

**BOARD OF DIRECTORS MEETING
PASADENA CITY COLLEGE FOUNDATION
ANNUAL BUSINESS MEETING and QUARTERLY REGULAR BUSINESS MEETING
Tuesday, June 18, 2109
7:30 a.m. Open Session
Pasadena City College
Circadian Room
1570 East Colorado Boulevard, Pasadena, California 91106**

AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board" form and give it to the Board Secretary prior to the deliberation of the agenda item. Individual speakers are limited to five minutes; total audience participation on any agenda item is limited to thirty minutes.

ANNUAL MEETING

- I. CALL TO ORDER – Bill Hawkins
- II. OPEN SESSION (7:30 a.m.)
 - A. PUBLIC COMMENT ON NON-AGENDA ITEMS
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.
 - B. INTRODUCTION OF GUESTS
 - C. ACTION ITEMS
 - 1. Approval of Slate of Officers, Executive Committee, Finance and Investment Committee and Directors for 2019-2020 – Don Schweitzer
 - D. SPECIAL RECOGNITION – of outgoing board members: James Kossler, Sandi Mejia-Ramirez, Phyllis Specht and Ladd Thomas
 - E. MOTION TO ADJOURN ANNUAL MEETING

Pg. 3.....

QUARTERLY REGULAR BUSINESS MEETING

- I. CALL TO ORDER – Bill Hawkins
- II. OPEN SESSION
 - A. PUBLIC COMMENT ON NON-AGENDA ITEMS
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.
 - B. ANNOUNCEMENTS
- III. ACTION ITEMS
 - 1. Approval of Minutes of March 19, 2019 | Quarterly Board Meeting

Pg. 4.....

IV. REPORTS

A. COLLEGE PRESIDENT'S REPORT – Dr. Erika Endrijonas

Pg. 9..... B. TRUSTEE LIASION REPORT– Trustees Hoyt Hilsman and Sandra Chen Lau

C. OVERVIEW OF CAMPAIGN PROGRESS – Dr. Jack Scott

Pg. 15..... D. FINANCIAL REPORT – Wade Winter

E. PCC FOUNDATION PRESIDENT'S REPORT – Bill Hawkins

F. EXECUTIVE DIRECTOR'S REPORT – Bobbi Abram

G. ADJOURN QUARTERLY REGULAR BUSINESS MEETING

V. FUTURE BOARD ACTIVITY DATES

Hometown Legend Series: Sheldon Bull – Wednesday, October 23, 21019 | The
Athenaeum

PASADENA CITY COLLEGE FOUNDATION

2019-2020 SLATE OF DIRECTORS

Term Ending 2020	Term Ending 2021	Term Ending 2022
Bill Goldmann	Vivian Chan	Carmella Grahn
Jon Fuhrman	Scott Bell	Nancy Lan
Bill Hawkins	Clara Potes-Fellow	Michael Mitchell
Preston Howard	Jim Sarni	Charmayne Ealy
Susan Kinney	Don Schweitzer	Stephanie Lam
Gloria Pitzer	Jack Scott	Mark Harmsen
Diane Rankin	Greg Sun	Glen Bowie
Estela Richeda	Ralph Frammolino	David Fields
RC Schrader	Ryan Newman	OPEN SEAT
Charles Stanislawski	OPEN SEAT	Dana Datolla
PCC President, Erika Endrijonas		Wade Winter
AS President, Ex officio, Dionne Sheldon		

Carmella Grahn, Michael Mitchell and Dana Datolla originally filled open seats with one year remaining in the term.

Nancy Lan, Charmayne Ealy and Stephanie Lam were elected in March 2019 (Unfulfilled terms of Stephen Kanter and John Gregory and one open seat.)

Mark Harmsen, Glen Bowie and David Fields replace board members who have termed out.

**BOARD OF DIRECTORS MEETING
PASADENA CITY COLLEGE FOUNDATION
MINUTES OF THE
QUARTERLY REGULAR BUSINESS MEETING**

**Tuesday, March 19, 2019
7:30 A.M. Open Session
Pasadena City College
Circadian Room
1570 East Colorado Boulevard, Pasadena, California 91106**

Page 1

The Board of Directors of the Pasadena City College Foundation met on Tuesday, March 19, 2019 in the Circadian Room, Pasadena City College, located at 1570 East Colorado Boulevard, Pasadena, California 91106.

QUARTERLY REGULAR BUSINESS MEETING

I. CALL TO ORDER

The meeting was called to order at 7:43 a.m. by Mr. Bill Hawkins, President. He noted a quorum was present.

Board of Directors Present:

Ms. Vivian Chan
Ms. Dana Dattola
Dr. Erika Endrijonas, Superintendent-President
Mr. Ralph Frammolino
Mr. Jon Fuhrman
Dr. Bill Goldmann
Mr. William Hawkins (President)
Mr. Preston Howard
Ms. Susan Kinney
Ms. Sandi Mejia Ramirez
Mr. Michael Mitchell
Ms. Ryan Newman

Ms. Clara Potes-Fellow
Ms. Diane Rankin
Ms. Estela Richeda
Mr. Jim Sarni (Past President)
Ms. Gloria Scharre Pitzer (Vice President)
Mr. Don Schweitzer (Secretary)
Dr. Jack Scott
Ms. Phyllis Specht
Mr. Gregory Sun
Mr. Ladd Thomas
Mr. Wade Winter (Treasurer)

Board of Directors Absent:

Mr. Scott Bell
Mr. Jon Fuhrman
Ms. Carmella Grahn

Dr. James Kossler
Mr. R.C. Schrader
Mr. Chuck Stanislawski

Board of Trustees Liaisons:

Mr. Hoyt Hilsman and Ms. Sandra Chen Lau

Advisory Members Present:

Mr. Mel Cohen
Ms. Janet Rose
Ms. Bobbie Moon

Foundation Staff Present:

Ms. Bobbi Abram, Executive Director
Ms. Kris McPeak, Director of Operations
Ms. Dolores Ybarra, Development Manager
Ms. Ocie Kara-Simonyan, Administrative Assistant II

Guest(s):

Ms. Nancy Davis
Ms. Charmayne Ealy

Mr. Elvio Angelino
Dr. Nancy Lan

II. OPEN SESSION

A. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

B. ANNOUNCEMENTS AND INTRODUCTIONS

Mr. Bill Hawkins welcomed and introduced Dr. Erika Endrijonas, PCC Superintendent-President to the board.

He also introduced the following individuals:

Mr. Elvio Angelino, President, PCC Retiree's Association

Dr. Nancy Lan and Ms. Charmayne Ealy, two nominees to the Foundation board.

C. ACTION ITEMS

1. Approval of Minutes of the December 18, 2018 Quarterly Board Meeting.

MOTION:

ON MOTION OF Mr. Howard and seconded by Ms. Scharre-Pitzer, the Board voted by unanimous vote of the twenty two members present (Chan, Dattola, Endrijonas, Frammolino, Fuhrman, Goldmann, Hawkins, Howard, Kinney, Mejia, Mitchell, Newman, Rankin, Richeda, Sarni, Scharre-Pitzer, Schweitzer, Scott, Specht, Sun, Thomas, and Winter) to approve the minutes of the December, 2018 Quarterly Board Meeting.

2. Election of three new Directors

Ms. Mejia presented the board with three new nominees for Directors: Charmayne Ealy, Stephanie Lam and Nancy Lan.

MOTION:

ON MOTION OF Mr. Cohen and seconded by Dr. Scott, the Board voted by unanimous vote of the twenty two members present (Chan, Dattola, Endrijonas, Frammolino, Fuhrman, Goldmann, Hawkins, Howard, Kinney, Mejia, Mitchell, Newman, Rankin, Richeda, Sarni, Scharre-Pitzer, Schweitzer, Scott, Specht, Sun, Thomas, and Winter) to approve the three nominees.

3. Approval of Advisor Qualifications

Ms. Mejia presented the board with the criteria for Advisors to the Board

MOTION:

ON MOTION OF Ms. Potes-Fellow and seconded by Mr. Howard the Board voted by unanimous vote of the twenty two members present (Chan, Dattola, Endrijonas, Frammolino, Fuhrman, Goldmann, Hawkins, Howard, Kinney, Mejia, Mitchell, Newman, Rankin, Richeda, Sarni, Scharre-Pitzer, Schweitzer, Scott, Specht, Sun, Thomas, and Winter) to accept the criteria for advisor qualifications.

