

Amador Community College Foundation Meeting Minutes

Thursday, September 18, 2025

Paul called the regular public business meeting of the Amador Community College Foundation to order on Thursday, September 18, 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, 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 the agenda items would be followed until Greg Barnes arrives to present a proposal to the Board for a new website.
- b. Andrew and Rachelle provided the Board with detailed reports including all program updates from staff, general ACC budget updates, new program updates, general ACC updates and discussion items, and updates on the SJF Catalyst Grant. Highlights included that there are 13 MHSA students enrolled for the Fall 2025 semester. The first Fall cohort was held on 9/11/25 with Beth Stanton, CEO at Interfaith Food Bank as the guest speaker. One student completed the Human Services certificate program and has obtained a full time job at Nexus! There are 5 students enrolled in the JRCR Scholarship program for the fall 2025 semester. The Fall 2023 to Summer 2025 JRCR invoice was submitted via email to the Rancheria. Andrew and Tiffany will attend the JRCR Health and Wellness Fair on 12/4/25. Fall classes are underway for Dual Enrollment and planning for Spring has begun. Bella and Mia attended the Amador High School College and Career Fair on 9/11/25. Andrew and Bella will be meeting with ACUSD staff on 9/23/25 to plan out the rest of the academic year. There are 31 ECE students enrolled which is an 82% growth from last year. We will be adding more students in the Spring and there is a waitlist of interested students. There are 11 students from Calaveras and 23 students from Amador. There are 14 Computer Science students enrolled which is a 180% increase from last year. Mia is working on finalizing demographics for our programs that will allow us to see who we serve through these programs. All staff continue to participate in outreach events and community meetings promoting ACC, our services, events, and programs. Andrew provided general ACC updates that included the K16 program reimbursement plan beginning October 1st. Beginning on October 1st, ACC will begin invoicing Columbia for K16 salaries to be reimbursed every 3 months. The estimated K16 salary monthly expenses are \$12,500. The remainder of the budget advances will be for other necessary program expenses. There is interest in sending a team of 2 to the Dual Enrollment Equity Conference in San Diego. The board approved in the previous meeting for staff to attend this conference. Andrew presented a cost breakdown for the conference and the funding for this conference will be paid out of K16 monies. ACC will be hosting Peer Math Study Sessions starting September 24th from 4pm-6pm. A comprehensive budget spreadsheet document was shared showing our total expenses, revenue log, and total payroll amounts. There are several potential proposals,

- MOU renewals, and grants that have been submitted to increase funds for ACC. The K16 CNA program collaborating with Columbia College is a go. The delay in implementing the program is due to a CA Public Health delay in approving programs. This delay is preventing the CNA program from moving forward. The work with the SJF Catalyst Grant is on hold until a MOU between ACCF and RCRC is completed and a completion of a SBC contract occurs. 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, student 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 continues to resolve unpaid invoices and keep current invoices paid. The DonorBox receipts are being forwarded to Barbara and Andrew. Our square account has been recovered. Rachelle collaborated with staff to streamline our textbook library. Rachelle has been monitoring and responding to the info@amadorcollegeconnect.org email address inquires. Partnership updates included the status of the Jackson Rancheria/employee scholarship MOU. Rachelle presented a potential idea for a fundraiser. A rummage sale, she had a sample flyer used by another organization that she and Mia located. A volunteer from the Board would be needed to carry out this idea.
- c. Barbara emailed the Board on 9/17/25 letting all know that an update of the Fundraising Events will be given during the meeting as the Fundraising Committee is meeting prior to the scheduled meeting and there are many last minute details coming in to include in her report. The work schedule for the Kennedy Mine has been distributed. Auction items are being picked up and tickets sales for both events are happening.
 - d. John made a motion to approve the August minutes with 2 typo corrections to the minutes and Karen seconded the motion and the motion passed unanimously.
 - e. The Board reviewed the September Amador County Chamber of Commerce event at the Kennedy mine.
 - f. There was a board discussion on keeping timely follow ups on donations to identify when they arrive and to follow up on donations not received. Currently, Andrew is following up on the monies awarded at the Bingo event held at the Rancheria.
 - g. Item g. radio advertising with motherlode.com will be tabled at this time.
 - h. ACC will host Open Peer Math Study Sessions every Wednesday 4pm-6pm beginning September 24th. This will be used as tutoring options for students in lieu of our past tutoring volunteers. John will remain our tutor in the area of Statistics. Thank you John for continuing to assist our Statistics students!
 - i. Maureen gave the Board an update on the Giving Tuesday Event. The date for the event is December 1, 2025. Discussion occurred regarding advertising and sending postcards to potential donors. A motion was made to allow a budget of up to \$500 for postcards and/or advertising was made by Barbara and seconded by Lynda. The motion passed unanimously.
 - j. At this time during the meeting, Greg Barnes of Savvy Ninja arrived and gave a presentation of a potential project to redesign and develop a new website for ACC. A cost breakdown, scope of services, project objectives, timeline, and implementation of marketing and staff training was presented. The Board asked questions and discussed the presentation after

