

AMADOR COMMUNITY COLLEGE FOUNDATION WORKFORCE K16 GRANT MINUTES

Thursday, March 20, 2025

Paul called the public meeting of the Amador Community College Foundation K16 Workforce Grant meeting to order on Thursday, March 20, 2025, via Zoom and in-person at the Center at 4:35 pm. The meeting was adjourned at 5:23 pm.

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

Public Comments: There were no public comments.

Discussion/Action Items:

- 1) The minutes for the February K16 meeting were approved with a suggestion to correct a typo, change ACCC to ACCF. John Tillman made a motion to approve the minutes as corrected, Barbara McFarland seconded the motion, and the motion passed unanimously.
- 2) Andrew provided the Board with an update on K16 activities. Mia has been working to help Mary and Bella during the transitions in personnel and policies at the Center. She has been very busy with outreach efforts to publicize the future K16 Workforce opportunities including representing K16 in Calaveras at the Children's Fair on April 5 and the Celebrate Our Children Festival at Argonaut High School on April 26th. She has also been planning a commencement recognition, on June 30th, for this year's K16 Workforce students. It will most likely be held at Laughton Ranch. They offered the best discount on the food. Andrew reported that both of the K16 cohorts, Child Development and Computer Science, are fully involved in moving through their respective curricula and expectations. Andrew is considering asking Volcano if they could expand to 12 students in year two. The program is moving in a very positive direction for the participants. Financially, the K16 program has sufficient funds to complete the obligations for year one. The receipt of the rest of the allocation will cover expenses for year two. Andrew intends to ask for \$75,000 in advance as startup funds for year two. There is a discrepancy between Andrew's understanding of the current bank balance as compared to Chris M.'s current numbers. Andrew and Chris will meet next week and reconcile the account. Andrew informed the Board that ACUSD has returned \$350,000 that was intended for the implementation of a student Health Career Program. The steering committee for the funders recommended that the money stay in Amador County. Andrew suggested that the funds could be used to establish a third K16 Career Pathway since the Board had considered this program previously when applying for the Computer Science and Child Development Career Pathways. Andrew and the Board engaged in a lengthy discussion about numerous aspects of a possible program. The Healthcare Pathway would begin in the fall of 2026. Possible partners could be Sutter Health of Amador County Public Health. It would be a one-year program, with certification, for high school juniors and seniors or adults. College credits? It would include Alpine County. Curriculum could be "Introduction to Healthcare". Andrew will meet with Emily from Columbia College

regarding making sure all counties involved benefit from the K16 Workforce opportunities and report back to the Board.

Andrew will get a copy of the ACUSD Healthcare grant for us to look over and inquire into possible existing program material from other local high schools, i.e. Calaveras High School. This might help us determine what kind of program we could offer. Andrew will represent the K16 Workforce Grant at the Duck Race, the Brentwood B&B raffle and Kindness Rock Project in Sutter Creek on April 26th. Barbara asked if companies, other than Volcano, could participate in the “on the job” training/instruction component of the K16 Computer Science Pathway. Rural County Representatives submitted a project, to Cal Jobs First Catalyst Project, to duplicate Amador College Connect in other rural counties including Mariposa. Karen informed the Board that the governing council’s vote for the RCRC awards, will be confirmed on March 21, 2025. Awardees will receive letters announcing the decisions.

- 3) Janice informed the Board that, in the future, the staff will report to Mary regarding Center activities who will then issue a monthly report to the Board

ADJOURNMENT: The next Regular Business Meeting of ACCF regarding the K16 Workforce Grant is Thursday, April 17, 2025 at 4:30 pm via hybrid format or in-person at the Center.

Amador Community College Foundation Meeting Minutes

Thursday, March 20, 2025

Paul called the regular public meeting of the Amador Community College Foundation to order on March 20, 2025, via Zoom and in person at 5:25 pm.

Roll Call: Paul Molinelli Jr., Karen Dickerson, Janice Davis, Craig Burman, Barbara McFarland, John Tillman, Annette Solis Rios, Lynda Burman, Rosie Huanaco, Maureen Angle

Public Comments: There were no public comments.

1) Organization:

- a) Paul acknowledged that the January Strategic Planning Meeting minutes had been approved via email on 2/27/25. Karen made the motion. Paul seconded the motion, and it passed with a majority vote.
- b) Paul welcomed Isabella Ruiz to the ACC staff. Isabella is our new Coordinator of College and Dual Enrollment Programs.
- c) Janice reported that instead of individual ACC staff members submitting their own reports to the Board, Mary would be submitting one report summarizing the information. Mary said that 293 students have submitted applications this quarter. Rosie has been volunteering at the Center on a weekly basis. Board members thanked her for her help.
- d) Paul called for approval of the February meeting minutes. John Tillman pointed out a typo in line 1 of section 1) d -change ACCC to ACCF. Janice made a motion to approve the minutes, as corrected and John Tillman seconded. The vote was unanimous to approve.
- e) Craig reported that he had deposited the \$5000 check, from the Bank of Marin, and the K-16 reimbursement for January and February in the bank on March 14th. The beginning balance on March 14th before any deposits was \$14,138.50. The deposits totaled \$14,887.67. The \$12,000 donation from the Molinelli Family, to repay the County, is on the way. On April 1, 2025, we will be able to draw \$10,000 from K-16 funds. The new total of funds after this activity should be \$51,026.17 less Center activities. April, May & June should cost us about \$45,000 at \$15,000 per month. We should also get more re-imburements from K-16, about \$4,600 per month. The credit card statement on March 15th showed a \$6604 available balance with no payment due this month. We will be receiving a refund of \$230 on the credit card.
- f) Paul thanked Maureen for organizing our booth for Dandelion Days and the Board members who worked a shift at the event. Board members reported talking to many people and felt that our participation in the event was a worthwhile outreach effort. Barbara made a motion to submit an application now, and to pay the \$170 fee for the 2026 Dandelion Days event. John Tillman seconded it. Paul called for a vote and the motion passed unanimously.
- g) A discussion about forming a team to make presentations to the community and to search for major donors was moved to the April meeting.
- h) These are some of the current 2025 Board members/positions: Paul/Chair, Barbara/Vice-Chair, Craig/Treasurer, Susan/Secretary. Barbara volunteered to be Vice-Chair and John Tillman made a motion to elect Barbara as Vice-Chair. Janice seconded the motion. Paul called for a vote, and it was unanimous in favor.

