

**BOARD OF DIRECTORS MEETING
PASADENA CITY COLLEGE FOUNDATION
QUARTERLY REGULAR BUSINESS MEETING
Tuesday, December 17, 2019
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.

QUARTERLY REGULAR BUSINESS MEETING

I. CALL TO ORDER – Bill Hawkins, President

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 AND INTRODUCTIONS

III. ACTION ITEMS

- | | |
|-------------|---|
| Pg. 2..... | 1. Approval of Minutes of September 17, 2019 Annual and Quarterly Board Meeting |
| Pg. 6..... | 2. Approval of Financial Operations Policies – Michael Mitchell |
| Pg. 13..... | 3. Approval of Board Members – Clara Potes-Fellow |
| Pg. 15..... | 4. Amendment to Bylaws – Clara Potes-Fellow |

IV. REPORTS

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

Pg. 27..... B. TRUSTEE LIASION REPORT– Hoyt Hilsman

C. COMMUNICATIONS AND PUBLIC RELATIONS – Ralph Frammolino

D. ADVANCEMENT COMMITTEE – Carmella Grahn & Dolores Ybarra

E. SCHOLARSHIP COMMITTEE – Greg Sun

F. PCC FOUNDATION PRESIDENT'S REPORT – Bill Hawkins

G. EXECUTIVE DIRECTOR'S REPORT – Bobbi Abram

H. ADJOURN QUARTERLY REGULAR BUSINESS MEETING

V. FUTURE BOARD ACTIVITY DATES

Next board meeting – Tuesday, March 17, 2020

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

Tuesday, September 17, 2019

7:30 A.M. Open Session

Pasadena City College

Circadian Room

1570 East Colorado Boulevard, Pasadena, California 91106

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The Board of Directors of the Pasadena City College Foundation met on Tuesday, September 17, 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 7:39 a.m. by Mr. Bill Hawkins, President.

Board of Directors Present:

Mr. Scott Bell

Mr. Glenn Bowie

Ms. Vivian Chan

Ms. Dana Dattola

Ms. Charmayne Mills Ealy

Dr. Erika Endrijonas, Superintendent-President

Mr. Ralph Frammolino

Mr. Jon Fuhrman

Mr. Mark Harmsen

Mr. Bill Hawkins (President)

Mr. Preston Howard

Ms. Susan Kinney

Ms. Stephanie Lam

Ms. Nancy Lan

Mr. Michael Mitchell

Ms. Ryan Newman

Ms. Diane Rankin

Ms. Gloria Scharre Pitzer (Vice President)

Mr. R.C. Schrader

Mr. Don Schweitzer (Secretary)

Mr. Chuck Stanislawski

Mr. Greg Sun

Mr. Wade Winter (Treasurer)

Board of Directors Absent:

Dr. Bill Goldmann

Ms. Clara Potes-Fellow

Mr. Jim Sarni (Past President)

Dr. Jack Scott

Board of Trustees Liaisons:

Mr. Hoyt Hilsman

Advisory Members Present:

Mr. Mel Cohen

Dr. Jim Kossler

Dr. Janet Rose

Dr. Ladd Thomas

Foundation Staff Present:

Ms. Bobbi Abram, Executive Director

Ms. Kris McPeak, Director of Operations

Ms. Dolores Ybarra, Development Manager

Ms. Ocie Kara-Simonyan, Admin Assistant

Ms. Lisa Velasco, Admin Assistant

Guest(s):

Mr. Alan Lamson

Ms. Nancy Davis

II. OPEN SESSION

A. PUBLIC COMMENT ON NON-AGENDA ITEMS

Mr. Hawkins recognized and commended Dr. Jim Kossler and the Strategic Planning committee for all their hard work on the strategic plan.

B. ACTION ITEMS

1. Approval of Minutes of June 18, 2019 Annual and Quarterly Board Meeting.

MOTION: **ON MOTION OF** Mr. Fuhrman and seconded by Mr. Howard, the Board voted by unanimous vote of the twenty-three members present (Bell, Bowie, Chan, Dattola, Ealy, Endrijonas, Frammolino, Fuhrman, Harmsen, Hawkins, Howard, Kinney, Lam, Lan, Mitchell, Newman, Rankin, Scharre-Pitzer, Schrader, Schweitzer, Stanislawski, Sun, and Winter) to approve the minutes of June 19, 2019 Annual and Quarterly Board Meeting.

2. Approval of Financial Report and 2019-2020 Budget.

MOTION: **ON MOTION OF** Mr. Howard and seconded by Ms. Scharre-Pitzer, the Board voted by unanimous vote of the twenty-three members present (Bell, Bowie, Chan, Dattola, Ealy, Endrijonas, Frammolino, Fuhrman, Harmsen, Hawkins, Howard, Kinney, Lam, Lan, Mitchell, Newman, Rankin, Scharre-Pitzer, Schrader, Schweitzer, Stanislawski, Sun, and Winter) to approve the Financial Report and 2019-2020 Budget.

3. Approval of Advisors

Ms. Mejia reported that Dr. Bill Goldmann resigned from the Board but has a strong desire to support the Foundation by becoming an advisor. Three fellow member who reached their term limits will join the Advisory Board: Jim Kossler, Sandi Mejia and Ladd Thomas are nominated as Advisors.

MOTION: **ON MOTION OF** Mr. Fuhrman and seconded by Mr. Bell, the Board voted by unanimous vote of the twenty-three members present (Bell, Bowie, Chan, Dattola, Ealy, Endrijonas, Frammolino, Fuhrman, Harmsen, Hawkins, Howard, Kinney, Lam, Lan, Mitchell, Newman, Rankin, Scharre-Pitzer, Schrader, Schweitzer, Stanislawski, Sun, and Winter) to approve Bill Goldmann, Jim Kossler, Sandi Mejia and Ladd Thomas as Advisors.

I. REPORTS

A. STRATEGIC PLAN

Dr. Jim Kossler presented the Strategic Plan: 2020 Vision to the Board. The last strategic plan was adopted in 2013 and now that the campaign is over, it was time for a new plan. The Board, Advisors, Dr. Endrijonas and her Executive committee members were surveyed and interviewed to see what the focus of the Foundation is and where it should be. Mr. Pendleton Armistead pulled together a report called challenges and opportunities which had all the feedback from the interviews.

Dr. Kossler thanked Ms. Abram and members of the Strategic Planning committee for all their hard work.

Dr. Kossler Motion to adopt the 2020 Vision:

MOTION: **ON MOTION OF** Dr. Kossler and seconded by Mr. Howard, the Board voted by unanimous vote of the twenty-three members present (Bell, Bowie, Chan, Dattola, Ealy, Endrijonas, Frammolino, Fuhrman, Harmsen, Hawkins, Howard, Kinney, Lam, Lan, Mitchell, Newman, Rankin, Scharre-Pitzer, Schrader, Schweitzer, Stanislawski, Sun, and Winter) to adopt the Strategic Plan.

B. COLLEGE PRESIDENT'S REPORT

Dr. Endrijonas stated there's a tiny dip in enrollment but most districts are seeing a decline now as well about 1-10% decline.

The college has done a great job in bringing students in the Welcome Center; 1,500 students have walked through the center.

Board of Trustees approved the \$173 million budget. They also have updated their vision statement,

Work has begun on accreditation, the comprehensive report is not due until March 2021. The college is stronger and in great shape.

Dr. Endrijonas noted the college is working on the Educational Master Plan; the last one was done in 2009 and that was a 10 year plan, now it's time to update it. Also working on the Facilities Master Plan – which started in 2013 then got abandoned in 2016.

An assembly bill AB48 is working its way through the legislature -it will be on the March 2020 ballot. It states the public preschool, K-12, and College Health and Safety Bond Act of 2020 will provide \$15 billion to construct and modernize educational facilities. Community Colleges will get \$2 billion if this Assembly bill passes.

C. TRUSTEE LIASION REPORT

Mr. Hilsman stated the enrollment is slightly down which is representative of all higher education now.

He commended Dr. Endrijonas on her community engagement.

D. COMMUNICATIONS AND PUBLIC RELATIONS

Mr. Frammolino noted there will be a significant shift in the way we communicate - it needs to be more narrative. The committee will be shifting our message from the major gifts campaign to the communication campaign. There will be 50 stories written.

The committee has begun working with a new tool –Grad Uway. This software will be used as an outreach program to connect alums.

E. ADVANCEMENT COMMITTEE

Ms. Dolores Ybarra spoke on behalf of Ms. Carmella Grahn, chair of this committee. She thanked the committee for meeting all summer long. PCC Foundation has raised \$300k this summer and there were 13 major gifts from this year.

Ms. Ybarra noted the focus is now on annual and planned giving. There is a list of 1,800 prospects that the committee will look through. There will be two major direct mail pieces going out.

F. SCHOLARSHIP COMMITTEE

Mr. Greg Sun reminded the board to attend the Scholarship Ceremony on December 6th. Over \$350K in scholarships will be awarded.

The student applications are due on October 14th, then after the committee will evaluate the applications and select the recipients.

G. PCC FOUNDATION PRESIDENT'S REPORT

Mr. Bill Hawkins thanked everyone for the tremendous support for the Foundation and recognized Ms. Abram and her staff for their hard work. He expressed his excitement to have great leadership on these committees.

H. EXECUTIVE DIRECTOR'S REPORT

Ms. Abram reminded the board to attend next month's Hometown Legend Series with Sheldon Bull at the Athenaeum.

II. ADJOURNMENT

Mr. Hawkins adjourned the meeting at 9:07 a.m.

MOTION: **ON MOTION OF** Mr. Howard and seconded by Mr. Sun, the Board voted by unanimous vote of the twenty-three members present (Bell, Bowie, Chan, Dattola, Ealy, Endrijonas, Frammolino, Fuhrman, Harmsen, Hawkins, Howard, Kinney, Lam, Lan, Mitchell, Newman, Rankin, Scharre-Pitzer, Schrader, Schweitzer, Stanislawski, Sun, and Winter) to adjourn the Quarterly Regular Business Meeting held on Tuesday, September 17, 2019.

MOTIONS CARRIED – September 17, 2019

1. To approve the Minutes of June 19, 2019 Annual and Quarterly Board Meeting.
2. To approve Financial Report and 2019-2020 Budget.
3. To approve four new Advisory Board Members.
4. To adopt the Strategic Plan.
5. To adjourn the Quarterly Regular Business Meeting held on Tuesday, September 17, 2019.

Respectfully submitted,

By: 
Don Schweitzer, Secretary

Pasadena City College Foundation

FINANCIAL OPERATIONS POLICIES

Adopted June 20, 2007

Amended May 13, 2014

Proposed Updated Amendments August 1, 2019

Note: These policies have been adopted by the Pasadena City College Foundation Board of Directors (hereinafter, the "Board") as guidelines for managing the funds held at the PCC Foundation (the "Foundation"). All funds will adhere to these policies ~~unless the fund was accepted prior to the adoption of these policies and if the governing documents of the fund have substantially different requirements contrary to the policies herein.~~

The Board reserves the right to make an exception from these policies on a case-by-case basis.