I. REPORTS

A. COLLEGE PRESIDENT'S REPORT

Dr. Endrijonas announced tomorrow is the Board of Trustees' meeting and a revised college mission statement is on the agenda. The matrix for the goals outlined by the vision for success will also be presented.

Dr. Endrijonas mentioned closing equity achievement gaps and she was proud to say that PCC is a leader in doing this. The state law goal is by 2027 there will not be any achievement gaps across California.

She mentioned at the next Foundation board meeting, the college will already have adopted the vision goals. The Education Master Plan and Facilities Master Plan will be updated and the college will be prepared for a possible bond issue.

The state has taken the U building off the funding list. Dr. Endrijonas is following



up to seek answers and try to get the building back on the funding list. Trustee Wah was at a meeting yesterday advocating for PCC to get back on the list.

Dr. Endrijonas is happy to report enrollment is at 25,448. The new funding formula could mean a 5% cut which would bring lots of challenges. Good news is the college budgeted conservatively.

B. TRUSTEE LIASION REPORT

Mr. Hilsman was delighted to have Dr. Endrijonas here. He said it's been a smooth transition and the community is fond of Dr. Endrijonas and welcomes her vision.

Mr. Hilsman recognized Ms. Abram and the Foundation staff for their hard work with the Business Council. The Business Council is working with the Economic Workforce Development division. PCC was recognized nationally for our online educational resources. PCC has saved students \$4 million dollars on books. PCC is again in the top for the Aspen Institute Award.

Ms. Chen Lau reported the college is in the process of signing an MOU with La Canada. This will allow all LCUSD students to take classes there while still in high school.

Ms. Chen Lau welcomed the new directors to the board.

C. CAMPAIGN PROGRESS REPORT

Dr. Scott gave an update on the campaign and announced the campaign has surpassed the \$10 million dollar goal. Dr. Scott thanked the Foundation Board and staff for all their work throughout the campaign. He thoroughly enjoyed working on the campaign.

D. FINANCIAL REPORT

Mr. Winter noted the market was down 15-20% last month and the finances were down \$2 million end of last fiscal year, although the market is volatile. He concluded his report by saying expenses are on track for the budget this year.

E. PCC FOUNDATION PRESIDENT'S REPORT

Mr. Hawkins discussed the progress on the Strategic Plan and its importance to the future robust and sustainable growth and development of the organization. Priorities that are emerging from the process include: organizational succession planning, board development - creating a more diverse Board, sustained financial health, endowment growth and engagement of the business community.

Mr. Hawkins pointed out that the Foundation increased over the past year, its focus on basic needs of students such as housing, transportation, food, books and child care. We need to review our organization's scholarship programs in light of Promise Programs and the need for internships. We also must align our Strategic Plan with the vision and plan of the College.

Lastly, Mr. Hawkins mentioned that our consultant, Mr. Pend Armistead, encouraged us to continue to think BIG; he emphasized strongly to engage with the community, the College's Executive Committee, and to set a longer time horizon for planning.

F. EXECUTIVE DIRECTOR'S REPORT

Ms. Abram thanked Mr. R.C. Schrader and Ms. Gloria Scharre-Pitzer for referring strong nominees to our Foundation board and welcomed new members.

Ms. Abram announced the newsletter is ready and is disbursed on each table. Ms. Abram received calls for possible partnerships with PCC to start new programs. The Pasadena Community Foundation is partnering with PCC in starting a pilot program. Donor Mr. Ernest Posey wants to start a micro lending program for nursing students here at PCC.

Boone Achievement Awards are in May and this year we have 21 divisions participating in this program.

She updated the board on recent major donations to the nursing program. She also announced the Business Council is working to find more clinical sites for the program.

Ms. Abram announced the Strategic Planning Committee will process the plan through the committee structure and will engage the College's Executive Committee for their input.

II. ADJOURNMENT

Mr. Hawkins adjourned the meeting at 8:57 a.m.

MOTION:

ON MOTION OF Ms. Scharre-Pitzer and seconded by Mr. Howard, the Board voted by unanimous vote of the twenty two members present (Chan, Dattola, Endrijonas, Frammolino, Fuhrman, Goldmann, Hawkins, Howard, Kinney, Mejia, Mitchell, Newman, Rankin, Richeda, Sarni, Scharre-Pitzer, Schweitzer, Scott, Specht, Sun, Thomas, and Winter) to adjourn the Quarterly Regular Business Meeting held on Tuesday, March 19, 2019.

MOTIONS CARRIED – March 19, 2019

1. To approve the Minutes of December 18, 2018 Quarterly Board Meeting.
2. To approve the three new board members.
3. To accept the criteria for advisor qualifications
4. To adjourn the Quarterly Regular Business Meeting held on Tuesday, March 19, 2019.

Respectfully submitted,

By: 
Don Schweitzer, Secretary

Ocie Kara-Simonyan

From: Alexander Boekelheide
Sent: Wednesday, May 15, 2019 9:05 PM
To: Alexander Boekelheide
Subject: PCC Board of Trustees meeting report, May 15, 2019

Hello:

In an effort to help our community stay informed about actions taken during governance meetings, I'm pleased to share a report from the most recent meeting of the Pasadena Area Community College District Board of Trustees.

- The night's agenda included the annual joint meeting with the Associated Students board, giving PCC's student leaders a chance to share a summary of their work over the past year and their hopes for the years to come. The trustees expressed their gratitude and admiration for the students and wished them well in the next phase of their educational careers.
- The board held a series of pro forma public hearings regarding contracts with the college's collective bargaining units. Negotiations continue with the unions representing faculty, classified staff, and police officers.
- The board approved a [series of college goals](#) related to California Community College Chancellor Eloy Oakley's "Vision for Success." The metrics designated by the college cover completion, transfer, unit accumulation, workforce development, and student equity. The goals were determined by the college's Strategic Planning Committee and will guide decisions at PCC for the next five years.
- The board approved a memorandum of understanding with the PCC Foundation that would increase the fundraising body's operating budget by \$300,000. The increase is funded by proceeds from the college's agreement with Southern California Public Radio that had been targeted for the Foundation's endowment.
- A series of modifications to the curriculum cleared the final step in PCC's shared governance process when it was approved by the board.
- The board presented two commemorative plaques to the Speech and Debate Team, which placed first in the nation in its division and was honored for lifelong achievement at the Phi Rho Pi competition in Reno last month. In honoring the team, Trustee Sandra Chen Lau recognized former coach Mark Whitworth, saying "he was my speech coach when I attended community college, and it's great to help honor him here today."
- Student journalists from the PCC Courier were recognized for receiving awards at the Journalism Association of Community Colleges annual state conference in March.
- The board approved student travel by the Formerly Incarcerated Radical Scholars Team to UC Santa Barbara and the city of Solvang, a trip which will give these formerly incarcerated students a chance to explore transfer opportunities and gain leadership skills.
- The college will seek proposals for a curriculum and catalog management system thanks to action taken by the board tonight.
- "Smart classroom" technology in 13 classrooms will be updated by Digital Network Group through a \$223,000 agreement approved by the board.
- The board approved a \$492,000 project to replace the HVAC system in the L Building to be completed by Emcor/Mesa Energy Systems.
- The college will solicit bids for a \$315,000 marketing and advertising effort to be disseminated throughout the region in the 2019-20 academic year.
- Superintendent/President Erika Endrijonas introduced Michael Bush prior to the board's approval of his appointment as assistant superintendent/vice president for business services.
- In her report to the board, Dr. Endrijonas shared plans by Metro to operate a bus rapid-transit line from North Hollywood that would terminate at PCC. The project is in development by the transit agency and could open by 2024.
- The board approved a number of personnel actions:

- o Milan Ayers (Administration of Justice), Jacob Hartman (Astronomy), Sashur Henninger-Rener (Anthropology), Joshua Hughey (Library), Joseph Keane (Welding), Tiffany Kwong (Physics), Catherine Lamar (Psychology), Richard Lie (Biology), Kevin McKenna (Construction), Colleen Nanno (Hospitality – Culinary), and Emmanuelle Remy (French) were hired as faculty members for the 2019-20 academic year. Lisa Velasco joined the college as an administrative assistant in the PCC Foundation.
- o After 29 years as a counselor, Regina Cooper will retire from the college at the end of June. Charlotte Williams, a professor in social sciences for 19 years, will start her retirement July 1. Cesar Reyes left the college April 30 following service as a library technician.

If you'd like to know more, you can access the [full board packet](#) (click "May 15, 2019" under the "Meetings" tab) from the meeting online. Video of the meeting is also available on our [YouTube channel](#).

