

Amador Community College Foundation Meeting Minutes

Thursday, November 20, 2025

Paul called the regular public business meeting of the Amador Community College Foundation to order on Thursday, November 20, 2025 via Zoom Meeting and in person at 4:38 p.m.

Roll Call: Paul Molinelli, Jr., Karen Dickerson, John Tillman, Barbara McFarland, Janice Davis, Lynda Burman, Annette Solis Rios, and Susan Zaffarano. Staff: Andrew Gardner and Rachelle Jose' de Mattos-Saldate. Guest: Tracy Morland.

Public Comments: There were no public comments.

1. ORGANIZATION:

- a. The Board and staff welcomed Tracy Morlan to the meeting and introductions of Board Members and staff in attendance occurred.
- b. The Board acknowledged the letter of resignation submitted by Mia Huss, K16 Outreach and Enrollment Technician, via email effective 11/21/25.
- c. The Board acknowledged Mia Huss' application to become an ACCF Board Member. Consideration of Mia's application will move forward after her end of employment at ACCF.
- d. Andrew and Rachelle provided the Board with detailed reports including all program updates from staff, general ACCF budget updates, new program updates, general ACC updates and discussion items, and updates on the SJF Catalyst Grant. In addition to the written reports prior to the meeting, Andrew and Rachelle gave the Board a verbal update to an exploratory meeting held between ACCF, ACUSD, and Columbia College to address possible expansion of services, classes, new center, etc. to provide for the educational needs of our county. There was also discussion regarding reestablishing the MOU between ACCF and Columbia College. Tiffany reported there are 9 students enrolled in spring courses through the MHSA program. Three out of five internship placements have been secured for spring 2026. These placements include Interfaith Food Bank, Resource Connection WIC program, and the Amador Senior Center. One MHSA student is earning simultaneously an AA degree and a Human Services certificate at the end of the spring 2026 semester. Another MHSA student will earn her AA in Aging Studies at the end of the spring 2026 semester. The last cohort meeting of 2025 was held on November 13th with the guest speaker being Stacy Larson from NAMI. There are 2 JRRCR students enrolled in spring 2026 courses. Tiffany has created a new student tracking sheet showing her administrative rate as \$40 starting fall 2025 as determined by a meeting with Jackson Rancheria and ACCF staff. Tiffany will be at the JRRCR Health and Wellness Fair on December 4th. There are 46 Dual Enrollment students enrolled or planning to enroll in the spring 2026 semester. Bella reported that from attending the Colleges and Career Fair at Calaveras High School that we had over 25 sign-ups to be a part of our Newsletter and to get more information on our services. Bella is working with Columbia College and Jennifer Putnam from Argonaut High School to host a FAFSA night at the Center or at one of the high schools to support our Senior students and

their families with financial aid assistance. Spring semester class start dates will begin the middle or end of January depending on the school. Dual Enrollment students will end their fall semester around December 14th. The fall semester is wrapping up for the K16 ECE and Computer Science students. The enrollment number for the Spring ECE program is 27 and 12 for the Computer Science so far. Mia has a plan set up for staff to take over after her departure. Mia met with students to pay for their TB tests needed for their hands-on training in the ECE field on November 7th. Goin Postal invoices ACC for fingerprinting services. Five ECE students participated in an orientation with ATCAA Headstart at ACC on November 7th. Students will begin working at ATCAA in November. Other general programs/services update included distribution of the quarterly Newsletter on November 3rd, social media posts are scheduled for Giving Tuesday, emails “newsletters” for Giving Tuesday are going out on 4 separate dates. There are 13 active adult students registering for spring 2026 courses. Bella and Mia attended a College Affordability Summit and Tiffany has created a New Student Checklist. Andrew’s report gave an update on the Dual Enrollment Conference that Bella and Tiffany will attend, the Peer Math Study Sessions offered on Wednesdays at the center (we have had no attendees so far), and an update on the Giving Tuesday preparations. ACC budget update revealed a monthly expenses log balance as of 11/20 of \$22,636.49, a total revenue since July 2025 of \$216,294.19, a K16 accounting spreadsheet was provided, MHSA grant expenditures to date \$13,736.98 with a remaining balance of \$21,263.02, JRCR Scholarship Fund expenditures to date of \$998.92 with a remaining balance of \$4,001.08, and Dual Enrollment expenditures to date of \$16,216.97 with a remaining balance of \$61,783.03. Our total payroll cost since July 1st has been \$107,411.11. The Bank of Marin K16 balance as of 10/31 was \$39,120.08 and the Bank of Marin general account balance as of 10/31 was \$66,617.29. There was no information as to whether there is still a balance in the Umpqua account. The update on the SJF Industrial Arts Training Program Catalyst Grant included the MOUs and contracts between RCRC, SBC, and ACCF have been signed and are currently in effect. ACC has received payments for the outstanding invoices from RCR totaling \$4,241.50 with a current balance available to ACC for services rendered by September 2026 of \$85,888. Andrew and ACC hosted and facilitated the Q3 Catalyst Grant Project update. The Nursing Assistant Program between Columbia College and ACCF is a go. We are waiting for the CA Public Health to approve the program and they are 6 months behind in approving programs. Andrew provided an update to things currently in the works including a letter of intent being submitted to submit a proposal for the College Futures Foundation Unlocking Economic Mobility for Adult Learners in the amount of \$400,000 for the term 2/2026-1/20/28. Andrew is submitting a proposal for the Education Training Pathway Programs Grant in the amount of \$1,000,000 for the term of 4/2026-3/2028. A list of important dates from November 20th -January 5th were presented. Rachelle continues to forward invoices for payment and update the expense log with this information. Donor box receipts are being forwarded to Andrew and Barbara. All info@amadorcollegeconnect.org emails are being sent to the appropriate staff members. While assisting Bella with textbook reimbursement for Dual Enrollment students, it was discovered an invoice was not submitted to ACUSD during the time