These policies and procedures may be superseded or modified at any time by the Board.

I. Contributions

a. Asset Types:

- i. The Foundation will accept unrestricted contributions of property including: marketable securities, cash, life insurance policies and annuities. Subject to the review of the Board, the Foundation will also accept real property, private business holdings and restricted assets. The investment counsel has the authority to sell or hold gifts of stock as part of the financial portfolio as they deem fiscally appropriate.
- ii. The Foundation will either sell or liquidate real property and other non-cash contributions, transferring the net proceeds from the sale to ~~of~~ the Foundation portfolio – or – as appropriate, transfer non-cash items (such as equipment or supplies) to the appropriate recipient/department at PCC.

b. Terms and Conditions of Gifts

- i. Any restrictions shall be reviewed by the Board before the donation is accepted.
- ii. Where the terms and conditions specified by a potential donor are considered unachievable or in conflict with PCC policies, the Board shall meet with the donor to resolve the issues in question. If the terms and conditions applying to the proposed donation cannot be modified to meet the Foundation's concerns, the Board shall respectfully decline to accept the donation.
- iii. Funds must be for use only by or for programs of PCC.
- iv. The Foundation shall be knowledgeable of the source of a donation and its donor. For donations in excess of \$5,000, the Foundation will comply with the requirements of the US Patriot Act.
- iv-v. The Foundation reserves the right to restrict the use of its name in connection with the publication as a recipient of a gift.

c. Classification of Donations (Accounting Definition)


As required by Financial Accounting Standards Nos. 116 (Accounting for contributions received and Contributions Made) and 117 (~~F~~inancial Statements of Not-for-profit organizations), contributions accepted by the Foundation are to be classified into one of three accounting categories, namely:

UNRESTRICTED: Those net assets which represent the portion of expendable funds that are available to support the PCC Foundation's programs and operations. A portion of these net assets may be designated by the Board for specific purposes.

TEMPORARILY RESTRICTED: Those net assets which are donor-restricted for (a) support of specific programs and operating activities; (b) investment for a specified term; (c) use in a specified future period; or (d) acquisition of long-lived assets.

PERMANENTLY RESTRICTED: Those net assets and activities which are permanently donor-restricted for holdings of (a) assets donated with stipulations that they be used for a specified purpose, be preserved, or not be sold; or (c) assets donated with stipulations that they be invested to provide a permanent source of income.

d. Classification of Donations (Operating Definition)
Unrestricted Funds (i.e., General Funds)

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1. The general fund supports specific programs of PCC and the PCC Foundation. This includes, but is not limited to grants, awards and program support to the College. The general fund also supports the operations and administration of the Foundation.
 2. Board Designated Funds are unrestricted gifts that the Board has voted to limit for a specific purpose. (This will typically affect large, unrestricted gifts and bequests.)

Temporarily Restricted Funds:

There are two types of temporarily restricted funds: (1) Short term projects, programs or special events with restrictions set by the donor; and (2) those funds that hold accumulated earnings on endowments. The following section refers to stand alone temporarily restricted funds and not to funds holding accumulated earnings on endowments.

1. New Accounts: The initial minimum aggregate donations totaling \$10,000 are needed in order to establish a named account. Accounts less than \$10,000 may be set up with the approval of the Board.
2. Inactive or small accounts: Temporarily restricted funds that are less than \$500 and remain at or below \$500 for 12 consecutive months; or funds that have not activity for a period of 24 months must:
 - a. Be fully expended for the designated purpose within the following 12 month period, or
 - b. Have revenue added to the fund in order to keep it active; or
 - c. If either of the above does not occur, the Foundation reserves the right to close out the fund and move the proceeds to a similar account (usually within the same academic department)
3. Restricted funds: Restricted funds set up for special events or grants will be closed 3 months after the event or grant period ends. Remaining funds will move into funds for related purposes or into the Foundation's general fund as appropriate.

Permanently Restricted Funds (Endowments)

1. Permanently restricted endowments require an initial principal donation of at least \$25,000. All endowments should conform to general policies and procedures regarding investment composition, income allocation, and distributions as set by the Foundation unless otherwise approved by the Board.
2. Should it become impossible for the donor's original intent to be followed, the endowment fund will be re-designated to align as closely as possible with the donor's original intent. Every effort will be made to discuss any re-designation with the donor or heirs before implementation. All re-designations shall be approved by the Board.
3. All "Net Investment Income" allocated to permanently restricted funds will be tracked in a corresponding temporarily restricted account.
4. Additional contributions that are made to a permanently restricted fund that individually amount to \$250 or less will be added to the temporarily restricted portion of the fund unless specifically restricted otherwise by the donor. (Example: If a faculty member chooses to make a donation to an already permanently restricted scholarship fund in order to increase the amount of a scholarship to be given away in the current fiscal year, the donation will be considered temporarily restricted and available for spending.)
5. Additional contributions that are made to a permanently restricted fund that individually amount to \$250.01 or more will be added to the permanently restricted portion of the fund unless specifically restricted otherwise by the donor.

Special Circumstances Funds:

Special circumstance assets that have been "grandfathered" into the Foundation, or those that have received Board approval for special treatment.

II. Impractical, Wasteful or Unlawful Funds

Probate Code Section 18506(d) provides that the Foundation may, upon providing 60 days' notice to the Attorney General, release or modify a restriction on the management, investment or purpose of an institutional fund if the restriction is unlawful, impracticable, impossible to achieve or wasteful. As required by Probate Code Section 18506(d)(1-3), the funds must have a balance under \$100,000, more than 20 years have lapsed since these funds were

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established and the Foundation must continue to manage and use the funds in a manner that is consistent with the charitable purposes expressed in the gift instrument or governing documents of the fund.

III.III. Investment and Spending Policy

The Statement of Investment and Spending Policy has been defined in a separate document that is reviewed by the Finance and Investment Committee.

III.IV. Income and Expense Allocations:

- a. On an annual basis, the Foundation reserves the right to institute a fund management fee, or to net operating expenses against investment income of the Foundation.
- b. "Net Investment Income" shall be allocated to each of the funds/projects as follows:
 1. The following funds will participate 100% in Net Investment Income/Loss Allocation:
 - a. Class A – Unrestricted Funds
 - b. Class D – Permanently Restricted Funds (including related temporarily restricted accounts that track accumulated earning on permanently restricted funds)
 - c. Class E – (previous Student Fund Association accounts)
 2. The following funds will participate 50% in Net Investment Income/Loss Allocation:
 - a. Class C – Temporarily Restricted Funds with balances of \$10,000 or more at the end of the quarter.
 3. The following funds will NOT participate in the Net Investment Income/Loss Allocation:
 - a. Class B – Temporarily Restricted Funds with balances of less than \$10,000 at the end of the quarter.
 - b. Class F – Grants
 - c. Class G – Funds receiving special allocations outside the normal investment guidelines
 - d. Class H – Osher Funds. These funds will receive a special investment income.
 - e. Class X – closed Funds
- c. "Investment Income" is defined as dividends, interest, realized gains/losses, unrealized gains/losses, and other immaterial income/expenses (e.g., cost basis adjustments, share splits, etc.)

- d. "Net Investment Income" consists of "Investment Income" less broker investment management fees.
- e. "Net Investment Income" shall be allocated on a quarterly basis based on the ending balance in each participating fund.
- f. "Pro-rata Share" is the balance of the participating fund divided by the total of all participating funds, multiplied by the participation percentage (i.e., 50% pro rata share, 100% pro rata share, etc.) multiplied by the Net Investment Income.
- g. In any given period "Net Investment Income" may result in a Net Investment Loss. These losses will be distributed in the same manner as "Net Investment Income."
- h. Any fund that transfers over \$100,000 to another fund, or to a specialized investment pool, may receive, based on the discretion of the treasurer and subject to approval of the Board, a special net investment income allocation for the quarter in which the transfer occurs.

IV.V. Distributions

The Foundation has the fiduciary responsibility of ensuring that restricted funds are used appropriately. Disbursement of funds may be denied if the Board and/or Foundation Executive Director have reason to believe that funds are being used inappropriately.

- a. Permanently Restricted Funds (endowments)
 - i. The Board will examine the overall return for the past 12 quarters, as well as the current and projected levels of cost inflation/deflation, to determine an over percentage that may be distributed from each fund during any given quarter/year.
 - ii. At its discretion, the Board may limit distributions on a fund-by-fund basis to mitigate: investment losses, inflation erosion, or excess distributions of the original principal amount.
- b. Temporarily Restricted Funds
 - i. Distributions will be made in accordance with the governing document.
 - ii. Funds created by or whose spending authority includes PCC faculty, staff or administrators whose purpose is to support a division or department of the college, or educational or professional development of a PCC employee, must include signature authorization of the current dean or vice president of the division or department. In the

case where the fund documents contain signature authority for a former dean or vice president that is no longer serving in their capacity, signature authority is deemed to have passed to the current dean or vice president or interim dean or interim vice president until such time as new signatures have been received.

c. Unrestricted Funds (general funds)

- i. At its discretion, the Board shall distribute monies from these funds to carry out the mission of the Foundation. All distributions will be made in accordance with the board-approved annual budget.
- ii. All unbudgeted distributions equal to or exceeding \$1,000 from Unrestricted Funds shall be approved by the Executive Committee.
- iii. For total annual distributions in excess of 5% of the fiscal year's beginning market value of the Unrestricted Funds investment portfolio, a two-thirds approval of the Board shall be required.
- iv. The Executive Director may, at his or her discretion, approve single gifts of up to \$1,000 not to exceed an annual total of \$10,000 to program on campus from the general fund without prior approval from the Board. A listing of such gifts equal to or exceeding \$250 will be reported to the Executive Committee at the next scheduled Board meeting.
- v. Programs receiving distributions from the Foundation including those receiving grants from the Foundation will be required to provide a timely report on how the funds were used and results/outcomes as a result of the grant. These report will be presented to the Board, upon request.



BOB MILLER

Experienced Vice Chancellor with a demonstrated history of working in the higher education industry. Skilled in Nonprofit Organizations, Negotiation, Accreditation, Event Planning, and Customer Service. Strong finance professional graduated from University of LaVerne.

Vice Chancellor, Finance and Resource Development

Los Angeles Community College District

Apr 2016 – Present

Los Angeles, California

Pasadena City College

Superintendent/President

May 2014 – Jun 2015

Assistant Superintendent/Senior Vice President Business and College Services

Sep 2012 – Apr 2015

Pasadena, California

Vice President, Development, Marketing and Member Svcs

INTELECOM

Aug 1990 – Apr 2005

Vice President, Property Management and Operations

David N. Schultz, Inc.

