

EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING

Wednesday, May 13, 2020

4:00p.m. Open Session

Pasadena City College

ZOOM Conference :<https://cccconfer.zoom.us/j/96558215767>

1570 E Colorado Blvd., 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.

I. CALL TO ORDER, ROLL CALL

II. OPEN SESSION (4:00 p.m.)

A. ANNOUNCEMENTS AND RECOGNITIONS

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.

C. PRESIDENT’S REPORT – Dr. Erika Endrijonas

Pg. 2 D. BOARD OF TRUSTEE’S REPORT – James Osterling, Board of Trustee Liaison

E. DISCUSSION ITEMS WITH POSSIBLE ACTION

Pg. 8..... 1. Approval of Minutes
i. February 12, 2020

Pg. 21 2. Approval of Expenditures from April 1, 2020

Pg. 23..... 3. Recommendation to Amend Bylaws

F. REPORTS

1. Advancement Committee Report – Carmella Grahn, Chair

Pg. 35..... 2. Board Development Report – Clara Potes-Fellow, Chair

3. Business Council Report – Bill Hawkins

Pg. 42 + 11..... 4. Finance & Investment – Wade Winter, Chair

5. Communications & Public Relations – Ralph Frammolino

Pg. 43..... 6. Scholarship Committee Report – Greg Sun, Chair

7. Foundation President’s Report – Bill Hawkins

Pg. 45..... 8. Executive Director’s Report – Bobbi Abram

III. MOTION TO ADJOURN

From: [Alexander Boekelheide](#)
To: [Alexander Boekelheide](#)
Subject: PCC Board of Trustees meeting report, April 15, 2020
Date: Wednesday, April 15, 2020 9:01:27 PM
Attachments: [image001.png](#)

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.

- State Sen. Anthony Portantino joined the beginning of the meeting to swear in three board members who were recently elected to new terms. Tammy Silver joined the board as the representative of Area 4 following her successful election in March. Trustees Jim Osterling and John Martin were also re-confirmed for their positions.
- The meeting marked the beginning of the board's operational year, so the board held elections for the year to come. Trustee Osterling was approved for a second year as board president, and Trustee Berlinda Brown was named vice president. Trustee Linda Wah was elected board clerk and Superintendent/President Erika Endrijonas was named secretary of the board.
- With the approval of a series of agreements with the college's collective bargaining units tonight, all PCC employees will receive a three percent salary increase retroactive to July 1, 2019. Trustee Sandra Chen Lau commended the college's administration for increasing pay for faculty and staff during the coronavirus outbreak and its associated economic uncertainty.
- The board adopted a resolution to recognize the month of May 2020 as Asian Pacific American Heritage Month. As they cast their votes, Trustees Chen Lau and Wah spoke against the recent increase in race-based attacks on Asian Americans in the wake of the coronavirus outbreak.
- A separate resolution proclaimed April 2020 as Sexual Assault Awareness Month, and another calls to honor community colleges during the month of April 2020.
- The board endorsed nine college trustees to lead the California Community Colleges Trustees advocacy group. The endorsees are:
 - Adrienne Grey, West Valley-Mission CCD
 - Andra Hoffman, Los Angeles CCD
 - Pam Haynes, Los Rios CCD
 - Marisa Perez, Cerritos CCD
 - Larry Kennedy, Ventura County CCD
 - Loren Steck, Monterey Peninsula CCD
 - Suzanne Lee Chan, Ohlone CCD
 - Barry Snell, Santa Monica CCD
 - Cindi Reiss, Peralta CCD
- A suite of curriculum actions received final approval from the board.
- The demolition and reconstruction of the Sarafian Building took another step forward, with the board authorizing bids for construction management services. The college received approval for the project from the state Department of State Architect earlier this month.

A partnership with Azusa Pacific University's nursing program was approved by the board. This agreement will allow students to attend APU and PCC at the same time, earning their bachelor's degree in nursing after just five semesters of program-related study.

- The college will be going to bid for a contract to offer food and beverage services in meetings, cafeteria settings, and other venues for the next several years.
- Two construction contracts were issued: One for nearly \$275,000 to remodel room R-125, and another \$185,000 accessibility upgrade to the fifth-floor restrooms in the R Building.
- Forty-nine members of the faculty were granted tenure by the board tonight.
- The board approved a number of personnel actions:
 - Terryn Soelberg joined the college as head soccer coach and kinesiology instructor. Alisha Barreras (clerk, purchasing and contracting services), Greg Duran (locksmith, facilities and construction services), Darlene Inda (executive director, business services), Robert Jurado (director, technical services, ITS), Jennifer Kennedy (clerk, visual arts and media studies), Dave Thomson (grounds supervisor, facilities and construction services), and Erick Valadez (athletic equipment attendant, kinesiology, health, and athletics) all begin work at PCC this spring.
 - Eugene Chang has been promoted from assistant buyer to contract specialist in purchasing and contracting services. Robert Gordon moves into service as an acting educational advisor in Upward Bound, having served previously as a professional expert, and Riia Juvonen moves from technical assistant to helpdesk associate in information technology services.
 - Waimin Lui (natural sciences) and Paul J. Wilkinson (Math and Computer Science) have both retired from the college, with 44 and 21 years of service, respectively. Donald Eckmann (facilities and construction services) will retire at the end of the month after 31 years of service, and Jo Marie Jennings (campus use) retired April 1 after 25 years of service. David Van Pelt (facilities and construction services) will resign effective May 31.
- Trustee Osterling adjourned the meeting in honor of those affected by the coronavirus outbreak, and in particular memory of those who have lost their lives.

If you'd like to know more, you can access the [full board packet online](#) (click "April 15, 2020" 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, May 20, at 6 p.m. Due to the coronavirus outbreak, this meeting will be conducted remotely. Details regarding public participation will be available soon.

Thank you,
Alex Boekelheide

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Alex Boekelheide Special Assistant to the Superintendent/President



Office of the Superintendent/President - C235
1570 E. Colorado Blvd., Pasadena, CA 91106
Office: (626) 585-7422
Email: aboekelheide@pasadena.edu
Web: www.pasadena.edu

From: [Alexander Boekelheide](#)
To: [Alexander Boekelheide](#)
Subject: PCC Board of Trustees meeting report, March 18, 2020
Date: Wednesday, March 18, 2020 10:14:51 PM
Attachments: [image001.png](#)

Hello:

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

- The board took action to respond to the ongoing coronavirus outbreak. It formally granted emergency authority to Dr. Erika Endrijonas to issue contracts, provide alternative education options, issue leave, and other actions; and it increased the college's revolving fund to \$100,000, enabling timely direct payments to vendors.
- The meeting opened with two recognitions:
 - Two Campus Police officers, Ruben Ortiz and Leroy Avington, were honored for their response to an incident on Feb. 24, 2020. Officers Ortiz and Avington were called to the scene of a drug overdose in the Shatford Library, and found a male subject nonresponsive and in medical peril. They quickly began administering lifesaving aid and worked until emergency medical responders were on scene. It was only at that time they learned there were hazardous materials on site related to the overdose, and they were transported to the hospital to tend to their own health. For their quick thinking under pressure and sacrifice they were commended by Chief Matchan and the Board of Trustees.
 - Outgoing trustee Hoyt Hilsman was recognized for his service to the district as a trustee and as the liaison to the PCC Foundation Board.
- A [dual enrollment agreement](#) with the San Marino Unified School District was approved by the board. This marks the fourth constituent district with which the college has such an agreement.
- Thanks to action taken by the board tonight, the [academic calendar](#) for the 2020-2021 year has been approved.
- The board approved the college's [Educational Master Plan](#), a strategic planning document that aligns the college's operations with statewide goals enumerated in Chancellor Eloy Oakley's *Vision for Success*.
- Agreements with the union representing classified facilities services workers were approved by the board.
- The board voted to increase the application fee paid by international students from \$40 to \$50.
- The board heard an [update on career and technical education](#) delivered by Dr. Terry Giugni, vice president of instruction at PCC.
- The board adopted a resolution to recognize the 105th anniversary of the Armenian Genocide in April 2020.
- Local high school students from Pasadena and El Monte will attend *Hamilton* at the Pantages Theater in July and August through the TRIO program, thanks to action taken at the board

meeting tonight.

- The board formally received nearly \$80,000 in additional state funding for the Veterans Resource Center. Another increase in state funding of more than \$87,000 was approved for hunger mitigation programs.
- A study session on the Facilities Master Plan and its fiscal impacts will be scheduled between the April 15 and May 20 board meetings.
- The board approved a number of personnel actions:
 - Jason Barquero (Freeman Center director), Brian Cummins (director, Human Resources), Krizia Rexha (clerk, Health Sciences), and David Zeuschner (support technician, Information Technology Services) all joined the college workforce.

If you'd like to know more, you can access the [full board packet online](#) (click "March 18, 2020" 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, April 15, at 6 p.m. Due to the coronavirus outbreak, this meeting will be conducted remotely. Details regarding public participation will be available soon.