The next regularly scheduled board business meeting will be Wednesday, June 19, at 6 p.m., in Creveling Lounge.

Thank you,
Alex Boekelheide

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Alex Boekelheide Executive Director



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Ocie Kara-Simonyan

From: Alexander Boekelheide
Sent: Wednesday, April 24, 2019 8:55 PM
To: Alexander Boekelheide
Subject: PCC Board of Trustees meeting report, April 24, 2019

Hello:

In an effort to help our community stay informed about actions taken during governance meetings, I'm pleased to share a report from the most recent meeting of the Pasadena Area Community College District Board of Trustees.

- The board passed resolutions formally supporting four bills under consideration by the State Legislature:
 - AB 30 (Holden), which would enhance and improve the state's College Career Access Pathways partnerships,
 - SB 291 (Leyva), establishing a new \$1.5 billion financial aid program for community college students,
 - AB 612 (Weber), which would streamline the process for colleges to accept payments through the CalFresh nutrition program, and
 - SB 568 (Portantino), to build partnerships between the college and local agencies to help homeless students find safe long-term housing.
- Seven trustees from across the state were nominated to the governing board of the California Community College Trustees organization. Thomas J. Prendergast (South Orange County CCD), Kenneth A. Brown (El Camino CCD), Sally Biggin (Redwoods CCD), Mark Evilsizer (Palomar CCD), Tracey Vackar (Riverside CCD), PCC Trustee Linda Wah, and Brigitte Davila (San Francisco CCD) were tapped by the board.
- A memorandum of understanding with the La Cañada Unified School District regarding dual enrollment programs at district high schools was approved by the board.
- The board approved a \$1 increase in the student health fee for the 2019-20 academic year. Students will pay \$21 per semester and \$18 per intersession for health services next year.
- A series of board motions advanced negotiations on contracts with the unions representing PCC's faculty, classified staff, and police officers.
- Changes to curriculum and instruction received final approval in the shared governance process through a motion passed by the board.
- Seven updated bylaws or policies were approved by the board:
 - BB 2100 Board Elections
 - BB 2330 Quorum and Voting
 - BB 2410 Board Policies and Administrative Procedures
 - BP 3430 Prohibition of Harassment
 - BP 4240 Academic Renewal
 - BP 5700 Athletics

The board tabled changes to Board Bylaw 2720 Communication Among Board Members and Board Policy 3410 Nondiscrimination, so there could be additional advice from legal counsel on language in the proposed measures. The entire library of board bylaws and policies, as well as administrative procedures, is available [online through the Boarddocs platform](#).

- The board approved a tour of historically black colleges and universities by students in the Upward Bound program, with visits to Spelman College, Morehouse College, Clark Atlanta University, Howard University, Hampton University, and Norfolk University.
- The board approved funding for two special events: a #PCCTHRIVE gathering to provide resources to undocumented students and the Lavender Luncheon to honor LGBTQ+ students completing their studies this spring.

- PCC will send a delegation to the “Posters on the Hill” conference next week, which supports undergraduate student research projects. Trustee Wah called the trip “a fantastic opportunity for our students and faculty.”
- The college officially received a grant of \$49,000 for programs related to open educational resources.
- The board accepted a California Community Foundation grant of \$200,000 for scholarships for TRIO-program students through the Los Angeles Scholars Investment Fund. The money will provide 40 scholarships for each of the next two academic years.
- Eleven students and one advisor from the Associated Students Lobby Committee will travel to Washington, D.C., to conduct advocacy and visit elected officials’ offices.
- The board approved a number of personnel actions:
 - Kevin Barraza and Chelsea Martinez (Natural Sciences) and Katsuta Hiroko (Languages and ESL) joined the ranks of the faculty. Armine Galukyan (Superintendent/President’s Office), Carly Nguyen (Community Education Center), Chrysanthemum Nguyen and Janet Perez (Human Resources), and Kyle Wilson (Information Technology Services) begin work as part of the Classified Corps this spring.
 - The board accepted the resignations of Erwin Antonio (Math & Computer Science) and Fabiola Rodas-Gillespie (Purchasing Services) and honored the impending retirements of Visual Arts & Media Studies professor Keiko Fukazawa (after 15 years of service) and librarian Krista Goguen (after 20 years of service).

If you’d like to know more, you can access the [full board packet](#) (click “Apr 24, 2019” under the “Meetings” tab) from the meeting online. Video of the meeting is also available on our [YouTube channel](#).

The next regularly scheduled board business meeting will be Wednesday, April 24, at 6 p.m., in Creveling Lounge.

Thank you,
Alex Boekelheide

--

Alex Boekelheide Executive Director



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Ocie Kara-Simonyan

From: Alexander Boekelheide
Sent: Wednesday, March 20, 2019 9:24 PM
To: Alexander Boekelheide
Subject: Board of Trustees meeting report, March 20, 2019

Hello:

In an effort to help our community stay informed about actions taken during governance meetings, I'm pleased to share a report from the most recent meeting of the Pasadena Area Community College District Board of Trustees.

- The college formally received a \$150,000 grant from the Chancellor's Office to support enhanced services for formerly incarcerated students at PCC. Trustee Berlinda Brown highlighted work done in this area, saying "A second chance is always good."
- The board approved a revised Board Policy 1200, which covers the college's mission. Following lengthy work with shared governance groups — including, as Academic Senate President Lynora Rogacs said, "extensive student involvement" — the college administration brought forward a revised mission statement that reads as follows:
Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.
- The board approved resolutions to recognize the month of April as National Sexual Assault Awareness Month and California Community College Month.
- The board also approved a resolution to commemorate the 104th anniversary of the Armenian Genocide in April 2019. Serly Thomasian, the president of the Armenian Student Association, delivered impassioned remarks on the importance of this commemoration to PCC.
- An agreement with the La Cañada Unified School District covering dual enrollment courses at PCC received a first read by the board.
- In a study session, Crystal Kollross, PCC's executive director of institutional effectiveness and planning, walked the board through a draft of the college's Vision for Success goals. The measures are due to the state this spring and govern PCC's performance through 2022 in a range of areas covering completion, transfer, workforce, and student equity.
- Geology students will spend 13 days in the field in Utah and Colorado this summer, camping and conducting research, under action taken by the board tonight.
- The board voted to approve a trip by the college's Chamber Singers, who will travel to Santa Barbara, San Luis Obispo, Arroyo Grande, Salinas, Santa Clara, San Francisco, Saratoga, and San Jose in April, completing their second annual spring tour of concert exchanges.
- Following the board's approval, when the college's career services office opens later this spring in its new space in the Instructional Technology building, it will have a new name as well. The Robert G. Freeman Center for Career and Completion recognizes a \$300,000 gift from Molly Munger and Steve English in honor of Ms. Munger's stepfather, a PCC alumnus.
- The board approved a \$390,000, three-year contract with Amtech Elevator Service to provide maintenance and repair services for elevators on district property
- Eleven students and one advisor from the Associated Students Lobby Committee will travel to Washington, D.C., to conduct advocacy and visit elected officials' offices.
- The board approved a number of personnel actions:
 - A slate of 31 faculty members ([as listed here](#)) were granted tenure.
 - Carl Sheaffer (manager, maintenance and operations) and Jose Lopez Fuentes (gardener) have joined the Facilities and Construction Services team.

- The board accepted the resignations of Alex Marositz (disabled students programs and services) and Monte Williams (facilities and construction services). Warren Swil, an instructor in Visual Arts and Media Studies, will retire from the college June 18 after 11 years of service.

If you'd like to know more, you can access the [full board packet](#) (click "Mar 20, 2019" under the "Meetings" tab) from the meeting online. Video of the meeting is also available on our [YouTube channel](#).

The next regularly scheduled board business meeting will be Wednesday, April 24, at 6 p.m., in Creveling Lounge.