Sep 1985 – Jun 1990

Glendale, California

Pasadena City College

Associate Dean for Instruction/Learning Resources

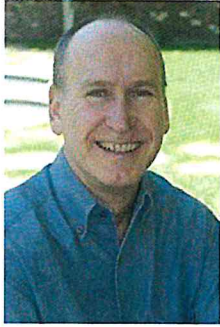
Jul 1982 – Sep 1985

Manager, Media Services

Jul 1979 – Jul 1982

Production Manager, Instructional Television Services

Oct 1977 – Jul 1979



Sheldon Bull

Sheldon Bull is a graduate of Pasadena High School, Pasadena City College and UCLA, and is a longtime resident of Pasadena. He has worked as a professional television sitcom writer, producer, and director for thirty years. His career has included writing for *MASH*, developing, writing and producing the CBS sitcom *Newhart*, writing and producing the series *Coach* and producing, writing and directing the ABC hit series *Sabrina – The Teenage Witch*. He is currently a writer/producer on the top-rated show *MOM*. He has worked on the staffs of eleven different prime time network television situation comedies and has personally written or rewritten over three hundred sitcom episodes.

Bylaws of the Pasadena City College Foundation, Inc.

ARTICLE I

NAME

1.1 Name

The name of this corporation shall be the Pasadena City College Foundation, Inc. (herein referred to as “the Foundation”). The business of the corporation may be conducted as PCC Foundation.

ARTICLE II

PRINCIPAL OFFICE

2.1 Principal Office

The principal office for the transaction of business of the Foundation is hereby fixed and located at Pasadena, County of Los Angeles, in the State of California. The Board of Directors may at any time change the location of the principal office from one location to another within the Pasadena Area Community College District (PACCD).

ARTICLE III

SEAL

3.1 Seal

The seal of the Foundation shall bear the Pasadena City College logo.

ARTICLE IV

PURPOSES AND POWERS

4.1 Purpose

The Foundation is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

The Foundation is an auxiliary organization of PACCD, formed and operating in accordance with the provisions of California Education Code §§72670 through 72682. The Foundation is formed and exists for the purpose of promoting the general welfare of PACCD and Pasadena City College ("PCC" or "the College") in the following manner:

- By assisting and supporting the College in the attainment of educational, cultural, and scientific goals.
- By assisting and supporting the College in fulfilling its role in serving the community of which it is a part.
- By soliciting, raising, managing and distributing monies, properties, and other assets for the award of scholarships, loans and/or grants to students and College staff on the basis of need and/or merit, the construction or modification of buildings, the purchase or lease of equipment, and such other purposes as the Board of Directors may determine as appropriate consistent with the Articles of Incorporation and these Bylaws.

4.2 Powers

The Foundation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the Foundation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the Foundation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

4.3 Nonprofit Status and Exempt Activities Limitation.

- (a) Nonprofit Legal Status. The Foundation is a California non-profit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.
- (b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of the Foundation shall take any action or carry on any activity by or on behalf of the Foundation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation and these Bylaws.

(c) Distribution Upon Dissolution. Upon termination or dissolution of the Foundation, any assets lawfully available for distribution shall be distributed, as may be decided by a majority of the Board of Directors at a final regular meeting of the Board of Directors, to the PACCD General Fund or to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, exist for the purpose of benefitting the California community college system.

ARTICLE V

MEMBERSHIP

5.1 No Membership Classes

The Foundation shall have no members who have any right to vote or interest in the Foundation or to its assets.

ARTICLE VI

BOARD OF DIRECTORS

6.1 Number of Directors

The Foundation shall have a Board of Directors consisting of at least 3 and no more than 33 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

6.2 Powers

All corporate powers shall be exercised by or under the authority of the board and the affairs of the Foundation shall be managed under the direction of the board, except as otherwise provided by law.

6.3 Term

- (a) All directors shall be elected to serve a three (3) year term.
- (b) Director terms shall be staggered so that approximately one third of the number of directors will end their terms in any given year.
- (c) Directors may serve terms in succession for no more than two (2) additional terms for a total of nine (9) years of continuous service.
- (d) After three (3) year terms, a director may be appointed as an advisor to the Board of Directors. After a one (1) year absence as a director, a person may be elected to the Board of Directors at the next annual meeting.
- (e) The term of office shall be considered to begin July 1 and end June 30 of the second year in office.

6.4 Qualifications and Election of Directors

In order to be eligible to serve as a director on the Board of Directors, the individual must be 18 years of age. Directors may be elected at any board meeting by the majority vote of the existing Board of Directors. The election of directors to replace those who have fulfilled their term of office shall take place at the Annual Meeting each year. The Superintendent/President of PACCD/PCC shall be a voting member of the Board of Directors. The current President of the Pasadena City College student governance group, currently known as the Associated Students, will serve as an Ex-Officio member of the Board with a one-year term coinciding with their term as Associated Students President.

6.5 Vacancies

The Board of Directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director at the time such vacancy occurs, or may leave the unfilled board position vacant until the next annual meeting of the Board of Directors. If the vacancy is filled at the time such vacancy occurs, the term of the new director shall be the balance of the term of the director being replaced in addition to the regular three (3) year term.

6.6 Removal of Directors

A director may be removed for cause by two-thirds vote of the Board of Directors then in office, if before any meeting of the board at which a vote on removal will be made, the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board. "Cause" shall include, but shall not be limited to:

- (a) The director is absent and unexcused from two or more meetings of the Board of Directors in a twelve month period. The board president is empowered to excuse directors from attendance for a reason deemed adequate by the board president. The board president shall not have the power to excuse him/herself from the board meeting attendance and in that case, the board vice president shall have the authority to excuse the president. Absent extenuating circumstances, if a director fails to give notice to the Foundation office that he or she will be absent from a board meeting, the absence shall be deemed unexcused.
- (b) Breach of any material duty or obligation under the Foundation's Articles of Incorporation, Bylaws or policies;
- (c) Conviction or plea of guilty or *nolo contendere* to any felony, or any misdemeanor (other than traffic violation) involving a crime of moral turpitude;
- (d) Any conduct that causes or may potentially cause material harm to the Foundation, including the reputation or mission of the Foundation;
- (e) Any act constituting an undisclosed conflict of interest, including as defined by Education Code Sections 72677 through 72679.

6.7 Board of Directors Meetings

- (a) Place of Meeting. Regular meetings of the Board of Directors shall be held at any place within PACCD.

(b) Compliance with Brown Act. Meetings of the Board of Directors shall be open to the public and conducted in accordance with and subject to the limitations of the Brown Act, Government Code §54950 *et seq.* and the notice and agenda of each meeting shall be posted in accordance therewith. Any vote taken shall be reported as required.

(c) Regular Meetings. The Board of Directors shall have a minimum of four (4) regular meetings each calendar year at times and places within PACCD fixed by the board. Regular board meetings shall be held upon 72 hours notice and the agenda of such meeting shall be posted in accordance with the Brown Act, Government Code §54950 *et seq.* Notice to directors shall be given by first-class mail, electronic mail, or facsimile transmission or delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting.

(d) Annual Meeting. The regular meeting of the Board of Directors in the third quarter of each year is designated as the Annual Meeting of the Board of Directors, which shall serve as the principal organizational meeting for the purpose of election of directors, election of officers and the transaction of other business.

(e) Special Meetings. Special meetings of the board may be called by the president, vice president, or any two (2) other directors of the Board of Directors. Special board meetings shall be held upon 24 hours notice and the agenda of such meeting shall be posted in accordance with the Brown Act, Government Code §54950 *et seq.* Notice to directors shall be given by electronic mail, or facsimile transmission or delivered personally or by telephone. If sent by facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the transmission system. Notice of meetings shall specify the place, day, and hour of meeting.

6.8 Manner of Acting.

(a) Quorum. A majority of the directors in office shall constitute a quorum for the transaction of business at that meeting of the board. No binding vote shall be taken on action by the board at any meeting at which a quorum is not present.

(b) Majority Vote. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

(c) Hung Vote. On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the president, or if the president is not present, the first vice president, shall have the power to swing the vote based on his/her discretion.

(d) Participation. No voting by proxy shall be permitted. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or telephonic conference call.

6.9 No Compensation for Director Service

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities.

6.10 Advisors to the Board

The Board may invite an individual to be an advisor to the Board whose role is consultative only. An advisor does not have voting privileges and is not considered a member of the board. An advisor is entitled to receive a board packet and shall be invited to attend the Directors' annual dinner. An advisor may serve on a Foundation standing or ad hoc committee.

ARTICLE VII

COMMITTEES

7.1 Standing Committees

(a) The Board of Directors may, by the resolution adopted by a majority of the directors then in office, designate one or more Standing Committees, each consisting of two or more existing directors, to serve at the pleasure of the board. The Executive Committee, the Audit Committee and the Finance Committee are deemed Standing Committees. Membership on a Standing Committee shall be by election by the majority vote of the existing Board of Directors for a term of one year. The Superintendent/President of PACCD/PCC shall be a member of the Executive Committee.

(b) Any Standing Committee, to the extent provided in the resolution of the board, shall have all the authority of the board, except that no committee, regardless of board resolution, may:

- (1) take any final action on matters which also requires board members' approval or approval of a majority of all members;
- (2) fill vacancies on the Board of Directors or in any committee which has the authority of the board;
- (3) amend or repeal Bylaws or adopt new Bylaws;
- (4) amend or repeal any resolution of the Board of Directors;
- (5) appoint any other committees of the Board of Directors or the members of these committees;
- (6) expend corporate funds to support a nominee for director.

(c) Brown Act Compliance

Standing Committees shall comply with the provisions of the Brown Act, Government Code §54950 *et seq.*

(d) Meetings and Action of Standing Committees

Meetings and action of the Standing Committees shall be governed by and held and taken in accordance with the provisions of Article VI of these Bylaws concerning regular and special meetings of the Board of Directors. The Executive Committee shall meet monthly. The Finance Committee shall meet at least quarterly.

(e) Ratification of Actions by Standing Committees

Actions taken by the Standing Committees requiring approval pursuant to Education Code § 72675 shall be ratified by the Board of Directors.

7.2 Executive Committee

(a) Composition

The Executive Committee shall consist of the Superintendent/President of PACCD/PCC, all officers of the Board of Directors, and up to ten (10) additional existing directors elected by the Board of Directors at the annual meeting, to a maximum of sixteen (16) Executive Committee members. The immediate past board president may be appointed as an advisory member of the Executive Committee.

(b) Authority

The Executive Committee shall have and exercise all of the power of the Board of Directors of the Foundation between meetings of the Board. Written reports of the actions of the Executive Committee shall be submitted to the Board of Directors at its next quarterly meeting.

7.3 Ad Hoc Committees

The board president may designate one or more Ad Hoc Committees, each consisting of two or more existing directors, to serve at the pleasure of the board. Ad Hoc Committees may also include members of the community. Ad Hoc Committees advise the Executive Committee and/or the Board of Directors on matters related to the purpose for which the Ad Hoc Committee was formed. Ad Hoc Committees shall have no authority to take action.

