

EXECUTIVE COMMITTEE MEETING  
PASADENA CITY COLLEGE FOUNDATION  
REGULAR BUSINESS MEETING  
Wednesday, December 11, 2019  
4:00p.m. Open Session  
Pasadena City College  
Foundation Conference Room, CDC 212  
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 – Hoyt Hilsman, Board of Trustee Liaison

E. DISCUSSION ITEMS WITH POSSIBLE ACTION

Pg. 4 ..... 1. Approval of Minutes  
i. November 13, 2019

Pg. 14 ..... 2. Approval of Expenditures from October 1, 2019

F. REPORTS

1. Advancement Committee Report – Carmella Grahn, Chair

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

3. Business Council Report – Bill Hawkins

Pg. 7 ..... 4. Finance & Investment – Wade Winter, Chair

5. Communications & Public Relations – Ralph Frammolino

6. Scholarship Committee Report – Greg Sun, Chair

7. Foundation President's Report – Bill Hawkins

8. Executive Director's Report – Bobbi Abram

III. MOTION TO ADJOURN

## Ocie Kara-Simonyan

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

Hello:

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

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



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

If you'd like to know more, you can access the [full board packet](#) (click "Nov 13, 2019" under the "Meetings" tab) from the meeting online. Video of the meeting is also available on our [YouTube channel](#).

The next regularly scheduled board business meeting will be Wednesday, December 11, at 6 p.m., in Creveling Lounge.

Thank you,  
Alex Boekelheide

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**EXECUTIVE COMMITTEE MEETING  
PASADENA CITY COLLEGE FOUNDATION  
REGULAR BUSINESS MEETING  
Wednesday, November 13, 2019  
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, November 13, 2019 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 4:04 p.m. by Mr. Bill Hawkins, President.

**Executive Committee Members Present**

Mr. Ralph Frammolino  
Ms. Carmella Grahn  
Mr. Bill Hawkins, President  
Mr. Michael Mitchell  
Ms. Ryan Newman  
Ms. Gloria Pitzer, Vice President  
Mr. Jim Sarni, Past President  
Mr. Don Schweitzer, Secretary  
Mr. Greg Sun

**Executive Committee Members Absent**

Dr. Erika Endrijonas, PCC Superintendent/President  
Ms. Stephanie Lam  
Ms. Clara Potes-Fellow  
Mr. Wade Winter, Treasurer

**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

**II. OPEN SESSION**

**A. ANNOUNCEMENTS AND RECOGNITIONS**

Ms. Abram spoke about Adelaide Hixon, a donor who passed away November 6<sup>th</sup>. A video was shown to recognize Adelaide.

**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 in the running for the Aspen Prize – currently in the top 150.

The college is sending 105 students from the automotive and design division to the LA Auto Show. Faculty will also be attending; this is a great opportunity for the students.

Two state grants, each of more than \$200,000 were officially accepted by the college to enhance mental health training and food programs for students.

Enrollment is already half full, off to a great start.

Save the date for the Presidential Investiture – January 7, 2020.

**D. BOARD OF TRUSTEE'S REPORT**

Trustee Hilsman recognized Mr. Alex Boekelheide in his role of Chief of Staff to the President – what a great change for Dr. Endrijonas regarding outreach and efficiency.

Mr. Hilsman noted the Aspen Prize Institute is looking heavily into what the college is doing in workforce.

**E. DISCUSSION ITEMS WITH POSSIBLE ACTION**

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

**MOTION:** ON MOTION OF Ms. Pitzer and seconded by Mr. Schweitzer, the Executive Committee voted by a unanimous vote ((Frammolino, Grahn, Hawkins, Mitchell, Newman, Pitzer, Sarni, Schweitzer, and Sun) of the nine members present to approve the minutes of the Executive Committee Meetings held on September 11, 2019.

2. Approval of Expenditures from September 1, 2019

**MOTION:** ON MOTION OF Dr. Goldmann and seconded by Ms. Pitzer, the Executive Committee voted by a unanimous vote (Frammolino, Grahn, Hawkins, Mitchell, Newman, Pitzer, Sarni, Schweitzer, and Sun) of the nine members present to approve the expenditures as presented.

**F. REPORTS AND PROJECTS**

1. Advancement Committee Report –  
Ms. Carmella Grahn announced since July 1, 2019 – we have raised \$345K in scholarships.

Direct mail pieces will be mailed to 4,600 donors for Annual Giving. Goal is to raise \$15,000. Giving Tuesday is coming up on December 3<sup>rd</sup> – emails will be sent to raise money for Lancer Pantry – goal is \$15,000.

