

**EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
BUSINESS MEETING
Wednesday, June 13, 2018
4:00p.m. Open Session
Pasadena City College
Room G1
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. Rajen Vurdien
 - D. REPORTS
 - 1. Foundation President's Report – Jim Sarni and Bill Hawkins
 - 2. Executive Director's Report – Bobbi Abram
- III. MOTION TO ADJOURN

FUTURE ACTIVITY DATES

Tuesday, June 19, 2018

Board of Director's Meeting – 7:30 a.m., Circadian Room

**EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING
Wednesday, May 9, 2018
4:00 P.M. Open Session
Pasadena City College
G1 Conference Room
1570 East Colorado Boulevard, Pasadena, California 91106**

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The Executive Committee of the Pasadena City College Foundation met on Wednesday, May 9, 2018 in G1 Conference Room, Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

I. CALL TO ORDER, ROLL CALL

The meeting was called to order at 4:03 p.m. by Mr. Jim Sarni, President. Mr. Sarni noted that a quorum was present.

Executive Committee Members Present

Mr. Jon Fuhrman
Mr. Bill Hawkins, Vice President
Ms. Sandi Mejia-Ramirez
Ms. Clara Potes-Fellow
Mr. Lonnie Schield
Mr. Don Schweitzer, Secretary
Dr. Rajen Vurdien, PCC Superintendent/President
Mr. Wade Winter, Treasurer

Executive Committee Members Absent

Mr. Scott Bell
Mr. John Gregory, Past President
Ms. Gloria Pitzer
Mr. Jim Sarni, President
Dr. Jack Scott

Liaison, Board of Trustees

Mr. Hoyt Hilsman

PCC Foundation Staff Present

Ms. Bobbi Abram, Executive Director
Ms. Dolore Ybarra, Development Manager

Guest(s)

Ms. Salvatrice Cummo, Executive Director, Economic and Workforce Development

II. OPEN SESSION

Mr. Hawkins called the meeting to order on Jim Sarni's behalf at 4:01 p.m.

A. ANNOUNCEMENTS AND RECOGNITIONS

Ms. Abram recognized guest Salvatrice Cummo, Executive Director of Economic and Workforce Development

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

C. PRESIDENT'S REPORT

1. Dr. Vurdien noted negotiations have been settled with both unions for a 2 year contract, including a 2% increase.
2. The college at this point in the year has a balanced budget.
3. Hiring is moving along, this fall the college is projected to have 427 full time faculty.
4. PCC has again been awarded the Aspen Prize for Top 10 community college in the nation.

D. TRUSTEE LIAISON REPORT

Mr. Hilsman gave an update on the presidential search and how the process has been revisited. The board of trustees elected to negotiate a contract with Dr. Vurdien under which he would stay on superintendent/president through the search for his successor, but no later than June 30, 2019. The board approved the creation of a committee to review, suggest changes to, or update its bylaws governing the executive search process. The committee will consist of three members each of the Board of Trustees, tenured faculty, managers and classified staff. The board expects the committee to complete its work before the June 6 business meeting.

An extension to the search timeline was approved, with key dates as follows:

- June 13, 2018: Board approves selection of executive search firm and job announcement
- Sept. 7: Application packages due to the college
- Oct. 17: Board of Trustees select candidates to interview
- Nov. 10: Candidates interviewed and top two or three selected
- Dec. 10-11: Finalists come to campus
- Dec. 19: Selection of superintendent/president

E. DISCUSSION ITEMS WITH POSSIBLE ACTION

1. Approval of Minutes from the March 14, 2018 meeting.

MOTION: ON MOTION OF Mr. Hawkins and seconded by Mr. Schield, the Executive Committee voted by a unanimous vote (Fuhrman, Hawkins, Hilsman, Mejia, Potes-Fellow, Shield, Schweitzer, Vurdien, Winter) of the nine members present to approve the minutes of the Executive Committee Meetings held on March 14, 2018.