Thank you,
Alex Boekelheide

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Alex Boekelheide Special Assistant to the Superintendent/President



Office of the Superintendent/President - C235
 1570 E. Colorado Blvd., Pasadena, CA 91106
 Office: (626) 585-7422
 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

Office: 626-585-7422
aboekelheide@pasadena.edu

[@PCCLancer](#)
facebook.com/PasadenaCityCollege
www.pasadena.edu

From: [Alexander Boekelheide](#)
To: [Alexander Boekelheide](#)
Subject: PCC Board of Trustees meeting report, February 19, 2020
Date: Wednesday, February 19, 2020 9:02:06 PM
Attachments: [image001.png](#)

Hello:

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

- The board moved to refinance roughly \$25.3 million in outstanding Measure P bonds that were authorized in the 2002 election. By changing the payoff schedule and the interest rate of the bonds, the college will save local taxpayers roughly \$11 million in property taxes over the next seven years.
- The board authorized a resolution stating its support for Proposition 13, the statewide measure before voters in the March 3 election that would raise \$15 billion for community colleges, public universities, K-12 districts, and preschools across California.
- March 2020 will be recognized as Women's History Month thanks to a resolution passed by the board tonight.
- The board signed off on a number of agreements with its collective bargaining units, including:
 - An agreement with the classified employee union granting a 3.0% pay increase retroactive to July 1, 2019,
 - A tentative agreement with the Police Officers Association covering a range of work conditions and economic proposals, and
 - Memoranda of understanding with the Faculty Association changing the status of the head football coach, redefining the FLEX professional-development program, changing rehire rights of adjunct faculty, establishing an evaluation form for music students, and describing the establishment of faculty chairs for each division.
- Non-resident students will pay fees of \$307 per semester thanks to action taken by the board tonight.
- Dale Pittman, who retired from the college's Information Technology Services office in 2014, spoke in memory of Paul Visick, whom he called "a gentle bear" of a friend and former PCC colleague who passed away unexpectedly earlier this month. Board President James Osterling moved to adjourn the meeting in honor of Visick.
- In closed session, the board directed the college to release three classified personnel and eliminate two vacant classified positions as part of a broader administrative restructuring of the college.
- High school students enrolled in TRIO programs at PCC will travel to the Bay Area in March and April, for a four-day university tour and a STEM activity at the Google campus in Mountain View, thanks to action taken by the board tonight.
- The board approved travel for faculty advisors and team coaches with the Speech and Debate team to the state championship tournament in Fresno in March, as well as an April trip to Albuquerque for the national championship.

Many areas in the college have new carpeting and other floor covering thanks to work done by G&S Carpet Mills, which the board accepted as complete tonight.

- The Human Resources office is exploring applicant tracking and recruitment software to help the office perform key functions in support of the college’s workforce. The board approved a process to solicit proposals with an authorized annual price tag of \$80,000.
- Business, Engineering & Technology instructor Douglas Cook will travel to a Hybrid and Electric Vehicle Boot Camp in Ogden, Utah, in March thanks to action taken by the board tonight.
- The board approved yearlong sabbatical leave in the 2020-21 academic year for the following 11 faculty members:
 - James Aragon, Counseling
 - Jillian Blatti, Natural Science
 - Martha Bonilla, English
 - Rosemarie Cervantes, Disabled Student Programs & Services
 - Jeffrey Cole, Natural Sciences
 - Lindsey Jang, Visual Arts & Media Studies
 - Jens Kristen, Math & Computer Science
 - Jennifer Nobel, Social Sciences
 - Dan Raddon, Business
 - Shellie Samtani, English
 - Zoe Xiu-Zhi Wu, Languages
- The board also voted to rescind the Spring 2020 sabbatical for Business instructor Michelle Lee.
- The board approved a number of personnel actions:
 - James Bull joined the college as a learning assistance center assistant in the Pathways: First Year Experience office, and Robert Lazo was appointed custodial supervisor in Facilities Services.
 - Eugene Chang (Purchasing & Contract Services), Stephanie Lopez (Economic Workforce Development), Cuc Nguyen (Human Resources), and Rocio Perez (Admissions & Records) received promotions under action taken by the board tonight.
 - Kathy Cervenka, an instructor in Health Sciences, retired yesterday after 27 years of service to the college. Leticia Sanchez will retire May 1 after 22 years of service in the careers office. Sharis Davoodi (Freeman Center) and Matthew Kiaman (Information Technology Services) both leave the college this month for other opportunities.

If you’d like to know more, you can access the [full board packet online](#) (click “Feb 20, 2020” 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, March 18, at 6 p.m., in Creveling Lounge. There will be a special meeting the week of March 9 to handle certain personnel matters before regulatory deadlines.

Thank you,

EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING
Wednesday, February 12, 2020
4:00 P.M. Open Session
Pasadena City College
Foundation Conference Room CDC 212
1570 East Colorado Boulevard, Pasadena, California 91106

Page 1

The Executive Committee of the Pasadena City College Foundation met on Wednesday, February 12, 2020 in the Foundation Conference Room CDC-212, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

The meeting was called to order at 4:02 p.m. by Mr. Bill Hawkins, President.

Executive Committee Members Present

Mr. Ralph Frammolino
 Mr. Bill Hawkins, President
 Mr. Michael Mitchell
 Ms. Clara Potes-Fellow
 Mr. Greg Sun
 Mr. Wade Winter, Treasurer

Executive Committee Members Absent

Dr. Erika Endrijonas, PCC Superintendent/President
 Ms. Carmella Grahm
 Ms. Stephanie Lam
 Ms. Ryan Newman
 Ms. Gloria Pitzer
 Mr. Jim Sarni, Past President
 Mr. Don Schweitzer, Secretary

Liaison, Board of Trustees

Mr. Hoyt Hilsman

PCC Foundation Staff Present

Ms. Bobbi Abram, Executive Director
 Ms. Dolores Ybarra, Development Manager
 Ms. Ocie Kara-Simonyan, Administrative Assistant

Guest(s)

Mr. Alex Boekelheide, Special Assistant to the Superintendent-President
 Mr. Preston Howard, Foundation Board Member

II. OPEN SESSION

A. ANNOUNCEMENTS AND RECOGNITIONS

There were no announcements and/or recognitions.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

C. PRESIDENT'S REPORT

Mr. Alex Boekelheide reported on behalf of Dr. Endrijonas, he reported the college is # 1 in the state for transfers and top transfer in the CSU systems.

The Facilities Master Plan in-depth report will be presented during the Foundation Board of Directors meeting. It will show the college at its current state and show the growth over the next 5 years. The presentation will provide a high level report of the buildings on campus and the upgrading that needs to be done.

Guided Pathways program is being structured in six super majors.

Spring semester is beginning next week.

D. BOARD OF TRUSTEE'S REPORT

Trustee Hilsman discussed the Facilities Master Plan – the plan assumes enrollment growth of 0.75 percent each year for the next ten years, and plans improvements to buildings to meet those needs. Among the projects under consideration include new STEM and general instructional buildings, expanded parking lots and structures, and enhanced facilities at the college's satellite campuses. The plan will also explore enhanced outdoor amenities, green spaces, and expanded informal study areas for students.

E. DISCUSSION ITEMS WITH POSSIBLE ACTION

1. Approval of Minutes from the December 11, 2019 meeting.

MOTION: ON MOTION OF Ms. Potes-Fellow and seconded by Mr. Winter, the assembled members recommended approval of the minutes to be ratified at the next meeting of the Executive Committee where a quorum is present.

2. Approval of Expenditures from December 1, 2019

MOTION: ON MOTION OF Mr. Sun and seconded by Mr. Winter, the assembled members recommended approval of the minutes to be ratified at the next meeting of the Executive Committee where a quorum is present.

F. REPORTS AND PROJECTS

1. Advancement Committee Report –
Ms. Dolores Ybarra reported the year to date unrestricted goal is \$220K, currently we have raised \$131K.

Hometown Legend Series was really popular with over 200 registered. Direct mail pieces for anyone that attended Hometown Legend Series will be going out in March.

A proposal was submitted to a donor for institutional loans for nursing students. Clinical sites now want to offer only RN (Registered Nurse) certificates as opposed to BSN (Bachelor of Science). Growing number of U.S. hospitals are now only hiring nurses that have a bachelor's degree in nursing (BSN) or higher.

2. Board Development Report –
Ms. Potes-Fellow indicated the committee is identifying candidates and presenting them to the board. There will be five positions open in June this year.
3. Business Council Report –
Mr. Hawkins said this committee is starting to get a momentum where a couple of initiatives are merging. They are contemplating on ways to establish relationships with businesses in hopes to create internships for our students. Goal is to have our students become better prepared in their internships which may include conducting workshops to work on soft skills (attire, presentation, network, interact, customer service, resume building).

On March 11th – Foundation Board member Glenn Bowie will be speaking at the Freeman Center for the first lunch and learn.

4. Financial Report -
Mr. Winter presented the financials, noting cash is up over December. We are on budget and on track at this point in the fiscal year.
5. Communications & Public Relations Report -
Mr. Frammolino announced the first e-newsletter was sent out and now the second one will be sent tomorrow which highlights our Hometown Legend Series speaker Martha Tolles and PCC is #1 transfer to UC & CSU systems.