ARTICLE VIII

OFFICERS OF THE BOARD

8.1 Board Officers

The officers of the Foundation shall be a board president, vice president, secretary, and treasurer, all of whom shall be existing directors and shall be chosen by, and serve at the pleasure of, the Board of Directors. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers. The

board may also appoint additional vice presidents and such other officers as it deems expedient for the proper conduct of the business of the Foundation, each of whom shall have such authority and shall perform such duties as the Board of Directors may determine. One person may hold the offices of secretary and treasurer, but no board officer may act in more than one capacity where action of two or more officers is required.

8.2 Term of Office

Each officer shall serve a one (1) year term, elected by a majority of the existing board members. The term shall run from July 1 to June 30. The president may not serve more than two (2) consecutive terms of office.

8.3 Removal and Resignation

The Board of Directors may remove an officer at any time, for cause. "Cause" shall include the causes listed in Section 6.6 but may include other causes as the Board of Directors may determine. Any officer may resign from his or her position as an officer of the Foundation. Such resignation shall not prevent the individual from being re-elected to an officer position of the Foundation in the future.

8.4 Board President

The board president shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform all other duties incident to the office or properly required by the Board of Directors.

8.5 Vice President

In the absence or disability of the board president, the ranking vice president or vice president designated by the Board of Directors shall perform the duties of the board president. The designation "first vice president" shall mean the ranking vice president. When so acting, the vice president shall have all the powers of and be subject to all the restrictions upon the board president. The vice president shall have such other powers and perform such other duties prescribed by the Board of Directors or the board president. The first vice president shall normally accede to the office of board president upon the completion of the board president's term of office.

8.6 Secretary

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board of Directors and Standing Committees. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The secretary shall cause notice to be given of all meetings of directors and Standing Committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the board president.

8.7 Treasurer

The treasurer shall be the lead director for oversight of the financial condition and affairs of the Foundation. The treasurer shall oversee and keep the Board of Directors informed of the financial condition of the Foundation. In conjunction with other directors and/or the Executive Director of the Foundation, the treasurer shall oversee budget

preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the Foundation, are made available to the Board of Directors on a timely basis or as may be required by the Board of Directors. The treasurer shall perform all duties properly required by the Board of Directors or the board president. The treasurer may appoint, with approval of the board a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the treasurer. The treasurer shall serve as the chairperson of the Finance Committee.

8.8 Past President

The Past President may remain on the board and executive committee to help create continuity in leadership. If a current President has reached his/her term limit at the conclusion of the term of office as President, then an exception may be made to extend the term limit in order to remain on the board in the office of Past President until a successor is duly elected by the Board of Directors or up to two years, whichever is earlier.

ARTICLE IX

EXECUTIVE DIRECTOR

9.1 Executive Director

The Executive Director is an employee of PACCD and shall be appointed by the Superintendent/President of PACCD/Pasadena City College to serve the Foundation.

The Executive Director shall be the chief executive officer of the Foundation responsible for the business and operations of the Foundation, the office, staff and personnel. The Executive Director shall perform those duties prescribed by the Board of Directors, shall formulate plans and advise on policies for the accomplishment of the Foundation's objectives, and shall be responsible for the management and implementation of the Foundation's policies as adopted by the Board of Directors.

ARTICLE X

FINANCIAL AUDIT

10.1 Time and Report of Results of Audit

The Audit Committee shall ensure that the financial books and records of the Foundation shall be audited within three (3) months following the close of the fiscal year. The results of such audit shall be presented to and received by the Board of Directors at the first regular meeting of the Board of Directors following the issuance of such report. Such audit shall be presented to the Board of Trustees of PACCD.

ARTICLE XI

CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

11.1 Contracts and other Writings

Except as otherwise provided by resolution of the board or board policy, all contracts, grants, and other agreements of the Foundation shall be executed on its behalf by the Executive Director or other persons to whom the board of director has delegated authority to execute such documents in accordance with policies approved by the Board of Directors. The Executive Director shall have the authority to execute documentation acknowledging acceptance of donations by the Foundation, such documentation serving as the equivalent of a resolution of the Board of Directors for that purpose until the next meeting of the Board of Directors when a resolution shall be adopted.

11.2 Checks, Drafts

Checks issued in the name of the Foundation shall be signed as follows:

- Checks less than \$1,000 may bear one signature of the Executive Director or the Director of Operations of the Foundation.
- Checks of \$1,000 or more but less than \$10,000 shall require signatures of any two of the following: Executive Director, Director of Operations, or any officer of the Board of Directors.
- Checks of \$10,000 or more shall require two signatures: (1) The Executive Director or the Director of Operations, and (2) Any officer of the Board of Directors.

11.3 Deposits

All funds of the Foundation shall be deposited from time to time to the credit of the Foundation in such banks, trust companies, or other depository as the Board of Directors or Standing Committee may select.

11.4 Loans

No loans or encumbrances against Foundation funds or assets shall be contracted on behalf of the Foundation and no evidence of indebtedness or encumbrance shall be issued in its name unless authorized in advance by resolution of the Board of Directors.

11.5 Indemnification

The Foundation shall indemnify any director or former director who is or was a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was a director of the Foundation and was acting in that capacity at the time of the acts or omissions that are the subject of the proceeding, provided that such person (a) conducted himself in good faith, (b) reasonably believed that his or her conduct was in the best interests of the Foundation, and (c) his or her conduct was not opposed to the best interests of the Foundation. No person shall be entitled to indemnification under this Section either (a) in connection with a proceeding brought by or in the right of the Foundation in which the director was adjudged liable to the Foundation or (b) in connection with any other proceeding charging improper personal benefit to the director or former director, whether or not involving action in his or her official capacity, in which he or she is ultimately adjudged liable on the basis that he or she improperly received personal benefit. The termination of any action, suit, or proceeding by judgment, order, settlement, or conviction or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith or otherwise failed to meet the standard of conduct set forth in this Section.

Any indemnification under this Section (unless ordered by a court) shall be made by the Board of Directors only as authorized in each specific case upon a determination that indemnification of the director or former director is permissible under the criteria set forth above. Such determination shall be made (a) by the Board of Directors by a majority vote of a quorum of disinterested directors who at the time of the vote are not, were not, and are not

threatened to be made parties to the proceeding, or (b) if such a quorum cannot be obtained, by the vote of a majority of the members of a committee of the Board of Directors designated the board, which committee shall consist of two or more disinterested directors who are not, were not, and are not threatened to be made parties to the proceeding, or (c) if such a quorum of the Board of Directors cannot be obtained or such a committee cannot be established, or even if a quorum of the Board of Directors so directs, then by independent legal counsel selected by the Board of Directors in accordance with the preceding procedures.

Indemnification under this Section shall be against expenses (including reasonable attorneys' fees), liability, judgments, and fines, actually and reasonably incurred by such person in connection with such proceeding, and amounts paid in settlement of such proceeding provided that any settlement amount to be indemnified is approved by the Board of Directors in advance of consummation of any settlement agreement. The determination of reasonableness of the amount of any indemnification sought shall be made by the Board of Directors or a committee thereof or by independent legal counsel following the same procedure set forth above.

ARTICLE XII

MISCELLANEOUS

12.1 Books and Records

The Foundation shall keep correct and complete books and records of account and shall keep minutes of all meetings of and actions taken by the Board of Directors and by the Standing Committees of the Board of Directors. In addition, the Foundation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

12.2 Fiscal Year

The fiscal year of the Foundation shall be from July 1 to June 30 of each year.

12.3 Conflict of Interest

The Board of Directors shall adopt and periodically review a conflict of interest policy to protect the Foundation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, or member of a committee with board-delegated powers.

12.4 Nondiscrimination Policy

It is the policy of the Foundation not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, disability, veteran's status, political service or affiliation, color, religion, or national origin. The directors, officers, committee members, employees, agents and persons served by the Foundation shall be selected entirely on a nondiscriminatory basis with respect to any class of persons protected from discrimination under federal and state law.

12.5 Amendment of Bylaws

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the Board of Directors then in office at a meeting of the board, provided, however,

- (a) that no amendment shall be made to these Bylaws which would cause the Foundation to cease to qualify as a tax exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.
- (b) that an amendment does not affect the voting rights of directors.
- (c) that all amendments be consistent with the Articles of Incorporation.

ARTICLE XIII

AMENDMENT OF ARTICLES OF INCORPORATION

13.1 Amendment

Any amendment to the Articles of Incorporation may be adopted by approval of two-thirds (2/3) of the Board of Directors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of Pasadena City College Foundation, Inc. were approved by the Board of Directors on _____, 2017 and constitute a complete copy of the Bylaws of the Foundation.

Secretary _____

Date: _____

Ocie Kara-Simonyan

From: Alexander Boekelheide
Sent: Wednesday, December 11, 2019 9:03 PM
To: Alexander Boekelheide
Subject: PCC Board of Trustees meeting report, December 11, 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 meeting opened with a performance of the Christmas tune "Winter Wonderland" by the PCC Chamber Singers, under the direction of Rodger Guerrero.
- Members of the board commemorated the upcoming 100th anniversary of the 19th Amendment to the U.S. Constitution, related to women's suffrage, by [passing a resolution](#) marking August 26, 2020, as a historic day for democracy.
- A number of members of the PCC community who have passed in recent days were remembered during public comment. Vice President of Student Services Cynthia Olivo paid tribute to counselor Chiara Thomas Hensley; PCC Band Director Kyle Luck remembered former orchestra director Jo Stoup; former athletic director Skip Robinson honored Irv Noren, who played baseball at PCC and professionally in the 1940s and 50s, and Joseph Barnes, a professor in chemistry and assistant basketball coach under Jerry Tarkanian; and Natural Sciences Dean Martha House spoke about Bruce Carter, a former dean of natural sciences. Board President Jim Osterling adjourned the meeting in honor of these individuals.
- The board approved three memoranda of understanding between the district and its collective bargaining units regarding the work schedule over the holiday break.
- The board approved a host of changes to academic programs and curriculum, following recommendations made by the Curriculum and Instruction Committee.
- Crystal Kollross, the college's executive director of institutional effectiveness and research, gave an update on the district's [Educational Master Plan](#). The presentation engendered a healthy discussion of the college's imperative to prepare students for transfer and the workforce efficiently and effectively over the next half decade.
- The board accepted the fiscal year 2019 audit of the college's general accounts and its Measure P bond funds. The district's independent accountants spoke highly of the district's fiscal controls and the board's fiscal stewardship.
- In a separate information item, Michael Bush, assistant superintendent/vice president for business and administrative services, shared a [report on the district's outstanding bond debt](#), which totals roughly \$73.4 million.
- The board accepted nearly \$30,000 in grant funds through the BUILD PODER program, a partnership between CSU Northridge, UCLA, USC, UC San Diego, the University of North Texas, Drexel University, PCC, and East Los Angeles College that is designed to increase the diversity of the biomedical workforce.
- PCC's contract with Ellucian, Inc., will increase by roughly \$371,000 annually to encompass expanded workflow and cloud-hosting services related to the Banner business software package. The college estimated that the services provided through the expanded contract would cost at least \$400,000 annually if sought through a third-party provider.
- The board formally accepted the completion of two projects: one to ensure business continuity in the event of a natural disaster, and another to provide smart-room upgrades to 13 classrooms.
- Coach Max Corporation will provide coach bus services for student travel through a \$65,000 contract approved by the board.