2. Approval of Expenditures.

MOTION: ON MOTION OF Mr. Fuhrman and seconded by Mr. Schweitzer, the Executive Committee voted by a unanimous vote (Fuhrman, Hawkins, Hilsman, Mejia, Potes-Fellow, Shield, Schweitzer, Vurdien, Winter) of the nine members present to approve the expenditures.

F. REPORTS AND PROJECTS

1. PCC Foundation President's Report –
Mr. Hawkins gave the President's Report on Jim Sarni's behalf.

The Boone Achievement Awards Picnic is in its second year. The Boone Foundation donates \$50,000 to provide tools of the trade for career education students who need this equipment or certification to get a job (welding equipment, snap on tools for automotive students, payment of certification exams for computer information technology graduates, stethoscopes for nurses, etc.)

Mr. Schrader, Ms. Mejia and Mr. Hawkins have been meeting with Ms. Abram and Ms. Cummo, Executive Director of Workforce Development, to begin the formation of a Business Council. As more develops this committee will be kept up-to-date.

A sub-committee of the Finance & Investment Committee (Jim, Bill, Lonnie, Wade) met to discuss our exposure for the Promise Program as it changes its criteria and becomes a second year program. Based on initial projections, we believe our exposure is somewhere between \$100,000 - \$250,000 per semester. The staff is reviewing our current scholarships now to see how much of our current funding can be leveraged for these scholarships.

The June meeting where Mr. Sarni's term as president ends is approaching so Ms. Abram is working with the board leadership and the Board Development Committee to make sure our slate of nominees and officers is complete.

Mr. Hawkins recognized Mr. Winter who has been working with our accountant to come up with a more simplified version of our financials. Changing formula is supported by Chancellor.

2. Finance Report –
Mr. Winter gave the financial report, noting a big increase of cash throughout the month.

The committee discussed the process of approaching the Board of Trustees to ask for an additional \$300,000 to support campaign expenses.

3. Executive Director's Report
Ms. Abram announced the Board Development Committee is working on Jim Sarni's succession plan and changes to the Foundation's Committees.

She also noted that Rocco Cifone is no longer at PCC.

Ms. Abram informed the committee that a subcommittee has been formed to streamline financial package. Also, addressing the amount of the PCC Promise Program \$100,000 to a quarter of a million per semester.

4. Campaign Report
Ms. Abram gave an update on the campaign on Mr. Scott's behalf.

Total Raised to date: \$8,000,000

Proposals are out, the CDC building is expected to be donated to the college.

Ms. Abram noted the most recent Hometown Legend Series with Dr. John Mulchaey was a success.

G. MOTION TO ADJOURN

There was a motion to adjourn the meeting at 5:15 pm.

MOTION: ON MOTION OF Mr. Fuhrman and seconded by Mr. Schield, the Executive Committee voted by a unanimous vote (Fuhrman, Hawkins, Hilsman, Mejia, Potes-Fellow, Shield, Schweitzer, Vurdien, Winter) of the nine members present to adjourn the May 9, 2018 Executive Committee Meeting.

MOTION FOR APPROVAL – May 9, 2018

1. To approve the minutes of the Executive Committee Meeting held on March 14, 2018.
2. To approve expenditures presented on May 9, 2018.
3. To adjourn the May 9, 2018 Executive Committee Meeting.