Thank you,
Alex Boekelheide

--

Alex Boekelheide Executive Director



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Pasadena City College Foundation
Balance Sheet
May 31, 2019

	<u>Actual</u>
Assets	
Current Assets	
Cash and Cash Equivalents	
BOW 635 Operating	301,843
BOW 619 Net Community	134,037
BOW 544 Debit Card	10,370
CS MM-335	131,922
CS MM-932	70,842
Total Cash and Cash Equivalents	<u>649,013</u>
Accounts Receivable	
Accounts Receivable	50,454
Holding	3,639
Total Accounts Receivable	<u>54,093</u>
Total Current Assets	<u>703,106</u>
Long Term Assets	
Investments	
CS Inv 335	25,160,134
Osher Funds	2,086,155
Total Investments	<u>27,246,289</u>
Lots in Arizona	10,850
Pledges Receivable Long Term	2,638,005
Total	<u>2,648,855</u>
Total Assets	<u>30,598,250</u>
Liabilities and Fund Balance	
Liabilities	
Accounts Payable	2,116
Total Liabilities	<u>2,116</u>
Fund Balance	
Unrestricted Fund Balance	2,951,160
Temp Restricted Fund Balance	9,322,933
Perm Restricted Fund Balance	18,322,041
Total Fund Balance	<u>30,596,134</u>
Total Liabilities and Fund Balance	<u>30,598,250</u>

Pasadena City College Foundation
Income Statement
May 31, 2019

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenues				
Operating Revenue				
Donations	143,545	-	-	143,545
Total Operating Revenue	143,545	-	-	143,545
Program Donations				
Agency	-	962,318	700	963,018
Scholarship	-	869,092	343,203	1,212,295
Total Program Donations	-	1,831,410	343,903	2,175,312
Administrative Fee Revenue				
Administrative Fee	326,349	-	-	326,349
Total Administrative Fee Revenue	326,349	-	-	326,349
Investment Income				
Interest	-			184,290
Dividends	-			117,060
Cost Basis Adjustment	-			43,495
Unrealized Gain/Loss	-			(246,162)
Realized Gain/Loss	-			228,043
Investment Management Fees	-			(115,121)
ADR Fees	-			(51)
Investment Income Allocation	22,848	188,706		
Total Investment Income	22,848	188,706	-	211,553
Total Revenues	492,741	2,020,115	343,903	2,856,759
Expenses				
Program Expenses				
Personnel Expenses				
Director of Operations	9,102	-	-	9,102
Total Personnel Expenses	9,102	-	-	9,102
Program Support				
Scholarships	-	717,265	-	717,265
Agency	-	485,450	-	485,450
Total Program Support	-	1,202,715	-	1,202,715
Operating Expenses				
Administrative Fee	-	326,349	-	326,349
Community Involvement	42,249	-	-	42,249
Discretionary Fund	1,184	-	-	1,184
Conference and Seminar	5,894	-	-	5,894
Foundation Meetings	5,397	-	-	5,397
Consulting Fees	4,124	-	-	4,124
Printing Expense	7,152	-	-	7,152
Advertising	11,645	-	-	11,645
Total Operating Expenses	77,645	326,349	-	403,994
Total Program Expenses	86,747	1,529,064	-	1,615,811

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
General and Administrative				
Personnel Expenses				
Executive Director	62,692	-	-	62,692
Administrative Assistant	4,287	-	-	4,287
Clerical Assistant	5,573	-	-	5,573
Development Manager	(148)	-	-	(148)
Total Personnel Expenses	72,404	-	-	72,404
Operating Expenses				
Accounting Fees	113,925	-	-	113,925
Consulting Fees	3,486	-	-	3,486
Office Supplies	2,527	-	-	2,527
Printing Expense	1,395	-	-	1,395
Postage	7	-	-	7
Computer Software and Equipment	2,564	-	-	2,564
Office Interior	648	-	-	648
Photocopier Lease	2,709	-	-	2,709
Advertising	17,315	-	-	17,315
Legal Fees	129	-	-	129
Bank Fees	574	-	-	574
Taxes	160	-	-	160
Miscellaneous	224	-	-	224
Subscriptions	619	-	-	619
Audit Fees	12,270	-	-	12,270
Travel	2,989	-	-	2,989
Software Training	690	-	-	690
Total Operating Expenses	162,231	-	-	162,231
Total General and Administrative	234,635	-	-	234,635
Development Expenses				
Personnel Expenses				
Executive Director	20,898	-	-	20,898
Business Analyst	13,317	-	-	13,317
Clerical Assistant	5,573	-	-	5,573
Development Manager	21,548	-	-	21,548
Total Personnel Expenses	61,336	-	-	61,336
Fundraising Expenses				
Printing Expense	7,074	-	-	7,074
Computer Software and Equipment	13,142	-	-	13,142
Advertising	2,835	-	-	2,835
Donor Cultivation	1,327	-	-	1,327
Presidents Circle	4,127	-	-	4,127
Annual Dinner	9,656	-	-	9,656
Memberships	2,941	-	-	2,941
Database Maintenance	500	-	-	500
Software Training	813	-	-	813
Major Gifts Operational	63,712	-	-	63,712
Major Gifts Campaign Campaign Director	118,196	-	-	118,196
Total Fundraising Expenses	224,323	-	-	224,323
Total Development Expenses	285,659	-	-	285,659
Total Expenses	607,040	1,529,064	-	2,136,104

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Transfers				
Transfers In				
Transfer from other funds	(302,500)	(441,787)	(40,000)	(784,287)
Total Transfers In	(302,500)	(441,787)	(40,000)	(784,287)
Transfers Out				
Transfer to other funds	40,000	660,469	83,817	784,287
Total Transfers Out	40,000	660,469	83,817	784,287
Total Transfers	(262,500)	218,683	43,817	-
 BEGINNING FUND BALANCE	 2,802,959	 9,050,565	 18,021,955	 29,875,479
NET SURPLUS/(DEFICIT)	148,201	272,368	300,085	720,655
ENDING FUND BALANCE	2,951,160	9,322,933	18,322,041	30,596,134

Pasadena City College Foundation
Unrestricted Budget
May 31, 2019

	Total Budget 6/30/2019	YTD Budget 5/31/2019	YTD Actual 5/31/2019	YTD Budget Variance
Revenues				
Operating Revenue				
Donations	260,000	238,333	143,545	(94,789)
Board Designated Athletic Field - Retained Earnings	300,000	275,000	-	(275,000)
Promise Program - Retained Earnings	100,000	91,667	-	(91,667)
Contracted Funds From SCPR	300,000	300,000	300,000	-
Total Operating Revenue	<u>960,000</u>	<u>905,000</u>	<u>443,545</u>	<u>(461,455)</u>
Administrative Fee Revenue				
Administrative Fee	328,346	300,984	326,349	25,365
Total Administrative Fee Revenue	<u>328,346</u>	<u>300,984</u>	<u>326,349</u>	<u>25,365</u>
Total Revenues	<u>1,288,346</u>	<u>1,205,984</u>	<u>769,894</u>	<u>(436,090)</u>
Expenses				
Program Expenses				
Personnel Expenses	15,443	14,156	9,102	5,054
Operating Expenses				
Community Involvement	20,000	18,333	42,249	(23,916)
Discretionary Fund	3,000	2,750	1,184	1,566
Conference and Seminar	3,000	2,750	5,894	(3,144)
Foundation Meetings	6,000	5,500	5,397	103
Awards and Recognition	2,000	1,833	-	1,833
Consulting Fees	20,000	18,333	4,124	14,210
Printing Expense	25,000	22,917	7,152	15,765
Postage	5,000	4,583	-	4,583
Events	5,000	4,583	-	4,583
Advertising	15,000	13,750	11,645	2,106
Board Designated Athletic Field - Retained Earnings	300,000	275,000		275,000
Promise Program - Retained Earnings	100,000	91,667		91,667
Total Operating Expenses	<u>504,000</u>	<u>462,000</u>	<u>77,645</u>	<u>384,355</u>
Total Program Expenses	<u>519,443</u>	<u>476,156</u>	<u>86,747</u>	<u>389,409</u>
General and Administrative				
Personnel Expenses	166,040	152,204	72,404	79,799
Operating Expenses				
Accounting Fees	130,000	119,167	113,925	5,242
Consulting Fees	10,000	9,167	3,486	5,680
Office Supplies	3,000	2,750	2,527	223
Printing Expense	1,000	917	1,395	(479)
Postage	1,000	917	7	910
Computer Software and Equipment	5,000	4,583	2,564	2,020
Office Interior	5,000	4,583	648	3,935
Photocopier Lease	2,500	2,292	2,709	(418)
Advertising	15,000	13,750	17,315	(3,565)
Legal Fees	3,000	2,750	129	2,621
Bank Fees	2,000	1,833	574	1,260

