

SOLANO COMMUNITY COLLEGE  
Educational Foundation Board of Directors Meeting  
Minutes  
October 28, 2025

Time and Place of Meeting

A meeting of the Solano Community College Educational Foundation Board was held on October 28, 2025, in the SCC Governing Board Room, Administrative Building (Bldg. 600), 4000 Suisun Valley Road, Fairfield, CA 94534. This meeting was also held as a video meeting through Zoom video conference. Board President Robert DaPrato called the meeting to order at 4:02 p.m.

Board Members Present

- |                    |                   |                      |
|--------------------|-------------------|----------------------|
| • Kevin Anderson   | • Terry Glubka    | • Kellie Sims Butler |
| • Marisela Barbosa | • Pamela Loar     | • R. Michael Smith   |
| • Robert DaPrato   | • Bobbie Martinez | • John Zeltin        |

Absent: Andrea Garcia & Don Greve

Staff Present: Carolyn Warne, Foundation Director, and Eileen Amick, Administrative Assistant

Welcome/Introduction

Board President Robert DaPrato welcomed everyone; the meeting was called to order at 4:02 p.m.

1. Approval of Agenda

Motion to Approve Agenda. Motion was made by Mike Smith and seconded by Terry Glubka to approve the agenda. The motion carried unanimously.

2. Approval of Minutes

Motion to approve Board Minutes. Motion was made by Kevin Anderson and seconded by Robert DaPrato to approve the minutes of the July 22, 2025, meeting. There was one abstain from Marisela Barbosa and the motion was approved.

Motion to approve September 30, 2025, Executive Committee Meeting Minutes. Motion to approve minutes was made by Terry Glubka and seconded by Robert DaPrato. The motion carried unanimously.

3. New Foundation Website Update. Carolyn Warne explained that the old website was no longer PCI compliant. The new website provider is Modern Campus, the same firm the College is using for its new website. The Educational Foundation website will resemble the College site in color and look. The plan is to have this done by the end of December. There were questions about a maintenance agreement for the website. Carolyn said that we will be covered under the same agreement that the SCC website has for maintenance. We will not need to purchase additional coverage.

Change to the Bylaws. The updated bylaws suggested changes were sent to all board members for review prior to the meeting. Robert DaPrato asked Carolyn to talk about the changes. Carolyn noted that two of the proposed changes, term limits and the change to

signers, had been discussed at prior meetings. There was a question from some board members about the need for term limits and proxy voting. After an in-depth discussion, a vote was held on adding all changes to the bylaws.

Motion to approve Bylaws Changes. Motion by Terry Glubka and seconded by Marisela Barbosa to approve the Bylaws Changes. Roll call vote: Robert DaPrato No, Terry Glubka Yes, Marisela Barbosa Yes, Mike Smith No, Kevin Anderson No, John Zeltin No, Pamela Loar Yes, Kellie Sim Butler Yes, Bobbie Martinez Yes. The vote is 5 Yes and 4 No. Mike Smith asked if it were only a majority that would allow it to pass. It was confirmed that is what is required.

The motion passed with a 5 to 4 majority.

4. Re-election of Foundation Board Members Carolyn noted that Jeff DuBois already resigned, and Don Greve and Marisela Barbosa will step down December 31. There were two others up for re-election. Robert DaPrato is now ineligible because he will reach the limit on terms served on December 31. Terry Glubka is the one board member to be re-elected.

Motion to accept the re-election of board members Motion to re-elect Terry Glubka by Robert DaPrato and seconded by Marisela Barbosa. There was one abstain vote from Terry Glubka and the motion passed.

5. Change to Foundation Board roles

Robert DaPrato will remain Board President until December 31. Terry Glubka will assume the role of President on January 1, 2026. Andrea Garcia has agreed to assume the role of Treasurer. The role of Vice President will remain vacant right now. Mike Smith will be Secretary.

Motion to accept the change of Board officers Motion by Pamela Loar and seconded by Bobbie Martinez to accept the change to the Board Officers. There were two abstain votes, one from Terry Glubka and one from Mike Smith. Motion was approved.

