

EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING
Wednesday, June 9, 2021
4:00p.m. Open Session
Pasadena City College
ZOOM Conference <https://cccconfer.zoom.us/j/95241735045>
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.)

- Pg. 2 roll call... A. ANNOUNCEMENTS AND RECOGNITIONS
- Pg. 3 announcement 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. 4..... D. BOARD OF TRUSTEES’ REPORT – James Osterling, Board of Trustees Liaison
- E. DISCUSSION ITEMS WITH POSSIBLE ACTION
- Pg. 8..... 1. Approval of Minutes
 - i. May 12, 2021
- F. REPORTS
 - 1. Finance & Investment – Wade Winter, Chair
 - Pg. 12 a. Expenditures
 - 2. Advancement Committee Report – Don Schweitzer/Bob Miller, Co-Chairs
 - 3. Board Development Report – Charmayne Mills Ealy, Co-Chair
 - 4. Business Council Report – Bill Hawkins/ Hoyt Hilsman, Co-Chairs
 - 5. Communications & Public Relations – Ralph Frammolino/Clara Potes-Fellow, Co-Chairs
 - 6. Scholarship & Student Success Committee Report – Greg Sun, Chair
 - 7. Foundation President’s Report – Gloria Pitzer
 - 8. Executive Director’s Report – Bobbi Abram
 - Page 15 a. Flea Market Agreement

III. MOTION TO ADJOURN

**EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING
Wednesday, June 9, 2021
4:00p.m. Open Session
Pasadena City College
ZOOM Conference
1570 E Colorado Blvd., Pasadena, California 91106**

Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that this PCC Foundation Executive Committee meeting is conducted pursuant to California Government Code Section 54953, as amended by Gov. Gavin Newsom in Executive Order N-25-20, dated March 12, 2020, in that all members of the committee are at their residences and all are participating by remote video- or teleconference.

It is now appropriate to conduct roll call.

[ROLL CALL]

I would now like to request that each member of the board, in turn, respond to the following questions. I will start with COMMITTEE MEMBER #1:

1. [COMMITTEE MEMBER NAME], can you hear me well?
2. Were you able to hear our proceedings up until now?
3. Do you have a copy of the agenda for this meeting?

Next, I would like to request that COMMITTEE MEMBER #2 respond to the same questions:

[REPEAT THE SAME QUESTIONS]

[REPEAT THROUGH ALL COMMITTEE MEMBERS]

I would now like to ask that any member of the PCC Foundation Executive Committee speak up at this time if they have not been able to clearly hear any member of the Committee. [BRIEF PAUSE] Hearing no comment, the record should reflect that all committee members present have indicated that they were able to hear all other committee members clearly.

I would next request that any committee member speak up at this time if such committee member has any reason to believe, based on voice recognition or otherwise, that any person representing themselves to be a certain committee member is not truly so. [BRIEF PAUSE] Hearing no comment, the record should reflect that no committee member has expressed doubt that any committee members are the parties participating by teleconference.

I would now like to advise the committee members and the public that any votes taken during the remote conference portion of this meeting must be taken by roll call.

Newest Mitchell

Kyler Rhys Mitchell 5/11/21



Best,
Michael

From: [Alexander Boekelheide](#)
To: [Alexander Boekelheide](#)
Subject: Board of Trustees Meeting Report, May 19, 2021
Date: Wednesday, May 19, 2021 9:41:23 PM

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.

- Investments in computers and digital infrastructure will be governed for the next four years by the college's [Technology Master Plan](#), following its approval by the board tonight. The meeting opened with remarks from James Temple, who leads a statewide association of information technology officers, honoring Candace Jones, interim assistant superintendent/vice president, business and administrative services, and the college's technology team for outstanding achievement.
- The executive committee of the Associated Students of PCC joined the meeting to share a report of the year's activities. Trustees expressed their pride in the students' achievements in the face of an unprecedented pandemic, highlighting a get-out-the-vote effort for the 2020 elections and ASPCC's growth in social media over the year. The meeting marked the final appearance for Student Trustee David Ramirez on the speakers screen, and he shared his heartfelt gratitude for the opportunity to serve. "This has been the greatest educational opportunity of my life," he said.
- The board saw a presentation about AB 705, legislation signed in 2017 that changes how students are placed in math, English, and English as a Second Language classes. Deans Stephanie Fleming, Tookook Thongthiraj, and Carrie Starbird gave an update on the advantages of the law's approach to math and English education. From 2106 to 2019, PCC saw substantial increases in the number of students completing college-level math and English due to curricular changes driven by the law.
- Crystal Kollross, executive director of institutional effectiveness, presented the final drafts of the college's Mission, Vision, and Values statements as created by the shared governance process, which were subsequently approved by the board. They are:
 - **Mission:** Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.
 - **Vision:** Every student at Pasadena City College is welcomed into a safe and dynamic learning community that:
 - affirms them and their experiences,
 - creates conditions for empowerment, critical thinking, and informed civic engagement, and
 - provides the support needed to meet their personal, academic, and career

aspirations.