	Total Budget 6/30/2019	YTD Budget 5/31/2019	YTD Actual 5/31/2019	YTD Budget Variance
Taxes	250	229	160	69
Miscellaneous	2,000	1,833	224	1,610
Subscriptions	3,000	2,750	619	2,131
Audit Fees	15,000	13,750	12,270	1,480
Travel	3,000	2,750	2,989	(239)
Software Training	2,000	1,833	690	1,143
Total Operating Expenses	202,750	185,854	162,231	23,623
Total General and Administrative	368,790	338,058	234,635	103,423
Development Expenses				
Personnel Expenses	114,162	104,648	61,336	43,313
Fundraising Expenses				
Printing Expense	5,000	4,583	7,074	(2,490)
Computer Software and Equipment	12,000	11,000	13,142	(2,142)
Advertising	2,000	1,833	2,835	(1,002)
Miscellaneous	2,000	1,833	-	1,833
Travel	1,000	917	-	917
Donor Cultivation	10,000	9,167	1,327	7,839
Presidents Circle	12,000	11,000	4,127	6,873
Annual Dinner	12,000	11,000	9,656	1,344
Memberships	4,000	3,667	2,941	725
Database Maintenance	5,000	4,583	500	4,083
Software Training	10,000	9,167	813	8,354
Major Gifts Operational	110,000	100,833	63,712	37,121
Major Gifts Campaign Campaign Director	150,000	137,500	118,196	19,304
Total Fundraising Expenses	335,000	307,083	224,323	82,760
Total Development Expenses	449,162	411,732	285,659	126,073
Total Expenses	1,337,395	1,225,946	607,040	618,905
NET OPERATING SURPLUS/(DEFICIT)	(49,049)	(19,962)	162,853	182,815
Investment Income				
Investment Income Allocation	90,000	82,500	22,848	(59,652)
Total Investment Income	90,000	82,500	22,848	(59,652)
Transfers				
Transfers In				
Transfer from other funds	-	-	(2,500)	2,500
Total Transfers In	-	-	(2,500)	2,500
Transfers Out				
Transfer to other funds	-	-	40,000	(40,000)
Total Transfers Out	-	-	40,000	(40,000)
Total Transfers	-	-	37,500	(37,500)
NET SURPLUS/(DEFICIT)	40,951	62,538	148,201	85,663

Pasadena City College Foundation
Major Gifts Campaign
As of May 31, 2019

	Budget	YTD	
	2018-2019	Actual	Variance
2018-2019	2018-2019		
Revenue			
Unrestricted	276,000	142,183	(133,817)
Restricted	2,484,000	1,743,322	(740,678)
Restricted Pledges	41,886	411,000	369,114
Unrestricted Pledges	41,886	4,000	(37,886)
TOTAL REVENUE	2,843,772	2,300,505	(543,267)
EXPENSES			
Major Gifts	492,524	181,908	310,616
TOTAL EXPENSES	492,524	181,908	310,616
Income Less Expense	\$ 2,351,248	\$ 2,118,597	\$ (232,651)
Investment Income			
Unrestricted Investment Income		22,848	
Restricted Investment Income		188,706	
Total		\$ 211,553	
Current Fiscal Year Pledges			
Beginning Balance	\$ 415,000		
New Pledges	\$ -		
Adjustments	\$ -		
Pledge Payments Received	\$ -		
Ending Balance	\$ 415,000		

Pasadena City College Foundation									
Check Register									
May 31, 2019									
Date	Number	Payee	Amount	Reference	Project	Account			
5/28/19	61443	Southern California Conferences for Undergraduate Research	27,406.30	SCCUR Event at PCC	Natural Sciences-AGC-R	Scholarships			
6/6/19	61436	Air Techniques	11,960.85	CamX Spectra	Dental Assisting-AGC-R	Agency			
5/20/19	61412	Chelsea Philanthropy	11,666.00	Photocopier lease May 2019	Unrestricted	Major Gifts Campaign Campaign Director			
5/20/19	61457	The Armistead Group	7,889.09	Consultant fee Major Gifts	Unrestricted	Major Gifts Operational			
5/15/19	61425	Patricia Pejournand	5,425.00	Accounting Fees May 1-15, 2019	Unrestricted	Accounting Fees			
5/15/19	61396	Patricia Pejournand	5,425.00	Accounting Fees Apr 16-30, 2019	Unrestricted	Accounting Fees			
5/20/19	61430	Vavrinek, Trine, Day & Company LLP	5,200.00	Audit Fees FY 2018-19	Unrestricted	Audit Fees			
5/20/19	61406	John Daversa	3,928.00	Music Guest Artist 5-23-24-2019	Pamela Girard Art-AGC-P	Agency			
5/20/19	61439	Claremont Graduate University	3,500.00	Jack Scott Fundraising Institute registration	Unrestricted	Conference and Seminar			
5/20/19	61400	Squareage	3,300.00	Presentations for Foster Youth May 14 & 21	Jeanette Mann Foster Youth Resource	Agency			
5/20/19	61459	Child Educational Center	3,262.50	Natural outdoor classroom layout	Berger Foundation Grant-GNT-R	Agency			
5/6/19	Debit	Kitchen for Exp	3,177.01	Presidents Circle Event	Unrestricted	Presidents Circle			
5/6/19	61429	Timeless Celebrations	2,940.00	Boone Awards	Boone Achievement Award-SCH-R	Agency			
5/10/19	61424	Outlook Newspapers	2,835.00	Display Ads	Unrestricted	Advertising			
5/29/19	61449	DiaMedical USA	2,671.46	Hospital Beds for Parsons Grant	Parsons Grant-GNT-R	Agency			
5/20/19	Debit	MTB Rentals	2,652.25	Boone Ceremony	Boone Achievement Award-SCH-R	Agency			
5/20/19	Debit	Amazon	2,400.00	Gift Cards for students	Marvin Fd-SFA-P	Scholarships			
5/29/19	Debit	Target	2,200.00	Gift cards Boone awards ceremony	Boone Achievement Award-SCH-R	Scholarships			
5/20/19	Debit	Margarita Man	2,140.03	Boone Ceremony	Boone Achievement Award-SCH-R	Agency			
5/29/19	61455	Pasadena City College	2,116.00	Transfer Third party 529 checks to Fiscal	Third Party Scholarships-SCH-R	Scholarship			
5/20/19	61477	Pasadena City College	2,116.00	Transfer Third party 529 checks to Fiscal	Third Party Scholarships-SCH-R	Scholarship			
5/20/19	Debit	Ronen Levy	2,059.70	Inv 16669 Catering Boone awards	Boone Achievement Award-SCH-R	Agency			
5/20/19	Debit	Snap on	2,012.81	Boone Scholar	Boone Achievement Award-SCH-R	Scholarships			
5/28/19	61446	Abigail Carpenter	1,964.00	Boone Award	Boone Achievement Award-SCH-R	Scholarships			
5/28/19	Debit	Amazon	1,949.99	Boone Awards	Boone Achievement Award-SCH-R	Scholarships			
5/20/19	61408	Centerline Scenery	1,937.04	Framework for stage screen Spring 2019 Opera	Opera Prog.-AGC-R	Agency			
5/28/19	Debit	Matheson	1,740.90	Boone Awards	Boone Achievement Award-SCH-R	Scholarships			
5/10/19	61438	Boosey & Hawkes	1,661.55	Orchestra music rental for Orpheus	Opera Prog.-AGC-R	Agency			
5/6/19	61398	Roth Staffing Companies, L.P.	1,650.00	Consultant fee WE 4/14/19 Lvelasco	Unrestricted	Consulting Fees			
5/20/19	61463	Roth Staffing Companies, L.P.	1,650.00	Consultant fee WE 5/19/19 Lvelasco	Unrestricted	Consulting Fees			
5/29/19	61428	Roth Staffing Companies, L.P.	1,650.00	Consultant fee WE 4/28/19 Lvelasco	Unrestricted	Consulting Fees			
5/6/19	61428	Roth Staffing Companies, L.P.	1,650.00	Consultant fee WE 05/12/19 Lvelasco	Unrestricted	Consulting Fees			
5/10/19	61428	Roth Staffing Companies, L.P.	1,650.00	Consultant fee WE 05/05/19 Lvelasco	Unrestricted	Consulting Fees			
5/20/19	61442	Let's Be Frank	1,418.26	Catering for Boone Awards	Boone Achievement Award-SCH-R	Agency			
5/29/19	61398	Roth Staffing Companies, L.P.	1,320.00	Consultant fee WE 4/21/19 Lvelasco	Unrestricted	Consulting Fees			
5/20/19	Debit	Dell	1,310.90	Boone award Victoria Reyes	Boone Achievement Award-SCH-R	Scholarships			
5/6/19	61395	McLogan Supply Co.	1,266.48	Program Supplies	William Lindquist-AGC-P	Agency			
5/20/19	Debit	SMS Generators	1,119.19	Boone Ceremony	Boone Achievement Award-SCH-R	Agency			
5/28/19	Debit	Best Buy	1,107.49	Boone Awards	Boone Achievement Award-SCH-R	Scholarships			
5/10/19	61447	Alen Muratyan	1,000.00	Retirees Scholarship	PCC Retirees Scholarship-SCH-P	Scholarships			
5/20/19	61451	Wenli Huang	1,000.00	AJ Wang Scholarship	Third Party Scholarships-SCH-R	Scholarships			
5/6/19	61448	Angel Bora Ra	1,000.00	Retirees Scholarship	PCC Retirees Scholarship-SCH-P	Scholarships			
5/20/19	Debit	Amazon	912.23	Boone Award	Boone Achievement Award-SCH-R	Scholarships			
5/6/19	Debit	Amazon	859.94	Boone Awards	Boone Achievement Award-SCH-R	Scholarships			
5/20/19	Debit	Field School	822.97	Boone Scholar	Boone Achievement Award-SCH-R	Scholarships			
5/10/19	61399	Gabriela Vaquerano	797.72	SISU application fees & floorplan deposit	Jeanette Mann Foster Youth Resource	Scholarships			
5/6/19	61464	Air Technique	789.00	Balance remaining (see check 61436)	Dental Assisting-AGC-R	Agency			
5/6/19	61452	Vi Lin Hu	775.00	AJ Wang Scholarship	Third Party Scholarships-SCH-R	Scholarships			
5/6/19	Debit	Ralphs	736.90	Petersons program supplies	Jeanette Mann Foster Youth Resource	Agency			
5/29/19	61397	Reina Prado	725.00	Install Menagerie art Ernesto Vasquez	Latino Chicano Herit-AGC-P	Agency			
5/20/19	Debit	Scrubs LA	700.00	Boone award Ivanna Camarillo	Boone Achievement Award-SCH-R	Scholarships			
5/20/19	Debit	Target	675.00	Gift cards Hixon award ceremony	Hixon Teacher Prep-AGC-P	Scholarships			
5/20/19	Debit	Southwest	667.96	Strategic Planning airfare	Unrestricted	Conference and Seminar			
5/21/19	Debit	Rose City Flowers	661.50	Hixon Ceremony	Hixon Teacher Prep-AGC-P	Agency			
5/3/19	Debit	Arcadia party Rentals	648.70	Presidents Circle Event	Unrestricted	Presidents Circle			

