

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

Thursday, February 20, 2025

Barbara 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 4:30 pm. Meeting was adjourned at 4:56 pm.

Roll Call: John Tillman, Barbara McFarland, Janice Davis, Karen Dickerson, Maureen Angle, Annette Solis Rios, Craig Burman, Lynda Burman, Rosie Huanaco, Jeffrey Hodgson, and Susan Zaffarano. Staff: K16 Ed Grant Program Director/Consultant: Andrew Gardner

Public Comments: There were no public comments.

- 1) The minutes for the November K16 Meeting were approved. Janice made a motion to approve the minutes as submitted, Lynda seconded the motion, and the motion passed unanimously.
- 2) Andrew provided the Board with an update of the K16 activities from Mia's submitted report to the Board. In the area of Outreach, Mia has arranged since the end of November, to get ads for the K16 program on buses that are part of the fleet of both Amador and Calaveras Transit. Every ECE and Computer Science student is registered and reenrolled for the Spring semester. Mia has been in contact with Taylered Marketing as part of a new Amador County Chamber of Commerce service and this team visited the Center to interview staff, Karen, and a MHSA student to be played on social media. Mia continues to promote our ECE and Computer pathways on our Facebook and Instagram pages, create flyers for all ACCC programs, work with current students, and collaborate with our partners to update them on our progress. Mia has been involved in numerous activities each month to ensure the K16 program is running smoothly and is successful. Andrew let the Board know that during his meetings with Columbia our K16 programs are being recognized as doing very well!
- 3) Mia provided the Board with a written report of her activities including her outreach, updated enrollment information, and past and future events promoting the K16 programs. There is an event scheduled for the current ECE and Computer students a commencement ceremony/dinner for June. At this event students will receive their \$500 stipend for completing the program. Lynda suggested we include the Board of Supervisors as guests to this event.
- 4) Andrew provided the Board with a current budget spreadsheet. As of 1/1/25, ACC/K16 Workforce Grant has received \$360,000 of the grant total.

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

ADJOURNMENT: The next Regular Meeting of ACCF regarding the K16 Workforce Grant is Thursday, March 20, 2025 at 4:30 pm via Zoom format or in-person at the Center.

## Amador Community College Foundation Meeting Minutes

Thursday, February 20, 2025

Barbara called the regular public meeting of the Amador Community College Foundation to order on Thursday, February 20, 2025 via Zoom Meeting and in person at 4:58 p.m.

Roll Call: Craig Burman, Karen Dickerson, John Tillman, Barbara McFarland, Janice Davis, Maureen Angle, Lynda Burman, Annette Solis Rios, Rosie Huanaco, Jeffrey Hodgson, and Susan Zaffarano.

Public Comments: There were no public comments. The attending Board Members received an update on ACC personnel matters.

### 1) ORGANIZATION:

- a. An acknowledgement of approval of Jeffrey Hodgson's application to become a Board Member occurred.
- b. An acknowledgement of a motion, a second, and majority approval to have Andrew Gardner become an employee of ACC at Sue Allred's recommendation via email on 1/8/25 via email occurred.
- c. An acknowledgement of an email vote to reconsider the motion that passed to have Andrew become an ACC employee occurred on 1/12/25.
- d. An acknowledgement of an email vote of a revote on the motion to hire Andrew as an ACCC employee occurred on 1/13/25. Andrew will remain as an independent contractor for ACC.
- e. An acknowledgement of an email vote to discontinue our affiliation with NCTA occurred via email vote on 1/30/25.
- f. The Board received in advance a monthly report from Tiffany. Tiffany's report showed there are 24 current MHSA students. Fourteen students are registered for Spring 2025 semester and 3 students will complete their COA after the Spring of 2025 semester. There are currently 16 active students in the program, 3 inactive students, and 5 students are on-hold until TBD, there is 1 student dropped from the program and currently there are 5 MHSA applicants. Tiffany gave a student status update: the 1 student "on hold" plans to enroll in Spring 2025 courses but has missed her scheduled appointments to enroll, and 3 students plan to enroll in The Human Services Field Studies (formerly known as Practicum). The February Cohort Meeting was held February 13<sup>th</sup> with guest speaker, Chelby Ormonde, Program Specialist at Operation Care in attendance. There were 8 students in attendance. ACC received 6 new referrals from Amador County Department of Social Services representative. Tiffany has made contact with each referral with 2 appointments scheduled. Tiffany will be presenting scholarship information to Nexus Independent Living Group in March. During the Amador Chamber of Commerce marketing team interview promoting our foundation to the public highlighted one of the MHSA students showing her growth through the MHSA program. Tiffany submitted the Amador County Behavioral report on 12/19/24. Tiffany reported that the MHSA funding is planned to end on June 30, 2026. A new plan will be in effect starting on July 1, 2026, with a new name, BHSA (Behavior Health Services Act). There is a meeting scheduled on March 3<sup>rd</sup> with Melissa Ausillo, Behavioral Health Non-Clinical Program Coordinator to discuss this new measure further and how it will impact our