- **We Value:**
 - Academic Integrity and Excellence
 - Commitment to Antiracism
 - Student-first decision making
 - Cultural Humility
 - Social Justice
 - Free and Informed Expression
 - Introspection and reflection
 - Culturally responsive teaching
 - Centering the identities and lived experiences of our campus community
 - Reimagining education
 - Transformational Problem Solving
- The board approved a resolution [affirming the district's commitment to diversity, equity, and inclusion](#).
- In her role as board president, Trustee Berlinda Brown made the following appointments:
 - To the Accreditation/Board Policy Review Committee:
 - Trustee Linda Wah, chair
 - Trustee Chen Lau
 - Trustee Anthony Fellow
 - Student Trustee
 - To the Budget and Audit Committee:
 - Trustee John Martin, chair
 - Trustee Osterling
 - Trustee Tammy Silver
 - To the Facilities Committee
 - Trustee Osterling, chair
 - Trustee Silver
 - Trustee Martin
 - To the KPCC Oversight Committee
 - Trustee Fellow, chair
 - Trustee Brown
 - Trustee Chen Lau
 - To the Legislative Advocacy Committee
 - Trustee Wah, chair
 - Trustee Fellow
 - Trustee Brown
 - Student Trustee
 - Trustee Jim Osterling to the Community College League of California
 - Trustee Sandra Chen Lau to the Los Angeles County Committee on School District Organization

- Trustee Brown to the Los Angeles County School Trustees' Association
- Trustee Osterling as representative to the PCC Foundation, with Trustee Brown as an alternate
- Trustee Brown as representative to the Measure P Committee
- The board issued two resolutions: one establishing June 2021 as [LGBTQ Pride Month at PCC](#), and the other [honoring Classified employees](#) during a week of statewide commemorations.
- The calendars for the 2021-22 and 2022-23 academic years were changed to shift the June 2021 Commencement ceremony from Friday, June 11, to Saturday, June 12.
- The board approved a list of curriculum and instruction changes that had been put forward through the shared governance process.
- The Micro-Nanotechnology Education Center, a consortium of two- and four-year institutions led by PCC, received another \$1.5 million grant from the National Science Foundation. The grant supports undergraduate research and employment opportunities for 120 students at 19 institutions around the country, elevating possibilities and enhancing equity in STEM fields.
- Graduation celebrations for Black students and students in the CORE program were approved.
- Twenty-three faculty members were granted tenure by the board:
 - Lauren Acker, social sciences
 - Hector Agredano, natural sciences
 - Claire Baker, visual arts and media studies
 - Akilah Brown, English
 - Rohan Desai, counseling
 - Kathleen Dunn, social sciences
 - Nicholas Hatch, kinesiology, health and athletics
 - Viviana Hong, languages and ESL
 - Justin Jackerson, languages and ESL
 - Barry Jensen, health sciences
 - Corrine Kirkbride, math and computer science
 - Christine Loritsch, math and computer science
 - David Machen, performing and communication arts
 - James Patrick, performing and communication arts
 - Danielle Rapue, library
 - Taleen Seropian, counseling
 - Albert Shin, social sciences
 - Thomas Thoen, engineering technology and economic and workforce development
 - Jennifer Tran, counseling
 - Jacob Tucker, engineering technology and economic and workforce development
 - Mary Kathryn Wahl, library
 - Armia Walker, counseling
 - Jamaar Walker, counseling
- Another 74 members of the faculty had their contracts renewed, taking a step along the path to earning tenure upon qualification.

- The board approved a number of personnel actions:
 - Tooktook Thongthiraj will serve as interim dean of English through Aug. 31, 2021. Additionally, Oscar Cortes will serve as acting campus use specialist through August 20, and Rael Ibanez will serve as acting educational advisor in the Upward Bound program through Dec. 31, 2021.
 - Ofelia Arellano will separate from the college on June 30, 2021. Pauline Soo Hoo, an instructor in Health Sciences, and Susanne Nelson, an administrative assistant in the same department, will retire the same day after 28 years of service to PCC. Additionally, Robert Bell, who has served as assistant superintendent/vice president for noncredit and offsite campuses, will retire after 10 years of service on Aug. 31.
- Board President Brown announced that the board will begin its meetings at 4 p.m. for the foreseeable future.

If you'd like to know more, you can access the [full board packet online](#) (click "May 19, 2021" 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, June 16, at 4 p.m. As a consequence of the coronavirus outbreak, this meeting will be conducted remotely. Details regarding public participation will be available in advance of the meeting.

Thank you,
Alex Boekelheide

--

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

Download a logo? [Visit our Visual Style Guide](#)

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

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

EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING
Wednesday, May 12, 2021
4:00 P.M. Open Session
Pasadena City College
ZOOM Conference <https://cccconfer.zoom.us/j/98413181849>
1570 East Colorado Boulevard, Pasadena, California 91106

Page 1

The Executive Committee of the Pasadena City College Foundation met on Wednesday, May 12, 2021 via Zoom video-conference, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

The meeting was called to order at 4:01 p.m. by Ms. Gloria Pitzer, President.

Executive Committee Members Present

Dr. Erika Endrijonas, PCC Superintendent/President
 Mr. Bill Hawkins, Past President
 Mr. Hoyt Hilsman, Secretary
 Mr. Ralph Frammolino
 Dr. Robert Miller
 Ms. Ryan Newman
 Ms. Gloria Pitzer, President
 Ms. Clara Potes-Fellow
 Mr. Don Schweitzer, Vice President
 Dr. Jack Scott
 Mr. Greg Sun
 Mr. Wade Winter, Treasurer

Executive Committee Members Absent

Ms. Charmayne Mills Ealy
 Mr. Michael Mitchell

Liaison, Board of Trustees

Mr. James Osterling
 Ms. Berlinda Brown

PCC Foundation Staff Present

Ms. Bobbi Abram, Executive Director
 Ms. Dolores Ybarra, Director of Development and Operations
 Ms. Kris McPeak, Director of Programs and Alumni Relations

II. OPEN SESSION

This PCC Foundation Executive Committee meeting is being conducted pursuant to California Government Code section 54953 as amended by Governor Gavin Newsom in Executive Order N-25-20 dated March 12th of this year in that all members of the committee are at their residences and all are participating by remote video- or teleconference. The committee members were asked that any member of the Executive Committee speak up at this time if they have not been able to clearly hear any member. Hearing no comment, the record reflects that all members present have indicated that they were able to hear all other members clearly. The members were asked that any member speak up at this time if such member has any reason to believe, based on voice recognition or otherwise, that any person representing themselves to be a certain member is not truly so. Hearing no comment, the record reflects that no member expressed doubt that any members are the parties participating by teleconference. The Executive Committee and the public were then advised that any votes taken during the remote conference portion of this meeting must be taken by roll call.