Date	Number	Payee	Amount	Reference	Project	Account
5/3/19	61418	Kristin Pilon	567.52	Reimburse program supplies	William Lindquist-AGC-P	Agency
5/3/19	61416	I-8 Food Services	537.65	Boone Awards catering	Boone Achievement Award-SCH-R	Agency
5/6/19	Debit	Amazon	515.61	Hixon ceremony	Hixon Teacher Prep-AGC-P	Agency
5/6/19	61401	Suzanne Prober	500.00	ATI & NCLEX Reimbursement	Bill Calias Scholarship-SCH-R	Scholarships
5/6/19	61401	Suzanne Prober	500.00	ATI & NCLEX Reimbursement	Student Success Scholar-SCH-R	Scholarships
5/29/19	61468	Xavier Torres	500.00	Speech Scholar Spring 2018 Banner Issues	Nancy Wyker-SFA-P	Scholarships
5/29/19	61433	Emilio Moyao	500.00	Maire Louise Navarro Scholarship	Navarro & Padilla-SCH-P	Scholarships
5/29/19	61431	Carlos Blas-Antonio	500.00	Marie Louise Navarro Scholarship	Navarro & Padilla-SCH-P	Scholarships
5/20/19	61440	Downey High School Music Boosters	500.00	Flags for PCC Marching Band	Jerry and Terri Kohl-AGC-R	Agency
5/20/19	61435	AIA Los Angeles	500.00	School registration Michael Cranfill Architecture	Art Alliance-GNT-R	Agency
5/20/19	61437	Alan Lamson	500.00	Sponsor PCC Retirees Event	Unrestricted	Donor Cultivation
5/20/19	Debit	Scrubs LA	500.00	Boone award Maricela Suarez	Boone Achievement Award-SCH-R	Scholarships
5/29/19	Debit	Amazon.com	468.13	Petersons	Jeanette Mann Foster Youth Resource	Agency
5/6/19	61434	GM Financial	459.30	Car Payment student Dionne Shelton	Students in Need-AGC-R	Scholarships
5/20/19	Debit	Amazon	424.45	Watch for RN Mitchell award	Mitchell Mem-SFA-P	Scholarships
5/20/19	61467	Thea Cantos	400.00	Speech Scholar Spring 2018 Banner Issues	Nancy Wyker-SFA-P	Scholarships
5/20/19	61441	Earlie Douglas	375.00	Reimburse Teaching Conf Registration	Computer Info Systems-AGC-R	Agency
5/20/19	Debit	Payless	347.09	Petersons items for career closet	Jeanette Mann Foster Youth Resource	Agency
5/20/19	Debit	Matheson	345.91	Boone Awards	Boone Achievement Award-SCH-R	Scholarships
5/6/19	61398	Roth Staffing Companies, L.P.	330.00	Consultant fee WE 4/21/19 L Velasco	Unrestricted	Consulting Fees
5/10/19	Debit	Best Buy	310.87	Boone award Blanca Rodriguez	Boone Achievement Award-SCH-R	Scholarships
5/10/19	61461	Isabel Quintero	300.00	Spring 2019 Visiting Writers Series	Writers in Residence-AGC-R	Agency
5/20/19	61465	Alexander Rabich	300.00	Speech Scholar Spring 2018 Banner Issues	Nancy Wyker-SFA-P	Scholarships
5/20/19	61432	Daniel Molina	300.00	Jose Benigno Navarro Scholarship	Navarro & Padilla-SCH-P	Scholarships
5/20/19	Debit	Oriental Trading	298.66	Grad fair mortar board	Unrestricted	Discretionary Fund
5/29/19	61421	Marilyn Johnson	275.00	Reimburse Transfer Celebration Deposit	Natural Sciences-AGC-R	Agency
5/29/19	61388	Alen Murayatan	275.00	Other Scholar	Osher R Westerbeck Visual Med-SCH-	Scholarships
5/20/19	61390	Alen Murayatan	275.00	Other Scholar	Osher R Westerbeck Visual Med-SCH-	Scholarships
5/20/19	61420	Mahara Sinclair	272.34	Reimburse program supplies	Art Gallery-AGC-R	Agency
5/20/19	Debit	Balloon Emporium	270.11	Hixon award ceremony	Hixon Teacher Prep-AGC-P	Agency
5/20/19	Debit	Amazon.com	238.00	Boone Scholar	Boone Achievement Award-SCH-R	Scholarships
5/20/19	61419	Lisa Velasco	230.57	Reimburse Boone supplies	Boone Achievement Award-SCH-R	Agency
5/28/19	61413	De Lage Landen Financial Services	227.73	Photocopier lease May 2019	Unrestricted	Photocopier Lease
5/20/19	61426	PCC Publications Office	217.12	Boone Awards Invitations	Boone Achievement Award-SCH-R	Agency
5/20/19	Debit	Rose City Flowers	208.37	Presidents Circle Event	Unrestricted	Presidents Circle
5/21/19	Debit	Manduka	207.30	Boone Scholar	Boone Achievement Award-SCH-R	Scholarships
5/22/19	61389	Employees Security Service Center Inc.	205.00	Live Scan - Student	Students in Need-AGC-R	Scholarships
5/1/19	61402	Employed Security Service Center Inc	205.00	Live Scan for Student	Students in Need-AGC-R	Scholarships
5/1/19	Debit	Amazon	200.00	Hixon ceremony	Hixon Teacher Prep-AGC-P	Agency
5/2/19	Debit	Amazon	200.00	Hixon ceremony	Hixon Teacher Prep-AGC-P	Agency
5/3/19	Debit	Amazon.com	193.91	Peterson	Jeanette Mann Foster Youth Resource	Agency
5/6/19	61450	Leslie Thompson	187.43	Reimburse program supplies	Major Gifts Career & Tech Education-	Agency
5/8/19	61462	Los Angeles Regional Food Bank	185.00	Staff training SeveSafe Certification	Food Pantry-AGC-R	Agency
5/9/19	Debit	Amazon.com	180.18	Petersons	Jeanette Mann Foster Youth Resource	Agency
5/13/19	61422	Matthew Knechtel	180.00	FE Consultant	Unrestricted	Software Training
5/13/19	Debit	Amazon.com	166.48	Peterson	Jeanette Mann Foster Youth Resource	Agency
5/13/19	Debit	Amazon.com	162.49	Boone Scholar	Boone Achievement Award-SCH-R	Scholarships
5/13/19	61445	Pasadena City College	161.00	Third party scholar	Third Party Scholarships-SCH-R	Scholarships
5/14/19	Debit	Costco	152.71	Meeting Refreshments	Unrestricted	Foundation Meetings
5/14/19	61411	Registry of Charitable Trusts	150.00	Renewal Fee	Unrestricted	Taxes
5/14/19	61444	Los Angeles Regional Food Bank	150.00	Food Bank Delivery Fees	Food Pantry-AGC-R	Agency
5/14/19	Debit	Amazon	149.00	Office Supplies	Unrestricted	Office Supplies
5/14/19	61417	Jocelyn Chang	144.00	Reimburse Piano program website subscription	Piano Program-AGC-R	Agency
5/15/19	Debit	Amazon.com	137.33	Boone Scholar	Boone Achievement Award-SCH-R	Scholarships
5/15/19	61415	Ginger Corner Market	135.00	English Division Hiring Comm 5-8-19	English Division-AGC-R	Agency
5/16/19	61405	I-8 Food Services	131.23	Catering English Div WSC HR Committee Mtg	English Division-AGC-R	Agency
5/16/19	Debit	Metro	129.00	Metro pass for student	Students in Need-AGC-R	Scholarships
5/16/19	Debit	Amazon	127.90	Hixon ceremony	Hixon Teacher Prep-AGC-P	Agency
5/17/19	61409	Kinetic Lighting, Inc	120.00	Rental of Followspot lighting Spring 2019 Opera	Opera Prog.-AGC-R	Agency