Greg gave the Board the information. The original item j. Will be placed on the October agenda.

- k. Item k. will be placed on the October agenda as the development of a budget will be ongoing. Currently there is a detailed spreadsheet being maintained and updated regularly to keep track of our financial and budget items. A priority will be on closing the Umpqua account and transferring the funds to the Bank of Marin accounts.
- l. Susan and Paul let the Board know a second account has been opened at the Bank of Marin awaiting the transfer of monies from the Umpqua accounts. Paul and Susan are signers on the accounts and Chris has access to the accounts.
- m. Due to the amounts of items we are accumulating and the lack of storage space at the center, it was suggested that ACC look into purchasing a storage shed for more space. This could be a grant item to pursue.
- n. The hand written invitations have been sent to individuals identified on the VIP list generated by Board members and staff.
- o. The Executive Committee met on 9/3/25 to outline what we are looking for in a new website to be able to prioritize our needs and goals of a website and marketing strategies.
- p. Susan let the Board know that the 2026 ACCF Board Meeting Schedule will need to be reviewed and approved before our last meeting in November. Discussion occurred regarding hosting a Strategic Planning meeting in January like we have scheduled in the past. The consensus was that we need two meetings to accomplish both Financial Planning and another meeting for Strategic Planning. It was suggested that we host a Financial Planning Meeting in January and a Strategic Planning Meeting in April. Susan will develop a calendar with the 2026 to the October meeting to review and approve.
- q. Lynda let the Board know she is working on a spreadsheet with the particulars of potential grants and ideas for grants.
- r. Paul did not have an update to the Personnel Committee at this time.
- s. Janice emailed the Board her report on 9/17. The Student services Committee might not be a current need for ACC. Janice will continue to support any Center issues when asked. The tutoring program will be changing and this was addressed earlier in the meeting. Janice has finalized the job duties and these will be sent to Andrew and Rachelle to distribute to the staff. MANY thanks to John and Janice for working on this task!! Janice has been in discussion with community member, Sean Regan, and UOP staff about a Wine Hospitality Program. At this time, we are not sure what ACC's involvement might be.
- t. 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.
- u. Maureen had a short report on modifications and compliance with our bylaws to present but time did not allow this update to occur. This item will be on the October meeting agenda.
- v. John emailed his report to the Board on 9/16. John and Andrew were on KVGC noon hour radio show on 8/22 and provided information to the community on timely ACCF events/information. An ad for "Rockin' Out at Kennedy Mine" has been running in the Upcoming Events and Activities section of the Ledger Dispatch. A flyer for this event was posted in the online version of the Dispatch. John reported that similar advertising for the

- Tuscany Event could occur but if we are sold out advertising for the event might not be appropriate. Thanking this year's supporters might be a better use of advertising funds along with setting aside a date destination for next year's "gala" event.
- w. Susan emailed the Board an update of the Social Media activities on 9/17. Highlights include a 6% increase in views and Facebook reach, and a total of 1,143 followers which is up 1%. 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.

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 6:56 pm. The next regular public business meeting is scheduled for October 16, 2025 at 4:30 pm at the center and via Zoom.