- Choral instructors Guerrero and Andreas Preponis will lead the PCC Chamber Singers and the Jazzadena ensemble on a concert tour of venues in New York City and Philadelphia in April, following action taken by the board.
- Forty Ujima students will travel to San Diego-area universities in April through a college tour trip approved by the board tonight.
- Local high school students enrolled in Upward Bound, Upward Bound Math/Science, and TRIO will take several Spring Break trips next year to the Bay Area, Arizona, Running Springs and Catalina Island under plans approved by the board.
- The board approved travel by the Associated Students executive committee to Washington, D.C., for Congressional lobbying in March 2020.
- The board approved a number of personnel actions:
 - Desiree Hernandez joins the PCC community as a center coordinator in student equity.
 - The college has two new deans: Martha House, who will lead the Natural Sciences division on a permanent basis, and Raquel Torres-Retana, who was named dean of the Rosemead site. Elsewhere at the college, Chrysanthemum Ngyuen moved to serve as health and wellness coordinator in human resources and Kathryn Yu will serve as an accountant in fiscal services.
 - Todd Hampton will leave the college at the end of the month for a new position as vice president of business and administrative services at Diablo Valley College in the Bay Area. In addition, Ronnie Littleton will retire Dec. 30 after 19 years of service in the custodial department, and skilled trades worker Juan Ramirez left PCC earlier this month.

If you'd like to know more, you can access the [full board packet online](#) (click "Dec 11, 2019" under the "Meetings" tab). Video of the meeting is also available on our [YouTube channel](#).

The next regularly scheduled board business meeting will be Wednesday, January 15, at 6 p.m., in Creveling Lounge. Happy holidays!

Thank you,
Alex Boekelheide

--

Alex Boekelheide Special Assistant to the Superintendent/President



Office of the Superintendent/President - C235

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Email: aboekelheide@pasadena.edu

Web: www.pasadena.edu

Alex Boekelheide
("Buckle-hide")
Special Assistant to the Superintendent/President
Pasadena City College
Pronouns: He, him, his

Ocie Kara-Simonyan

From: Alexander Boekelheide
Sent: Wednesday, November 13, 2019 9:04 PM
To: Alexander Boekelheide
Subject: PCC Board of Trustees meeting report, November 13, 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.

- PCC Foundation Board President Bill Hawkins and Executive Director Bobbi Abram shared a remembrance of Adelaide Hixon, who passed away earlier this month at the age of 101. A beloved philanthropist and member of the community, Ms. Hixon gave generously to PCC's public art and to the Hixon Teacher Preparation Program, which bears her name. The Hixon Program places budding teachers in internships at the Polytechnic School, giving them key work experience as they progress through their education. Ms. Abram shared touching personal reflections of Ms. Hixon, telling the story of a determined, outspoken, proudly independent woman who refused to live by anyone else's standards. Through her lifetime, she was the PCC Foundation's most generous individual donor.
- In closed session, the board authorized the payment of a worker compensation claim of \$62,350.
- The board approved changes to seven board bylaws and policies:
 - BB 2110: [Vacancies on the Board](#)
 - BB 2345: [Public Participation at Board Meetings](#)
 - BB 2435: [Evaluation of the Performance of the Superintendent-President](#)
 - BB 2720: [Communications among Board Members](#)
 - BP 3430: [Prohibition of Harassment](#)
 - BP 3540: [Sexual Assault and Other Assaults](#)
 - BP 4030: [Academic Freedom](#)
- In addition, the board unanimously approved new policies governing budgetary and fiscal operations at the college, which are required by regulation to allow the college to issue debt:
 - BP 6200: [Budget Preparation](#)
 - BP 6300: [Fiscal Management](#)
 - BP 6307: [Debt Issuance and Management](#)
 - BP 6340: [Bids and Contracts](#)
 - BP 6450: [Wireless or Cellular Telephone Use](#)
 - BP 6500: [Property Management](#)
 - BP 6520: [Security for District Property](#)
 - BP 6550: [Disposal of Property](#)
 - BP 6600: [Capital Construction](#)
 - BP 6740: [Citizens Oversight Committee](#)
- In a separate vote, the board approved BP 6250: [Budget Management](#) on a vote of 6-0 (with Trustee Fellow absent). The measure adopts as policy an 18% budgetary reserve, which represents two months' salary and benefits expenses for the district. Members of the board weighed the prospects of such a reserve in relation to the college's long- and short-term planning objectives.
- Following the board's approval, the college will file its quarterly financial report with the Chancellor's Office. Michael Bush, assistant superintendent/vice president for business and administrative services, shared that the report showed no variance from the college's expected financial position at the end of the first three months of fiscal year 2020.

- The board approved a host of changes to academic programs and curriculum, following recommendations made by the Curriculum and Instruction Committee.
- The board issued a letter of support of Trustee Wah's candidacy for the Association of Community College Trustees Public Policy and Advocacy Committee.
- Five resolutions were adopted by the board, bestowing formal recognition of Human Rights Day (Dec. 10), the International Day of Persons with Disabilities (Dec. 3), World AIDS Day (Dec. 1), Veterans Day (Nov. 11), and National Native American Heritage Month (November).
- The board recognized a \$400,000 grant from the Chancellor's Office that will bolster mental health services on the campus. Covering services from May 2020 through December 2021, the funds will cover a range of strategies, including expansion of onsite services, early identification of mental disorders for at-risk populations, building upon partnerships with county and community mental health service providers, suicide prevention training, telehealth services (including after-hours crisis services), outreach to at-risk students, peer-to-peer mentoring, and psychological assessment.
- The board formally accepted the completion of two projects: one to provide emergency power to the college, and the other to upgrade four rooms in the V Building.
- The board authorized the awarding of a \$400,000 contract to Perceptiv, Inc., to provide marketing and advertising services to the college. Perceptiv is the agency credited with the college's current "DREAM. COME. DO." campaign.
- Students and staff from PCC Upward Bound will travel in spring to central California to visit UC Merced and CSU Fresno to better understand the benefits and responsibilities of college attendance.
- PCC formally accepted a \$1.9 million allocation through the state's Adult Education Program, which will fund expanding programs in education, English as a second language, workforce development, and school skills. PCC will make subsequent grants to the K-12 school districts in Pasadena and Temple City of \$700,000 and \$350,000, respectively.
- The board approved a number of personnel actions:
 - Anthony Brown (accountant, fiscal services) and Maximilien Mori (information system specialist, human resources) will join the college's classified staff before the end of the calendar year.
 - Victor Cornejo (performing and communication arts) and Tammi Knott-Silva (kinesiology, health, and athletics) resigned their positions with the college, and Joe Conner (natural sciences) will retire at the end of the year following 27 years of service to PCC. In addition, Devern Fleming (information technology services) and Casey Martin (fiscal services) retired from the college, and Kathy Lassiter (child development center) retired after 22 years of service.
- At the recommendation of Board President James Osterling, the meeting was adjourned in memory of Adelaide Hixon and Luis Llamas, a veteran student in the EMT program who perished in a motorcycle accident over the Veterans Day weekend.

If you'd like to know more, you can access the [full board packet](#) (click "Nov 13, 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, December 11, at 6 p.m., in Creveling Lounge.

Thank you,
Alex Boekelheide

--

Ocie Kara-Simonyan

From: Alexander Boekelheide
Sent: Tuesday, October 15, 2019 8:31 PM
To: Alexander Boekelheide
Subject: PCC Board of Trustees meeting report, October 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.

- Management Association President Carlos "Tito" Altamirano led his colleagues with the Association of Latino Employees (ALE) in a presentation on the history of the group and its impact on the college. Under the title "PCC Se Puede," ALE's talk covered the history of the Latinx experience at the college, PCC's current status as a Hispanic Serving Institution, and the group's future dedication to centering equity in all areas of the college.
- A group of community members shared a tribute to Esther Nishio, a PCC alumna who was confined to U.S.-run detention camps during World War II, and who later was the first Asian-American student to return to study on the West Coast. In 2010 Ms. Nishio and other surviving PCC students whose studies were interrupted by the detention were awarded honorary degrees by the college in 2010. Ms. Nishio passed away earlier this month.
- Two students from the Queer Alliance student organization and the Associated Students Vice President for Cultural Diversity shared activities that took place during the college's celebration of National Coming Out Day last week. Following the presentation, Student Trustee Alex Sarkissian spoke about the need for such awareness during a time when the rights of LGBTQ individuals are at risk on a national level. Dr. Endrijonas discussed the initial meeting of the President's LGBTQ Advisory Committee, held on National Coming Out Day, which will provide advice to the executive on issues of interest to the community. Trustee Hoyt Hilsman and Dr. Endrijonas shared moving remembrances of friends they had lost to AIDS during a time when many felt that coming out was too dangerous.
- Trustee Berlinda Brown, who chairs the Accreditation & Board Policy Review committee, reported that the subcommittee expects to bring a selection of policies for approval to the next board meeting. Trustee John Martin, chair of the board Facilities Committee, shared news that the committee has developed a charge and goals for the year, and described its role advising the college on the facilities master plan.
- The board passed resolutions honoring the week of Sept. 22-28 as Asian American and Native American Pacific Islander Serving Institutions Week and Oct. 11 as National Coming Out Day.
- Curriculum changes originating in the divisions of Business, Engineering & Technology, Health Sciences, Social Sciences, and Visual Arts & Media Studies were approved.
- STEM student Christian Burke, who is affiliated with the More Math & Science (MaS²) program, will travel to Washington, D.C., to present his study on "Inclusion, Retention, and Success of PCC Chemistry Classes" at a research conference sponsored by the American Association of Community Colleges and the National Science Foundation.
- The board approved the issuance of a \$347,800 contract to HGA Architects, a Santa Monica firm that will guide the college's facilities master planning process.
- PCC has formally accepted a \$3 million grant from the Department of Education under the title "Abriendo Caminos – Opening Pathways to Institutionalize Equity." The project will aim to close the equity gap in the completion rate for Hispanic and other underserved students through four primary areas: guided entry, career community experiences, updates to key gateway courses, and leveraging technology.
- The board gave approval for Natural Sciences professor Jared Ashcroft to travel with four students to Honolulu to take part in the annual conference of the Society for Advancement of Chicanos/Hispanics and Native Americans in Science later this month.

