

**Solano Community College Educational Foundation
Executive Committee Meeting Minutes
July 14, 2026**

Time and Place of Meeting

A meeting of the Solano Community College Educational Foundation Executive Committee was held on July 14, 2026, in Conference Room 611, Administrative Building (Bldg. 600), 4000 Suisun Valley Road, Fairfield, CA 94534. This meeting was also held as a video meeting through Zoom.

Members Present: Terry Glubka, President; Steve Epps, Secretary; and Superintendent/President Kellie Butler

Staff Present: Carolyn Warne, SCCEF Director; and Eileen Amick, SCCEF Administrator

Welcome/Introduction

Terry called the meeting to order at 2:09 pm

Approval of agenda

Motion to approve by Steve, seconded by Kellie: motion carried.

Comments from Members of the Public

There were none.

Review of Agenda for Quarterly Meeting on July 28, 2026

Standard Items

Land acknowledgement – a printed copy will be laminated and displayed at the meetings

Election of new Board members/Member Orientation

There is a new member application for vote at the meeting with the potential of a second person.

A special half-day session will be organized for all board members. Carolyn will contact the Network of California Community College Foundation's consultant to see if he is available to present on board member expectations and how to move the board forward effectively. A binder will be updated with College and Foundation information. In the email with Board papers, Carolyn will ask members to come prepared with dates available.

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Foundation Financials

2026-27 Foundation proposed budget

An updated budget will be presented for final approval at the meeting. Per the MOU with the College, once approved by the Foundation Board, it will be presented for approval at the SCC Governing Board.

Foundation accounts and funding

Carolyn presented the breakdown (from the May 31 statement of financial position) showing the breakdown of Foundation assets. She will present this (with June 30 amounts) at the meeting with proposed recommendation on the use of some of the funds.

Carolyn will also provide a list of donors who have given \$5,000 and above over the past five years. She will ask board members who are interested to join an ad hoc non-quorum committee to review current donors and make recommendations on who we should focus on with engagement plans on how to approach them.

Endowments/scholarships update

Carolyn presented an updated endowment list showing May 31 amounts. This will be updated with June 30 amounts and presented at the Board meeting. Carolyn will work with the Foundation's accountant to reflect in the financial statements the current market value of each endowment. The new SCCEF Event endowment (with a beginning balance of \$25,000) will be added to this list. New market valuations (and thus annual distributions) will be made on June 30 each year based on percentage of endowment assets rather than the blanket update of this year.

Investment Advisor proposal

Carolyn will schedule a 15-minute slot for Andrew from Wells Fargo Advisors to present on suggested investments at the Board meeting. Carolyn and John Zeltin are meeting with him on July 21 to discuss the statement of financial position so he is aware of restricted assets.

Foundation Events update

Chamber mixers are scheduled for September 24 in Vallejo and April 8, 2027, in Fairfield. The Scholarship Awards evening is on October 20. The events committee met and Carolyn researched possibilities for 2026-27. Carolyn will recommend an event in spring 2027 to celebrate the 30th anniversary of the Biotech/10th anniversary of the Biomanufacturing BS degree. This will link into celebrations the College will plan for the year. The committee's

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suggestions for a Manufacturing Roundtable event in October has already been started by Solano EDC. There might still be the possibility of a spring healthcare event; Carolyn with work with the new Dean of Health Sciences once he has settled in (he started July 1) to determine feasibility.

Scholarships – John Zeltin

John would like to speak briefly on his donations and how they have helped make scholarships possible as an encouragement to board members to understand the importance of scholarships.

Carolyn will add ‘Scholarship review process’ to this agenda item, with important dates for board member reviewers and an update on the new review software.

Additions/Subtractions/Comments

There were none.

‘Immediate Action’ Items

There were none.

Adjournment

Meeting adjourned 3:25 pm.

Upcoming confirmed events/meeting dates:

- Tuesday July 28, 2026 4:00pm – 5.30pm (Board Meeting)
- Thursday, September 24, 2026 5:30pm – 7:00pm (Vallejo Business Mixer)
- Tuesday, October 20, 2026 7.00pm start (Scholarship Awards Evening)
- Tuesday October 27, 2026 4:00pm – 5.30pm (Board Meeting)
- Tuesday, January 28, 2027 4:00pm – 5.30pm (Board Meeting)
- Thursday, April 8, 2027 5:30pm – 7:00pm (Fairfield Business Mixer)
- Tuesday, April 27, 2027 4:00pm – 5.30pm (Board Meeting)