

AMADOR COMMUNITY COLLEGE FOUNDATION WORKFORCE K16 GRANT AGENDA

DATE: Thursday, February 20, 2025

LOCATION: Board Meeting will be held via Zoom and in person at the Center

TIME: 4:30 pm Open Session of Regular Meeting of ACCF regarding the K16 Workforce Grant-Public Welcome

Discussion/Action items:

Public Comments: Public Comments: Public Welcome and Introductions. At this time the Board will hear comments from the public, if any.

- 1) Board: Review and approval of the November K16 minutes. (action item)
- 2) Andrew: Update on the K16 Workforce Grant.
- 3) Mia: Monthly report on K16 activities. Mark your calendar: Monday, June 30,2025 K16 Career Pathway Program Commencement 5-8 pm/Dinner/Ceremony, location: TBA
- 4) Andrew: update of K16 Grant reporting and keeping track of the necessary documents needed to submit to Columbia to meet the guidelines outlined by the Grant. At this time, there are no Board members involved of the overseeing of the grant expenditures.

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

AMADOR COMMUNITY COLLEGE FOUNDATION REGULAR MEETING AGENDA

DATE: February 20, 2025

LOCATION: Board Meeting will be held via Zoom and in-person at the Center

TIME: approximately 5:30 pm, after the agenda items from the K16 Workforce Grant are completed.
Open Session of Regular Meeting of ACCF-Public Welcome

Discussion/Action Items:

Public Comments: Public Welcome and Introductions. At this time the Board will hear comments from the public, if any.

1. ORGANIZATION:

- a. Acknowledgement that Jeffrey Hodgson's Board Member application was approved via email 12/24/24. Paul made the motion to accept his application and the motion was seconded by Barbara. The motion passed. Welcome to Jeffrey! Susan will let Jeffrey know he is now an ACCF Board Member.
- b. Acknowledgement, as per Sue Allred's recommendation, a motion was made to have Andrew become an ACCF employee. The motion was made via email by Paul and seconded by Maureen on 1/8/25. The motion passed by majority vote. However, during the email exchanges there were concerns expressed regarding the significant costs that would be incurred by ACCF by making Andrew an employee.
- c. Acknowledgement due to the financial concerns associated with adding Andrew as an ACCF employee, Craig's extensive review, and Susan researching "how to reconsider a motion once a motion has been approved", a new email was sent to Board Members on 1/12/25 to reconsider the motion made to hire Andrew as an ACCF employee. John made a motion to reconsider the vote/motion made on 1/8/25. This reconsideration motion was seconded by Susan. This motion passed with majority approval.
- d. Acknowledgement and Board approval to revote on the motion to hire Andrew as an ACCF employee via email on 1/13/25. Susan made a motion to not hire Andrew as an ACCF employee but to leave him in his current Contractor position for ACCF. Paul seconded the revote motion and the motion passed by majority approval and Andrew will remain as an independent contractor for ACCF.
- e. Acknowledgement of our discontinued affiliation with NCTA. An email vote on 1/30/25 to not renew our affiliation with NCTA was approved. Janice made the motion to not renew our affiliation and Karen seconded the motion. The motion passed by a majority approval.
- f. Mary/Tiffany: Monthly reports on Amador College Connect activities.
- g. Board: Review and approval of November minutes of the regular program. (action item)
- h. Craig: Presentation of monthly bank statements and expenditures. Finalizing of our new Tax preparer. (action item?)
- i. By Laws: Discussion on whether to add to our By-Laws 1) an update to limit Board Member positions and ACCF employees. Determined this is a conflict of interest for the

employee/Board Member and places the employee in this conflict of interest position, 2) to include a clause of a revote procedure after a motion has passed, and 3) Board member expectations and responsibilities update: attendance, participation, committee involvement, etc.

- j. Board Officer positions for 2025. Chair, Vice-Chair, Treasurer, Secretary, Personnel, Student Services, Fundraising Chair, Publicity, and annual special events (Giving Tuesday and Dandelion Days). Susan sent email to Board Members to consider if they are interested in any of these positions. Finalize the positions for 2025.
 - k. Board Discussion: Advertisement for the Treasurer position has been on Social media. Should we be separating the responsibilities of the ACC Treasurer? Should we consider the option of having two Board Members volunteer as Treasurer for the two different banks? One volunteer could be responsible for the Umpqua accounts and another could be responsible for the Bank of Marin accounts. Some tasks will be given to Mary.
 - l. Annette/Mary: Update on the incident that occurred at the Center on 1/22/25. Annette informed the Board via email. Should we schedule a training for staff?
 - m. Adoption of the 2025 ACCF Board Meeting Schedule has already occurred. Should the June meeting of June 19th be rescheduled as the date is a Holiday? (action item)
 - n. Amador County Chamber of Commerce Open House has been scheduled for September 10, 2025. What date should we host our own Open House in October? Thank you to Barbara for volunteering to chair organizing these Open Houses. Volunteers needed to assist.
 - o. Maureen: Update on Dandelion Days 2025. Volunteers will be needed to staff our table and assist with setup and cleanup. Dandelion Days Event is March 15th and 16th.
 - p. Annette/Barbara: Update to the cost/possibility of subletting office space from MLJT. Cost to ACC? (potential action item)
2. FUND DEVELOPMENT/FUNDRAISING COMMITTEE REPORT:
- a. Barbara: Updates on Fundraising. Several ideas were discussed at our January meeting. Board members have had time to think about the different events presented for 2025. Discussion of the events and potential dates/timeline for the events to occur. Volunteers needed to assist with the planning, etc.
 - b. Maureen: Dandelion Days: Sign-ups and volunteers needed. Dates are March 15th and 16th.
 - c. Board Discussion: Hiring of a Grant Writer. Lisa Lucke presented a proposal for ACCF to hire her services. This proposal was presented at our January Planning Meeting. Ideas for projects to share today during this discussion? Grants are usually funded for projects and not only for overhead costs.
 - d. John: Publicity update. Susan: Social Media update.
3. STRATEGIC PARTNERS AND COMMUNITY RELATIONS REPORT:
4. PROGRAM OPERATIONS COMMITTEE REPORTS:

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

ADJOURNMENT: The next regular meeting is Thursday, March 20, 2025 at approximately 4:30 pm via hybrid format or in-person at the Center.