Mr. Frammolino thanked Bobbi Abram & Kris McPeak for getting this done so quickly.
6. Scholarship Committee Report –
Mr. Sun reported the committee is working on a sponsorship program and their task is to augment the initiative's the college is taking on. This program is to provide resources for students in financial need. Thinking of having a needs assessment to determine the level of financial assistance.
7. Executive Director's Report -
Ms. Abram noted she met with Sheldon Bull and Bob Miller for board member orientation.

Hometown Legend Series: Martha Tolles event was a huge success; the room was filled to capacity.

G. MOTION TO ADJOURN

There was a motion to adjourn the meeting at 5:28 p.m.

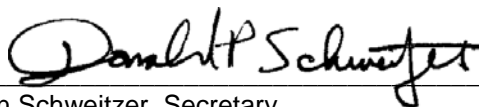
MOTION: ON MOTION OF Ms. Potes-Fellow and seconded by Mr. Sun, the assembled members recommended approval of the minutes to be ratified at the next meeting of the Executive Committee where a quorum is present.

MOTIONS FOR APPROVAL – February 12, 2020

1. To approve the minutes of the Executive Committee Meeting held on December 11, 2019.
2. To approve expenditures presented on December 1, 2019.
3. To adjourn the February 12, 2020 Executive Committee Meeting.

Respectfully submitted,

By:



Don Schweitzer, Secretary

Pasadena City College Foundation
Fund Balances & Performance

	Market Value (\$)			Performance (%) - thru 3/31/2020		
	3/31/2020	2/29/2020	6/30/2019	YTD Return	Last FY	FYTD Return
Foundation Funds - Short-term						
Charles Schwab	174,302.71	174,105.33	71,073.96	0.3%	n.a.	1.1%
Bank of the West - General	489,365.62	670,038.88	949,899.73			
Bank of the West - Debit	14,677.68	10,280.39	12,791.04			
Bank of the West - Merchant	90,214.14	64,764.52	130,996.59			
Bank of the West - Checking	4,702.21	4,702.21				
Bank of the West - Money Market	100.00	100.00	100.00			
	<u>773,362.36</u>	<u>923,991.33</u>	<u>1,164,861.32</u>			
Foundation Funds - Long-term						
Charles Schwab	23,767,941.66	26,364,466.36	26,253,484.73	-15.1%	6.5%	-9.0%
Osher Scholarship Funds*	2,086,155.68	2,086,155.68	2,086,155.68			
	<u>25,854,097.34</u>	<u>28,450,622.04</u>	<u>28,339,640.41</u>			
Total Funds	<u>26,627,459.70</u>	<u>29,374,613.37</u>	<u>29,504,501.73</u>			

* Value provided by 3rd party sources

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

		Market Value (\$)			Performance (%) - thru 3/31/2020		
		3/31/2020	2/29/2020	6/30/2019	YTD Return	Last FY	FYTD Return
Cash & Equivalents							
Long-term		45,507.73	44,086.12	310,697.76	0.1%	n.a.	0.3%
Stocks							
Clifford Swan Investment Counsel	Domestic: L/C	11,894,760.62	13,964,482.08	14,016,369.64	-23.6%	7.8%	-15.9%
Glenmede Small Cap	Domestic: S/C	274,228.73	372,472.16	399,206.23	-35.2%	-8.5%	-31.2%
iShares Russell 2000	Domestic: S/C	286,150.00	365,825.00	388,750.00	-30.6%	-3.5%	-25.6%
Matthews Pacific Tiger	Int'l: Emerging (Asia)	532,085.91	623,614.99	1,030,601.28	-20.8%	1.3%	-18.5%
MFS International Value Fund	Int'l: Developed	1,449,209.83	1,548,816.70	1,215,941.84	-13.5%	6.8%	-6.9%
Invesco Oppenheimer Developing Mkts	Int'l: Emerging	809,499.96	957,183.67	1,063,966.28	-22.8%	3.0%	-17.0%
		<u>15,245,935.05</u>	<u>17,832,394.60</u>	<u>18,114,835.27</u>	<u>-23.0%</u>	<u>6.2%</u>	<u>-15.9%</u>
Fixed Income							
Clifford Swan Investment Counsel	Domestic	7,031,932.40	7,036,197.06	6,584,081.49	5.3%	8.0%	7.9%
Doubleline Total Return	Mtgs	404,518.14	422,307.65	411,720.23	-0.8%	6.4%	0.6%
Vanguard Inflation-Protected Sec Fund	Domestic	353,415.50	358,106.16	340,500.34	1.8%	4.7%	3.8%
First Trust Low Duration Opportunities ETF	Domestic	224,400.00	178,194.00	new	-0.3%	n.a.	0.4%
		<u>8,014,266.04</u>	<u>7,994,804.87</u>	<u>7,336,302.06</u>	<u>4.7%</u>	<u>7.7%</u>	<u>7.1%</u>
Alternatives							
DWS Enhanced Commodity Strategy	Commodities	92,104.27	105,641.90	236,779.66	-20.0%	-9.5%	-19.6%
Franklin K2 Alternative Strategy Fund	Alternatives	120,831.53	128,137.62	129,711.24	-6.8%	3.1%	-6.0%
Principal Global Multi-Strategy Fund	Alternatives	116,052.04	125,859.26	125,158.74	-9.5%	2.9%	-7.3%
SPDR Gold Trust	Alternatives	133,245.00	133,542.00	-	2.8%	n.a.	11.1%
		<u>462,232.84</u>	<u>493,180.78</u>	<u>491,649.64</u>	<u>-7.8%</u>	<u>-3.4%</u>	<u>-5.7%</u>
Total Funds		<u>23,767,941.66</u>	<u>26,364,466.37</u>	<u>26,253,484.73</u>			

^ excluding Osher Scholarship Funds

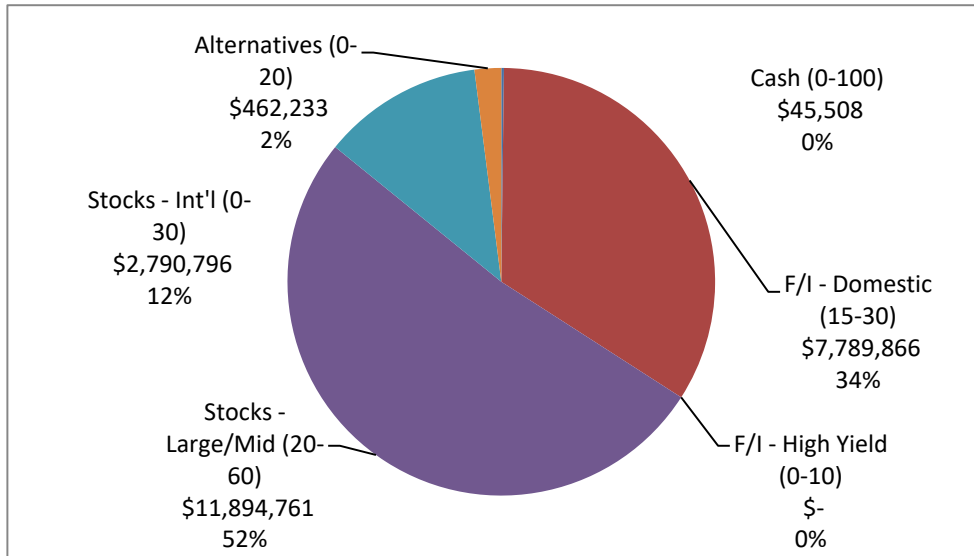
* Performance figures are time weighted rate of return (annualized for periods greater than 1 year). These figures are gross of fees with the exception of mutual funds which are net of fees.