- The board accepted formal notices of completion for four campus construction projects: the replacement of the turf in Robinson Stadium, the removal of a fountain in the LL Building atrium, the retrofit of windows in the E Building, and the renovation of the Veterans Resource Center.
- The college formally accepted a \$120,000 grant from Pasadena Media, the city's open-access cable channel, to drive the replacement of the projection system in Sexson Auditorium.
- The board approved a number of personnel actions:
 - Micah Young will serve as the college's next dean of the Health Sciences division, following the retirement of Barbara Freund after 10 years of service to the college. Dootsdeemalachanok "Tooktook" Thongthiraj has been appointed as interim dean of the English division, now that Isela Ocegueda has a new role as dean of academic affairs. In addition, Suguey Iribe and Melvin Banh have joined the college as library technicians.
 - Candace Jones has been promoted to associate vice president for information technology services. Eugene Chang (assistant buyer, purchasing), Yuan Yuan Chen (educational advisor), Anna Davis (administrative assistant, English), Raudel Perez (interim supervisor, facilities services), and Lauralyn "Lucky" Springfield (administrative assistant, English) have all accepted new roles at the college.
 - Natural Sciences professor Kerin Huber announced her retirement, effective at the end of this academic year. Andrea Ogaz left the college following her service as an administrative assistant in Admissions & Records
- Following a motion from Board President Jim Osterling, the meeting was adjourned in memory of Esther Nishio.

If you'd like to know more, you can access the [full board packet](#) (click "Oct 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, November 13, at 6 p.m., in Creveling Lounge.

Thank you,
Alex Boekelheide

--

Alex Boekelheide Executive Director



Strategic Communications & Marketing - C145

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Pasadena City College Foundation Fund Balances & Performance

	Market Value (\$)		Performance (%) - thru 10/31/2019	
	10/31/2019	9/30/2019	YTD Return	Last FY
Foundation Funds - Short-term				
Charles Schwab	71,579.26	71,449.63	1.7%	n.a.
Bank of the West - General	378,951.83	324,863.42		0.7%
Bank of the West - Debit	8,411.00	8,501.37		
Bank of the West - Merchant	8,488.93	15,157.84		
Bank of the West - Checking	5,000.00			
Bank of the West - Money Market	100.00	100.00		
	472,531.02	420,072.26		
Foundation Funds - Long-term				
Charles Schwab	26,862,820.63	26,590,294.98	16.2%	6.5%
Osher Scholarship Funds*	2,086,155.68	2,086,155.68		
	28,948,976.31	28,676,450.66		
Total Funds	29,421,507.33	29,096,522.92		

* Value provided by 3rd party sources

Long-term Funds^ - Manager Performance Fund Balances & Performance

	Market Value (\$)		Performance (%) - thru 10/31/2019	
	10/31/2019	9/30/2019	YTD Return	Last FY
Cash & Equivalents				
Long-term	32,573.20	62,244.89	1.4%	n.a.
Stocks				
Clifford Swan Investment Counsel	14,478,162.71	14,288,168.99	22.4%	7.8%
Glenmede Small Cap	388,053.39	384,609.12	10.9%	-8.5%
iShares Russell 2000	388,625.00	378,350.00	17.1%	-3.5%
Matthews Pacific Tiger	656,621.64	650,067.12	4.6%	1.3%
MFS International Value Fund	1,663,504.90	1,621,417.49	20.2%	6.8%
Invesco Oppenheimer Developing Mkts	1,005,261.38	961,324.33	16.3%	3.0%
	18,580,229.02	18,283,937.05	20.1%	6.2%
Fixed Income				
Clifford Swan Investment Counsel	6,816,544.98	6,991,517.45	8.6%	8.0%
Doubleline Total Return	415,346.54	415,733.27	6.3%	6.4%
Vanguard Inflation-Protected Sec Fund	345,053.85	345,319.07	7.5%	4.7%
First Trust Low Duration Opportunities ETF	176,154.00	new	4.0%	1.1%
	7,753,099.37	7,752,569.79	8.0%	7.7%
Alternatives				
DWS Enhanced Commodity Strategy	113,377.65	111,443.71	0.2%	-9.5%
Franklin K2 Alternative Strategy Fund	129,261.63	129,374.03	6.2%	3.1%
Principal Global Multi-Strategy Fund	126,092.76	125,742.51	6.4%	2.9%
SPDR Gold Trust	128,187.00	124,983.00	17.5%	n.a.
	496,919.04	491,543.25	5.2%	-3.4%
Total Funds	26,862,820.63	26,590,294.98		

^ excluding Osher Scholarship Funds

* Performance figures are time weighted rate of return (annualized for periods greater than 1 year). These figures are gross of fees with the exception of mutual funds which are net of fees.

Pasadena City College Foundation

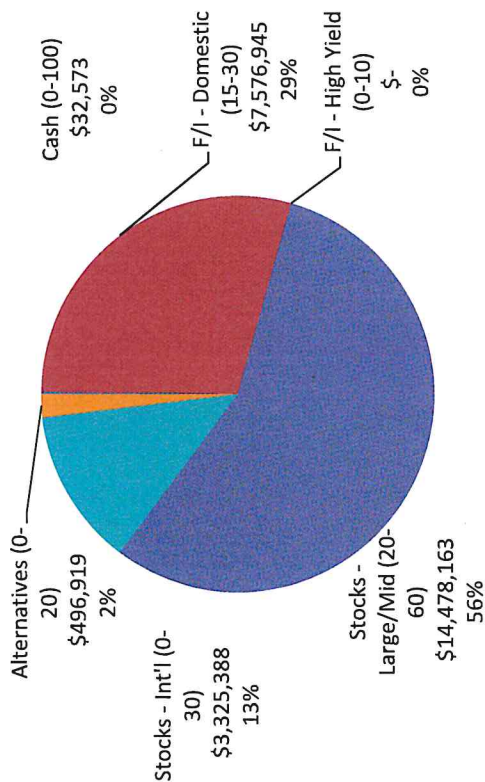
Asset Allocation

10/31/2019

Foundation Asset Balance: \$29,421,507.33

Long-term Funds - Schwab*

Fund Balance: \$26,862,820.63



* excluded Osher Scholarships

Short-term Funds

Fund Balance: \$472,531.02



Summary

PCC Foundation
Summary Budget
November 30, 2019

	BUDGET	YTD				VARIANCE
	Total For Foundation BUDGETED	YTD Budget ÷ 12 <i>5th Month</i>	Actual Scholarship, Agency & Other Funds	Actual Unrestricted Fund	YTD Actual TOTAL	Favorable/ (Unfavorable)
Endowment Revenue (PR)	\$ 255,081	\$ 106,284	\$ 48,832	\$ -	\$ 48,832	\$ (57,452)
Agency Revenue/Grant (TR)	462,521	\$ 192,717	84,940	-	84,940	(107,777)
Scholarship Revenue (TR)	548,178	\$ 228,408	323,483	-	323,483	95,076
Operating Revenue (UR)	220,000	\$ 91,667	-	27,976	27,976	(63,690)
Administrative Fee (-) <i>[Full year]</i>		-	(341,378)	341,378	-	-
Investment Income (-) <i>[Actual YTD]</i>	1,663,879	\$ 693,283	1,041,565	178,066	1,219,631	526,348
Transfer In	300,000	\$ 125,000	303,761	-	303,761	178,761
TOTAL REVENUE	3,449,660	1,437,358	1,461,203	547,421	2,008,623	571,265
Agency Expense/Grant (TR)	323,781	\$ 134,909	143,012	-	143,012	(8,103)
Scholarship Paid (TR)	1,069,826	\$ 445,761	196,263	-	196,263	249,498
Foundation Support (UR)	254,965	\$ 106,235	-	49,156	49,156	57,080
Fund Raising Expense (UR)	364,327	\$ 151,803	-	111,396	111,396	40,407
General & Administrative (UR)	295,888	\$ 123,287	-	92,809	92,809	30,478
Transfer Out	-	-	302,100	1,661	303,761	(303,761)
TOTAL EXPENSES	2,308,787	961,995	641,375	255,021	896,396	65,599
<i>Deficit Funded from Net Assets (UR)</i>	-	-	-	-	-	-
NET CHANGE	\$ 1,140,873	\$ 475,364	\$ 819,828	\$ 292,400	\$ 1,112,227	\$ 636,864

Pasadena City College Foundation
Balance Sheet
November 30, 2019

Assets

Current Assets

Cash and Cash Equivalents	
BOW 635 Operating	72,652
BOW 619 Net Community	11,577
BOW 544 Debit Card	6,956
CS MM-335	320,564
CS MM-932	71,665
BOW PCC President	5,000
Total Cash and Cash Equivalents	<u>488,414</u>

Accounts Receivable	
Pledges Receivable Current	401,952
Holding	1,680
Total Pledges Receivable	<u>403,632</u>
	<u>892,046</u>

Long Term Assets

Investments	
CS Inv 335	27,301,969
Osher Funds	2,098,001
Total Investments	<u>29,399,970</u>

Lots in Arizona	10,850
Prepaid Expense	300,000
Pledges Receivable Long Term	2,244,226
Total	<u>31,955,046</u>

Total Assets	<u>32,847,092</u>
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Liabilities and Fund Balance

Liabilities

Accounts Payable	5,000
	<u>5,000</u>

Fund Balance

Unrestricted Fund Balance	3,550,032
Temp Restricted Fund Balance	10,077,345
Perm Restricted Fund Balance	19,214,714
Total Fund Balance	<u>32,842,092</u>

Total Liabilities and Fund Balance	<u>32,847,092</u>
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Pasadena City College Foundation
Income Statement
November 30, 2019

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenues				
Operating Revenue				
Donations	27,976	-	-	27,976
Total Operating Revenue	27,976	-	-	27,976
Program Donations				
Agency	-	84,940	-	84,940
Scholarship	-	323,483	48,832	372,315
Total Program Donations	-	408,423	48,832	457,255
Administrative Fee Revenue				
Administrative Fee	341,378	-	-	341,378
Total Administrative Fee Revenue	341,378	-	-	341,378
Investment Income				
Interest	15,434	90,280		105,714
Dividends	16,502	96,526		113,029
Cost Basis Adjustment	(2,915)	(17,050)		(19,964)
Unrealized Gain/Loss	177,768	1,039,824		1,217,592
Realized Gain/Loss	(20,016)	(117,078)		(137,093)
Investment Management Fees	(8,706)	(50,927)		(59,633)
ADR Fees	(2)	(11)	-	(13)
Investment Income Allocation				
Total Investment Income	178,066	1,041,565	-	1,219,631
Total Revenues	547,421	1,449,988	48,832	2,046,241

Expenses

Program Expenses

Personnel Expenses	24,581			
Program Support				
Scholarships	-	196,263	-	196,263
Agency	-	143,012	-	143,012
Total Program Support	24,581	339,275	-	339,275

Operating Expenses

Administrative Fee	-	341,378	-	341,378
Community Involvement	12,708	-	-	12,708
Discretionary Fund	353	-	-	353
Conference and Seminar	779	-	-	779
Foundation Meetings	2,093	-	-	2,093
PCC President Discretionary	2,265	-	-	2,265
Newsletter & Annual Report	3,250	-	-	3,250
Development Manager	3,126	-	-	3,126
Total Operating Expenses	24,575	341,378	-	365,954