- i) Janice reported that most of the committees were in place, including the Presentation to Organizations Committee, and that we could begin making presentations to local groups. Paul offered to help with the presentations.
- j) Lynda updated the Board on current grant and donation activities. Lynda will contact Lisa Lucke for grant assistance, but Lynda is also willing to write the grants herself. She thanked Janice for the “ACC talking points” which are helpful in completing grant applications. Lynda will be making a future grant request to the Jackson Rancheria and she has been working on a grant from ACF, Amador Community Foundation. Lynda also reported that Diane Kingsbury, daughter of Gretchen Kingsbury, has offered to make a donation to ACCF to help cover the operation costs of the Center. The donation will be managed by ACF.
- k) The Personnel Committee reported that they met and interviewed applicants for the Coordinator for College and Dual Enrollment position. They decided to hire Isabella Ruiz for the position. Emilee’s evaluation is overdue, and Karen is concerned that she is not familiar enough with Emilee’s work. She would appreciate help from the Board members with information. Karen emailed Mary and asked for a draft of Emilee’s evaluation and any input from staff. Mary said that the current evaluation forms are not appropriate and need to be rewritten/reformatted. Mary will look into finding a new form. Discussion ensued among Board members related to our current process of evaluating staff members. Annette shared that Mother Lode Job Training uses a self-evaluation form that is sent to the evaluator. Janice suggested that the committee should set up new evaluation procedures. Craig reminded the Board to make sure the employee job descriptions match the evaluation criteria.
Information discussed previously.
- l) Mia has been attending outreach events representing both ACC and the K16 programs. She will be staffing a table at the “Celebrate Our Children” event at Argonaut High School in April.
Presentations to the Organizations Committee discussed previously.
- m) Maureen will be Chair of the By-laws Committee. By-laws Committee did not have anything to report.
- n) The Board is still looking/advertising for someone to take over the ACCF treasurer’s responsibilities. Board members discussed whether some of the tasks could be completed by two Board members, each one working with a different bank. Barbara and Lynda suggested maintaining both accounts at the same bank, probably the Bank of Marin. Craig is concerned because Umqua uses Internet banking and that requires access to certain codes. Could some of the tasks be assigned to Mary?
- o) Annette updated the Board on scheduling emergency training for the ACC staff. Jim O’Connel, Sutter Creek Chief of Police, will assess the building and set up appropriate safety training. Annette will work to narrow down the possible dates.
- p) Barbara continues to work on the arrangements for ACCF co-hosting the September Chamber of Commerce Mixer event with the Kennedy Mine. She is currently investigating the possibility of having an ice cream truck at the event. She will contact the Chamber and Janice will provide contact information for Cowabunga Ice Cream.
- q) Annette will be meeting with Lisa, MLJT Program Manager, tomorrow and will be discussing ACC’s use of the room. We will have to stay within the confines of the lease. Barbara would like to be able to access the room on May 1st.

2) FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:

a) Barbara updated the Board on current fundraising efforts. The October event “Tuscany Under the Stars” will be at Domenico Winery in Lone on October 25th. The Argonaut Culinary students will prepare the appetizers and desserts. It will be an Italian dinner. Barbara is seeking bids from local caterers including Motherlode Deli. The contract from Domenico includes setting up the tables & chairs. They will donate some wine. We will need to pay a deposit and then submit a payment every three months to cover using the winery for our event. The facility will seat 120 inside, ordering 125 meals, site overlooks a lake, live band for music. Our next scheduled “Dinner in a Bag” event was cancelled due to lack of senior students’ interest. We will be working with the Argonaut Culinary students for a drive-through Bake Sale on May 15th.

b) Lynda discussed hiring a grant writer in section j.

c) John updated the Board on ACC advertisements in the Ledger Dispatch. He requested the current information on our fundraisers i.e. Bake Sale in a Bag, so they could be included in the Ledger ads. There was no report on current social media activities.

3) STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:

There was no report this month.

4) PROGRAM OPERATIONS COMMITTEE REPORT:

There was no report this month.

Committee Member Initiatives: (non-agenda items reported/suggested by members)

Janice reported that Dr. Sean Regan, representing Ron Regan Construction, approached ACC for help in training the employees of the hotel they are building in the Martell area which is expected to be completed in 2026. Training might include courses in hospitality, home care or construction. Modesto Junior College has a workforce on-line curriculum that might be worth investigating. Dr. Regan might be interested in making a donation to ACCF and is planning on addressing the ACCF Board sometime in the future.

ADJOURNMENT: The hybrid/in-person meeting was adjourned at 6:56 pm. The next regular public meeting is scheduled for April 17, 2025, at 4:30 pm in a hybrid format via Zoom and in person at the Center.