Pasadena City College Foundation
Asset Allocation
3/31/2020

Foundation Asset Balance: \$26,627,459.70

Long-term Funds - Schwab*

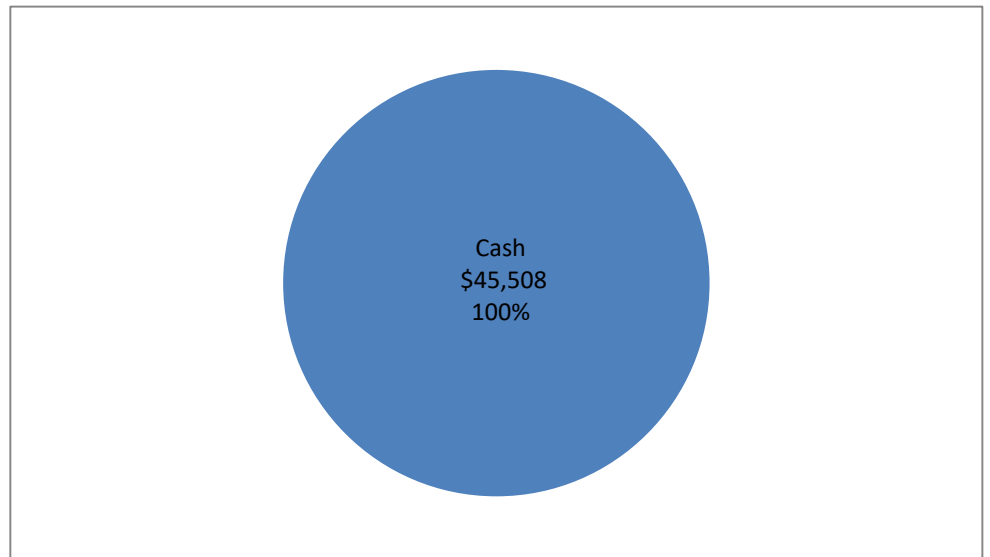
Fund Balance: \$23,767,941.66



* excluded Osher Scholarships

Short-term Funds

Fund Balance: \$773,362.36



Summary

PCC Foundation
 Summary Budget
 April 30, 2020

	BUDGET		YTD			VARIANCE
	Total For Foundation BUDGETED	YTD Budget ÷ 12 <i>10th Month</i>	Actual Scholarship, Agency & Other Funds	Actual Unrestricted Fund	YTD Actual TOTAL	Favorable/ (Unfavorable)
Endowment Revenue (PR)	\$ 255,081	\$ 212,568	\$ 91,933	\$ -	\$ 91,933	\$ (120,635)
Agency Revenue/Grant (TR)	462,521	\$ 385,434	450,169	-	450,169	64,734
Scholarship Revenue (TR)	548,178	\$ 456,815	578,404	-	578,404	121,589
Loan Program (TR)			750,000		750,000	750,000
Operating Revenue (UR)	220,000	\$ 183,333	-	125,066	125,066	(58,267)
Administrative Fee (-) <i>[Full year]</i>	341,004	\$ 284,170		341,243	341,243	57,073
Investment Income (-) <i>[Actual YTD]</i>	1,663,879	\$ 1,386,566	(553,148)	(90,047)	(643,195)	(2,029,761)
TOTAL REVENUE	3,490,664	2,908,887	1,317,358	376,262	1,693,620	(1,215,266)
Administrative Fee (-) <i>[Full year]</i>	341,004	\$ 284,170	341,243		341,243	(57,073)
Agency Expense/Grant (TR)	323,781	\$ 269,818	313,589	-	313,589	(43,771)
Scholarship Paid (TR)	1,069,826	\$ 891,522	667,597	-	667,597	223,924
Foundation Support (UR)	254,965	\$ 212,471	-	169,720	169,720	42,751
Fund Raising Expense (UR)	364,327	\$ 303,606	-	265,049	265,049	38,557
General & Administrative (UR)	295,888	\$ 246,574	-	200,749	200,749	45,825
TOTAL EXPENSES	2,649,791	2,208,160	1,322,429	635,517	1,957,947	250,213
Transfers	-	\$ -	1,661	(1,661)	-	-
NET CHANGE	\$ 840,873	\$ 700,727	\$ (3,410)	\$ (260,916)	\$ (264,326)	\$ (965,053)

Pasadena City College Foundation

Balance Sheet

April 30, 2020

Assets

Current Assets

Cash and Cash Equivalents

BOW 635 Operating	\$	108,788
BOW 619 Net Community		85,488
BOW 544 Debit Card		13,368
CS MM-335		363,378
CS MM-932		173,903
BOW PCC President		4,702
		<u>749,627</u>
Total Cash and Cash Equivalents		<u>749,627</u>

Accounts Receivable

Pledges Receivable Current		64,876
Holding		1,797
		<u>66,672</u>
Total Pledges Receivable		<u>66,672</u>

Total Current Assets **816,299**

Long Term Assets

Investments

CS Inv 335		25,346,180
Osher Funds		2,098,001
		<u>27,444,181</u>
Total Investments		<u>27,444,181</u>

Lots in Arizona		10,850
Prepaid Expense		50,000
Pledges Receivable Long Term		3,144,208
		<u>30,649,239</u>
Total		<u>30,649,239</u>

Total Assets **31,465,538**

Liabilities and Fund Balance

Fund Balance

Unrestricted Fund Balance		2,996,717
Temp Restricted Fund Balance		9,171,189
Perm Restricted Fund Balance		19,297,632
		<u>31,465,538</u>
Total Fund Balance		<u>31,465,538</u>

Total Liabilities and Fund Balance **\$ 31,465,538**

Pasadena City College Foundation
Income Statement
April 30, 2020

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenues				
Operating Revenue				
Donations	\$ 125,066	\$ -	\$ -	\$ 125,066
Total Operating Revenue	125,066	-	-	125,066
Program Donations				
Agency	-	450,169	200	450,369
Scholarship	-	578,404	91,733	670,137
Loan Program	-	750,000	-	750,000
Total Program Donations	-	1,778,573	91,933	1,870,506
Administrative Fee Revenue				
Administrative Fee	341,243	-	-	341,243
Total Administrative Fee Revenue	341,243	-	-	341,243
Investment Income				
Interest	23,675	145,432		169,107
Dividends	53,680	329,750		383,430
Investment Income Allocation	0	0		0
Cost Basis Adjustment	(2,295)	(14,097)		(16,392)
Unrealized Gain/Loss	(67,795)	(416,458)		(484,253)
Realized Gain/Loss	(80,725)	(495,881)		(576,606)
Investment Management Fees	(16,582)	(101,858)		(118,440)
ADR Fees	(6)	(35)		(41)
Total Investment Income	(90,047)	(553,148)	-	(643,195)
Total Revenues	376,262	1,225,425	91,933	1,693,620
Expenses				
Program Expenses				
Personnel Expenses				
Executive Director	29,079	-	-	29,079
Director of Operations	12,172	-	-	12,172
Business Analyst	6,259	-	-	6,259
Administrative Assistant	40,565	-	-	40,565
Clerical Assistant	12,055	-	-	12,055
Development Manager	12,635	-	-	12,635
Total Personnel Expenses	112,766	-	-	112,766
Program Support				
Scholarships	-	667,597	-	667,597
Agency	-	313,589	-	313,589
Total Program Support	-	981,186	-	981,186
Operating Expenses				
Administrative Fee	-	341,243	-	341,243
Community Involvement	15,204	-	-	15,204
Discretionary Fund	1,021	-	-	1,021
Conference and Seminar	1,805	-	-	1,805
Foundation Meetings	4,471	-	-	4,471
PCC President Discretionary	4,667	-	-	4,667
Newsletter & Annual Report	19,094	-	-	19,094
Printing Expense	67	-	-	67
Advertising	10,625	-	-	10,625
Total Operating Expenses	56,954	341,243	-	398,198
Total Program Expenses	169,720	1,322,429	-	1,492,149

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
General and Administrative				
Personnel Expenses				
Executive Director	57,744	-	-	57,744
Business Analyst	395	-	-	395
Administrative Assistant	23,252	-	-	23,252
Clerical Assistant	2,836	-	-	2,836
Total Personnel Expenses	84,227	-	-	84,227
Operating Expenses				
Accounting Fees	103,075	-	-	103,075
Office Supplies	2,467	-	-	2,467
Postage	55	-	-	55
Office Interior	1,112	-	-	1,112
Photocopier Lease	2,763	-	-	2,763
Advertising	3,827	-	-	3,827
Bank Fees	553	-	-	553
Taxes	20	-	-	20
Miscellaneous	324	-	-	324
Travel	2,265	-	-	2,265
Software Training	60	-	-	60
Total Operating Expenses	116,521	-	-	116,521
Total General and Administrative	200,749	-	-	200,749
Development Expenses				
Personnel Expenses				
Executive Director	24,177	-	-	24,177
Business Analyst	18,749	-	-	18,749
Administrative Assistant	40,565	-	-	40,565
Clerical Assistant	974	-	-	974
Development Manager	15,677	-	-	15,677
Total Personnel Expenses	100,141	-	-	100,141
Fundraising Expenses				
Printing Expense	4,983	-	-	4,983
Postage	1,210	-	-	1,210
Computer Software and Equipment	12,218	-	-	12,218
Travel	580	-	-	580
Donor Cultivation	7,339	-	-	7,339
Presidents Circle	4,295	-	-	4,295
Annual Dinner	6,919	-	-	6,919
Memberships	2,810	-	-	2,810
Major Gifts Operational	60,823	-	-	60,823
Stewardship	51,231	-	-	51,231
Planned Giving	12,500	-	-	12,500
Total Fundraising Expenses	164,907	-	-	164,907
Total Development Expenses	265,049	-	-	265,049
Total Expenses	635,517	1,322,429	-	1,957,947

Transfers	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Transfers In				
Transfer from other funds	-	(347,090)	(39,817)	(386,907)
Total Transfers In	-	(347,090)	(39,817)	(386,907)
Transfers Out				
Transfer to other funds	1,661	385,246	-	386,907
Total Transfers Out	1,661	385,246	-	386,907
Total Transfers	1,661	38,156	(39,817)	-
BEGINNING FUND BALANCE	3,257,633	9,306,350	19,165,882	31,729,864
NET SURPLUS/(DEFICIT)	(260,916)	(135,160)	131,750	(264,326)
ENDING FUND BALANCE	\$ 2,996,717	\$ 9,171,189	\$ 19,297,632	\$ 31,465,538