Respectfully submitted,

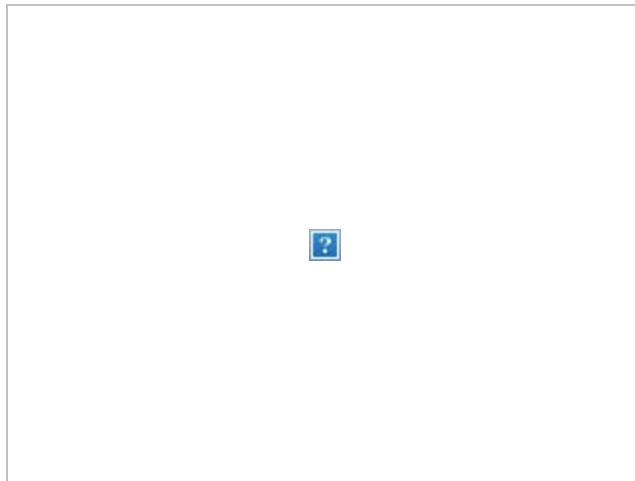
By: _____
Don Schweitzer, Secretary

From: [Alexander Boekelheide](#)
To: [Alexander Boekelheide](#)
Subject: Board of Trustees meeting report, June 6, 2018
Date: Wednesday, June 06, 2018 7:44:53 PM
Attachments: [image002.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 recognized Melissa Cienega and Samuel Jo, two student swimmers who have earned top honors in the state and the athletic conference during their time at PCC. Melissa and Samuel were named PCC's "Athletes of the Year" at the annual Elizabeth Jensen Scholarship celebration. Pictured below are swim coach Terry Stoddard, Melissa Cienega, Board President Anthony R. Fellow, Anthony Jo, and Superintendent/President Rajen Vurdien.



- The board heard an update from Dr. Dean Colli, a consultant with PPL, Inc., the firm the board has selected to manage the next phase of the superintendent/president search. Dr. Colli summarized an earlier meeting of the committee selected by the board to provide input on the search process, highlighting the committee's desire to create a process that is culturally competent, equitable, and reflective of the values of the college.
- The board approved a routine resolution to permit the college to transfer money between separate funds at the college in accordance with accounting guidelines.
- A slate of curriculum and instruction changes were approved, including the launch of a new associate degree for transfer in public health.
- As part of its consent calendar, the board approved a range of contracts related to construction projects around the campus, including the Veterans Resource Center, ceramics and print-making labs, Lancers Pass and the Science Village, and many other areas.
- With a budget augmentation consent item, the board recognized the receipt of more than \$576,000 from the state for the guided pathways initiative, the first of five yearly payments to fund adaptations to instruction and student services in alignment with a guided pathways

framework.

- The board recognized the arrival and departures of employees, including the retirements of languages and ESL instructor Diana Savas (with 27 years of service to the college), student health services director Jo Ann Buczko (22.5 years), assessment clerk Josephine Howard (40.5 years), and office services technician Barbara Pancoska (40 years).
- The board gave will wishes to a number of shared governance representatives who are completing their time attending board meetings, including Student Trustee Emily Ekshian, Academic Senate President Valerie Foster, Associated Students President Kiely Lam, and Management Association President Joe Futtner.

If you'd like to know more, you can access the [full board packet](#) (click "June 6, 2018" under the "Meetings" tab) from the meeting online. Video of the meeting is also available on [our YouTube channel](#).

The next regularly scheduled board business meeting will be Wednesday, July 18, at 6 p.m., in Creveling Lounge.

Thank you,
Alex Boekelheide

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Alex Boekelheide
("Buckle-hide")
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Pasadena City College

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CRITERIA FOR SELECTION AS

ADVISOR TO THE BOARD

The Pasadena City College Foundation, in accordance with its Bylaws, may select members of the community to serve as Advisors to the Board.

The purpose of the Advisors is to support the PCC Foundation to:

- Create an historical legacy of strong and continuous leadership in the community
- Engage individuals, organizations and corporations in the college community
- Advocate for initiatives that support the Foundation, Pasadena City College, and its students
- Provide assistance as needed in public relations, communications and fundraising
- Serve as a resource of advice and counsel to the Foundation on organizational issues

To bring structure and recognition to this group, the Board Development Committee recommends the following criteria be established to determine qualification and renewal of Advisors:

1. Advisors will be asked to serve a three-year term, but there are no term limits. After three years, the Advisors will be evaluated to determine whether they are interested and eligible for renewal.
2. Advisors will remain engaged with the PCC Foundation in the following ways:
 - ✓ Attend Foundation events
 - ✓ Serve as a resource when called upon by the Board of Directors or Executive Director
 - ✓ Serve on a committee, if desired
 - ✓ Engage as a resource in fundraising strategies and solicitations
 - ✓ Financially support the Foundation
3. Advisors will receive invitations to Board meetings, social events and are invited to serve on PCC Foundation committees.
4. Upon completion of a three-year term, the Board Development Committee will review qualifications and eligibility of Advisors and make a recommendation to the Executive Committee for renewal of another three-year term.



