

SOLANO COMMUNITY COLLEGE
Educational Foundation Board of Directors Meeting
Minutes
April 22, 2025

Time and Place of Meeting

A meeting of the Solano Community College Educational Foundation Board was held on April 22, 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 Andrea Garcia called the meeting to order at 4:12 p.m.

Board Members Present

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|--------------------|-----------------|----------------------|
| • Kevin Anderson | • Andrea Garcia | • Kellie Sims-Butler |
| • Marisela Barbosa | • Don Greve | • R. Michael Smith |
| • Robert DaPrato | • Terry Glubka | • John Zeltin |

Absent: Jeff Dubois, Pamela Loar and Bobbie Martinez

Staff Present

Curt Johnston, Executive Director and Eileen Amick, Administrative Assistant

Welcome/Introduction

Board President Robert DaPrato welcomed everyone; the meeting was called to order at 4:12 p.m.

1. Approval of Amended Agenda

Motion to Approve Amended Agenda. Motion was made by Rober DaPrato and seconded by Don Greve to move item 2 on agenda to item 1 and to move item 1 to item 2 under Committee Reports to adjust the agenda. The motion carried unanimously.

2. Approval of Minutes

Motion to approve January 28, 2025, Regular Meeting Minutes. Motion was made by Terry Glubka and seconded by John Zeltin to approve Regular Meeting Minutes. The motion carried unanimously.

Motion to approve April 1, 2025, Executive Committee Meeting Minutes. Motin to add Annual evaluation of the Executive Director by SCCEF and one designee from S/P office. Motion was made by Terry Glubka and seconded by Kellie Sims-Butler. The motion carried unanimously.

3. Superintendent-President Report

Superintendent-President's Report by Kellie Sims Butler, Ph.D. (Discussion)
Kellie Sims-Butler noted that the SCC Governing Board had approve the MOU at the Board meeting on April 16, 2025. The board is very supportive and excited to hire a new director. They discussed a timeline, and the goal is to have the new person hired and sent to the 6/18/25 SCC Governing Board meeting. They want to have all of the to do items in place by 7/1/25.

4. Committee Reports

a) Executive Committee Report

- i. Now ITEM two Update to the SCCEF Bylaws. Curt Johnston went through the changes and the markups on the Bylaws. He noted that we will follow the Brown Act. We will follow the postings of the SCC Board. We will post agenda's and minutes on the SCCEF website. In the Ed code it discussed that you have legal advice but without any specific direction. Times and dates of the meetings will be open to the public. Curt discussed the audit timeline that needs to be done within 120 day of year end close. Budget approval can be done by the April Meeting. You will need to meet before June 30th to approve the yearly budget. He described the information about insurance, and we will follow direction from the district.
Motion to approve updated bylaws. Motion to approve updated bylaws made by Mike Smith and seconded by Terry Glubka. The motion carried unanimously.
- ii. Now ITEM one Memorandum of Understanding by and between the Solano Community College District and SCC Educational Foundation. Terry Glubka asked about the duties of the Executive Director. It was determined that the duties were in the updated job description. It was asked if we missed something could it be amended and yes it would be changed if needed. There was discussion about the bylaws and the new Executive Director Job Description.
Motion to approve the MOU by and between SCC and SCCEF Motion to approve the MOU was made by Michael Smith and seconded by Terry Glubka. The motion carried unanimously.
- iii. Job Description for New Executive Director (Discussion)
Terry Glubka asked for the new Job Description to include the wording **retention and recruitment of members**. Kellie said that she will be able to make that change. The job description will be circulated to many different offerings. Kellie noted that they had considered having Eileen and one more board member on the interview committee. John Zeltin asked if the applications went to Kellie, and she noted that HR would do the screening and the hiring committee. Kellie wants at least one board member to be on the committee for the 2nd round of interviews. Terry Glubka has volunteered to be on the hiring committee. Kellie noted that there will be 4 members of management 1 CSEA member, 1 local 39 members and two faculty members and a committee member.
- iv. Review & Approval (Q3) 2025 Financial Reports (Jan – March 2025)
Financial Reports: Mr. Johnston discussed the financial statements. Financial Reports: Total Restricted and Unrestricted Income of \$357,311 (vs. \$210,347 last year \$146,964 higher than this time last year as outlined below.
Restricted Income of \$234,763 (\$154,925 higher than last year) Corporate contributions \$34,683 higher (received \$25k Kaiser SOAR grant) Scholarship contributions \$117,560 higher (\$166,890 vs. \$49,330) Yocha Dehe Wintun Nation scholarship donation (\$100,000)
Unrestricted Income of 103,564 (vs. \$115,460 last year): \$11,896 lower due to cancelled special events: Golf Tournament income \$27,918 lower Gala \$2,984 lower But Crab & Shrimp Feed income \$12,772 higher than last year
Investment Income of \$18,985 (\$3,935 higher than last year)
Notable Expense Activities: Total Restricted and Unrestricted expenses of \$237,198 (vs. \$216,329 last year): \$20,869 higher than prior year. \$19,431 higher scholarship