2. Board Development Report –  
Mr. Sarni reported at the last meeting they spoke about reviewing the role of advisors. He explained the challenge is to increase the participation to make it a robust group. The next step is to identify corporations that we would like represented on the board.
3. Business Council Report –  
Mr. Hawkins said this committee is narrowing their focus possibly on internships and make it a smooth process.

There will be a business series will be showcasing current Foundation Board members and their stories.

4. Financial Report -



Ms. Abram spoke on behalf of Mr. Winter. She presented the financials, noting all expenses and revenues are as expected at this point in the fiscal year.

5. Communications & Public Relations Report -  
Mr. Frammolino announced the committee will focus on sharpening the message. The focus is on the newsletter and working on the messaging. It's about telling our story to the community, which will be a systematic way of communicating. The newsletter will be altered a bit by reformatting it and using social media and Graduway to grow alumni interest.
6. Scholarship Committee Report –  
Mr. Sun reported the committee met on November 4<sup>th</sup> to evaluate the scholarship applications. He applauded the board for their involvement. The Scholarship ceremony is Friday, December 6<sup>th</sup> - \$700K in scholarships will be awarded this year.
7. Foundation President's Report –  
Mr. Hawkins said as a reminder to always refer back to the strategic plan. He suggested to take a deeper look at scholarships to see if there is a way that some of these funds can be used to support students with everyday needs such as transportation, childcare, food...
8. Executive Director's Report -  
Ms. Abram spoke regarding working with Ernest Posey and future projects.

She thanked Greg Sun for introducing Harlan & Anne Pedersen.

Cal Bright Online Community College will be using our conference room for their board meetings beginning December 2019.

**G. MOTION TO ADJOURN**

There was a motion to adjourn the meeting at 5:21 p.m.

**MOTION:** ON MOTION OF Ms. Pitzer and seconded by Mr. Sun, the Executive Committee voted by a unanimous vote (Frammolino, Grahn, Hawkins, Mitchell, Newman, Pitzer, Sarni, Schweitzer, and Sun) of the nine members present to adjourn the November 13, 2019 Executive Committee Meeting.

**MOTIONS FOR APPROVAL – November 13, 2019**

1. To approve the minutes of the Executive Committee Meeting held on September 11, 2019.
2. To approve expenditures presented on November 13, 2019.
3. To adjourn the November 13, 2019 Executive Committee Meeting.

Respectfully submitted,

By:



Don Schweitzer, Secretary

## Summary

PCC Foundation  
Summary Budget  
November 30, 2019

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

**Pasadena City College Foundation**  
**Balance Sheet**  
**November 30, 2019**

**Assets**

**Current Assets**

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

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

**Long Term Assets**

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

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

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

**Liabilities**

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

**Fund Balance**

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

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

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>Revenues</b>				
Operating Revenue				
Donations	27,976	-	-	27,976
Total Operating Revenue	27,976	-	-	27,976
Program Donations				
Agency	-	84,940	-	84,940
Scholarship	-	323,483	48,832	372,315
Total Program Donations	-	408,423	48,832	457,255
Administrative Fee Revenue				
Administrative Fee	341,378	-	-	341,378
Total Administrative Fee Revenue	341,378	-	-	341,378
Investment Income				
Interest	15,434	90,280		105,714
Dividends	16,502	96,526		113,029
Cost Basis Adjustment	(2,915)	(17,050)		(19,964)
Unrealized Gain/Loss	177,768	1,039,824		1,217,592
Realized Gain/Loss	(20,016)	(117,078)		(137,093)
Investment Management Fees	(8,706)	(50,927)		(59,633)
ADR Fees	(2)	(11)	-	(13)
Investment Income Allocation				
Total Investment Income	178,066	1,041,565	-	1,219,631
<b>Total Revenues</b>	<b>547,421</b>	<b>1,449,988</b>	<b>48,832</b>	<b>2,046,241</b>
<b>Expenses</b>				
<b>Program Expenses</b>				
Personnel Expenses	24,581			
Program Support				
Scholarships	-	196,263	-	196,263
Agency	-	143,012	-	143,012
Total Program Support	24,581	339,275	-	339,275
Operating Expenses				
Administrative Fee	-	341,378	-	341,378
Community Involvement	12,708	-	-	12,708
Discretionary Fund	353	-	-	353
Conference and Seminar	779	-	-	779
Foundation Meetings	2,093	-	-	2,093
PCC President Discretionary	2,265	-	-	2,265
Newsletter & Annual Report	3,250	-	-	3,250
Development Manager	3,126	-	-	3,126
Total Operating Expenses	24,575	341,378	-	365,954
<b>Total Program Expenses</b>	<b>49,156</b>	<b>680,653</b>	<b>-</b>	<b>709,193</b>