A. ANNOUNCEMENTS AND RECOGNITIONS

There were no announcements and recognitions.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

C. PRESIDENT'S REPORT

Dr. Endrijonas noted that the Vice President of Business and Administrative Services, Mike Bush, has retired. To replace Mike, she has made an interim appointment of Candace Jones, former Associate Vice President of Information Technology, until June 2022 and the internal auditor, Jessie Wang, will be interim executive director of Finance. Tomorrow is the second visit of the partnership resource team who will help the college on collegiality. The ACCJC accrediting commission will meet in early June and make a determination on the college's accreditation status. The college is awaiting the Governor's May revise of the budget which it appears will be very good for education. Next Tuesday is the Aspen prize announcement. The featured speaker will be Dr. Jill Biden. One of the CORE program students, Cecilia Bachmann, has won the prestigious Cooke scholarship, a full ride to transfer to a four-year institution.

D. BOARD OF TRUSTEES' REPORT

Trustee Osterling reported that he has rotated off as Board Chair; Berlinda Brown is the new Board President. Berlinda has appointed him to stay on as the liaison to the Foundation with her as the alternate. The PCC STEM students are in the top 10 of a nationwide STEM competition sponsored by the American Association of Community Colleges. The demolition on the Sarafian building has started. On PCC Rosemead, other locations have been looked at but it is possible that we will be able to move back into Rosemead for a two-year period. PCC is committed to serving its students in El Monte and Rosemead.

Dr. Endrijonas and Mr. Osterling left the meeting at 4:25 p.m.

E. DISCUSSION ITEMS WITH POSSIBLE ACTION

1. Approval of Minutes from the March 10, 2021 meeting.

MOTION: **ON MOTION** OF Mr. Winter and seconded by Mr. Hilsman, the Executive Committee voted by the unanimous vote (aye: Frammolino, Hawkins, Hilsman, Miller, Newman, Pitzer, Potes-Fellow, Schweitzer, Scott, Sun, Winter; absent: Ealy, Endrijonas, Mitchell) of the eleven members present to approve the minutes of the Executive Committee meeting held on March 10, 2021.

2. Approval of Expenditures from April 2021

MOTION: **ON MOTION** OF Mr. Hawkins and seconded by Mr. Winter, the Executive Committee voted by ten votes of the members present (aye: Hawkins, Hilsman, Miller, Newman, Pitzer, Potes-Fellow, Schweitzer, Scott, Sun, Winter; nay: Frammolino; absent: Ealy, Endrijonas, Mitchell) to approve the expenditures as presented.

F. REPORTS AND PROJECTS

1. Finance & Investment --
Mr. Winter noted that cash is fine. The endowment is up to \$35 million. The market continues to move forward. Revenues are about \$64,000 ahead of plan. Expenses are about \$177,000 below plan; \$112,000 of that is comprised of personnel expenses and there is always a time lag on those.

The Revised Investment Policy. An ad hoc committee was formed six to eight months ago that included himself, Jim Sarni, Mike Mitchell, Bill Krantz, Jon Fuhrman and Lonnie Schield. Bobbi was on the committee as well as Dolores; also Peter Boyle and David Lin who both work at Clifford Swan. A mission statement was added. Discussion took place on price volatility and how to mitigate that risk. Performance objectives were cleaned up. Removed was the distinction between US and non-US domiciled stocks. Leverage was also discussed. The month end date on our spending policy was changed from March to December. There was the addition of language on accepting real estate gifts which gives the Foundation a little bit of flexibility as gifts come through.

2. Advancement Committee Report –
Dr. Miller noted there is a campaign for furniture, fixtures and equipment tied to the Sarafian building. The W.M. Keck Foundation has been working with the PCC Biotechnology Program and has requested that the program submit a \$1 million grant for equipment to support the biotech program which would be funded over a three-year period. The Keck Foundation Board will make a decision in late May about who they will fund. A recommendation is being made to the Executive Committee that a motion be brought forward at the June 15th Board meeting that would kick off the planned campaign. Ms. Abram spoke about the process. Ms. Ybarra reported on productivity which now includes a narrative. The Foundation has raised about \$3.7 million in cash and pledge payments. \$1.7 million more has been raised this year than last year.
3. Board Development Report –
Dr. Scott reported that the committee continued to work on adding members to the Board and will be recommending three people. Jackie Jacobs was asked to be an advisor and agreed to do so. Five individuals will be going off the board.

Ms. Potes Fellow left the meeting at 5:10 p.m.
4. Business Council Report -
Mr. Hilsman reported the Business Council will be looking forward to supporting the Sarafian campaign by outreach to the community.
5. Communications & Public Relations Report -
Mr. Frammolino said the \$25,000 donation from Mr. Posey was very generous. Reaching people more often and effectively is important. The committee is working on the update of the strategic communications plan. Focus will include approaching news media for more coverage about the Foundation as well as going deeper on social media.
6. Scholarship & Student Success Committee Report –
Mr. Sun reported that the committee continues to discuss the questions and rubric for the application changes to be made by the end of next month. Ms. McPeak said the committee is still approving scholarships. There is a lot of CARES money available to students.
7. Foundation President's Report -
Ms. Pitzer said there was no report.
8. Executive Director's Report --
Ms. Abram noted that there will be three in-person events: October 27 Hometown Legends featuring Andrew Morton; November 5 annual dinner; and the scholarship event at a date yet to be identified. Audit preparation has begun. The Flea Market will be moving over to the Foundation. This is the time of year when the college unrestricts the KPCC funds and the funds have been moved into the Foundation's unrestricted account.

