

SOLANO COMMUNITY COLLEGE  
Educational Foundation Board Executive Committee Meeting  
Minutes  
September 30, 2025

**Time and Place of Meeting**

A meeting of the Solano Community College Educational Foundation Board was held on September 30, 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 4:07 p.m.

**Executive Committee Board Members Present**

- Kellie Sims Butler
- Andrea Garcia
- Terry Glubka
- Robert DaPrato
- John Zeltin (via Zoom)

**Staff Present**

Carolyn Warne, Foundation Director and Eileen Amick, Administrative Assistant

**a. Approval of Agenda**

Motion to approve the agenda. Motion was made by Kellie Sims-Butler and seconded by Andrea Garcia to approve the agenda. The motion carried unanimously.

**b. Approval of Minutes**

Motion to approve the Minutes of the May 27, 2025 Executive Committee meeting. Motion was made by John Zeltin and seconded by Terry Glubka to approve the minutes. The motion carried unanimously

**c. Update on Live Solano Give Solano October 1<sup>st</sup> day of giving**

- i. Carolyn Warne presented a Power Point presentation about the campaign. She noted that on our first mailing we had sent about 22K emails and had about 2200 bounce back returns. Carolyn will send a copy of the request email to Terry Glubka who will post it on Instagram for us. The plan is to send another email today and there will be one more before the big day of giving on 10/1. We will continue to send them thru that day. We have received \$250 in donations from the first email that Carolyn sent.

**d. New Foundation Website**

- i. Carolyn Warne gave an update on the progress of the new SCCEF Website. She noted that we were out of PCI compliance because the current website could no longer maintain the safety standards for us to collect funds securely. We actively sought 3 quotes, one from NYMBL, The Placemaking Group (Current Web host provider) and from Modern Campus, which is the same provider that SCC is using for the new college website. We were able to choose Modern Campus for a reasonable price. It will link our site directly to the new SCC website and will look similar to the college site. The new SCCEF website will be associated with the college website but will carry the SCCEF logo.

**e. Suggested Agenda for Quarterly meeting on October 28, 2025**

- i. Carolyn Warne discussed what items we may need to look at for our upcoming meeting. We will need to have the names of any possible new board members at least 72 hours in advance of the meeting. Terry Glubka and Carolyn Warne will look at the packets to find the process for submitting candidates in advance. Andrea Garcia asked Carolyn Warne to provide exit interviews for the two board members who are stepping down. Carolyn has agreed to that. Carolyn noted that we will need someone to fill the Treasurer roll who has signing authority

as this is a requirement of the bylaws. Andrea Garcia proposed that she can step into the Treasurer role effective October 28.

Motion to elect Andrea Garcia the Treasurer. Motion was made Robert DaPrato and seconded by Kellie Sims-Butler. The motion carried unanimously

- ii. Re-election of Foundation Board members/Search for new members  
There would be a change to the Foundation board members. Andrea Garcia will be Treasurer.
- iii. Foundation Financials  
Carolyn Warne will be working with the bookkeeper and the Donor Perfect Consultant on Friday to add the Donors and Quick Books to the Donor Perfect system.
- iv. Change to the Bylaws  
Carolyn noted that we needed to make changes to Bylaws regarding the number of signers as was agreed in the July 2025 Board meeting. Proposed changes will include 3 signers and that the S/P would be a signer. Carolyn Warne asked if the board wanted to add term limits to SCCEF bylaws. 'Yes' was the answer from the Executive board members. Carolyn will make the suggested changes to the bylaws and present them to board members at the October meeting.

**f. Updates on events**

- i. Carolyn Warne discussed the VCA mixer that was held at the SCC Vallejo campus on Thursday September 25<sup>th</sup>. She noted that we had about 200 chamber members in attendance and that the food was very good and the event was well received. Terry Glubka noted that 3 people had given us their business cards and they wanted to meet with Carolyn. Terry and Carolyn will meet about this soon. Carolyn has asked Shawna from the Vallejo Chamber for the list of attendees that she was collecting from the business cards that were given to the Chamber. Carolyn will hopefully be able to use the names for contacts.
- ii. Fall Scholarship Ceremony will take place on Tuesday October 14<sup>th</sup> at 7:00 pm in the Theatre. Robert DaPrato has asked each member to attend. Eileen will send out invitations to all our board members. Robert DaPrato noted that we should try to meet with the Wintun Nation Tribe before the event.
- iii. Crab Feed is scheduled for Saturday March 7, 2026. We do not plan to serve Shrimp and the price will be increased to \$85.00. We will also investigate an AI seating app to save Eileen hours of work trying to seat each party together.
- iv. The Vacaville Chamber mixer has been moved to June 4<sup>th</sup> at the SCC Vacaville center.

**g. Endowment fund update**

- i. It is proposed that the minimum amount of an endowed scholarship will be increased to \$15,000. We are not able to get enough of a return on the \$10,000 accounts to cover the \$500 scholarship that is required to be paid per the agreements. Carolyn Warne will send out an RFP for a fund manager to actively manage our portfolio. Carolyn Warne has met with the CCC Networks Foundation and has discovered that the endowment accounts income has not been set up correctly.

**h. College funding**

- i. Funding for College projects will need donor prospects. Carolyn Warne will meet with the different college department chairs to see what the school needs are. That way she will know exactly what kind of funding to request. Robert DaPrato noted the Board member financial commitment. Terry Glubka noted that there was never a discussion about what a financial commitment would look like. Carolyn Warne will work with Terry Glubka on the SCCEF Board Self Evaluation.

**i. Other Items**

There were no other items discussed.

- j. Adjournment Motion by John Zeltin and seconded Terry Glubka to adjourn the meeting.

Meeting adjourned at 5:01