

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

Time and Place of Meeting

A meeting of the Solano Community College Educational Foundation Board was held on July 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 Robert DaPrato called the meeting to order at 4:09 p.m.

Board Members Present

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| • Kevin Anderson | • Terry Glubka | • Kellie Sims-Butler |
| • Robert DaPrato | • Don Greve | • R. Michael Smith |
| • Jeff DuBois | • Pamela Loar | • John Zeltin |
| • Andrea Garcia | • Bobbie Martinez | |

Absent: Marisela Barbosa

Staff Present: Eileen Amick, Administrative Assistant

Welcome/Introduction

Board President Robert DaPrato welcomed everyone; the meeting was called to order at 4:04 p.m.

1. Approval of Agenda

Motion to Approve Agenda. Motion was made by Mike Smith and seconded by Kellie Sims-Butler to approve the agenda. The motion carried unanimously.

2. Approval of Minutes

Motion to approve Minutes. Motion was made by Terry Glubka and seconded by Andrea Garcia to approve the minutes from the April 22, 2025 meeting. The motion carried unanimously.

Motion to approve May 27, 2025, Executive Committee Meeting Minutes. With the amendment of adding Terry Glubka to the list of attendees. Motion to approve amended minutes was made by John Zeltin and seconded by Terry Glubka. The motion carried unanimously.

Budget meeting of June 10, 2025. Tabled. Motion to table this item by Terry Glubka and seconded by Pamela Loar. The motion carried unanimously.

3. Superintendent-President Report

Superintendent-President's Report by Kellie Sims Butler, Ph.D. (Discussion)

Kellie Sims-Butler noted that three women on the Basketball team made commitments to four-year schools. Many of our student athletes have been successful with GPAs of 3.0 or higher.

We had our A2mend chapter recipients receive a \$25K award and a mentor will also assist them as part of the award.

We had over 500 students take part in the commencement ceremony in May.

Fall enrollment has seen a slight 2% decrease in enrollment. It is believed that we may be able to reach out to see why some have not completed enrollment.

New Foundation Director Carolyn Warne will start here on August 11th. We are working on preparing to participate in the inaugural Live Solano Give Solano fundraising program on October 1st.

Andrea Garcia asked about the decline in enrollment. It may be because it is still early. We are going to a new program that replaces MYSolano called FalconNest. It will be implemented soon.

John Zeltin asked for a copy of the resume for the new director. Eileen was able to forward that at the time to those that wanted it.

4. Committee Reports

a) Executive Committee Report

- i. Review of FY 2024-25 Year End Financial Report
- ii. 2025-2026 SCCEF Budget (Approved on June 10, 2025, Special Vote) (Discussion Item) UPDATE 2025-2026 Updated Budget to be adopted with noted changes (Action item) Motion to approve the amended budget. Motion was made by Kellie Sims-Butler and seconded by Mike Smith. Motion carried unanimously.
- iii. Investment committee update (John Zeltin) Details of report presented by John Zeltin.

b) Special Event Review:

- i. Notice of upcoming Foundation Events.
 - SCCEF Board Social for Curt Johnston's retirement Thursday October 16, 2025, at noon at Two 60 Bar & Kitchen at 260 Pittman Rd. Fairfield. Eileen will send a calendar invite to all. Discuss a gift. Eileen was asked to contact Joel and Celia and create a guest list and detail to include former board members and others
 - SCCEF & SCC Scholarship Foundation Fall scholarship awards on Tuesday October 14th at 7:00 pm at SCC Theatre building 1200 Eileen will send a reminder about them. Andrea wants to have us send out a notice about dates. Eileen will send out dates and reminders.
- ii. Business Networking Series
Visit: <https://foundation.solano.edu/event/2024-business-networking-series/>
 - September 25, 2025, Vallejo, Benicia, American Canyon, Fil Am & Hispanic Chambers (Vallejo Center or Auto Center) Eileen will send out invitations to the board members
 - January 8, 2026, Fairfield, Vacaville, Winters & Dixon Chambers (Vacaville Center) **UPDATE** Date to be determined later than January 8.
- iii. Touro University Mosaic Gala 8/28/25 (Discussion) Andrea discussed the benefits of the event. They have raised at least a Million dollars. Kellie has agreed to provide SP funds and those who wish to attend can send a note to Eileen. Pam will be attending, and she will make a donation.
 - Authorize members to attend and approve funding
- iv. Live Solano, Give Solano Event
 - We are signed up to participate on October 1, 2025, for the event presented by Solano Community Foundation

- v. Crab & Shrimp Feed (Possible event)
Visit: <https://foundation.solano.edu/event/2025-crab-shrimp-feed/>
 - Saturday, March 7th
 - Need Committee Volunteers
- c) Scholarship Committee Update
 - i. Scholarship Application deadline is August 29, 2025 notice to the students has been sent out. There will be another notice sent closer to the start of the semester
 - ii. Need volunteers to assist with reviews that start on August 30, 2025 and end on September 22, 2025. John Zeltin, Pamela Loar, Kevin Anderson, Terry Glubka, Kellie Sims-Butler, Andrea Garcia and Mike Smith all volunteered to review the applications. Eileen will set up a reviewer tutorial and send out instructions to all reviewers.
- d) Recruitment of New Board Members
 - i. Updates on any board member recruitments (Robert DaPrato)
 - ii. Discussion of vacant Board Secretary position. Update Michael Smith had agreed to fill that vacancy.
 - iii. Motion to approve the Board Secretary to be added to the Executive committee was made by Don Greve and seconded by Pamela Loar. Motion carried unanimously.
- 5. Review and Approval of Scholarship Agreements
 - i. The Puente Scholarship
 - ii. The Travis CU scholarship
Motion to approve both agreements made by Terry Glubka and seconded Pamela Loar. Motion carried unanimously.
- 6. Other Items - Open Discussion
 - i. How do we present the Business mixers to the community as scholarship fundraisers? This was a request by Marisela Barbosa at the Executive Committee meeting. Don noted that we should do a business card raffle- We will ask Carol about this
 - ii. Robert DaPrato has asked about adding the Board Secretary position
 - iii. Suggested addition of 4 signers to bank account requires Bylaws amendment
Motion to amend the bylaws to allow 4 signatures was made by Jeff DuBois and seconded by Bobbie. Motion carried unanimously.
- 7. Adjourn to Next Regular Meeting of Tuesday, October 28, 2025 (Fourth Tuesday)