Pasadena City College Foundation
Unrestricted Budget
March 31, 2020

	Budget 2019/2020	YTD Budget 03/31/2020	YTD Actual 03/31/2020	YTD Budget Variance
Revenues				
Operating Revenue				
Donations	220,000	183,333	125,066	(58,267)
Total Operating Revenue	220,000	183,333	125,066	(58,267)
Administrative Fee Revenue				
Administrative Fee	341,004	284,170	341,243	57,073
Total Administrative Fee Revenue	341,004	284,170	341,243	57,073
Investment Income				
Dividends and Interest on Unrestricted	50,000	41,667	77,355	35,689
Total Investment Income	50,000	41,667	77,355	35,689
Total Revenues	611,004	509,170	543,664	34,494
Expenses				
Program Expenses				
Personnel Expenses	156,965	130,804	112,766	18,039
Operating Expenses				
Community Involvement	10,000	8,333	15,204	(6,870)
Discretionary Fund	3,000	2,500	1,021	1,479
PCC President's Discretionary	5,000	4,167	4,667	(501)
Conference and Seminar	3,000	2,500	1,805	695
Foundation Meetings	5,000	4,167	4,471	(304)
Awards and Recognition	2,000	1,667	-	1,667
Newsletter & Annual Report	20,000	16,667	19,094	(2,428)
Printing Expense	25,000	20,833	67	20,766
Postage	5,000	4,167		4,167
Events	5,000	4,167		4,167
Advertising	15,000	12,500	10,625	1,875
Total Operating Expenses	98,000	81,667	56,954	24,712
Total Program Expenses	254,965	212,471	169,720	42,751
General and Administrative				
Personnel Expenses	93,138	77,615	84,227	(6,612)
Operating Expenses				
Accounting Fees	130,000	108,333	103,075	5,258
Office Supplies	3,000	2,500	2,467	33
Printing Expense	1,000	833		833
Postage	1,000	833	55	778
Computer Software and Equipment	5,000	4,167		4,167
Office Interior	5,000	4,167	1,112	3,055

	Budget 2019/2020	YTD Budget 03/31/2020	YTD Actual 03/31/2020	YTD Budget Variance
Photocopier Lease	2,500	2,083	2,763	(680)
Advertising	25,000	20,833	3,827	17,006
Legal Fees	3,000	2,500		2,500
Bank Fees	2,000	1,667	553	1,113
Taxes	250	208	20	188
Miscellaneous	2,000	1,667	324	1,343
Subscriptions	3,000	2,500		2,500
Audit Fees	15,000	12,500		12,500
Travel	3,000	2,500	2,265	235
Software Training	2,000	1,667	60	1,607
Total Operating Expenses	202,750	168,958	116,521	52,437
Total General and Administrative	295,888	246,574	200,749	45,825
Development Expenses				
Personnel Expenses	136,827	114,023	100,141	13,881
Fundraising Expenses				
Printing Expense	30,000	25,000	4,983	20,017
Postage	5,000	4,167	1,210	2,957
Computer Software and Equipment	13,000	10,833	12,218	(1,384)
Advertising	2,000	1,667		1,667
Miscellaneous	2,000	1,667		1,667
Travel	1,000	833	580	254
Donor Cultivation	12,000	10,000	7,339	2,661
Presidents Circle	12,000	10,000	4,295	5,705
Annual Dinner	12,000	10,000	6,919	3,081
Memberships & Subscriptions	4,000	3,333	2,810	523
Database Maintenance	500	417		417
Software Training	1,000	833		833
Major Gifts Program	37,500	31,250	60,823	(29,573)
Planned Giving	45,500	37,917	12,500	25,417
Stewardship	50,000	41,667	51,231	(9,564)
Total Fundraising Expenses	227,500	189,583	164,907	24,676
Total Development Expenses	364,327	303,606	265,049	38,557
Total Expenses	915,180	762,650	635,517	127,133
Transfers				
Transfers In				
Transfer from other funds (SCPR)	(300,000)	(250,000)	1,661	(251,661)
Total Transfers In	(300,000)	(250,000)	1,661	(251,661)
Transfers Out				
Transfer to other funds	-	-	-	-
Total Transfers Out	-	-	-	-
Total Transfers	(300,000)	(250,000)	1,661	(251,661)
NET SURPLUS/(DEFICIT)	(4,176)	(3,480)	(93,514)	(90,034)

Pasadena City College Foundation
Pledges Receivable
April 30, 2020

<u>Total Pledged</u>	<u>Pledge Balance as of 3/31/20</u>	<u>Pledge Balance as of 4/30/20</u>	<u>Fund</u>
\$ 5,000,000	\$ 1,725,000	\$ 1,650,000	Found-Endowment
40,000	16,000	16,000	Unrestricted
25,000	11,000	11,000	JackScottSCH
75,000	30,000	30,000	IMPACT-CTE
11,000	4,400	4,400	Kossler
30,000	20,000	20,000	Unrestricted
15,000	6,000	6,000	IMPACT-Scholarships
5,000	2,000	2,000	Unrestricted
75,000	10,000	10,000	Unrestricted
5,000	2,000	2,000	IMPACT-CTE
15,000	5,550	5,550	Unrestricted
5,000	975	975	Vets
5,000	975	975	PCC Retirees Association
16,667	12,500	12,500	Moon
16,667	12,500	12,500	IMPACT-CTE
16,667	12,500	12,500	IMPACT-Arts
5,000	2,000	2,000	Unrestricted
25,000	10,000	10,000	Unrestricted
5,000	3,500	3,417	Unrestricted
2,500	1,375	1,375	IMPACT-Arts
25,000	8,000	8,000	PCC Retirees Association
10,000	6,827	6,660	Child Development Center
10,000	6,000	6,000	Unrestricted
2,500	1,500	1,500	IMPACT-Scholarships
2,500	1,750	1,750	Unrestricted
25,000	15,000	15,000	IMPACT-Scholarships
8,000	4,000	4,000	Gertmenian
6,000	4,000	4,000	Unrestricted
50,000	30,000	30,000	Cliu
10,000	2,500	2,500	Opera Program Fund
10,000	8,000	8,000	PCC Retirees Association Scholarship Fund
10,000	6,000	6,000	IMPACT-Scholarships
150,000	50,000	50,000	Berger Found-CDC GR
10,000	7,500	5,000	IMPACT-Scholarships
10,000	6,000	6,000	Smadison
300,000	99,982	99,982	Rfreeman
2,500	1,500	1,500	IMPACT-Scholarships
300,000	240,000	240,000	Unrestricted
250,000	250,000	250,000	Unrestricted
750,000		650,000	Posey Loan for PCC Nursing Students
\$ 7,407,500	\$ 2,636,834	\$ 3,209,084	