III. MOTION TO ADJOURN


There was a motion to adjourn the meeting at 5:27 p.m.

MOTION: **ON MOTION** OF Mr. Hawkins and seconded by Mr. Winter, the Executive Committee voted by the unanimous vote (aye: Frammolino, Hawkins, Hilsman, Miller, Newman, Pitzer, Schweitzer, Scott, Sun, Winter; absent: Ealy, Endrijonas, Mitchell, Potes-Fellow) of the ten members present to adjourn the May 12, 2021 meeting.

MOTIONS FOR APPROVAL – May 12, 2021

1. To approve the minutes of the Executive Committee Meeting held on March 10, 2021.
2. To approve expenditures presented on May 12, 2021.
3. To adjourn the May 12, 2021 Executive Committee meeting.

Respectfully submitted,

By: 

Hoyt Hilsman, Secretary

Pasadena City College Foundation
Check Register
May 31, 2021

Payment	Amount	Line Item Description	Project Description	Account description
5/25/21 63302 Pasadena City College	\$51,348.60	Scholarships April 2021	Various Funds	Scholarships
5/18/21 63299 Pasadena City College	\$45,336.90	Foundation Personnel April 2021	Unrestricted	Personnel
5/4/21 63290 Chelsea Philanthropy	\$6,250.00	Consulting fees April 2021	Unrestricted	Planned Giving
5/4/21 63291 Patricia Pejoumand	\$5,835.00	Accounting fees 4/16-4/30/2021	Unrestricted	Accounting Fees
5/18/21 63300 Patricia Pejoumand	\$5,835.00	Accounting Fees for 5/1-5/15/2021	Unrestricted	Accounting Fees
5/26/21 63330 Direct Connection	\$5,202.11	Inv#80145 Data process, lettershop	Unrestricted	Marketing & Printing
5/17/21 Debit The Drucker Co	\$2,996.42	Centrifuges for program	Natural Sciences General-AGC-R	Agency
5/25/21 63305 Curatorial, Inc.	\$2,450.00	Transportation and Installation PCC art gallery	Visual Arts General Fund-AGC-R	Agency
5/18/21 63298 Kyle Gelz	\$2,347.00	Content Social Media and edits	Unrestricted	Marketing & Printing
5/7/21 Debit In Product Design	\$2,299.00	Sashes for students	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63317 Juliette Sandoval	\$650.00	Internship Stipend Spring 2021 Reading Partners	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63314 Jacqueline Trinh	\$650.00	Internship Stipend Spring 2021 Reading Partners	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63320 Monique Hwee	\$650.00	Internship Stipend Spring 2021 Reading Partners	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63326 Victoria Cecilia	\$650.00	Internship Stipend Spring 2021 Reading Partners	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63313 Jacqueline Nguyen	\$650.00	Internship Stipend Spring 2021 Reading Partners	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63307 Hiroko Takenaka	\$650.00	Internship Stipend Spring 2021 Reading Partners	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63327 Marissa Healy	\$650.00	Stipend Intern Adelante Youth Alliance	Hixon Teacher Prep-AGC-P	Agency
5/26/21 63328 Sofia Angelica Sevilla	\$650.00	Stipend intern Adelante Youth Alliance	Hixon Teacher Prep-AGC-P	Agency
6/1/21 63333 Italia Mendoza	\$650.00	Intern Stipend Adelante Youth Alliance	Hixon Teacher Prep-AGC-P	Agency
6/1/21 63334 Sofia Valencia	\$650.00	Intern Stipend Adelante Youth Alliance	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63325 Veerle Govaerts	\$650.00	Internship Stipend Spring 2021 Reading Partners	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63304 Carol Louie	\$650.00	Internship Stipend Spring 2021 Reading Partners	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63303 Aleen Kim	\$650.00	Internship Stipend Spring 2021 Adelanto Youth Alli	Hixon Teacher Prep-AGC-P	Agency
5/10/21 Debit Target	\$500.00	Student gift cards sponsorship	Nancy Wyker-SFA-P	Scholarships
5/17/21 Debit Target	\$500.00	student gift cards	Nancy Wyker-SFA-P	Scholarships
6/1/21 63331 Carlos Linares	\$500.00	Jeff Gu Humanitarian Award	Third Party Scholarships-SCH-S	Scholarships
5/11/21 Debit Amazon	\$409.02	Program supplies	Auto. Associates-AGC-R	Agency
5/25/21 63324 Stelter	\$383.33	Inv# 142990 Digital Solutions Website	Unrestricted	Computer Software and Equipment
5/24/21 Debit Target	\$330.00	Student gift cards	Food Pantry-AGC-R	Agency
5/6/21 Debit Spectrum	\$320.14	Student bill payment	Pasadena Community Foundation Schola	Scholarships
5/25/21 63310 Italia Mendoza	\$250.00	Intern stipend Hixon Higher Education Mentees	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63315 Jenny Posavaty	\$250.00	Intern stipend Hixon Higher Education Mentees	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63321 Natalia Martinez	\$250.00	Intern stipend Hixon Higher Education Mentees	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63308 Hiromichi Jitsumasa	\$250.00	Intern stipend Hixon Higher Education Mentees	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63306 Giselle Gonzalez	\$250.00	Intern stipend Hixon Higher Education Mentees	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63309 Hossna Sadat Ahadi	\$250.00	Workshop in Decolonizing Syllabus	English Division-AGC-R	Agency
5/25/21 63318 Logan Paiste	\$250.00	Intern stipend Hixon Higher Education Mentees	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63312 Jacqueline Jones	\$250.00	Intern stipend Hixon Higher Education Mentees	Hixon Teacher Prep-AGC-P	Agency
5/26/21 63329 De Lage Landen Financial Services	\$223.13	Copier Lease June 2021	Unrestricted	Photocopier Lease
5/17/21 Debit University Club	\$220.00	Membership fees	Unrestricted	Memberships
5/19/21 Debit Ready Refresh	\$169.78	April & May 2021	Unrestricted	Office Supplies
5/7/21 Debit Amazon	\$150.33	Hand sanitizers gifts	Unrestricted	Miscellaneous
5/5/21 63294 Registry of Charitable Trusts	\$150.00	Renewal fee 2019-2020	Unrestricted	Taxes
5/24/21 Debit Target	\$150.00	Student gift cards	Petersen -GNT-R	Agency
5/11/21 63296 John Wu	\$150.00	Visiting artist talk	Art Alliance-GNT-R	Agency
5/25/21 Debit Armstrong Medical	\$138.27	Inv # 1968488 drawer divider	Parsons Grant-GNT-R	Agency
5/11/21 63295 Douglas Cook	\$121.73	Auto Shop equipment & parts for shop cars	Auto. Associates-AGC-R	Agency
5/5/21 63293 Leticia Rojas	\$100.00	Reimburse Teach LA conference	Hixon Teacher Prep-AGC-P	Agency
5/19/21 Debit Target	\$100.00	Student gift cards	Petersen -GNT-R	Agency
5/10/21 Debit Target	\$100.00	Student gift cards sponsorship	Hixon Teacher Prep-AGC-P	Scholarships
5/11/21 63297 Truc Ha	\$100.00	SCTA 2021 Platica Speaker	Hixon Teacher Prep-AGC-P	Agency
5/18/21 63301 Nakisha Castillo	\$100.00	Platica Speaker for SCTA Teacher Appreciation Week	Hixon Teacher Prep-AGC-P	Agency
5/25/21 63316 John Wu	\$100.00	Visiting artist lecture 4/29/2021	Visual Arts General Fund-AGC-R	Agency
5/3/21 Debit Target	\$90.00	student gift cards	Food Pantry-AGC-R	Agency
5/11/21 Debit Sprint	\$81.36	Office phone	Foundation Endowment Fund-AGC-P	Agency
5/19/21 Debit Costco	\$81.35	Office supplies	Unrestricted	Office Supplies
5/10/21 Debit AT&T	\$71.03	Student bill payment	Pasadena Community Foundation Schola	Scholarships
5/6/21 Debit Spectrum	\$64.99	Student bill payment	Pasadena Community Foundation Schola	Scholarships
5/5/21 Debit Amazon	\$45.27	Office Supplies	Unrestricted	Office Supplies
6/1/21 63332 Cindy Phu	\$40.00	Reimburse gift card Sera Deblasio	Asian American Pac lIndr-SCH-R	Agency
5/1/21 Debit Blackbaud fees	\$26.24		Student Services-AGC-R	Agency
5/4/21 Debit Amazon	\$25.27	Office Supplies	Unrestricted	Office Supplies
5/5/21 63292 City of Pasadena	\$4.00	Business license renewal	Unrestricted	Legal Fees
	<u>\$145,895.27</u>			