Date	Number	Payee	Amount	Reference	Project	Account
5/20/19	61392	Ginger Corner Market	119.50	English Div HR Committee Mtgs	English Division-AGC-R	Agency
5/21/19	Debit	Office Depot	118.02	Board Packet binding	Unrestricted	Office Supplies
5/23/19	61423	McKesson Medical	111.72	Boone award Julieta Lopez	Boone Achievement Award-SCH-R	Scholarships
5/1/19	Debit	Amazon.com	106.82	Boone Scholar	Boone Achievement Award-SCH-R	Scholarships
5/7/19	Debit	Huntington Bookstore	92.86	Presidents Circle event	Unrestricted	Presidents Circle
5/16/19	61393	I-8 Food Services	87.48	English Div HR Committee Mtgs	English Division-AGC-R	Agency
5/22/19	Debit	Villanova Univ	86.27	Gift for Sarmis daughter and hosting	Unrestricted	Discretionary Fund
5/22/19	Debit	Amazon	80.46	Boone Award	Boone Achievement Award-SCH-R	Scholarships
5/22/19	61456	Shelita Gutter	76.94	Reimburse program supplies	Natural Sciences-AGC-R	Agency
5/22/19	Debit	Target	75.95	Peterson	Jeanette Mann Foster Youth Resource	Agency
5/28/19	Debit	Amazon.com	71.96	Petersons	Jeanette Mann Foster Youth Resource	Agency
5/30/19	61404	Ginger Corner Market	70.20	Food English Div WSC HR Committee	English Division-AGC-R	Agency
5/13/19	Debit	Green Street Rest	67.39	Board Orientation	Unrestricted	Foundation Meetings
5/13/19	Debit	Amazon	61.68	Hixon ceremony	Hixon Teacher Prep-AGC-P	Agency
5/13/19	61453	Kris McPeak	56.90	Reimburse certificate holder Boone award	Boone Achievement Award-SCH-R	Agency
5/13/19	61460	I-8 Food Services	53.25	Event at CDC Childrens Literature	English Division-AGC-R	Agency
5/13/19	61420	Mahara Sinclair	52.65	Reimburse program supplies	Art Gallery-AGC-R	Agency
5/13/19	61394	Lisa Velasco	52.11	Boone Centerpieces	Boone Achievement Award-SCH-R	Agency
5/13/19	61427	PCC Staging Services	51.57	SLPA Informational Forum	Katie Peters Memorial-AGC-R	Agency
5/14/19	61460	I-8 Food Services	43.75	HR committee 5-8-19	English Division-AGC-R	Agency
5/31/19	Debit	Kitchen for Expl	40.00	Hometown Legends	Unrestricted	Major Gifts Operational
5/31/19	61458	Froelich Trophies	37.49	Trophy for award winners	Hixon Teacher Prep-AGC-P	Agency
5/20/19	61454	Lisa Velasco	35.38	Reimburse mileage - food tasting	Boone Achievement Award-SCH-R	Agency
5/2/19	Debit	Amazon	30.78	Office Supplies	Unrestricted	Office Supplies
5/3/19	61414	Dolores Ybarra	27.11	Reimburse Boone Supplies	Boone Achievement Award-SCH-R	Agency
5/3/19	61407	Lisa Velasco	23.46	Reimburse meeting refreshments	Unrestricted	Major Gifts Operational
5/6/19	Debit	Amazon.com	21.99	Petersons	Jeanette Mann Foster Youth Resource	Agency
5/10/19	Debit	Amazon.com	20.37	Boone Scholar	Boone Achievement Award-SCH-R	Scholarships
5/10/19	Debit	Amazon	20.22	Office Supplies	Unrestricted	Office Supplies
5/13/19	61466	Donald Loewel	19.99	Reimburse coffee for office	SouthBay Workforce-AGC-R	Agency
5/21/19	Debit	Islands	19.48	Lunch meeting	Unrestricted	Foundation Meetings
5/21/19	Debit	Amazon.com	10.84	Envelopes for awards	Hixon Teacher Prep-AGC-P	Agency
5/23/19	61410	Franchise Tax Board	10.00	2017 990 Form filing	Unrestricted	Taxes
5/23/19	Debit	The Commons	8.00	Parking Board orientation	Unrestricted	Foundation Meetings
5/24/19	61391	Bobbi Abram	6.00	Reimburse parking	Unrestricted	Community Involvement
5/28/19	61403	City of Pasadena	4.00	Business Licence	Unrestricted	Legal Fees
5/28/19	Debit	Amazon	0.60	Boone award	Boone Achievement Award-SCH-R	Scholarships
5/29/19	Debit	Oriental Trading	0.02	Grad Fair Mortar board	Unrestricted	Discretionary Fund
		Total	175,203.32			

David R. Fields

1720 Mar Vista Avenue • Pasadena, CA 91104 • 626.260.1870 • davidfields0711@gmail.com

LEADERSHIP STATEMENT

*Mission driven servant leader dedicated to helping those in need. Strong work ethic and moral code.
To always act with integrity, honesty, dignity and respect.*

HIGHLIGHTS OF CORE COMPETENCIES

- Strong collaborative and networking skills with community groups, current and potential donors, social service programs, and other organizations.
- Outstanding interpersonal relationship skills with all stakeholders, internal and external: staff, volunteers, clients, Board of Directors, and outside agencies.
- Effective Strategic Plan development, implementation and leadership with a vision for the future.
- Consistent focus on high-quality customer service with caring attention to needs of the disadvantaged, homeless, and poverty-stricken with 28 years of experience in for-profit and 9 years in non-profit domains.
- Unwavering attention to compliance protocols, adhering to local, state, and federal regulations, Board of Director mandates, reporting requirements, contracts, and budgetary restrictions.
- Excellent oral, written, listening, and communication skills with individuals and groups.
- Deep compassion for vulnerable populations and commitment to the volunteer ministry, as demonstrated by a 25+ year affiliation with the Society of St. Vincent de Paul.

PROFESSIONAL WORK HISTORY

Executive Director

2009-2018

The Society of St. Vincent de Paul, Los Angeles, CA

Provides leadership to the following departments:

- Human Resources - supervision of over 100 paid staff, including hiring, training, mentoring, evaluating, and remediating, including regular meetings with departmental leaders.
- Accounting Department - managed an \$11M budget, creating a spending plan, managing investments and assets, providing monthly financial reports for the Board and monitor the annual audit.
- Circle V Ranch Camp and Retreat Center - transformed the lives of over 1,200 underserved children each summer through an enriching program steeped in Catholic tradition.
- Social Services – directed the support of the Cardinal Manning Center Drop-In Service for the chronically homeless on Skid Row, and delivered housing to over 200 individuals and/or families each year.
- Vincentian Services Staff and 2500 volunteers - provided rental and utility assistance, food, furniture, and clothing, and other resources to over 200K individuals and/or families annually in Los Angeles, Ventura and Santa Barbara Counties.
- Advancement Team - intertwined development, public relations, and marketing to promote donor and customer involvement and brand awareness.
- Retail Thrift Stores - generated revenue and free distribution of merchandise to the poor in addition to jobs for the working poor.