Committee Procedures and Guidelines 2018-2020

Brown Act Requirements

The PCC Foundation is an auxiliary organization of Pasadena City College, a California public entity and, therefore, is required to function according to the Brown Act. The PCC Foundation Board meetings, Executive Committee meetings and Finance & Investment Committee meetings are governed by the Brown Act and, therefore, require additional planning:

- a. Agendas must be posted on the campus, website and distributed to members of the committee at least 72 hours prior to the meeting. (We distribute through email.)
- b. A time for public comment must be allowed at the meeting.
- c. All Brown Act meetings are open to the public.
- d. A quorum must be present to conduct business.

Members of Brown Act Committees must be elected by the Foundation Board of Directors. Members of committees that are not under the Brown Act are appointed by the President of the PCC Foundation in consultation with the Board Development Committee and Foundation management.

Committees that are not governed by the Brown Act Committee (non-standing committees) are created for consultation and to make recommendations to the Executive Committee. A quorum is not required to make a recommendation.

Calendar of Committee Meetings

It is highly recommended that committees identify a set meeting time (e.g., *the fourth Thursday of the month at 3:00 p.m or the first Tuesdays at 8:00 a.m. in the months of March – June*). Some committees will meet more often than others. Even if a committee only meets seasonally, it is recommended to set dates early so that members of each committee can plan ahead for upcoming meetings.

Staff will create a formal calendar of all committee meeting dates so that committee members can see the planned work of all of the committees of the Foundation. In addition, if the staff knows the meeting

dates early, they can reserve the Foundation Conference Room (or other venue) and plan to have coffee/water/refreshments available as directed by the Chair/Vice Chair.

Roles and Responsibilities of the Chair and Vice Chair

Each committee will have a Chair and a Vice Chair. In the absence of the Chair, the Vice Chair will conduct any committee meeting so that the business of the organization will continue to move forward.

Chairs and Vice Chairs are asked to serve for two years. Terms begin July 1, 2018 and will end June 30, 2020.

Each Chair and Vice Chair will also serve on the Executive Committee of the Foundation. At each meeting, you will have an opportunity to report on the work of your committee. There is not an expectation to report each time, but there is an opportunity if you have progress you want to share.

Each committee has at least one staff liaison. The Chair/Vice Chair will confer with the staff liaison to assist in preparing calendar reminders, agendas and materials.

Response to Reminders and Quorums

Reminders for meetings will be sent at the request of the Chair by the staff in the form of an Outlook calendar invitation. Clicking to accept the invitation from a smartphone will automatically let the staff know the attendance of a meeting. This is especially important for Brown Act Committees that require a quorum to conduct business. According to the PCC Foundation Bylaws, a quorum is one more than half the number of members on the committee.

Qualifications and Nomination of Committee members and Board members

Committee Members:

If you have someone you would like to nominate to serve on a committee, please refer that name to the Chair of the Board Development Committee. In 2019-2020, the Board Development Committee Chair is Sandi Mejia. The nominee does not have to be a current member of the board of directors. The Board Development Committee will vet the nominee name and arrange for a short interview with the Committee Chair/Vice Chair. Nominees are encouraged throughout the year and can join a committee at any time.

Nominees are encouraged to have:

- Skills that will contribute to the work of the committee
- Previous board or committee membership with other organizations or corporations
- A commitment to the mission of Pasadena City College

Board Members:

The Pasadena City College Foundation Board of Directors is committed to maintaining a highly qualified and diverse board that would represent the Pasadena Area Community College District. The following criteria will assist current board members in identifying and recruiting possible candidates.