Pasadena City College Foundation
Fund Balances & Performance

	Market Value (\$)			Performance (%) - thru 4/30/2021		
	4/30/2021	3/31/2021	6/30/2020	YTD Return	Last FY	FYTD Return
Foundation Funds - Short-term						
Charles Schwab	357,597.17	657,595.42	174,332.70	0.0%	n.a.	-1.0%
Bank of the West - General	-	-	192,553.52			
Bank of the West - Debit	-	-	11,214.19			
Bank of the West - Merchant	-	-	93,581.90			
Bank of the West - Checking	-	-	4,677.21			
Chase - 6517	19,000.00	3,000.00				
Chase - 6525	399,654.48	337,710.35				
Chase - 6533	14,137.08	12,113.87				
Chase - 6566	5,702.21	5,702.21				
Chase - 8060	5,003.75	5,003.71				
Chase - 6582	12,018.36	13,053.09				
	813,113.05	1,034,178.65	476,359.52			
Foundation Funds - Long-term						
Charles Schwab	35,865,090.67	34,724,452.10	27,176,516.42	8.1%	3.7%	26.4%
Osher Scholarship Funds*	2,086,155.68	2,086,155.68	2,086,155.68			
	37,951,246.35	36,810,607.78	29,262,672.10			
Total Funds	38,764,359.40	37,844,786.43	29,739,031.62			

