

SOLANO COMMUNITY COLLEGE EDUCATION FOUNDATION
Board Executive Committee Meeting Minutes
April 14, 2026

Time and Place of Meeting

A meeting of the Solano Community College Educational Foundation Board Executive Committee was held on April 14, 2026, in Kellie Butler's office room 620, Administrative Building 600, 4000 Suisun Valley Road, Fairfield, CA 94534. This meeting was held in person.

Executive Committee Board Members Attendance

Kellie Sims Butler – attended; Terry Glubka – attended; Andrea Garcia – attended

Staff Present

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

Board President Terry called the meeting to order at 3:09 p.m.

Approval of Agenda

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

Approval of January 13, 2026, Executive Committee Minutes

Minutes had been previously approved at the January 27, 2026, SCCEF Board meeting. No approval required.

Agenda for Quarterly meeting on October 28, 2025

Approval of agenda/minutes

Land Acknowledgement

Carolyn asked if we would do the Land Acknowledgement at our SCCEF meetings. Kellie noted that the Land Acknowledgement is done at all the SCC Brown Act meetings. There was some discussion and everyone agreed that we would have this as part of our meetings. Kellie suggested that we add it to our meeting agenda and have it printed in the agenda.

Election of Foundation Board Members/Search for new members

Carolyn noted that we have two new potential board members to vote on at the meeting. We would like to continue to recruit more new board members.

'Immediate Action' Items

There were none.

Comments from Members of the Public

There were none.

Open Board Positions

Andrea said she is happy to stay on as Treasurer. The positions of Secretary and Vice President are open and need to be filled at the April meeting, particularly Secretary.

Foundation Financials

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Carolyn discussed the proposed budget. It is preliminary, with a final vote at the July meeting. After board approval it will need to be approved by the SCC Governing Board.

Endowment/scholarships update

The current endowment principal is just over \$148,000. The total in the LPL account (where the Foundation currently holds its endowment and CD monies) fluctuates but is around \$186,000. There have been no payouts or accounting of market value since the account was established in 2018. The 2026 payout of all endowments will be \$6,000 if all awards are given. Carolyn suggested we take this out of the difference (the account value on June 30 minus \$148,450.25) and then divide the remaining difference equally between the accounts to start the market value as of July 1, 2026. Each June 30 the market value is adjusted based on the account increase (minus the payout and investment advisor management fee).

SCCEF has on occasion been approached with gifts that could be considered controversial. Any that would be considered controversial will be checked by legal counsel if needed and brought before the board for a vote.

Investment Advisor

Carolyn suggests the Foundation change financial advisors and presented information on two (current person at LPL and financial advisor at Wells Fargo that SCC Scholarship Foundation uses). Andrea suggested we also potentially include First Northern, as they are the Foundation's bank. Carolyn will find information and include it for the board meeting.

Terry suggested that Carolyn switch the Endowments/scholarship update and the Investment Advisor proposal in the order of the SCCEF meeting agenda.

Foundation Policies

These policies come from other community colleges, modified to reflect SCCEF and were checked and approved by SCC VP of Finance Susan Wheet. The financial policies have been reviewed by the Wells Fargo investment advisor.

Motion to approve policies was made by Andrea and seconded by Kellie. The motion carried unanimously.

Giving Day 2026 discussion – Live Solano Give Solano/Giving Tuesday

Carolyn will suggest at the board meeting that the Foundation focus on Giving Tuesday instead of LSGS this year. If the board agrees at the next meeting to withdraw from LSGS, we will delete our profile from LSGS site.

Foundation Events Update and Discussion

The Crab Feed has raised approximately \$25,000. It was noted that staff time is not taken out of this total. Carolyn will recommend we do not do this again, but rather keep the Business Mixers, create a breakfast series, and potentially focus on a year-end fundraising dinner for the endowed scholarship fund. Carolyn will recommend that the Foundation create a quasi-endowed scholarship from the Crab feed income.

Andrea spoke about creating a Donor Wall. This should be investigated further.

Immediate Action Items

There were none.

Adjournment

The meeting was adjourned at 4:25 pm.