Total Program Expenses	49,156	680,653	-	709,193
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	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
General and Administrative				
Personnel Expenses	37,541			
Operating Expenses				
Accounting Fees	48,825	-	-	48,825
Office Supplies	1,101	-	-	1,101
Postage	55	-	-	55
Office Interior	1,112	-	-	1,112
Photocopier Lease	1,175	-	-	1,175
Advertising	1,604	-	-	1,604
Bank Fees	325	-	-	325
Travel	1,011	-	-	1,011
Software Training	60	-	-	60
Total Operating Expenses	55,267	-	-	55,267
Total General and Administrative	92,809	-	-	92,809
Development Expenses				
Personnel Expenses	32,061			
Fundraising Expenses				
Printing Expense	280	-	-	280
Computer Software and Equipment	11,987	-	-	11,987
Travel	580	-	-	580
Donor Cultivation	7,410	-	-	7,410
Presidents Circle	4,135	-	-	4,135
Annual Dinner	1,018	-	-	1,018
Memberships	1,180	-	-	1,180
Major Gifts Operational	42,073	-	-	42,073
Stewardship	10,672	-	-	10,672
Total Fundraising Expenses	79,334	-	-	79,334
Total Development Expenses	111,396	-	-	101,687
Total Expenses	253,360	680,653	-	903,689
Transfers				
Transfers In				
Transfer from other funds	-	(303,761)	-	(303,761)
Total Transfers In	-	(303,761)	-	(303,761)
Transfers Out				
Transfer to other funds	1,661	302,100	-	303,761
Total Transfers Out	1,661	302,100	-	303,761
Total Transfers	1,661	(1,661)	-	-
BEGINNING FUND BALANCE	3,257,633	9,306,350	19,165,882	31,729,864
NET SURPLUS/(DEFICIT)	292,400	770,996	48,832	1,112,227
ENDING FUND BALANCE	3,550,032	10,077,345	19,214,714	32,842,092

Pasadena City College Foundation
Unrestricted Budget
November 30, 2019

	Budget 2019/2020	YTD Budget 11/30/19	YTD Actual 11/30/19	YTD Budget Variance
Revenues				
Operating Revenue				
Donations	220,000	91,667	27,976	(63,690)
Total Operating Revenue	220,000	91,667	27,976	(63,690)
Administrative Fee Revenue				
Administrative Fee	341,004	142,085	341,378	199,293
Total Administrative Fee Revenue	341,004	142,085	341,378	199,293
Investment Income				
Dividends and Interest on Unrestricted	50,000	20,833	31,936	11,103
Total Investment Income	50,000	20,833	31,936	11,103
Total Revenues	611,004	254,585	401,291	146,706
Expenses				
Program Expenses				
Personnel Expenses	156,965	65,402	27,707	37,695
Operating Expenses				
Community Involvement	10,000	4,167	12,708	(8,542)
Discretionary Fund	3,000	1,250	353	897
PCC President's Discretionary	5,000	2,083	2,265	(181)
Conference and Seminar	3,000	1,250	779	471
Foundation Meetings	5,000	2,083	2,093	(10)
Awards and Recognition	2,000	833	-	833
Newsletter & Annual Report	20,000	8,333	3,250	5,083
Printing Expense	25,000	10,417	-	10,417
Postage	5,000	2,083	-	2,083
Events	5,000	2,083	-	2,083
Advertising	15,000	6,250	-	6,250
Total Operating Expenses	98,000	40,833	21,449	19,384
Total Program Expenses	254,965	106,235	49,156	57,080
General and Administrative				
Personnel Expenses	93,138	38,808	37,541	1,266
Operating Expenses				
Accounting Fees	130,000	54,167	48,825	5,342
Office Supplies	3,000	1,250	1,101	149
Printing Expense	1,000	417	-	417
Postage	1,000	417	55	362
Computer Software and Equipment	5,000	2,083	-	2,083
Office Interior	5,000	2,083	1,112	972

	Budget 2019/2020	YTD Budget 11/30/19	YTD Actual 11/30/19	YTD Budget Variance
Photocopier Lease	2,500	1,042	1,175	(133)
Advertising	25,000	10,417	1,604	8,813
Legal Fees	3,000	1,250	-	1,250
Bank Fees	2,000	833	325	508
Taxes	250	104	-	104
Miscellaneous	2,000	833	-	833
Subscriptions	3,000	1,250	-	1,250
Audit Fees	15,000	6,250	-	6,250
Travel	3,000	1,250	1,011	239
Software Training	2,000	833	60	773
Total Operating Expenses	202,750	84,479	55,267	29,212
Total General and Administrative	295,888	123,287	92,809	30,478
Development Expenses				
Personnel Expenses	136,827	57,011	32,061	24,950
Fundraising Expenses				
Printing Expense	30,000	12,500	280	12,220
Postage	5,000	2,083	-	2,083
Computer Software and Equipment	13,000	5,417	11,987	(6,570)
Advertising	2,000	833	-	833
Miscellaneous	2,000	833	-	833
Travel	1,000	417	580	(163)
Donor Cultivation	12,000	5,000	7,410	(2,410)
Presidents Circle	12,000	5,000	4,135	865
Annual Dinner	12,000	5,000	1,018	3,982
Memberships & Subscriptions	4,000	1,667	1,180	487
Database Maintenance	500	208	-	208
Software Training	1,000	417	-	417
Major Gifts Program	37,500	15,625	42,073	(26,448)
Planned Giving	45,500	18,958	-	18,958
Stewardship	50,000	20,833	10,672	10,162
Total Fundraising Expenses	227,500	94,792	79,334	15,457
Total Development Expenses	364,327	151,803	111,396	40,407
Total Expenses	915,180	381,325	253,360	127,965
Transfers				
Transfers In				
Transfer from other funds (SCPR)	(300,000)	(125,000)	-	(125,000)
Total Transfers In	(300,000)	(125,000)	-	(125,000)
Transfers Out				
Transfer to other funds	-	-	1,661	1,661
Total Transfers Out	-	-	1,661	1,661
Total Transfers	(300,000)	(125,000)	1,661	(123,339)
NET SURPLUS/(DEFICIT)	(4,176)	(1,740)	146,270	142,080

Pasadena City College Foundation
Pledges Receivable
November 30, 2019

<u>Total Pledged</u>	<u>Pledge Balance at 10/31/2019</u>	<u>Pledge Balance at 11/30/2019</u>	<u>Fund</u>
5,000,000.00	1,874,999.05	1,799,999.05	Found-Endowment
40,000.00	24,000.00	24,000.00	Unrestricted
25,000.00	16,000.00	16,000.00	JackScottSCH
75,000.00	45,000.00	45,000.00	IMPACT-CTE
11,000.00	6,600.00	6,600.00	Kossler
30,000.00	22,500.00	22,000.00	Unrestricted
15,000.00	9,000.00	9,000.00	IMPACT-Scholarships
5,000.00	2,000.00	2,000.00	Unrestricted
75,000.00	25,000.00	25,000.00	Unrestricted
5,000.00	2,000.00	2,000.00	IMPACT-CTE
15,000.00	7,350.00	7,350.00	Unrestricted
5,000.00	1,575.00	1,575.00	Vets
5,000.00	1,575.00	1,575.00	PCC Retirees Association
16,666.67	12,500.01	12,500.01	Moon
16,666.67	12,500.00	12,500.00	IMPACT-CTE
16,666.66	12,499.99	12,499.99	IMPACT-Arts
5,000.00	2,000.00	2,000.00	Unrestricted
25,000.00	10,000.00	10,000.00	Unrestricted
5,000.00	3,916.71	3,833.38	Unrestricted
2,500.00	1,625.00	1,500.00	IMPACT-Arts
25,000.00	13,000.00	13,000.00	PCC Retirees Association
10,000.00	7,662.00	7,495.00	Child Development Center
10,000.00	8,000.00	8,000.00	Unrestricted
2,500.00	1,500.00	1,500.00	IMPACT-Scholarships
2,500.00	1,750.00	1,750.00	Unrestricted
25,000.00	20,000.00	20,000.00	IMPACT-Scholarships
8,000.00	4,000.00	4,000.00	Gertmenian
6,000.00	4,000.00	4,000.00	Unrestricted
50,000.00	40,000.00	40,000.00	Cliu
10,000.00	5,000.00	5,000.00	Opera Program Fund
10,000.00	9,000.00	9,000.00	PCC Retirees Association
10,000.00	8,000.00	6,000.00	IMPACT-Scholarships
150,000.00	50,000.00	50,000.00	Berger Found-CDC GR
10,000.00	10,000.00	10,000.00	IMPACT-Scholarships
10,000.00	8,000.00	8,000.00	Smadison
300,000.00	200,000.00	200,000.00	Rfreeman
2,500.00	2,000.00	1,500.00	IMPACT-Scholarships
300,000.00	240,000.00	240,000.00	Unrestricted
\$ 6,409,500.00	\$ 2,724,552.76	\$ 2,646,177.43	