Operations Manager**2006-2009****Bovis Lend Lease: Los Angeles, CA**

- Managed a team of project coordinators, engaged in construction management and supply chain order fulfillment for this international and project management corporation.
- Provided financial and budgetary oversight to maximize company profitability.
- Using strong interpersonal relation skills and teamwork, worked closely with corporation's Strategic Sourcing, Design, Finance, and Service Teams regarding new construction and the retrofitting of existing convenience stores.

Supply Chain Management**1996-2006****Xerox Corporation: El Segundo, CA****[Distribution Program Manager, 1996-2001; Supply Chain Manager, 2001-2006]**

Worked up the hierarchy for a total of 25 years of service, having various management job titles the first 15 years.

Duties detailed below highlight the last 10 years with greater management responsibility.

- Won company's highest performance appraisal rating for assumption of additional responsibilities and achievement of exemplary results, as written in annual performance appraisal.
- Collaborated weekly with multiple departments (marketing, sales, and service) to successfully launch new high-end printing systems products.
- Led 8-member team in executing global supply chain process for \$25M average annual inventory flow.
- Leveraged analytical and problem-solving skills in market forecasting, planning, cost negotiations, procurement, and inventory management.

EDUCATION**Bachelor of Arts: History**

University of California, Los Angeles (UCLA): Los Angeles, CA

Teaching Credential

California State University, Los Angeles: Los Angeles, CA

AWARDS & PROFESSIONAL AFFILIATIONS**Awards:**

- Xerox Customer First Award
- Bovis Lend Lease Gold Award for Team Achievement
- Los Angeles City Club Community Service Award
- Sacred Heart High School Mother Pia Backes Award Honoree
- Transfiguration School Distinguished Alumni Award

Leadership and Affiliations:

- Bovis Lend Lease Leadership Development Program
- Buddhist/Catholic Dialogue
- Queens Care Board of Directors
- U.C.L.A. Alumni Association

GLENN BOWIE

3815 Old Toll Road, Altadena, CA, 91001 | 213-305-3443 | glennebowie@gmail.com

SENIOR SALES AND BUSINESS DEVELOPMENT EXECUTIVE

- Solutions-driven professional with extensive experience designing, implementing and managing wireless communications for complex accounts in private, commercial and government sectors.
- Motivated self-starter earning more than 150 top achievement awards for sales and customer service since 1994.
- Articulate communicator interacting effectively with customers, sales support, technical/engineering teams; trainer and motivational speaker.

**KEY AREAS OF EXPERTISE**

- New business and market development
- Client liaison and relationship building
- Solutions development for complex challenges
- Effective negotiations
- Presentations and demonstrations
- Customer retention

PROFESSIONAL EXPERIENCE

- Sprint | Nextel Communications | 1994 – Present
- Glenn Bowie Speaks, Inc | 2014 - Present
- American Hospitality Academy | 2017 - Present

EDUCATION

Bachelor of Arts in Communication, Western Illinois University

VOLUNTEER

Ambassador for Los Angeles Area Chamber of Commerce | 2010 - Present

Resume for
Mark S. Harmsen

Career

Special Assistant to the Chairman of the Board, Tribune Publishing,
 Chicago, IL (February 2019-Present)

Assistant to Congressman David Dreier (Ret.), Pasadena, CA (2013-Present)

Director of Administration, Annenberg-Dreier Commission at Sunnylands,
 Los Angeles, CA (2013)

District Director for Congressman David Dreier, San Dimas, CA (1996-2013)

Field Representative for Congressman David Dreier, San Dimas, CA (1985-1996)

Duties included:

- ♦ Supervising all District Office operations.
- ♦ Responsible for delivery of all constituent services to our 650,000 constituents.
- ♦ Supervising seven District Office staff members.
- ♦ Managing District Office budget.
- ♦ Local liaison to all municipal, county and state and federal agencies and officials in the district.
- ♦ Local liaison to community based organizations, businesses, and community leaders.
- ♦ Scheduling approximately 1,000 staff appearances at district events annually.
- ♦ Scheduling, logistics and advance work for all of the Congressman's district appearances. Coordination of overall schedule with Washington Scheduler.
- ♦ Traveling with the Congressman during local appearances.
- ♦ Maintaining an in-depth understanding of all issues, trends and activities in the San Gabriel Valley.
- ♦ Coordinating local media in conjunction with Communications Director.
- ♦ Working on local issues and initiatives and coordinating those efforts with Legislative Staff.
- ♦ Overseeing average daily caseload of 300 constituent cases.
- ♦ Overseeing planning and execution of all district outreach events such as Job Fairs, Small Business Expos, Senior Info Fairs, etc.
- ♦ Overseeing nomination process for men and women applying to US Service Academies (West Point, Annapolis, Air Force, and Merchant Marine)

- ♦ Working with DC staff on communication efforts including newsletters, e-newsletters, tele-town halls, etc.
- ♦ Public speaking appearances on behalf of Congressman Dreier.

Leadership Team Member, Dreier for Congress (1985-2013) (Non-paid)

Duties included:

- ♦ Working to develop and implement campaign strategy.
- ♦ Supervise paid and non paid campaign staff and volunteers.
- ♦ Work with consultants on design and targeting of direct mail and other voter contact efforts.
- ♦ Assist in organizing and coordinating fundraisers.
- ♦ Assist in maintaining donor data base and donor relationship management.

Research Director, Republican Associates, Glendale, CA (1979-1985)

Education

Bachelor of Science Degree, Business Administration (Management),
San Diego State University, 1978

Associate in Arts Degree, Pasadena City College, 1976

Attributes

Integrity, self starter, organized, punctual, loyal, dedicated, diplomatic, a people person, experienced, multi-tasker, manager, professional, detail oriented, forward thinking, affable.

Community Service/Involvement

Member, Pasadena Tournament of Roses Association, Pasadena, CA (1982-Present)

Board Member, Pasadena Tournament of Roses Foundation, Pasadena, CA (2017-Present)

Membership in several civic/philanthropic organizations in Pasadena and the surrounding area.

References

Available on request.

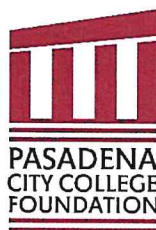
Contact Information

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Phone: 626/351-8133 (Home)
626/429-8680 (Cell)





2019-2020 Foundation Calendar

Quarterly Board Meetings: (7:30am, [Circadian Room](#)) | *3rd Tuesday of the quarter end month*

Tuesday, September 17, 2019

Tuesday, December 17, 2019

Tuesday, March 17, 2020

Tuesday, June 16, 2020

Monthly Executive Committee Meetings: (4:00pm, [G1](#)) | *2nd Wednesday of the month*

Wednesday, September 11, 2019

Wednesday, October 9, 2019 (if needed)

Wednesday, November 13, 2019

Wednesday, December 11, 2019 (if needed)

Wednesday, January 8, 2020

Wednesday, February 12, 2020 (if needed)

Wednesday, March 11, 2020

Wednesday, April 8, 2020 (if needed)

Wednesday, May 13, 2020

Wednesday, June 10, 2020 (if needed)

Quarterly Finance & Investment Committee Meetings: (4:00 p.m., [Foundation Conference Room](#)) | *4th Thursday of the quarter end month*

Thursday, July 25, 2019

Thursday, October 24, 2019

Thursday, January 23, 2020

Thursday, April 27, 2020

Monthly Board Development Meetings: (4:00pm, [Foundation Conference Room](#)) | *4th Tuesday of the month*

Tuesday, July 23, 2019

Tuesday, August 27, 2019

Tuesday, September 24, 2019

Tuesday, October 22, 2019

Tuesday, November 26, 2019

Tuesday, December 26, 2019

Tuesday, January 28, 2020

Tuesday, February 25, 2020

Tuesday, March 24, 2020

Tuesday, April 28, 2020

Tuesday, May 26, 2020

Tuesday, June 23, 2020