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

**Pasadena City College Foundation**  
**Unrestricted Budget**  
**November 30, 2019**

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



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

Pasadena City College Foundation  
Pledges Receivable  
November 30, 2019

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

## Pasadena City College Foundation

## Check Register

November 30, 2019

Date	Number	Name	Amount	Reference	Account	Project
11/16/19	61761	Pasadena City College	134,347.00	Scholarships September 2019	Scholarships	Various Funds
11/16/19	61761	Pasadena City College	32,558.01	Foundation personnel Sep 2019	Salaries	Unrestricted
11/25/19	61808	Pasadena City College	32,558.01	Foundation Personnel August 2019	Salaries	Unrestricted
11/16/19	61761	Pasadena City College	11,986.91	RE Software	Computer Software and Equipment	Unrestricted
11/25/19	61808	Pasadena City College	11,950.00	Scholarships August 2019	Scholarships	Various Funds
11/18/19	61800	DiaMedical USA	8,175.84	Medical Equipment	Agency	Pasadena Community Foundation Nursing Grant - GNT
11/14/19	61783	Chelsea Philanthropy	6,250.00	Consulting Fee for October 2019	Major Gifts Operational	Unrestricted
11/18/19	61795	MTB Event Rentals	5,924.50	Scholarship Event Rentals	Agency	Robert Westerbeck-SCH-P
11/18/19	61798	AccuVein	5,857.99	Medical Equipment	Agency	Unrestricted
11/18/19	61799	CPR1	5,495.53	Medical equipment	Agency	Pasadena Community Foundation Nursing Grant - GNT
11/16/19	61762	Patricia Pejoumand	5,425.00	Accounting Fees Oct 1-31, 2019	Accounting Fees	Pasadena Community Foundation Nursing Grant - GNT
11/16/19	61763	Patricia Pejoumand	5,425.00	Accounting services Oct 1-15 2019	Accounting Fees	Unrestricted
11/18/19	61796	Patricia Pejoumand	5,425.00	Accounting fees Nov 1-15 2019	Accounting Fees	Unrestricted
11/18/19	61797	Ronen Levy Events	5,000.00	Scholarship Event catering	Agency	Robert Westerbeck-SCH-P
11/25/19	61808	Pasadena City College	4,550.00	Reimburse Thania Perez-Aburto O&M Services	Agency	Vista Nova Grant-GNT-R
11/20/19	61802	GoGoSprockets	3,262.50	Scholarship Ceremony Event	Agency	Robert Westerbeck-SCH-P
11/20/19	61803	Timeless Celebrations	3,255.00	Scholarship Ceremony Event	Agency	Robert Westerbeck-SCH-P
11/14/19	61789	Outlook Newspapers	2,625.00	Outlook Ads	Advertising	Unrestricted
11/16/19	61757	Devadutta Laskar	2,500.00	Fall 2019 Writer in residence	Agency	Writers in Residence-AGC-R
11/25/19	61804	Community College League of California	2,413.00	Oxford music online	Agency	Lula Claire Parmley Fund-AGC-P
11/14/19	61781	Hoyt Hillsman	2,086.33	Reimburse Travel to San Francisco	PCC President Discretionary	Unrestricted
11/19/19	Debit	Durans Flowers	1,741.68	flowers for Scholarship ceremony	Agency	Robert Westerbeck-SCH-P
11/14/19	61785	Dance Syndicate DJ Entertainment	1,600.00	DJ for 2019 Scholarship Ceremony & reception	Agency	Nancy Wyker-SFA-P
11/25/19	61807	Elder Tree	1,570.00	Public Relations newsletter	Newsletter & Annual Report	Unrestricted
11/14/19	61791	Armine Galukyan	1,500.00	President's Holiday Party gift cards	Stewardship	Unrestricted
11/7/19	Debit	Amazon	1,457.12	Podcasting equipment Future of work conf	Agency	Robert G Freeman Center-AGC-R
11/14/19	61786	David Cuatt	1,115.92	Reimburse conference expenses	Agency	William Lindquist-AGC-P
11/20/19	61802	GoGoSprockets	1,087.50	Scholarship Ceremony Event	Agency	Nancy Wyker-SFA-P
11/20/19	61803	Timeless Celebrations	1,085.00	Scholarship Ceremony Event	Agency	Nancy Wyker-SFA-P
11/1/19	61755	Dionne B. Shelton	1,000.00	Student Success Scholar	Scholarships	Student Success Scholar-SCH-R
11/14/19	61794	USC University Club	924.00	SBA Leaders Export Graduation Luncheon	Agency	PCC Small Business Dev-AGC-R
11/7/19	Debit	University Club	810.00	Membership dues	Memberships	Unrestricted
11/6/19	61756	Convalescent Aid Society	700.00	Music for garden party	Community Involvement	Unrestricted
11/14/19	Debit	Arc Light EFX	700.00	Rental spot lights for Opera workshop	Agency	Opera Prog.-AGC-R
11/14/19	61776	Oregon Shakespeare Festival	645.00	Deposit for play tickets summer 2020 Theater	Agency	Ashland Prog-AGC-R
11/19/19	Debit	Durans Flowers	580.56	flowers for Scholarship ceremony	Agency	Nancy Wyker-SFA-P
11/4/19	Debit	Rose City Flowers	518.18	Annual Dinner flowers	Annual Dinner	Unrestricted
11/14/19	61777	Snap-On Industrial	505.89	Student BET award tools	Scholarships	Marvin Fd-SFA-P
11/6/19	61774	Sidney Morataya	500.00	Natural Sciences	Scholarships	Miller Fund-SCH-P
11/14/19	61780	Dianne Jamieson	500.00	Move in expenses Marcos Vasquez 01167517	Scholarships	Students in Need-AGC-R
11/14/19	61782	Diane Jamieson	500.00	Move in expenses Marcos Vasquez 01167517	Scholarships	Students in Need-AGC-R
11/18/19	61801	John Shi	500.00	Move in costs student Luisa Rubinstein 01014673	Scholarships	Students in Need-AGC-R
11/6/19	61762	Patricia Pejoumand	498.18	Travel reimbursement Oct 2019	Travel	Unrestricted
11/14/19	61779	Chase College	458.69	Emergency air fare Cristian Artiga 10129311	Scholarships	Students in Need-AGC-R
11/27/19	Debit	Cal State Apply	420.00	Student Registration Fees	Holding	Default Project
11/29/19	Debit	American	390.00	Travel expense Kyle	Travel	Unrestricted
11/29/19	Debit	UC Undergrad	350.00	Student registration fees	Holding	Default Project
11/27/19	Debit	Awards for Any	347.81	Dental Lab	Agency	Dental Lab Tech-AGC-R
11/4/19	Debit	Rose City Flowers	336.26	Hometown legends event	Stewardship	Unrestricted
11/14/19	61788	I-8 Food Services	304.29	Hixon Educators Panel 2019 refreshments	Agency	Hixon Teacher Prep-AGC-P
11/18/19	Debit	PayPal	300.00	Movie Screening	Agency	Robert Westerbeck-SCH-P