* Value provided by 3rd party sources

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

		Market Value (\$)			Performance (%) - thru 4/30/2021		
		4/30/2021	3/31/2021	6/30/2020	YTD Return	Last FY	FYTD Return
Cash & Equivalents							
Long-term		565,056.12	525,502.13	394,562.73	0.0%	n.a.	0.0%
Stocks							
Clifford Swan Investment Counsel	Domestic: L/C	20,154,483.26	19,323,629.66	14,097,678.22	14.5%	1.9%	42.4%
iShares Core S&P Small-Cap ETF**	Domestic: S/C	579,340.14	568,805.73	357,907.89	20.6%	purch. 5/20	63.4%
Wasatch Core Growth Fund**	Domestic: S/C	660,699.90	616,842.28	351,057.02	13.2%	purch. 5/20	52.7%
Matthews Pacific Tiger	Int'l: Emerging (Asia)	840,147.97	830,082.11	640,469.45	2.8%	-1.8%	39.2%
MFS International Value Fund	Int'l: Developed	1,942,684.72	1,880,605.79	1,690,861.71	1.5%	8.5%	21.1%
Invesco Oppenheimer Developing Mkts	Int'l: Emerging	1,281,075.66	1,239,899.05	956,953.63	4.2%	-1.9%	34.2%
		25,458,431.65	24,459,864.62	18,094,927.92	12.5%	1.6%	40.6%
Fixed Income							
Clifford Swan Investment Counsel	Domestic	7,870,286.73	7,806,484.25	7,001,316.86	-1.9%	9.8%	-1.4%
Doubleline Total Return	Mtgs	410,955.38	407,540.49	414,573.08	-0.7%	4.0%	0.8%
Vanguard Inflation-Protected Sec Fund	Domestic	SOLD 9/2020	SOLD 9/2020	368,046.07	0.0%	8.1%	n.a.
First Trust Low Duration Opportunities ETF	Domestic	398,970.00	398,268.00	403,104.00	-0.1%	2.4%	0.8%
FPA New Income Fund	Mortgage Backed/ABS	201,109.70	200,920.82	Purchased 11/2020	0.47	n.a.	1.72
		8,881,321.81	8,813,213.56	8,187,040.01	-1.7%	9.3%	-1.0%
Alternatives							
DWS Enhanced Commodity Strategy	Commodities	130,420.61	120,267.38	97,422.62	16.9%	-14.6%	35.1%
Franklin K2 Alternative Strategy Fund	Alternatives	191,811.10	187,843.64	127,238.41	2.4%	-1.0%	11.9%
Principal Global Multi-Strategy Fund	Alternatives	106,280.79	104,289.15	124,691.73	3.4%	-0.4%	11.7%
SPDR Gold Trust	Alternatives	531,768.60	513,471.60	150,633.00	-7.1%	25.7%	-1.0%
		960,281.10	925,871.77	499,985.76	-1.1%	2.1%	7.9%
Total Funds		35,865,090.67	34,724,452.10	27,176,516.42			

^ 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.