Pasadena City College Foundation
Check Register
April 30, 2020

Date	Number	Vendor name	Amount	Reference	Fund	Account
4/28/20	985019	Pasadena City College	\$ 55,172.00	Scholarships March 2020	Various Scholarship Funds	Scholarships
4/22/20	985010	Pasadena City College	40,340.00	Scholarships February 2020	Various Scholarship Funds	Scholarships
4/28/20	985019	Pasadena City College	36,491.62	Foundation Personnel March 2020	Unrestricted	Various Salary Accounts
4/15/2020	985006	Shimadzu	31,504.12	UV-2700 Spectrophotometer	Natural Sciences-AGC-R	Agency
4/7/20	985013	Flinn Scientific Inc	8,728.00	Melting point apparatus	Natural Sciences-AGC-R	Agency
4/22/20	985012	Chelsea Philanthropy	6,250.00	Consulting fees March 2020	Unrestricted	Planned Giving
4/9/2020	40	Target E giftcards	6,030.00	Unexpected hardship giftcards	Food Pantry-AGC-R	Agency
4/22/20	985011	Patricia Pejoumand	5,425.00	Accounting Fees 03/16-03/31/20	Unrestricted	Accounting Fees
4/22/20	985011	Patricia Pejoumand	5,425.00	Accounting Fees 04/01-04/15/20	Unrestricted	Accounting Fees
4/23/2020	54	Target	5,000.00	Covid 19 Target Gift Cards	C. Robbins-SFA-P	Scholarships
4/23/2020	54	Target	5,000.00	Covid 19 Target Gift Cards	Ashley Fund-SFA-P	Scholarships
4/23/2020	54	Target	5,000.00	Covid 19 Target Gift Cards	Farrer Mem Fd-SFA-P	Scholarships
4/24/2020	55	Target	5,000.00	Covid 19 Target Gift Cards	Farrer Mem Fd-SFA-P	Scholarships
4/24/2020	55	Target	5,000.00	Covid 19 Target Gift Cards	Dorothy Gantvoort Sch Fd-SCH-P	Scholarships
4/27/2020	56	Target	3,500.00	Covid 19 Target Gift Cards	Dorothy Gantvoort Sch Fd-SCH-P	Scholarships
4/27/2020	56	Target	3,500.00	Covid 19 Target Gift Cards	Michillinda Womens Club-SFA-P	Scholarships
4/27/2020	56	Target	3,500.00	Covid 19 Target Gift Cards	Peter Ryan-SFA-P	Scholarships
4/1/2020	24	Target	2,970.00	Emergency Target Gift Cards	Food Pantry-AGC-R	Agency
4/3/2020	35	Target	2,970.00	Emergency Target gift cards	Food Pantry-AGC-R	Agency
4/6/2020	32	Target	2,850.00	Emergency Target Gift Cards	Food Pantry-AGC-R	Agency
4/13/2020	48	Target	2,040.00	Emergency student gift cards	Food Pantry-AGC-R	Agency
4/2/2020	26	Curacao.com	1,472.81	Laptop for student Ramon Caro	Pasadena Community Foundation Scholars-SCH-R	Scholarships
4/20/2020	52	Target	1,170.00	Emergency student gift cards	Food Pantry-AGC-R	Agency
4/29/2020	61998	Luiza Avagyan	1,100.00	PCC Foundation Covid 19 Payment	Dorothy Gantvoort Sch Fd-SCH-P	Scholarships
4/29/2020	61998	Luiza Avagyan	1,100.00	PCC Foundation Covid 19 Payment	Osher R Westerbeck Sch-SCH-P	Scholarships
4/27/20	PayPal	Hwei Ming Fan	1,000.00	Covid 19 Payment	C. Robbins-SFA-P	Scholarships
4/27/20	PayPal	Celine Jarrar	1,000.00	Covid 19 Payment	Farrer Mem Fd-SFA-P	Scholarships
4/20/2020	985014	Melodee A. Pajela	900.00	Emergency housing Samantha Segall 00911532	Petersen -GNT-R	Agency
4/22/2020	985015	Roy C Allen	800.00	Emergency housing assist rent Lance Freeme 0075754	Petersen -GNT-R	Agency
4/15/2020	985007	General Holdings LLC	750.00	Unexpected hardship - Clifford Larsen	Students in Need-AGC-R	Agency
4/15/2020	985004	The Boyle Hotel Apartments	677.00	Rent - student Melissa Alvarez	Students in Need-AGC-R	Agency
4/29/2020	61999	Dixie Bailon	600.00	PCC Foundation Covid 19 Payment	Osher R Westerbeck Sch-SCH-P	Scholarships
4/29/2020	61997	Tasarah Ashley	500.00	PCC Foundation Covid 19 Payment	Dorothy Gantvoort Sch Fd-SCH-P	Scholarships
4/29/20	PayPal	Alina Alejo	500.00	Covid 19 Payment	Ashley Fund-SFA-P	Scholarships
4/28/20	PayPal	Grigor Samvelian	500.00	Covid 19 Payment	C. Robbins-SFA-P	Scholarships
4/29/20	PayPal	Jackie Garcia	500.00	Covid 19 Payment	C. Robbins-SFA-P	Scholarships
4/29/20	PayPal	Alison Quijada	500.00	Covid 19 Payment	C. Robbins-SFA-P	Scholarships
4/8/2020	46	Insurance pmt Ashley Messersmith	451.79	Emergency student insurance payment	Students in Need-AGC-R	Scholarships
4/15/2020	41	Foundation Directory Online	399.00	Foundation Directory online Annual Renewal	Unrestricted	Memberships
4/8/20	PayPal	Clara Lee -	300.00	Reimburse Target Gift cards for students Covid 19	Food Pantry-AGC-R	Agency
4/15/2020	985005	Lobel Financial	297.21	Unexpected hardship - Sameh Samaan	Students in Need-AGC-R	Agency
4/22/20	985016	I-8 Food Services	295.68	Foundation Board Meeting 3.14.20	Unrestricted	Foundation Meetings
4/15/2020	985008	Spectrum	275.80	Internet expense - student Cristian Artiga	Students in Need-AGC-R	Agency

Date	Number	Vendor name	Amount	Reference	Fund	Account
4/3/2020	30	Target	275.00	Emergency Target Giftcards	Hixon Teacher Prep-AGC-P	Agency
4/16/2020	50	Target	240.00	Emergency gift cards	Food Pantry-AGC-R	Agency
4/22/20	985009	De Lage Landen Financial Services	233.33	Copier lease April 2020	Unrestricted	Photocopier Lease
4/27/2020	57	Amazon	231.50	Automotive Classroom equipment	Auto. Associates-AGC-R	Agency
4/22/20	985009	De Lage Landen Financial Services	223.13	Copier lease March 2020	Unrestricted	Photocopier Lease
4/2/2020	27	University Club of Pasadena	220.00	Membership Fees	Unrestricted	Memberships
4/29/2020	61994	Jay Keitel	200.00	Advanced film lighting workshop Dalila Droeger	Art Alliance-GNT-R	Agency
4/15/2020	1	SoCal Gas	191.80	Utilities - student Ashley Messersmith	Students in Need-AGC-R	Agency
4/15/2020	49	BHN	180.00	Emergency student gift cards	Hixon Teacher Prep-AGC-P	Agency
2/20/20	728	Bobbi Abram	160.00	Reimburse Twilight Dinner	Unrestricted	Presidents Circle
4/13/2020	47	Walmart	150.00	Emergency student gift cards	Hixon Teacher Prep-AGC-P	Agency
4/29/2020	61995	Eduardo Lopez	150.00	Teacher Talk speaker	Hixon Teacher Prep-AGC-P	Agency
4/29/2020	61996	Jamie Colboth-Macleod	142.21	Reimburse chef coat & embroidery Culinary program	Major Gifts Career & Tech Education-AGC-R	Agency
4/17/2020	51	Target	120.00	Emergency student giftcards	Food Pantry-AGC-R	Agency
4/20/2020	53	BHN	120.00	Emergency student gift cards	Hixon Teacher Prep-AGC-P	Agency
4/23/2020	43	Republic Master Chef	117.49	Linene service Inv 90049812 & 90052911	Major Gifts Career & Tech Education-AGC-R	Agency
4/27/20	PayPal	Celine Jarrar	100.00	Covid 19 Payment	Osher R Westerbeck Sch-SCH-P	Scholarships
4/27/20	PayPal	Hwei Ming Fan	100.00	Covid 19 Payment	Osher R Westerbeck Sch-SCH-P	Scholarships
4/21/2020	58	Amazon	77.98	Supplies for Culinary program	Major Gifts Career & Tech Education-AGC-R	Agency
4/6/2020	33	Target	75.00	Emergency Target Gift Cards	Hixon Teacher Prep-AGC-P	Agency
4/23/20	PayPal	Leticia Rojas	75.00	Reimburse AACCTEP Membership	Hixon Teacher Prep-AGC-P	Agency
4/27/2020	63	Sprint	65.10	Office phone for Ocie	Foundation Operating Fund-AGC-R	Agency
4/21/2020	45	Janie's Mill	60.85	Flour order for Culinary program	Major Gifts Career & Tech Education-AGC-R	Agency
4/27/2020	60	Target	60.00	Covid 19 Target Gift Cards	Food Pantry-AGC-R	Agency
4/15/2020	2	SoCal Gas	51.82	Utilities - student Carlos Artiga	Students in Need-AGC-R	Agency
4/3/2020	29	BHN	50.00	Emergency BHN Giftcards	Hixon Teacher Prep-AGC-P	Agency
4/7/2020	37	Walmart	50.00	Unexpected hardship giftcards	Hixon Teacher Prep-AGC-P	Agency
4/8/2020	39	BHN Giftcards	50.00	Unexpected hardship giftcards	Hixon Teacher Prep-AGC-P	Agency
4/13/2020	36	Blueprint	40.00	Croissant online class	Major Gifts Career & Tech Education-AGC-R	Agency
4/22/2020	59	Amazon	37.39	Supplies for Culinary program	Major Gifts Career & Tech Education-AGC-R	Agency
4/14/2020	42	Amazon.com	33.98	Milk powder for Culinary program	Major Gifts Career & Tech Education-AGC-R	Agency
4/22/2020	64	Amazon	32.58	Supplies for culinary program	Major Gifts Career & Tech Education-AGC-R	Agency
4/1/2020	25	Target	30.00	Emergency Target Gift Cards	Food Pantry-AGC-R	Agency
4/27/2020	61	BHN	30.00	Covid 19 Gift Card	Hixon Teacher Prep-AGC-P	Agency
4/3/2020	28	Walmart	25.00	Emergency Walmart Giftcards	Hixon Teacher Prep-AGC-P	Agency
4/8/2020	31	Walmart	25.00	Emergency Walmart Gift Card	Hixon Teacher Prep-AGC-P	Agency
4/6/2020	34	BHN	25.00	Emergency BHN gift cards	Hixon Teacher Prep-AGC-P	Agency
4/7/2020	38	Target	25.00	Unexpected hardship giftcards	Hixon Teacher Prep-AGC-P	Agency
4/17/2020	44	Ready Refresh	9.14	Office water gallon rental Inv 10D001875709	Unrestricted	Office Supplies
			<u>\$ 260,868.33</u>			

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, Online Payments

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.