- current MOU with ACBH. There are 9 current JRCR students with 6 active students, 1 inactive students, and 2 students on hold. There are 4 registered for the Spring 2025 semester. Students are working towards degrees in: Emergency Management/Homeland Security Certificate and AA degree, Accounting, Human Resources Management, Human Resources, Business Administration, and Information Technology. Tiffany continues to have discussions with JRCR employees and incoming prospective students and families. A remainder email of Spring 2025 enrollment and course start dates sent to all JRCR students. The ACC staff has proposed new hours for the Center. The new proposed hours are Monday and Wednesday 11-5, Tuesday and Thursday 11-7, and Friday 9-1. There may be occasional Saturdays when the Center will be open.
- g. The November minutes were passed unanimously. Janice made the motion to approve the minutes as submitted and it was seconded by Karen.
  - h. Craig discussed the current financial condition of ACC to the Board. ACCF financials now include funds from the K16 program administered under separate accounting. On 6/11/24, ACCF took a bridge loan from Amador County in the amount of \$24,000. The first payment in the amount of \$4000 has been paid. ACCF has initiated a credit card account with Umpqua Bank with a statement closing date of the 15<sup>th</sup> of each month. Our biggest outgoing budgetary item is salaries. There have not been any significant additions to the budget recently. The ending balance of the Umpqua Checking account as of 2/28/25 was \$26,126. ACC has been awarded a grant in the amount of \$5,000 from the Bank of Marin. Craig contacted Cathy Castillo's office to request being ACC become a client for the tax filings. The office agreed to accept us as clients. Janice made a motion to approve Cathy as our new tax preparer, Karen seconded the motion and it passed unanimously.
  - i. A discussion of possible new By Laws to include in our current By Law documents. It was decided that with the Board survey form being completed by Board members that the possibility of new By Laws will be a part of the function of the By Laws Committee responsibilities. These potential new By Laws regarding Board member expectations and responsibilities, a clause of a revote procedure after a motion has passed, and a By Law limiting Board positions to non ACC employees will be a part of the newly formed By Laws committee.
  - j. Board positions for the 2025 calendar year will be included in the Board Survey. All Board Members will have the opportunity to consider Board Officer positions for 2025. The decision of the positions will be generated by the results of the survey.
  - k. 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.
  - l. Annette provided the Board with an update from the incident that occurred on 1/2/25 at the Center involving a former MLJT client. A restraining order has been filed and Annette will provide a copy of this order to ACC. Photos of the individual has been distributed. Barbara and Mary have shared a suggested plan of emergency with the ACC staff. Annette will reach out to the Sheriff's department on other emergency situations and strategies of what to do if they occurred at the Center.

- m. The Board decided the meeting date in June will remain the 3<sup>rd</sup> Thursday of the month and will be held on June 19<sup>th</sup>. Susan will send out a revised Board Meeting Schedule to all Board and Staff.
- n. ACC will co-host the September Amador County Chamber of Commerce Open House with the Kennedy Mine. ACC is also hosting a Fundraiser in October at Domenico Winery and Vineyards. As a result of the October fundraiser, ACC will not be hosting our own Open House for 2025. These two dates will also be on the new sheet of dates for ACC.
- o. Maureen gave the Board an update on Dandelion Days and there are still open shifts for Board members to volunteer to be at our table at the event. Contact Maureen for signups to volunteer for a shift. Janice gave the Board an update on the request to the Jackson Lions Club for financial assistance. The Club has decided to donate \$1,000 to us during the Giving Tuesday Event.
- p. An update on the cost of subletting office space at the Center from MLJT will be on the March agenda.

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 25<sup>th</sup>. The evening will include a raffle and auction. Sponsors for the event are needed. Barbara has also been in contact with Michael Garcia to do a Dinner in a Bag Fundraiser in the Spring. Dates for the Dinner in a Bag to follow.
- b. Maureen gave the Board an update on the upcoming Dandelion Days earlier in the meeting.
- c. John and Susan gave the Board updates on Publicity and Social Media items.

3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

4) PROGRAM OPERATIONS COMMITTEE REPORTS:

Committee Members Initiatives (non-agenda items reported/suggested by members): Janice alerted the Board to a decision needed to be made regarding the hours an intern could complete for their Practicum for the Health Services Program. The minimum requirements are for 60 hours and the student has requested an additional 40 hours of paid internship experience. The Board will allow the student 75 hours of paid internship experience.

ADJOURNMENT: The Hybrid/in-person meeting was adjourned at 6:07 pm. The next regular public meeting is scheduled for March 20, 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.