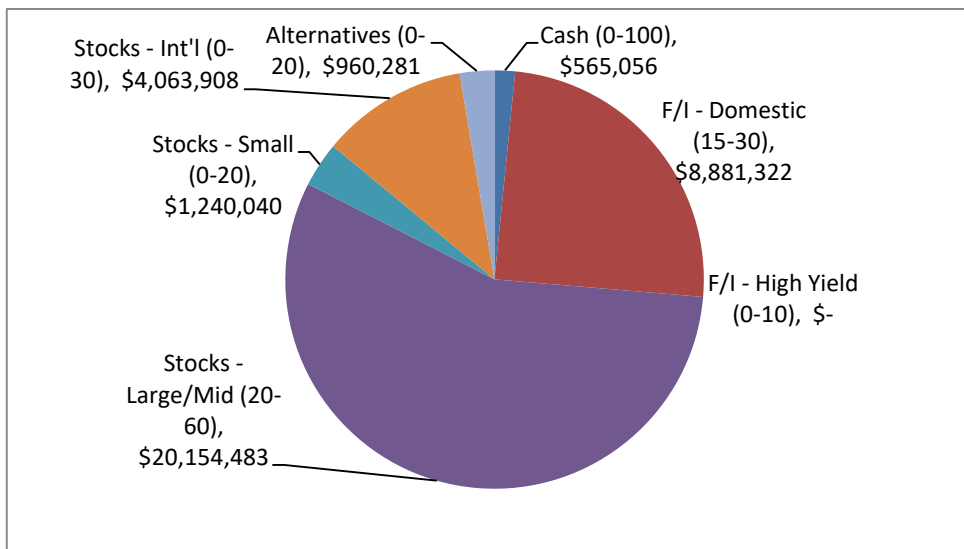
** Purchased 5/26/2020

Pasadena City College Foundation
Asset Allocation
4/30/2021

Foundation Asset Balance: \$38,764,359.40

Long-term Funds - Schwab*

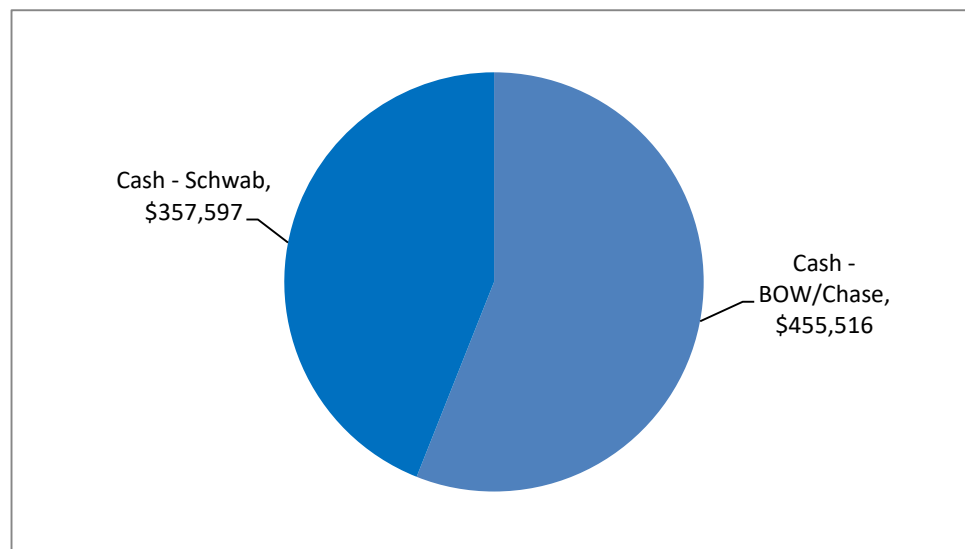
Fund Balance: \$35,865,090.67



* excluded Osher Scholarships

Short-term Funds

Fund Balance: \$813,113.05



Agreement Regarding Pasadena City College Flea Market

Between

Pasadena City College Foundation and

The Pasadena Area Community College District

This Flea Market Transfer Agreement (“Agreement”) is made and entered into on June 15, 2021, by and between Pasadena Area Community College District, a community college district of the State of California (“District”) and Pasadena City College Foundation (“Foundation”). The District and the Foundation may be referred to individually as a Party or collectively as the Parties.

The Pasadena City College’s Flea Market (“Flea Market”) is a program of the District formerly part of and operated by the Association of Students at the District.

The Flea Market has been and continues to be a viable, long-standing program of Pasadena City College (“College”) and the District and the College deems that the Flea Market program is a better fit under the legal structure of a non-profit charitable organization.

The Foundation is a 501(c)(3) charitable organization, a non-government organization, and an auxiliary organization of the District. The Foundation has been identified as a more conducive organization than the College, a governmental organization, to manage the operations of the Flea Market. The Foundation is an appropriate organization to undertake the Flea Market and commits to its ongoing operations according to the agreements set forth herein.

The District, the College and the Foundation agree that this change is important to the continuance and prosperity of the Flea Market.

This Agreement transfers the Flea Market from the District to the Foundation and establishes the affiliation and relationship between the Foundation and the Flea Market.

NOW, THEREFORE, the Parties agree as follows:

- I. **Incorporation of Recitals.** The above Recitals are fully incorporated herein as terms, conditions and/or provisions of this Agreement.
- II. **Shared Purpose and Mission.** The mission of the Foundation is to develop funding and community support for the enhancement of teaching and learning at the College.

The mission of the Flea Market is to raise funds for the enrichment of the curricular, co-curricular, and extra-curricular experiences of the Students of the College. The Flea Market endeavors to provide generous financial support to College's departments, programs, projects, and student scholarships. The Market provides additional individual benefits through the employment of Pasadena City College Students.

In recognition of their similar missions, the Foundation has agreed to accept the continued ownership, management and operation of the Flea Market and the acceptance of the Flea Market will serve to fulfill both of their missions of supporting the greater College community.

III. **Governance.** The Flea Market will become a program owned, managed and operated by the Foundation. The Foundation's Board of Directors will serve as the governing body of the Flea Market. The Flea Market Advisory board may continue to serve the Flea Market in an advisory capacity. The Flea Market will function under the Articles of Incorporation, Bylaws, and policies of the Foundation. The Flea Market may continue to maintain advisors to consult with and make recommendations regarding the Flea Market and scholarship accounts within the Foundation. If the Flea Market maintains said advisors, the Executive Director of the Foundation will serve as an advisor in an ex-officio capacity.

IV. **Assets, Accounting, Banking and Investments.** All assets exclusively held by the Flea Market, outlined in Attachment A, will be transferred to the ownership of the Foundation upon execution of this Agreement by the Parties. The Foundation will open appropriate checking, savings and investment accounts in the name of "Pasadena City College Foundation – Flea Market". All accounts will be governed under the Foundation's Financial Operations Policy and the Foundation's Investment and Spending Policy. The Flea Market will be operated as a fully self-sustaining program, with its revenues, expenses, assets and liabilities held and accounted for separately.

V. **Statement of Financial Position.** The District attests that the financial reports, attached and incorporated into this Agreement as Exhibit A, are the most recent true, complete and accurate financial records of the Flea Market and that no outstanding assets or liabilities are known that are not accurately reported on Exhibit A.

VI. **Restricted Fund of the Foundation.** The Flea Market accounts will be maintained as separate and restricted accounts within the Foundation. Signature authority for Disbursement Request Forms will be: (1) The Executive Director of the Foundation; (2) The Director of Development and Operations of the Foundation; (3) the Dean of Student Life and (4) the Vice President for Student Services. Restricted funds of the Foundation are not donor-designated funds.

VII. **Transfer of Funds.** By execution of this agreement, the District agrees and the Foundation accepts that 100% ownership of all assets and liabilities of the Flea Market program will become the sole property of the Foundation to be retained or disposed of at its full

discretion, according to their Bylaws and mission for such purposes. Such assets and liabilities are itemized in Exhibit B.

VIII. **Honoring of Contracts.** The Foundation agrees to honor any outstanding contracts legally and fully executed by the Flea Market, as long as they are disclosed and listed on Exhibit B.

IX. **Management and Operations.** The Foundation will manage and operate the Flea Market and retain the right to make all management and operating decisions at their discretion. The Executive Director of the Foundation will serve as the chief executive officer of the Flea Market.

X. **Use of Name and Logo.** The Parties agree that branding and continued recognition of the “Pasadena City College Flea Market” name and logo are integral to its continued success and agree to the use of its name and logo in branding, marketing and sales and fundraising materials. Notwithstanding the foregoing, the District retains the right to withdraw such consent if use of the name and logo are deemed harmful with the mission and purposes of the District.

XI. **Website.** The Pasadena City College’s website, www.pasadena.edu/fleamarket, will continue to be used as the official website of the Flea Market.