In the case of payments made electronically, such as Paypal or online bill pay, where no paper check is produced, signature authorization for the limits indicated above are required on the Disbursement Request Form.

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: _____

**FY 2019/20 YTD Report
As of 4/30/2020**

	Actual 2019/20 Q1	Actual 2019/20 Q2	Actual 2019/20 Q3	Actual 2019/20 Q4	Actual 2019/20 TOTAL
Total:	\$ 445,692.10	\$ 804,506.97	\$ 425,291.14		\$ 1,675,490.21
Unrestricted:	\$ 20,688.51	\$ 58,987.57	\$ 80,471.70		\$ 160,147.78
Restricted:	\$ 425,003.59	\$ 745,519.40	\$ 344,819.44		\$ 1,515,342.43

(Excludes In-Kind Gifts)

	Actual 2019/20 YTD 4/30/2020	Actual 2018/19 YTD 4/30/2019
Cash	\$1,253,072.58	\$ 1,617,816.69
In-Kind	\$ 39,431.25	\$ 3,893,270.85
Pledge/Planned	\$ 1,000,000.00	\$ 622,500.00
Pledge Installment	\$ 656,845.96	\$ 517,305.35
No. of Gifts	1520	1993
No. of Constituents	645	957
Expected Pledge Payments in FY	\$ 743,702.00	
% of Pledge Installments	88%	
Unrestricted Giving	\$177,239.11	\$381,923.04
Restricted	\$1,732,679.43	\$1,753,199.00

(Excludes In-Kind Gifts)

Unrestricted Goal 2019/20	% to Goal 4/30/2020
\$ 220,000.00	81%



**FY 2019/20 YTD Report
As of 4/30/2020**

<u>New Funds</u>	<u>Fund Start Date</u>
Posey Institutional Loan Program for PCC Nursing Students	4/29/2020
Jameson Veteran Students Fund	4/29/2020
Annual Fund: Walker Legacy Scholarship Fund	2/26/2020
Pejoumand Family Scholarship	1/3/2020
Annual Fund: Jo Raquel Stoup Memorial Scholarship	12/17/2019
Pasadena Community Foundation Nursing Grant	11/1/2019
Phillip G. Cornelius Award for Excellence in Ceramics	10/11/2019
Robert G. Freeman Center for Career and Completion	10/3/2019
Annual Fund: Emma Benes Memorial Scholarship	9/11/2019
Annual Fund: Rachel Stark Memorial Scholarship	7/29/2019
Pasadena Community Foundation Scholars	7/23/2019

<u>Donor Types</u>	<u>Count</u>
Individuals	533
Organizations/Companies	39
Third Party	54
Non-Profits	19
Total:	645

<u>New Donors</u>	<u>Count</u>
Individuals/Non-Profit/Orgs.	188
Third Party	18
Total:	206



**FY 2019/20 YTD Report
As of 4/30/2020**

Foundation Board of Directors Giving (31 total)	Name	Restricted Giving YTD	Unrestricted Giving YTD
	Scott A. Bell	No	Yes
	Glen Bowie	No	Yes
	Sheldon Bull	Yes	Yes
	Vivian Chan	No	Yes
	Dana Dattola	No	No
	Erika Endrijonas	Yes	Yes
	Ralph A. Frammolino	No	Yes
	Jonathan S. Fuhrman	No	Yes
	Carmella Grahn	Yes	Yes
	Mark Harmsen	No	Yes
	William A. Hawkins	Yes	Yes
	Hoyt Hilsman	No	Yes
	Preston E. Howard	Yes	No
	Susan Kinney	No	No
	Stephanie Lam	No	No
	Nancy Lan	Yes	Yes
	Robert B. Miller	No	No
	Charmayne L. Mills-Ealy	No	Yes
	Michael Mitchell	No	No
	Anne R. Newman	Yes	Yes
	Clara I. Potes-Fellow	Yes	Yes
	Diane C. Rankin	No	Yes
	Estela S. Righedda	No	Yes
	James P. Sarni	Yes	Yes
	Gloria Scharre Pitzer	No	Yes
	Reinhold Schrader	No	No
	Donald Schweitzer	No	Yes
	Jack A. Scott	Yes	Yes
	Charles Stanislawski	Yes	Yes
	Gregory Sun	Yes	Yes
	Wade Winter	Yes	Yes
	No. of Board Members	13	24
	% of Board Giving	42%	77%
	No. of Gifts	38	39
	Amount Received	\$16,055.50	\$72,447.59



Hoyt Hilsman

Writer, Educator, Political Figure

Hoyt Hilsman is an award-winning author, journalist and former candidate for Congress. He has written films and television shows for the major studios and networks, including Sony, Disney, New Line, ABC and CBS, and has been a regular theater and television critic for Daily Variety and contributor to the Los Angeles Times, New York Times and other publications. He also has been active in national politics and policy, and was a candidate for Congress in California. Hoyt can be contacted at <http://www.hoythilsman.com>



Cynthia Kurtz

Special Advisor

Phone: 408-437-5400

Cynthia Kurtz has more than 30 years of experience planning and managing complex projects and programs in the public, private and non-profit sectors. Most recently, she was city manager for the City of Pasadena. She also served as interim city manager for the cities of Covina and Santa Ana, chief operating officer for River LA and president of the San Gabriel Valley Economic Partnership. Cynthia has been an adjunct professor for the University of La Verne Graduate Program for Public Administration where she taught Public and Nonprofit Ethics and Collaborative Decision Making. She previously wrote a weekly column on business, jobs and the economy for the San Gabriel Valley Newspaper group.

Nomination to the PCC Foundation Board of Directors

GLORIA DE OLARTE, MD

Vice Chair Plastic Surgery Department
Huntington Memorial Hospital



Gloria de Olarte, MD., is certified plastic surgeon by the American Board of Plastic Surgery. She has chaired the Plastic Surgery Department at Huntington Memorial Hospital, Arcadia Methodist Hospital, San Gabriel Hospital and St. Luke Medical Center. She sees patients in her private practice in Pasadena.

SPECIALTIES:

Abdominoplasty, breast augmentation and reduction, liposuction and body contouring, facelift, liquid facelift, eyelid surgery, body lift, nose surgery, and injectables.

PUBLICATIONS

Breast Surgery, Journal of American Society of Plastic and Reconstructive Surgery
Breast Surgery, Film presented at the International Congress of Plastic Surgery, Montreal, Canada.
Be Your Best, A comprehensive guide to plastic surgery, Fodor, P. Contributing Expert.

EDUCATION

Universidad de Antioquia, Medellin, Colombia--Doctor of Medicine
Baptist Memorial Hospital, Houston, TX-- Internship
Albany Medical Center, Albany, NY-- Residence in General Surgery
Albany Medical Center, Albany, NY-- Residence in Plastic Surgery
Ralph K. Davis Medical Center—Advance Course in Microsurgery
St. Louis Hospital and Enfant Malades Hospital, Paris, France—Fellowship in Craniofacial Surgery

AFFILIATIONS

American Society of Plastic Surgeons, American Society of Aesthetic Surgeons, Lipolysis Society of North America, American Association of Hand Surgery, American Medical Association, Los Angeles County Medical Association, Pasadena Medical Association.

VOLUNTEERISM

Dr. de Olarte has served as voluntary staff of the Plastic Surgery Department at the University of Southern California and is volunteer medical staff at Home Boy Industries. She is a member of the Library Committee and the Wine Club of the Johnathan Club. She is past President of the Alaroma and Stardusters Dance Club of the Johnathan Club.

Dr. de Olarte has been a resident of San Marino for more than 30 years.

Gilda Pettit Biography

With over 35 years in the world of Commercial Lending, Gilda Pettit has become a highly skilled Asset Based Lender. She has succeeded in the banking world and treasures the vital role her position plays in expanding businesses that have a positive impact on the economy and provide hundreds of jobs in the community. Gilda has supported a portfolio valued at almost one billion dollars. She is a Vice President and Team Lead at City National Bank. She also spent 10 years at Wells Fargo Bank as a Relationship Manager. Gilda earned her Bachelor's degree of Science in Accounting at University of Phoenix and her Master's Degree in Business Administration at Azusa Pacific University where she studied in China for one month and coordinated a visit to Wells Fargo Bank and Shanghai Commercial bank in Hong Kong in 2008.