Pasadena City College Foundation

Check Register

November 30, 2019

Date	Number	Name	Amount	Reference	Account	Project
11/6/19	61761	Pasadena City College	134,347.00	Scholarships September 2019	Scholarships	Various Funds
11/6/19	61761	Pasadena City College	32,558.01	Foundation personnel Sep 2019	Salaries	Unrestricted
11/25/19	61808	Pasadena City College	32,558.01	Foundation Personnel August 2019	Salaries	Unrestricted
11/6/19	61761	Pasadena City College	11,986.91	RE Software	Computer Software and Equipment	Unrestricted
11/25/19	61808	Pasadena City College	11,950.00	Scholarships August 2019	Scholarships	Various Funds
11/18/19	61800	DiaMedical USA	8,175.84	Medical Equipment	Agency	Pasadena Community Foundation Nursing Grant - GNT
11/14/19	61783	Chelsea Philanthropy	6,250.00	Consulting Fee for October 2019	Major Gifts Operational	Unrestricted
11/18/19	61795	MTB Event Rentals	5,924.50	Scholarship Event Rentals	Agency	Robert Westerbeck-SCH-P
11/18/19	61798	AccuVein	5,857.99	Medical Equipment	Agency	Robert Westerbeck-SCH-P
11/18/19	61799	CPR1	5,499.53	Medical equipment	Agency	Pasadena Community Foundation Nursing Grant - GNT
11/6/19	61762	Patricia Pejoumand	5,425.00	Accounting Fees Oct 16-31, 2019	Accounting Fees	Unrestricted
11/6/19	61763	Patricia Pejoumand	5,425.00	Accounting services Oct 1-15 2019	Accounting Fees	Unrestricted
11/18/19	61796	Patricia Pejoumand	5,425.00	Accounting fees Nov 1-15 2019	Accounting Fees	Unrestricted
11/18/19	61797	Ronen Levy Events	5,000.00	Scholarship Event catering	Agency	Robert Westerbeck-SCH-P
11/25/19	61808	Pasadena City College	4,550.00	Reimburse Thania Perez-Aburto O&M Services	Agency	Vista Nova Grant-GNT-R
11/20/19	61802	GoGoSprockets	3,262.50	Scholarship Ceremony Event	Agency	Robert Westerbeck-SCH-P
11/20/19	61803	Timeless Celebrations	3,255.00	Scholarship Ceremony Event	Agency	Robert Westerbeck-SCH-P
11/14/19	61789	Outlook Newspapers	2,625.00	Outlook Ads	Advertising	Unrestricted
11/6/19	61757	Devadutta Laskar	2,500.00	Fall 2019 Writer in residence	Agency	Writers in Residence-AGC-R
11/25/19	61804	Community College League of California	2,413.00	Oxford music online	Agency	Lula Claire Parmley Fund-AGC-P
11/14/19	61781	Hoyt Hillsman	2,086.33	Reimburse Travel to San Francisco	PCC President Discretionary	Unrestricted
11/19/19	Debit	Durans Flowers	1,741.68	flowers for Scholarship ceremony	Agency	Robert Westerbeck-SCH-P
11/24/19	61785	Dance Syndicate DJ Entertainment	1,600.00	DJ for 2019 Scholarship Ceremony & reception	Agency	Nancy Wyker-SFA-P
11/25/19	61807	Elder Tree	1,570.00	Public Relations newsletter	Newsletter & Annual Report	Unrestricted
11/14/19	61791	Armine Galukyan	1,500.00	President's Holiday Party gift cards	Stewardship	Unrestricted
11/7/19	Debit	Amazon	1,457.12	Podcasting equipment Future of work conf	Agency	Robert G Freeman Center-AGC-R
11/14/19	61786	David Cuatt	1,115.92	Reimburse conference expenses	Agency	William Lindquist-AGC-P
11/20/19	61802	GoGoSprockets	1,087.50	Scholarship Ceremony Event	Agency	Nancy Wyker-SFA-P
11/20/19	61803	Timeless Celebrations	1,085.00	Scholarship Ceremony Event	Agency	Nancy Wyker-SFA-P
11/1/19	61755	Dionne B. Shelton	1,000.00	Student Success Scholar	Scholarships	Student Success Scholar-SCH-R
11/14/19	61794	USC University Club	924.00	SBA Leaders Export Graduation Luncheon	Agency	PCC Small Business Dev-AGC-R
11/7/19	Debit	University Club	810.00	Membership dues	Memberships	Unrestricted
11/6/19	61756	Convalescent Aid Society	700.00	Music for garden party	Community Involvement	Unrestricted
11/14/19	Debit	Arc Light EFX	700.00	Rental spot lights for Opera workshop	Agency	Opera Prog.-AGC-R
11/14/19	61776	Oregon Shakespeare Festival	645.00	Deposit for play tickets summer 2020 Theater	Agency	Ashland Prog-AGC-R
11/19/19	Debit	Durans Flowers	580.56	flowers for Scholarship ceremony	Agency	Nancy Wyker-SFA-P
11/4/19	Debit	Rose City Flowers	518.18	Annual Dinner flowers	Annual Dinner	Unrestricted
11/14/19	61777	Snap-On Industrial	505.89	Student BET award tools	Scholarships	Marvin Fd-SFA-P
11/6/19	61774	Sidney Morataya	500.00	Natural Sciences	Scholarships	Miller Fund-SCH-P
11/14/19	61780	Dianne Jamieson	500.00	Move in expenses Marcos Vasquez 01167517	Scholarships	Students in Need-AGC-R
11/14/19	61782	Diane Jamieson	500.00	Move in expenses Marcos Vasquez 01167517	Scholarships	Students in Need-AGC-R
11/18/19	61801	John Shi	500.00	Move in costs student Luisa Rubinstein 01014673	Scholarships	Students in Need-AGC-R
11/6/19	61762	Patricia Pejoumand	498.18	Travel reimbursement Oct 2019	Travel	Unrestricted
11/14/19	61779	Chase College	458.69	Emergency air fare Cristian Artiga 10129311	Scholarships	Students in Need-AGC-R
11/27/19	Debit	Cal State Apply	420.00	Student Registration Fees	Holding	Default Project
11/29/19	Debit	American	390.00	Travel expense Kyle	Travel	Unrestricted
11/29/19	Debit	UC Undergrad	350.00	Student registration fees	Holding	Default Project
11/27/19	Debit	Awards for Any	347.81	Dental Lab	Agency	Dental Lab Tech-AGC-R
11/4/19	Debit	Rose City Flowers	336.26	Hometown legends event	Stewardship	Unrestricted
11/14/19	61788	I-8 Food Services	304.29	Hixon Educators Panel 2019 refreshments	Agency	Hixon Teacher Prep-AGC-P
11/18/19	Debit	PayPal	300.00	Movie Screening	Agency	Robert Westerbeck-SCH-P

Date	Number	Name	Amount	Reference	Account	Project
11/20/19	Debit	Cal State Apply	280.00	Student Registration Fees	Holding	Default Project
11/27/19	Debit	Cal State Apply	280.00	Student Registration Fees	Holding	Default Project
11/12/19	Debit	Republic Chef	277.60	Culinary program supplies	Agency	Major Gifts Career & Tech Education-AGC-R
11/15/19	Debit	Amazon	264.48	Certificate covers Scholarship Ceremony	Agency	Robert Westerbeck-SCH-P
11/25/19	61809	Sheraton Pasadena	254.58	Graduation Banquet Parking passes	Agency	PCC Small Business Dev-AGC-R
11/14/19	61793	Richard Sequeira	248.35	Reimburse tshirts for conference (SCTA)	Agency	Hixon Teacher Prep-AGC-P
11/14/19	61775	3C4A	225.00	Membership fees	Agency	Stan Gray Athletic Zone-AGC-P
11/25/19	61805	Development Research Partners	225.00	In-depth Research profile	Major Gifts Operational	Unrestricted
11/25/19	61806	Development Research Partners	225.00	In-depth Research profile	Major Gifts Operational	Unrestricted
11/14/19	61787	De Lage Landen Financial Services	223.13	Copier lease November 2019	Photocopier Lease	Unrestricted
11/20/19	Debit	Cal State Apply	210.00	Student Registration Fees	Holding	Default Project
11/14/19	61792	Northmont Football Thunderback Club	200.00	Donation in lieu of sympathy flowers Sheri Stoddard	Agency	Athletic Division-AGC-R
11/5/19	Debit	Flemmings	192.00	Hometown legends gifts for Hoyt & Sheldon	Stewardship	Unrestricted
11/29/19	Debit	Comfort Inn	189.64	Travel expense Kyle	Travel	Unrestricted
11/5/19	Debit	Panera	183.62	Catering scholarship ceremony Selection committee	Agency	Robert Westerbeck-SCH-P
11/15/19	Debit	Amazon	168.60	Office supplies	Office Supplies	Unrestricted
11/6/19	61766	Aileen Gendrano Adao	150.00	Fall 2019 education panel speaker	Agency	Hixon Teacher Prep-AGC-P
11/6/19	61768	Hawani Negussie	150.00	Fall 2019 education panel speaker	Agency	Hixon Teacher Prep-AGC-P
11/6/19	61769	Lucia Reyes	150.00	Fall 2019 education panel speaker	Agency	Hixon Teacher Prep-AGC-P
11/22/19	Debit	IMDBPRO	149.99	Subscription fee	Memberships	Unrestricted
11/6/19	61771	MJ's Windows	144.00	Window repair at PAR site	Agency	Friends of Parent Edu-AGC-R
11/4/19	Debit	Buffer	144.00	Social media scheduling subscription Nov 2019	Advertising	Unrestricted
11/27/19	Debit	Cal State Apply	140.00	Student registration fees	Holding	Default Project
11/25/19	Debit	FTD	135.59	Flowers for Ms Shatford	Donor Cultivation	Unrestricted
11/21/19	Debit	RTI	119.97	Hotel CCLC meeting	Foundation Meetings	Unrestricted
11/6/19	61759	i-8 Food Services	98.89	Catering for SLPA workshop	Agency	Katie Peters Memorial-AGC-R
11/6/19	61767	Foothill Trophy	95.00	Trophy SBA Impact Award	Agency	PCC Small Business Dev-AGC-R
11/6/19	61758	Dolores Ybarra	85.55	Reimburse mileage and meeting expenses	Discretionary Fund	Unrestricted
11/11/19	Debit	Costco	83.55	Meeting refreshments	Foundation Meetings	Unrestricted
11/14/19	Debit	Costco	78.50	Refreshments for Foundation meetings	Foundation Meetings	Unrestricted
11/12/19	Debit	Amazon	74.21	Sympathy cards for Mrs Hixon	Agency	Hixon Teacher Prep-AGC-P
11/4/19	Debit	Amazon	73.08	Scholarship Ceremony Dresses for Dolores & Kris	Agency	Robert Westerbeck-SCH-P
11/18/19	Debit	Amazon	67.24	Office supplies	Office Supplies	Unrestricted
11/29/19	Debit	Sprint	65.08	Phone charges Ocie's Phone	Agency	Foundation Endowment Fund-AGC-P
11/6/19	61765	Robert Lee	62.12	Reimburse Writing Center Re-Opening supplies	Agency	Writers in Residence-AGC-R
11/6/19	61773	Sage Mendez-Mcleish	53.44	Reimburse program supplies	Agency	Friends of Parent Edu-AGC-R
11/8/19	Debit	Amazon	52.52	Podcasting equipment Future of work conf	Agency	Robert G Freeman Center-AGC-R
11/26/19	Debit	PayPal	51.75	Bob Miller Retirement	Community Involvement	Unrestricted
11/14/19	61778	Caroline Adame-Espinoza	51.38	Support student success towards completion	Scholarships	Unrestricted
11/6/19	61764	PCC Staging Services	50.00	Movie Screening	Agency	Latino's Scholars Fund-AGC-P
11/26/19	Debit	Amazon	48.00	Staging technician Wendy Adamson event	Agency	Hixon Teacher Prep-AGC-P
11/6/19	61770	Mishelle Sharp	42.32	Management book	Office Supplies	Unrestricted
11/26/19	Debit	Amazon	41.51	Reimburse program supplies	Agency	Friends of Parent Edu-AGC-R
11/6/19	61760	Marilyn Hill	39.75	Office supplies	Office Supplies	Unrestricted
11/18/19	Debit	Amazon	28.81	Reimburse program supplies	Agency	Friends of Parent Edu-AGC-R
11/4/19	Debit	Amazon	26.45	Office supplies	Office Supplies	Unrestricted
11/14/19	61784	Clara Lee	23.52	Supplies for career center	Agency	Robert G Freeman Center-AGC-R
11/25/19	Debit	Marriot	22.00	Reimburse tablecloth dry cleaning expense	Agency	Hixon Teacher Prep-AGC-P
11/4/19	Debit	Office Depot	21.75	Food CCLC conference	Conference and Seminar	Unrestricted
11/18/19	Debit	Amazon	20.96	Painters tape	Office Supplies	Unrestricted
11/6/19	61772	Ovsanna Kara-Simonyan	14.87	Reimburse frame for Sheldon Bull Hometown Legends	Stewardship	Unrestricted
11/18/19	Debit	Ready Refresh	9.14	Office water supply	Office Supplies	Unrestricted
			<u>\$ 326,350.28</u>			