

**SOLANO COMMUNITY COLLEGE**  
**Educational Foundation Board Executive Committee Meeting**  
**Minutes**  
May 27 2025

**Time and Place of Meeting**

A meeting of the Solano Community College Educational Foundation Board was held on May 27, 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.

**Executive Committee Board Members Present**

- Marisela Barbosa
- Kellie Sims Butler
- Andrea Garcia
- Robert DaPrato
- Michael Smith
- John Zeltin

**Staff Present**

Curt Johnston, Executive Director and Eileen Amick, Administrative Assistant

**a. Approval of Agenda**

Motion to approve the Agenda. Motion was made by Terry Glubka and seconded by John Zeltin to approve the agenda. The motion carried unanimously.

**b. Update from SCC S/P Kellie Sims-Butler**

- i. Dr. Butler gave an update on the Foundation Director position search. The job was posted on 4/21/25 and there was only one candidate. They have reopened it and will be accepting more applications. Robert DaPrato noted that the Executive Director was a Job Description and Dr. Butler noted that she could not see the JD. The interviews will take place after June 16<sup>th</sup> when Eileen has returned. The next SCC Board meeting will be held on 7/16/25. The next SCCEF meeting is 7/22/25.
- ii. Dr. Butler has noted that the MOU between SCC and SCCEF was signed by the SCC Governing Board president.

**c. Update on CPA search for Annual Audit**

Robert DaPrato gave an update on the search for the CPA. He had contacted numerous agencies and did not find one that could do a one time audit. He found one that would do it for \$15,000. Dr. Butler noted that the College needed an audit each year and that the Foundation audit would need to be done after a year and not immediately. Date to start would be June 2026. It was noted that we may be able to be added to the SCC audit for an additional cost.

Motion to approve that the audit would be done June 2026. Motion for SCCEF audit to take place after June 30, 2026, was made by Andrea Garcia and seconded by John Zeltin. The motion carried unanimously.

**d. Recommendation for Approval of Glenn Burgess Scholarship for Health Careers**

SCCEF has received a \$10,000 donation in honor of Glenn Burgess who was a Professor as SCC in the nursing program. The donor wishes to remain anonymous. The scholarship is be distributed in Fall and Spring as one award per semester in the Amount of \$1,000. The funds will be expended in approximately 5 years or longer If additional funds are raised they will be added to the awards.

**Motion to approve the Glenn Burgess Scholarship.** Motion was made to approve The Scholarship agreement by John Zeltin and seconded by Marisela Barbosa. Andrea Garcia asked if we were going to be responsible for any fundraising for this and Curt Johnston noted that we would not be responsible for any fundraising for this. The motion carried unanimously

**e. Recommendation for approval of Annual Budget Approval (July 2025-June 2026)**

Curt Johnston presented the new budget including an audit this year. He discussed the costs and expenses for upcoming year. He discussed the Next Era Energy donation. Marisela Barbosa note that we should create a scholarship fundraiser such as a breakfast. Terry Glubka suggested that we have a scholarship recipient speak at the mixer and ask for donations. Marisela wanted us to note that the business mixer was a fund raiser. She asked That this would be added to the agenda regarding the next mixer. **Motion to approve the budget with the removal of the audit** . Motion to approve the budget without the audit was made by Mike Smith and seconded by John Zeltin. The motion carried unanimously.

**f. Other Items**

Bob wanted to add the option of adding the position of secretary as part of Other items. Mike Smith is willing to take on the secretary position. Curt noted that the Position was vacant. Terry and Andrea motion to appoint Mike as secretary. Kellie Sims Butler asked about the posting of the agenda with the zoom link. Curt Johnston noted that we would need to amend the bylaws to say that we can have 4 Signers for the checking account.

**g. Adjournment**

Meeting adjourned at 5:15 p.m.