donations: special event expenses \$12,633 lower and administrative expenses \$7,320 higher.

Total Restricted fund expenses of \$127,571 (vs. \$102,831 last year). These are contributions to college programs and scholarships: \$24,740 overall higher than last year. Scholarships contributions totaled \$72,668 (vs. \$56,182 last year) \$16,486 higher overall with awards for Yocha Dehe scholarships

Total Unrestricted expenses of 109,626 (vs. \$113,498 last year) \$3871 overall lower than last year

Net Income for Quarter: \$120,113 (vs. \$5,982 loss this time last year - \$126,095 turn around)

Total Liability and Net Assets of \$757,235 (vs. \$600,386 last year): Higher by \$156,848:

Total Unrestricted Funds of \$67,091 (\$6,338 higher than last year)

Total Checking and Savings/Investment Accounts balance of \$751,134 (vs. \$600,386 last year): \$150,848 higher overall:

See Investment Committee Report by John Zeltin.

Robert DaPrato noted that we had the financial summary so that we could see the details. The financial reports are prepared by our professional bookkeeper who comes in monthly. He highlighted the Investment fund report that John Zeltin had prepared. It is the last page of the Financial Memo.

Motion to Approve Financial Report. Motion was made by Michael Smith and seconded by Andrea Garcia to approve Financial Reports. The motion carried unanimously. John has suggested that we move 50K to a 3-month CD.

Motion to move 50k from checking to Fidelity money market account by Terry Glubka and seconded by Andrea Garcia. The motion carried unanimously.

b) Special Event Review:

- i. Mr. Johnston discussed the Crab & Shrimp Feed on March 1, 2025, Mike asked about the volunteers arriving at 2 pm. He felt that there was no one there to instruct them about the bar. Curt noted that we needed to have 4 captains for each area. Don noted that the bar patrons did not realize that they had to pay at the front. We will need to have a cash box at each bar. Andrea noted that we needed to have the volunteers meals planned out. The express bar did not get to eat. There needs to be job designations.

c) Nominating Committee Update:

- i. New Board Member Annual Self-Evaluation Form Terry discussed that we want to use a consistent document. It would be good to fill it out at the beginning of their term and it reminds you of what you intended to do when you joined. Terry asked Curt if he had updated the new binder. Curt noted that it would be for the new director to set parameter for the intake. Jon Cornelison offered to train the SCCEF board on the use of the SCC website.
Motion to approve the Self Evaluation Form by Don Greve seconded by Kellie Sims-Butler. The motion carried unanimously.

5. Executive Director Report

a. Schedule for Adoption of 2025-2026 Budget (prior to June 15th)

Robert DaPrato suggested that we have an Executive meeting prior to June to discuss the Gala 80th Anniversary. Kellie Sims-Butler said that we should establish a budget for the Gala. Curt noted that if the Executive committee meeting it would be the 4th Tuesday of next month May 27th

- b. Update on Next Era Energy Donation Curt identified the company that want to keep the discussion confidential. They want to donate 200K and they want to provide funds for training students. Fire technology and advanced manufacturing Curt will work with Kellie. The agreement would not apply until after it is approved. The draft agreement is out there.

Mr. Johnston told the board members that he will be leaving in June with a new Six-month contract to be part of the transition to the new Executive Director. He will be doing the Music Festival when he leaves.

6. Adjourn to Next Regular Meeting of Tuesday, July 22, 2025(Fourth Tuesday)

Meeting adjourned at 5:31p.m. The next meeting will be on July 22, 2025, at 4:00 p.m.