6. Foundation Financial update Carolyn distributed the financial report prior to the meeting. Robert DaPrato commented on the higher public donations. Carolyn told the board that we raised \$1500 in the Live Solano Give Solano day of giving. We have also received two scholarship agreements: one from Jeff Dubois and the other from SCC employee donations for the Shirley Lewis Leadership scholarship. John Zeltin had two questions regarding dates and numbers listed. Carolyn will check on those and make updates if needed.

John Zeltin left the meeting at 5:00 pm

Robert DaPrato left the meeting at 5:00 pm.

Terry Glubka was asked to take over.

7. 2025-26 Events update Carolyn thanked the five board members who attended the September Vallejo Chamber mixer. She noted that there were over 200 people in attendance. She thanked the six who attended the Wintun Nation reception and the Scholarship Awards ceremony in October. Representatives of the Wintun Nation seemed to have a good time.

There will be two events in the spring: the Crab Feed on March 7, 2026, and the Vacaville Chamber mixer on June 4, 2026.

8. Endowment Level-Increase minimum level to \$15,000 Carolyn is now part of the Network of California Community College Foundations (NCCCF). She presented a slide with comparisons of endowments provided by network members. Most have endowment of

\$25,000. Carolyn noted that we do not receive enough of a return on the current level of \$10,000 to provide the \$500 needed for the scholarship payment.

Motion to increase the minimum level of our endowments to \$15,000. Motion was made by Pamela Loar and seconded by Marisela Barbosa. The motion carried unanimously.

Carolyn added that we need to create an endowment policy and an investment policy.

She said that we need to have guidance for our investments, and she had been discussing this with the Network. She has been advised that many investment firms will not be able to take a Foundation on as a client with a portfolio valued at less than a million dollars.

Carolyn asked if anyone would like to form a small work group on endowment and investment policies. Please let her know if so.

9. College Funding needs/Talking points Carolyn said that she is working on creating 'Talking Points' for board members so they are knowledgeable about the needs and things going on at the College. For example, she mentioned that we have installed raptor boxes to deal with gophers. This will be done instead of using pesticides or other measures.

There was a conversation about advertising and promoting College events and if there is an events calendar on the website.

Regarding College needs, the College is currently doing a program review process which will help to understand what faculty believe is needed/wanted that cannot be covered by departmental budgets.

Carolyn suggested a Board retreat in the spring to discuss what the purpose of the board is. She has been in contact with a consultant from the NCCCF who can assist and facilitate this.

10. Immediate Action Items.

a) John Zeltin proposed a resolution recognizing the years of hard work and dedication that Robert DaPrato has given to the board. Pamela Loar offered to have a party in December at her house to celebrate this.

Motion for a Tribute to Robert DaPrato for his service to SCCEF. Motion by John Zeltin and seconded by Terry Glubka. The motion carried unanimously.

b) Terry Glubka noted that we need cheat sheet on what is acceptable and what is not acceptable per the Brown Act. She was concerned that the emails that were sent yesterday about the deferral of agenda items were a violation of the Brown Act. It was agreed that it would be considered a violation. Carolyn will work with Kellie on creating something for the board members.

c) Marisela Barbosa asked about the meetings being posted. Carolyn noted that the agenda had been posted outside Foundation offices and on the website. She wanted to know if the minutes would need to be posted. Kellie Sims Butler noted that the minutes need to be posted. Carolyn will forward the preliminary minutes of this meeting to the President and Vice President for review and then will be sent to the rest of the board for comment. They will be approved at the next SCCEF board meeting and then added to the website.

d) Terry Glubka had a question about adding 'Closed Session' as an item on the agenda. Kellie noted that we need to list the categories that may be discussed.

e) Carolyn mentioned that the bylaws mention holding an Annual Meeting. She interpreted that it should be the January meeting and asked if anyone believes it should be a different meeting to let her know.

- 11. Motion to Adjourn** Motion by Bobbie Martinez to adjourn to next meeting on Tuesday January 27, 2026 (Fourth Tuesday). The meeting adjourned at 5.31pm.