In order to create a pipeline of qualified and interested board member candidates, the Board Development Committee recommends the following criteria and activities:

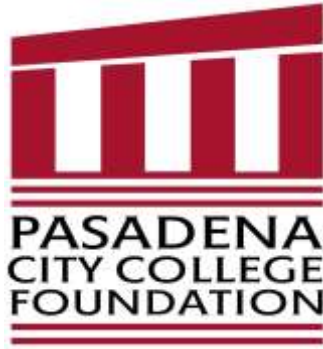
Criteria for PCC Foundation Board Member Candidates

1. A review of the current make-up of the board is important to determine if there are any needs in maintaining the diverse needs of the board including: profession, geographic location to determine adequate representation from each of the PACCD districts, community college alumni (especially PCC alumni).
2. The candidate must be philanthropically inclined.
3. The candidate does not necessarily have to be an alumnus of Pasadena City College, but must have a commitment to community colleges, in general.
4. The candidate must be able to devote adequate time to this commitment, knowing that the PCC Foundation board is a working board.
5. The candidate must be able to make a contribution equal or surpassing the current expectation set by the board. *(There is a recommendation to increase the minimum unrestricted contribution to \$2500 annually.)*
6. The candidate must have experience serving on other boards of directors.

Cultivation and Recruitment Activities

The Board Development Committee recommends a board event (Hometown Legend Series, social event, committee meeting or board meeting) to introduce new and current board members to prospective board members and advisors.

Annually, the Board Development Committee will determine the current number of open positions on the Board and invite each member of the board of directors to submit at least two names to the Board Development Committee for the consideration and vetting process.



2018-2019

COMMITTEE DESCRIPTIONS

DEVELOPMENT COMMITTEES

CAMPAIGN LEADERSHIP COMMITTEE

The purpose of the campaign leadership committee is to carry out the plan of campaign by supervising, guiding, directing, and motivating all soliciting divisions and service committees. The membership of the committee consists of the campaign general chair/co-chairs and any vice chairs of specific initiatives along with the President, Vice President and immediate past presidents of the Foundation. This committee will review potential solicitor(s) and targets for Foundation Board members and lead gifts.

CAMPAIGN STEERING COMMITTEE

The purpose of the campaign steering committee is to develop a preliminary list of prospects and suggest a target figure and potential solicitor(s) for each prospects in each division. They also seek to plan and carry out group meetings or individual awareness sessions to acquaint potential leaders and major donors with the organization's case for support and to obtain their feedback and involvement. The Steering Committee members will also participate in solicitation of prospects.

PROGRAM COMMITTEES

BUSINESS COUNCIL

The PCC Foundation, in cooperation with the Economic & Workforce Development Office is founding an external group of community organization and business leaders to support the outreach of the Foundation and EWD efforts. Additionally, this council will help institute an internship recruitment program and provide an avenue for communication with the business community of the PACCD.

SCHOLARSHIP COMMITTEE

The Scholarship Committee reviews scholarship applications, the scholarship process and works with staff on the scholarship ceremony. Members must be willing to review scholarship, recruit reviewers, score a rubric, make selections and attend the scholarship ceremony.

RECOGNITION & AWARDS COMMITTEE

The Recognition & Awards Committee will be responsible for nominating and recognizing the Special Recognition Award for a community member or organization that has provided extraordinary service and/or support to Pasadena City College and its students.

INTERNAL OPERATIONS COMMITTEES

AUDIT COMMITTEE

This committee is responsible reviewing the draft of the annual audit of the Foundation, monitoring the implementation of any audit recommendations – in the audit or management letter, and making recommendations to the Board of Directors and/or the Executive Director when appropriate. Members should have an advanced knowledge of accounting and/or audit procedures.

BOARD DEVELOPMENT COMMITTEE

Plans and implements the Foundation's process for nominating and electing new Board members, conducting board orientation and training. Members should have a broad network in the community and relationships with individuals who would fit the criteria for board membership.

COMMUNICATIONS & PUBLIC RELATIONS

Reviews and makes recommendations on marketing, advertising, social media, and public relations plans. When necessary, will interview media consultants and make recommendations. Members should have expertise in marketing, advertising, communications, social media or public relations.