XII. **Other Agreements.** The Foundation and the District acknowledge that the Foundation has a separate Master Agreement with District dated [, 2021] that gives the Foundation the right to occupy, operate and use District facilities and property, separately or jointly, with the District as determined by the District. The Foundation has agreed that the Foundation shall use the facilities and property only for those services and functions that are consistent with the policies, rules and regulations, which have been or may be adopted by the Board of Trustees of the District.

Further, the Master Agreement, as outlined in Attachment A of that agreement itemizes the reimbursement of by the Foundation to the District of any expenses related to shared costs of equipment, training and software and the assignment of employees.

The Terms of the Master Agreement, and any future version of that Master Agreement, including but not limited to the insurance and indemnification provisions, are otherwise incorporated by reference as though fully set forth herein.

XIII. **Waiver of Terms of Agreement.** No waiver by any Party of any breach of any term or provision of this Agreement shall be construed to be, nor be, a waiver of any preceding, concurrent or succeeding breach of the same, or any other term or provision hereof. No waiver shall be binding unless in writing and signed by the Party to be charged or held bound. It is further understood and agreed that if, at any time, a breach of any term of this Agreement is asserted by any Party hereto, that Party shall have the right to seek specific performance of that term and/or any other necessary and proper relief, including, but not limited to, damages.

XIV. **Severability**. In the event that any one or more provisions of this Agreement shall be declared to be illegal, invalid, unenforceable, and/or void by a court of competent jurisdiction, such provision or portion of this Agreement shall be deemed to be severed and deleted from this Agreement but this Agreement shall in all other respects remain unmodified and continue in force and effect.

XV. **Compliance with the Law**. Foundation agrees to operate the Flea Market in compliance with all Federal and State laws or regulations governing or affecting the Flea Market, including not limited to, all applicable provisions of the Americans with Disabilities Act (“ADA”).

XVI. **Governing Law/Venue**. This Agreement, including all of its terms and provisions, shall be governed by and construed in accordance with the laws of the State of California. Foundation and the District agree that any action brought to enforce this agreement, or any other dispute or claim arising under this Agreement between Foundation and the District, shall be brought in the Los Angeles County Superior Court, unless otherwise determined by the District.

XVII. **Amendments**. Any amendments to this Agreement must be in writing and signed by District and Foundation.

XVIII. **Non-Assignability**. The Foundation shall not assign or transfer any interest in this Agreement or any portion thereof, or its obligations to perform services, to a third party without the prior written consent of the District.

XIX. **Entirety of the Agreement**. This Agreement is the complete agreement. Future needs of the Flea Market that need to be negotiated with the District will be included in the Master Agreement between the Foundation and the District.

XX. **Effective Date**. The effective date of this Agreement is June 15, 2021.

DATED: _____

Agreed to by:

Erika Endrijonas, President, Pasadena City College

Bobbi Abram, Executive Director, Pasadena City College Foundation

**PASADENA CITY COLLEGE FLEA MARKET
BALANCE SHEET AS OF 3/31/2021**

<u>ACCOUNT #</u>	<u>ASSETS</u>	
9120C1	Flea Market - Charles Schwab	585,640.65
914000	Claim on Cash	53,352.73
915100	Investments- Unrealized Gain or loss	11,809.10
916000	Due From Other Funds	-
918100	Notes Receivable Current Year	-
920000	Misc. A/Receivable	115.00
	TOTAL ASSETS	<u>650,917.48</u>

<u>ACCOUNT #</u>	<u>LIABILITIES</u>	
950700	Medicare Contributions	-
951100	Federal Tax	-
951200	State Tax	-
951300	OASDI	-
951900	Accounts Payable-Current Liability	-
952000	A/Payable Prior Year	1,350.00
952100	Salaries Payable	399.99
953100	SUI Holding/Workers Comp	-
955200	Sales/Use Tax Payable	-
	TOTAL LIABILITIES	<u>1,749.99</u>

975400	FUND BALANCE	649,167.49
	TOTAL LIABILITIES AND FUND BALANCE	<u>650,917.48</u>

**PASADENA CITY COLLEGE FLEA MARKET
PROFIT/LOSS STATEMENT FOR THE PERIOD OF 7/1/2020 - 3/31/2021**

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>YTD</u>
889000	Other Local Revenue	3,200.00
886000	Interest Income	7,353.58
886000	Realized Gain	237.24
886000	Unrealized Loss	(10,556.43)
898200	Intrafund Transfer-In from within a Fund	-
	TOTAL REVENUES	234.39

<u>ACCOUNT #</u>	<u>EXPENSES</u>	<u>YTD</u>
213000	Classified Monthly Salaries	30,212.92
231200	Relief or Extra Help Hourly	67,696.17
231400	Overtime Classified Monthly & Hourly	207.35
322000	PERS-Classified	6,206.37
332000	OASDI-Classified	5,856.98
336000	Medicare-Classified	1,457.56
342000	HWB-Classified	8,522.86
352000	SUI-Classified	661.34
362000	WCI-Classified	724.80
382000	APPLE-Classified	226.04
430100	Supplies and Materials	756.46
430400	Printing	160.54
531000	Dues and Membership	900.00
564000	Repair and Maintenance of Equipment	165.48
566000	Rentals	119.40
582000	Other Services	2,804.77
583000	Finance Charge	1,327.29
584000	Advertising	3,224.00
588000	Postage	176.20
589800	Other Expenses	5,045.38
	TOTAL EXPENSES	136,451.91

NET INCREASE (DECREASE) IN NET POSITION (136,217.52)

BEGINNING FUND BALANCE	785,385.01
NET INCREASE (DECREASE) IN NET POSITION	<u>(136,217.52)</u>
ENDING FUND BALANCE	<u><u>649,167.49</u></u>