community partners. Mia is supporting all Board Members in their various tasks and other ACCF staff as well.
- 4)

- 5) Andrew provided the Board with an update on the K16 Health Program Career Pathways in section #2 of the meeting agenda.
- 6) Andrew and Karen provided the Board with a current update of the Catalyst Grant Awards. At this time, there is not a specific amount known for ACCF to receive or be eligible for.

Committee Members Initiatives: Andrew reminded the Board that we will be at the end of the grant for the first year as of 6/30/25. Beginning 7/1/25 funding for the second year will begin. We are funded through 6/30/26.

ADJOURNMENT: The next Regular Meeting of ACCF regarding the K16 Workforce Grant is Thursday, May 15, 2025 at 4:30 pm via Zoom format or in-person at the Center.

Amador Community College Foundation Meeting Minutes

Thursday, April 17, 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 4:58 p.m.

Roll Call: Paul Molinelli, Jr., Craig Burman, Karen Dickerson, John Tillman, Barbara McFarland, Janice Davis, Maureen Angle, Lynda Burman, and Susan Zaffarano. Staff: Mary Schoenahl K16 Coordinator: Andrew Gardner

Public Comments: There were no public comments.

1) ORGANIZATION:

- a. The March minutes will be reviewed and voted on for approval at a later time.
- b. The Board received a verbal update on ACC and staff activities from Mary. Mary shared knowing who is in charge of the various committees has assisted her in effectively accomplishing tasks with the assistance of Board support. Mary presented information to consider for requesting changes to the ACC Center's hours. Mary listed the current schedule and hours for the staff and center openings. Mary presented requests to the center hours/staff schedule. Mary proposed that the Center be closed on Fridays until further notice. Mary also proposed summer hours beginning 5/27/25 through 8/1/25 with general business hours 9:00 am-3:00 pm Monday-Thursday. Enrollment appointments by appointment only would be from 3:00 pm-5:00 pm. Beginning 8/2/25, the center would return to the hours of 11:00 am- 5:00 pm and 5:00 pm-7:00 pm by appointment only. These suggested changes will be discussed by the Board during the meeting and a decision will be made whether or not to change the center's operating schedule. The Board discussed this proposal and determined the hours for the Center will remain the same.
- c. Craig discussed the current financial condition of ACC to the Board. ACCF financials now include funds from the K16 program administered under separate accounting. Craig reported that our monthly expenditures are averaging \$21,000 per month. This is a significant concern to our financial picture.
- d. The Board reviewed and discussed the new lease revision presented by the Jackson Rancheria. The lease agreement includes a 5% increase in the rental rate and discontinues the cleaning service. The current tenants will now be responsible for the cleaning and providing toiletries for the restroom. Janice made a motion to accept the terms of the new lease and John seconded this motion. The motion passed unanimously.
- e. The update on the "Tuscany Under the Stars" event was presented by Barbara at an earlier meeting held prior to the regularly scheduled meeting times.
- f. The Board continued discussion on forming a team to present in the community at organizations, events and to search for major donors. This item will remain on the agenda for May.
- g. The Board discussed the responsibilities of the volunteer treasurer and how to lessen these responsibilities now that there are two programs running at ACC. We are in need of a Treasurer to step in when Craig resigns due to moving out of the area. Some Treasurer tasks

have been distributed to Mary as the new office manager. Advertising for the position of Treasurer on our Board has been posted on our social media site. Karen will contact Chris Molinelli to determine what costs would be involved for us to use her services for several of these Treasurer tasks. This item as a follow up will be on the May agenda.

- h. Lynda reported to the Board an application for a \$3,000 grant has been submitted to the Jackson Rancheria.
 - i. Karen and Paul completed Emilee's evaluation. Emilee received a favorable evaluation and will receive a raise.
 - j. Janice reported that there has not been a Student Services meeting held. The committee is waiting for possible dates to schedule a meeting time.
 - k. Outreach/Special Events Committee updated was discussed in item f on the agenda.
 - l. Paul(?) update on the Presentations to organizations committee was discussed in item f earlier in the meeting.
 - m. Maureen gave an update on the By-Laws committee.
 - n. The update on the Emergency Planning staff training provided by law enforcement will be on the May agenda.
 - o. Barbara reported on the co-hosting of the September Amador County Chamber of Commerce Open House with the Kennedy Mine. This event will take place on September 10, 2025. Barbara will be contacting staff at the Kennedy Mine to coordinate this event.
 - p. An update on the cost of subletting office space at the Center from MLJT was discussed. The Board discussion concluded that the additional costs associated with this item will prevent this item from moving forward at this time.
- 2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT
- a. Barbara let the Board know that there are 2 potential Fundraisers scheduled for 2025. We have a date reserved at Domenico Winery and Vineyards for a Dinner/Auction evening October 25th. The evening will include a raffle and auction. "Rocking Out at Kennedy Mine" is scheduled for September 27, 2025. Sponsors for both events are needed. Barbara has also been in contact with Michael Garcia to do a Pop Up Bake Sale in May. Another Dinner in a Bag Fundraiser will be scheduled in the Fall. Dates for the Dinner in a Bag to follow.
 - b. John gave the Board updates on Publicity. John presented information regarding "The Guide" published and distributed by the Ledger Dispatch. The cost for a quarter page is \$150 and \$250 for a half page. Information will be in color. Susan reported on Social Media.

3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

4) PROGRAM OPERATIONS COMMITTEE REPORTS:

Committee Members Initiatives (non-agenda items reported/suggested by members): The Board discussed the extension of Rachelle's maternity leave. Rachelle will be extending her return date to May 19, 2025. As a result of this extension, Andrew presented to the Board a proposal to act as Director of the Center in the interim period beginning May 1, 2025. Andrew's salary would be paid out of grant monies from the Catalyst Grant. John made a motion to hire Andrew as a temporary Executive Director paying him with the Catalyst Grant funding. Lynda seconded this motion and the motion passed unanimously.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 6:45 pm. The next regular public meeting is scheduled for May 15, 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.