Solano Community College Educational Foundation
Executive Committee Meeting Minutes
October 15, 2026

Time and Place of Meeting
A meeting of the Solano Community College Educational Foundation Executive Committee was held on October 15, 2026, 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.

Present (Board): Terry Glubka (President), Steve Epps (Secretary), Andrea Garcia (Treasurer), Kellie Sims Butler (Superintendent/President). Via Zoom: Pat Carr (Vice-President)

Present (Staff): Carolyn Warne (Foundation Director), Eileen Amick (Foundation Assistant)

Terry Glubka called the meeting to order at 4:01 pm

Approval of Agenda
Motion to approve by Steve Epps, seconded by Andrea Garcia: motion carried.

Comments from Members of the Public
There were none.

Foundation Board member Terms Expiring/Search for new members
Two Foundation board members' terms are expiring on December 31st: Bobbie Martinez, who cannot continue due to time constraints, and Pamela Loar, who wishes to remain on the Board.

Change to Foundation Board roles
Andrea would like to step down from her role as Treasurer. She accepted the position temporarily a year ago. She remains willing to continue in the role temporarily until someone else is elected.

Foundation financials
2026-2027 Budget v Actual Spending/New Quarter Forecast
Carolyn plans to present a budget versus actual spending report for the first quarter, including known projected expenses for the next quarter. She will request budget adjustments for unexpected expenses if necessary.

Draft 2025-2026 Audit Report
The audit was completed successfully with no findings noted. The report will be sent to the full Board for review before the next board meeting, where it will need to be approved. Once the Audit Report is approved, the auditor will complete the management letter and the 990-tax form, which will be submitted to the Board for approval at the January meeting.

Wells Fargo Investment Recommendations
Carolyn also discussed Wells Fargo investment recommendations, which were discussed and approved at the Ad Hoc Investment Advisory Sub-Committee meeting at the end of September. The recommendation includes investing the endowment portfolio with reduced risk from where it currently is, while keeping other monies in money market accounts, with a goal to achieve a 7-8% average return at lower risk levels.

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Endowments – Market Values update
Carolyn will present an updated market values spreadsheet with Q1 values. The auditor has requested that endowment market valuations are now presented quarterly.

Thoughts from October 26, 2026 Board Member Orientation
There will be a review of the Board Member Orientation on October 26.

'**Immediate Action' Items**
Scholarship Event on October 20, 2026
The awards will be presented in alphabetical order this year by awardee rather than by award. It was decided to divide the presentation among three Board members to manage over 100 recipient names. Terry, Steve, and Pat will be the three presenters.

Adjournment
Meeting adjourned 4.40 pm.

Upcoming confirmed events/meeting dates:
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)