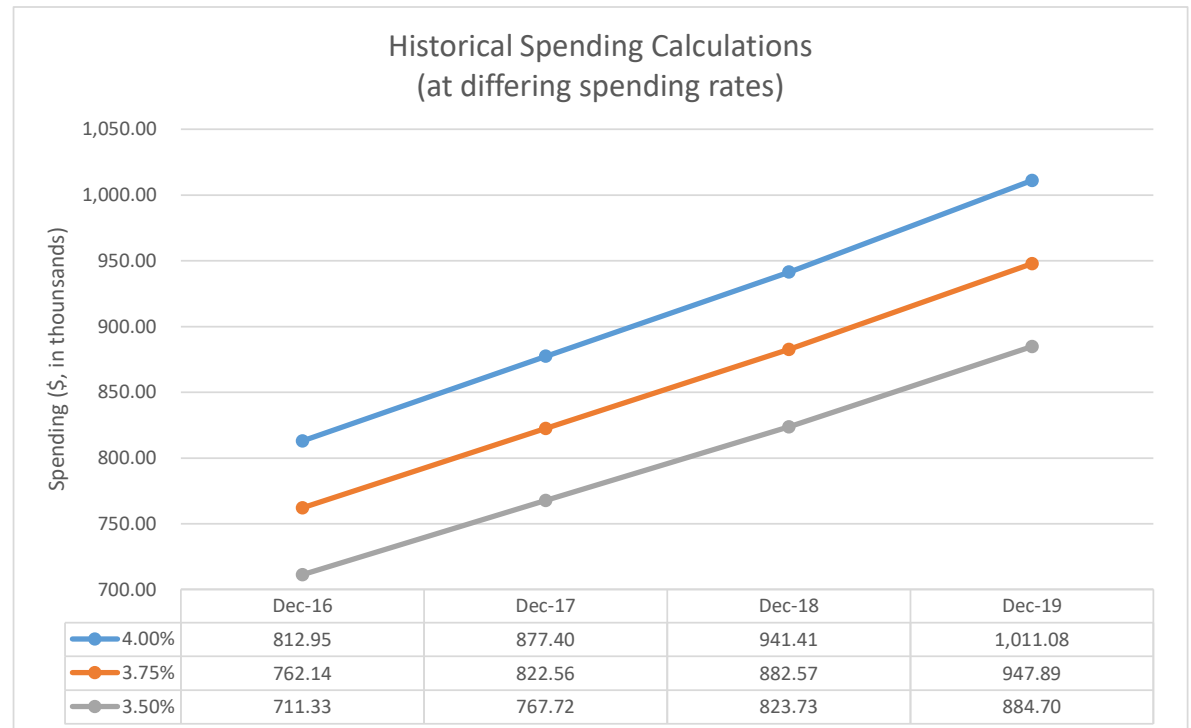
Gilda loves to give back to her community and most recently served as the treasurer of the National Latina Business Women's Association Los Angeles chapter as the treasurer on their executive committee. She is a member of CNB's Latino Community Network (2017-present). She was appointed Vice-Chair of the Hispanic Team Resource Group at Bank of the West with goals to improve representation of Hispanics at all levels of the organization by recognizing, promoting, and celebrating employees while supporting a culture of diversity and inclusion in the workforce (2014-2016). Gilda was a member of the Wells Fargo Capital Finance Diversity Council (2012-2013). She is an avid golfer and through her involvement in the Latina Golfers Association she is impacting the lives of inner-city girls by supporting and sponsoring their golf mentorship program, Latina Links, with the Roosevelt High School girls golf team and making golf accessible to inner-city young women through their Golf In The Park program.

Education and women's empowerment are at the heart of Gilda's core values and as such she founded a new non-profit organization whose mission is to empower and support under privileged women and children. The current project is to support the Mayan Business School in Guatemala.

Gilda loves spending time with her two daughters and seven grandchildren. She also loves to play golf, hike and travel.

PASADENA CITY COLLEGE FOUNDATION, INC.
 LONG TERM ENDOWMENT SPENDING CALCULATION & PAY OUT COMPARISON
 (in Thousands)

Time Period	TOTAL	12 Quarter Average	Spending Rate		
			4.00%	3.75%	3.50%
Dec-13	18,170.40				
Mar-14	18,583.80				
Jun-14	19,373.95				
Sep-14	19,717.89				
Dec-14	20,212.84				
Mar-15	20,478.60				
Jun-15	20,346.57				
Sep-15	19,186.20				
Dec-15	19,966.62				
Mar-16	20,439.01				
Jun-16	20,985.42				
Sep-16	22,169.50				
Dec-16	22,423.11	20,324	812.95	762.14	711.33
Mar-17	23,293.88				
Jun-17	23,975.95				
Sep-17	24,451.46				
Dec-17	25,503.56	21,935	877.40	822.56	767.72
Mar-18	24,788.99				
Jun-18	25,130.46				
Sep-18	25,888.72				
Dec-18	23,372.40	23,535	941.41	882.57	823.73
Mar-19	25,858.24				
Jun-19	26,337.98				
Sep-19	26,649.08				
Dec-19	28,073.88	25,277	1,011.08	947.89	884.70



demonstrates the ability to reduce spending rate but allocate more funds than prior year.

Student Sponsorship Program Proposal: 2020-2021 Fiscal Year Submitted by the Scholarship Committee

As tasked to us through the Pasadena City College Foundation Strategic Plan, the Scholarship Committee offers this proposal for a Student Sponsorship Program to roll out during Fall 2020.

Phase One – Gathering of Information

- a. The committee met with several student services departments during the months of February and March of 2020, including Extended Opportunity Programs and Services (includes Former Foster Youth), Program for Academic Support Services, Veterans Services, and Disability Services and Psychological Services.
- b. The top three needs identified from these visits included the following:
 - i. Food
 - ii. Housing or Transportation
 - iii. Access to Technology and Supplies

Phase Two – Identifying Funds

- a. Members of the Foundation Staff analyzed the various scholarship funds to identify restricted money that could be redirected to serve a sponsorship program while honoring those governing documents. This was an easy task to begin, as we had identified funds for the Pasadena Promise Programming for FY 2017-2018 and 2018-2019.
- b. The committee is confident that \$80,000 can be earmarked for the roll out of this program in Fall 2020.

Phase Three – Pilot Program

- a. As the Foundation staff moved forward to create a Covid-19 Emergency Fund Award Process during the month of April (and early May), this provided an opportunity for a pilot program to take place.
- b. Attached to this report is the initial criteria and process that the Scholarship Committee recommended for this pilot program.
- c. To date, more than 60 students have received close to \$50,000 in emergency aid using remaining Osher Scholarship funds (which are need based), and general scholarship funding as described in Phase Two, Item A.
- d. A short pro-con table can be seen on the next page, stating what we have learned from this pilot program.

Pros	Cons
The Foundation team was able to rally together quickly in determining how to get funds to students as quickly as possible	Some electronic delivery methods worked well early, then failed; some methods proved fairly impossible. Paper checks were still issued when needed
Having an application in Academic Works made it easy for students familiar with the online system to make a request	Those students who had applied for scholarships previously, knew to look on Academic Works; but it's possible that many needy students didn't know to look.
Most students receiving aid were incredibly grateful and shared great stories and testimonials with us	Some students did not follow directions or failed to respond to communications, which slowed down the awarding process

Phase Four – Fall Roll-Out

- a. The Student Sponsorship Program would be available during the Fall and Spring Semester, with \$40,000 allocated to each semester.
- b. A “Flexible Application” will be created on Academic Works to facilitate the student sponsorship requests. This application works separately from the General Application; only students who have access to the link are able to apply for this program.
- c. The Scholarship Committee sees those Student Services Departments as gatekeepers for this program, as they know the students better and would be able to identify clear needs for a program like ours. As such, those staff will be instructed to refer students to our office when a need arises (with their recommendation), and only then will the student be given the link to the application.
- d. Recommended Criteria for a sponsorship would include any combination of two of the following demographics:
 - Student must be enrolled in at least 6 units
 - Student must be within two semesters of completion at PCC OR have completed between 12-60 units.
 - Student has a current sponsorship need: Food Insecurity, Housing Insecurity, or Technology/Supply need.
 - Student is a head of household and/or supporting dependents
- e. The Sponsorship will include a “menu” of items that a student may request – however, a specific and emergency need may be approved depending on the situation. Sponsorships may have a cap of \$500; our goal is to support the students who need the most help knowing that some may have larger needs at the time.
- f. When funds are depleted, the program will close for the term.
- g. Students receiving sponsorships may also apply for scholarships; this is not an “either-or” program.
- h. Students agree to write a testimonial and provide a photo upon receiving their Student Sponsorship award.
- i. Students will receive additional information about resources on campus that can support their educational and personal needs.



2020-2021 Foundation Calendar

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

Tuesday, September 15, 2020

Tuesday, December 15, 2020

Tuesday, March 16, 2021

Tuesday, June 15, 2021

Executive Committee Meetings (Monthly): (4:00pm, [Foundation Conference Room](#)) | *2nd*

Wednesday of the month

Wednesday, July 8, 2020

Wednesday, August 12, 2020 (if needed)

Wednesday, September 9, 2020

Wednesday, October 14, 2020 (if needed)

Wednesday, November 18, 2020

Wednesday, December 9, 2020 (if needed)

Wednesday, January 13, 2021

Wednesday, February 10, 2021 (if needed)

Wednesday, March 10, 2021

Wednesday, April 14, 2021 (if needed)

Wednesday, May 12, 2021

Wednesday, June 16, 2021 (if needed)

Finance & Investment Committee Meetings: (4:00 p.m., [Foundation Conference Room](#)) |

Fifth Thursday of the quarter end month

Thursday, July 30, 2020

Thursday, October 29, 2020

Thursday, February 4, 2021

Thursday, April 29, 2021