Rachelle was on maternity leave and Bella was not a staff member. Rachelle, with input from Shanda, renewed both our SiteGround and Site Scanner accounts. SiteGround hosts our website and the 2-year renewal cost was \$359.76 and the Site Scanner, security plugin for our website was \$59.88 for 12-month renewal. Andrew and Rachelle collaborated on the “Staff Restructure and Revised Payroll Plan” to present to the Board. Rachelle completed the necessary tasks regarding Mia’s resignation. Rachelle also provided the Board with upcoming dates/tasks.

- e. Barbara gave the Board a recap of the 2025 Fundraising earnings: The Bake Sale with the Argonaut High School Culinary Program yielded \$357, The Rockin Out at Kennedy Mine Event yielded \$3,223.67, and Tuscany Under the Stars Event yielded \$20,124.32. Discussion included ways to thank our sponsors and donors of these events. Ideas included recognition on social media, advertisement in the Ledger Dispatch, and a special thank you reception for the sponsors hosted by ACCF. With these methods of thanking our sponsors we would include Save the Date information for next year’s event(s).
- f. John made a motion to approve the October minutes and Karen seconded the motion. The motion passed unanimously.
- g. Andrew presented to the Board a comprehensive restructuring proposal for ACCF staff options for 2026 to cover all the programs and job responsibilities needed for maintaining the current programs and services at ACC. This document development was a collaborative effort by Andrew and Rachelle with input from current staff. The Board, after discussion and consideration of our budget constraints and timeline of the K16 grant deadline, agreed on a plan for Andrew to present to the staff to begin after the Winter Break.
- h. Andrew will be at the Center during the Friday hours the center is open. Once the staff is informed of the restructuring proposal, another staff member will also be at the center on Fridays.
- i. The Board was informed that the Executive Committee met on 11/14/25 to review the development on a new website and to review the Fundraisers for 2025. The decision to move forward with a new website is on hold until there is dedicated/specific funding for completion of this task.
- j. The Board discussed Fundraising Events for 2026. It was decided to reserve Domenico Winery as a venue for one of our Fundraising Events. October 17, 2026 will be the date for the event. Themes, times, etc. will be determined at a later date.
- k. Andrew gave an update to the Colleges Futures Foundation Grant for \$400,000 and the Education Training Pathway Programs Grant for \$1,000,000 in his written report to the Board.
- l. Andrew has taken care of the steps needed when a need arises to close the Center.
- m. Andrew and Rachelle gave the Board an update to the Giving Tuesday preparations. Two Board Members are needed to sit with Andrew at our table starting at 4 pm. Karen will be there at our table. ACCF has received the links to begin receiving donations and Mia has placed these on our Social Media posting schedule timeline. Andrew and Rachelle will make sure thank you letters are sent to our donors.

- n. The 2026 dates for Meetings and Scheduled Events sheet will be updated once it is determined the best month/date to change a regular business meeting to a Financial Meeting and another regular business meeting will be used for a Strategic Planning Meeting. Karen volunteered to take notes during the upcoming January meeting and present the January minutes once completed to the Board.
- o. Janice will report to the Board the possible dates for the Chamber Open House for 2026 once she knows the information.
- p. Once the automatic payments that are associated with our Umpqua Bank accounts are transferred to Bank of Marin the Umpqua Bank account will be closed.
- q. Karen provided information to the Board regarding Jackson Rotary and their membership fee to encourage other non-profits to join with a group membership. Karen generously offered to pay the membership fee. For ACCF. There will be some Board Members able to attend the monthly Rotary meetings and represent ACCF.
- r. The update on the financial and budget plan for 2026 will be placed on the January agenda.
- s. The maintaining of a database for donors/supporters/individuals to receive Newsletters, event information, etc. will be on the January agenda.
- t. Lynda gave the Board an update on Grants and ACCF. The Board discussed specific things needed that could fall under a grant request. The Board has approved a 4 hour search payment to Lisa Lucke to research and find grants for us.
- u. Karen conducted an exit interview with Mia prior to her departure.
- v. No update on the Wine Hospitality Program at the time of the meeting.
- w. Staff continues to be visible and attend community events advertising ACCF and our programs.
- x. No update on the By Laws at the time of the meeting.
- y. John continues to provide information to the Ledger Dispatch on behalf of ACCF.
- z. Susan is continuing to post on our social media sites. A breakdown of gender, age, area, etc. was not sent via email prior to this meeting.

Committee Members Initiatives: (non-agenda items reported/suggested by members) There were no initiatives presented.

ADJOURNMENT: The next regular business meeting is Thursday, January 15, 2026 at 4:30 pm via Hybrid format or in-person at the Center.