

SOLANO COMMUNITY COLLEGE EDUCATION FOUNDATION
Board Executive Committee Meeting Minutes
January 13, 2026

Time and Place of Meeting

A meeting of the Solano Community College Educational Foundation Board Executive Committee was held on January 13, 2026, in the SCC Conference Room 611, Administrative Building 600, 4000 Suisun Valley Road, Fairfield, CA 94534. This meeting was also held as a video meeting through Zoom.

Executive Committee Board Members Attendance

Kellie Sims Butler – attended; Terry Glubka – attended; John Zeltin – attended via Zoom; Andrea Garcia – did not attend

Staff Present

Carolyn Warne, Foundation Director, and Eileen Amick, Administrative Assistant

Board President Terry Glubka called the meeting to order at 4:04p.m.

Approval of Agenda

Motion was made by Kellie Sims Butler and seconded by Terry Glubka. The motion carried unanimously.

Approval of September 30, 2025, Executive Committee Minutes

Motion was made by Kellie Sims Butler and seconded by John Zeltin. The motion carried unanimously.

New Foundation Website

The new website went live on January 9, 2026. Pages from the old site have been redirected and the text downloaded. Terry suggested that we put the information about the new website up on social media. There are two changes Carolyn is working on: updating the Foundation Board page to have photos and members' biographies, and adding information helping donors to see whether their company will match their donation.

Agenda for Quarterly meeting on October 28, 2025

Election of Foundation Board Member/Search for new members

Carolyn said three people have completed applications for board membership and is waiting on applications from two others. All completed applications will be voted on by the Board at the January meeting. They will be invited to attend the meeting, joining after the vote takes place. Carolyn plans to supplement information beyond what is in the application.

Foundation Financials and 990

Carolyn plans to provide budget information as part of the financials, including an updated budget for the Crab Feed. She has received and signed the 990 and will send this as part of the financials.

Foundation Policies

The auditors have stated they expect investment and endowment policies before this year's audit. Carolyn will present several policies at the April meeting for review and approval.

Updates to the Ralph M Brown Act

The Brown Act applies to the Foundation because it is an auxiliary of the College. She will send copies of the Brown Act to the SCCEF board members. Carolyn will present on the Act and how it impacts Board member interactions. Terry suggested there is an 'educational session' at each Board meeting; this will be the January session. April will focus on explaining the financial organization of the Foundation.

Updates on events

Crab Feed: It is now being promoted on social media and through emails. We are planning to put four large signs outside all campus locations. We have created posters and we are distributing them. We currently have approximately \$10,000 in sponsorship pledges and tickets are now on sale. We are looking for additional volunteers.

Business Networking: Carolyn has received approximately \$6,700 in sponsorship pledges. The Vacaville Chamber mixer is June 4, 2026, and the Vallejo Chamber Alliance mixer is September 24, 2026.

Additions/Subtractions/Comments

Additions:

Terry suggested we add an agenda item on new partnerships and grants.

Superintendent/President update: Kellie will repeat the recent College update she gave at the Spring 2026 Convocation.

Add all upcoming meetings and events dates to the Board agenda.

Comments:

John suggested the Board should create a buddy system to help new members transition into their roles. Carolyn will reach out to the Board with the agenda for availability and interest.

A review of members' interest should be done.

John resigns from the Executive Committee effective immediately but will remain on the Board.

'Immediate Action' Items

There were none.

Comments from Members of the Public

There were none.

Adjournment

Meeting adjourned at 5:04p.m.

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