FINANCE AND INVESTMENT COMMITTEE

Maintains the Foundation's Statement of Investment and Spending Policy, selecting investment consultants, when necessary, monitoring the performance of Foundation investments, reviewing financial reports, and recommending the annual Operating Budget to the Board of Directors. Members of this committee should have a significant background/knowledge of accounting, finance, investing or budgeting.

RISK MANAGEMENT

This Committee uses the Manual for managing auxiliary organizations as a guideline to ensure that the PCC Foundation is in compliance with state and educational code regulations as an auxiliary organization of Pasadena City College. This committee creates oversight for any annual requirements for review or reporting to state officials in the case of administrative or materials changes in management.

STRATEGIC PLANNING

At the conclusion of the IMPACT campaign, the PCC Foundation will have successfully completed the Strategic Plan of 2012 and the subsequent Strategic Direction of 2015. In 2018-2019, a new Strategic Plan will be developed to create vision and direction for the next 3-5 years.



Committees (Template) 2018-2019

Audit

TBD, Chair
Sandi Mejia, Vice Chair
MEMBERS TO BE CONFIRMED
Staff: Bobbi

Wade Winter, Chair
Jon Fuhrman, Vice Chair
MEMBERS TO BE CONFIRMED
Staff: Bobbi

Board Development

Sandi Mejia, Chair
MEMBERS TO BE CONFIRMED
Staff: Bobbi

Scholarship

Don Schweitzer, Chair
TBD, Vice Chair
MEMBERS TO BE CONFIRMED
Staff: Kris

Communications/Public Relations

RC Schrader, Chair
TBD, Vice Chair
MEMBERS TO BE CONFIRMED
Staff: Bobbi and Kris

Strategic Planning

TBD, Chair
Bobbi Abram
Bill Hawkins
Jim Sarni
Lonnie Schield
Staff: Bobbi, Kris, Dolores

Executive Committee

Bill Hawkins, President
Gloria Pitzer, Vice President
Don Schweitzer, Secretary
Wade Winter, Treasurer
Jim Sarni, Past President
Jack Scott, Chair, Campaign
ALL OTHER CHAIRS & VICE CHAIRS
Rajen Vurdien, PCC President
Hoyt Hilsman, Trustee Liaison
Staff: Bobbi

Recognition & Awards

TBD, Chair
TBD, Vice Chair
MEMBERS TO BE CONFIRMED

Risk Management

Don Schweitzer, Chair
TBD, Vice Chair
MEMBERS TO BE CONFIRMED
Staff: Bobbi and Kris

Finance & Investment

Business/Civic Council

Bobbi Abram, Chair

Salvatrice Cummo

Bill Hawkins

Hoyt Hilsman

Sandi Mejia

Lonnie Schield

RC Schrader

Additional Members to be Confirmed

DRAFT

Campaign Leadership Committee

Jack Scott, Chair
Gloria Pitzer, Vice Chair
Robert Cheney
William E. Goldmann,
Carmella Grahn
John Gregory
Bill Hawkins
Hoyt Hilsman
Carol Liu
Sandi Mejia-Ramirez
Bobbie Moon
Bill Opel
Jim Sarni
Lonnie Schield
Rajen Vurdien

Brenda Galloway
William Galloway
Jim McDermott
Diane Mullin
John Mullin
Charlie Plowman
Lisa Sugimoto
Philip Swan, Jr.
Jim Watterson

Campaign Prospect Management

Jack Scott, Chair
Gloria Pitzer, Vice Chair
Bill Hawkins
Carol Liu
Bill Opel
Jim Sarni
Lonnie Schield

Campaign Steering

Robert Floe
Jonathan Fuhrman
Armando Gonzalez
Preston Howard
Michelle Ireland Galman
Jim Kossler
Clara Potes Fellow
Ted Samuels
Bill Ukropina

*Staff: Bobbi & Dolores
Consultant: Nancy Davis*

Campaign Honorary

Bill Bogaard
Susan Caldwell
Chuck Carroll
Alice Coloumbe
Robert Davidson
Linda Davis Taylor

Campaign Honorary (Con't)