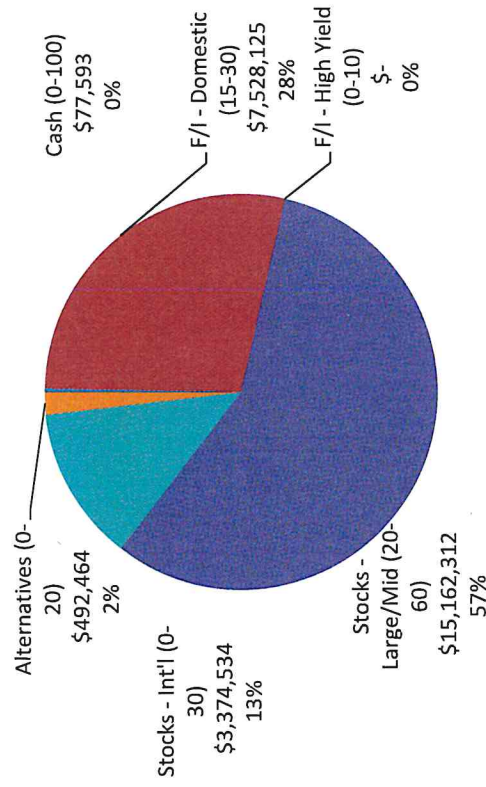
Date	Number	Name	Amount	Reference	Account	Project
11/20/19	Debit	Cal State Apply	280.00	Student Registration Fees	Holding	Default Project
11/27/19	Debit	Cal State Apply	280.00	Student Registration Fees	Holding	Default Project
11/12/19	Debit	Republic Chef	277.60	Culinary program supplies	Agency	Major Gifts Career & Tech Education-AGC-R
11/15/19	Debit	Amazon	264.48	Certificate covers Scholarship Ceremony	Agency	Robert Westerbeck-SCH-P
11/25/19	61809	Sheraton Pasadena	254.58	Graduation Banquet Parking passes	Agency	PCC Small Business Dev-AGC-R
11/14/19	61793	Richard Sequeira	248.35	Reimburse tshirts for conference (SCTA)	Agency	Hixon Teacher Prep-AGC-P
11/14/19	61775	3C4A	225.00	Membership fees	Agency	Stan Gray Athletic Zone-AGC-P
11/25/19	61805	Development Research Partners	225.00	In-depth Research profile	Major Gifts Operational	Unrestricted
11/25/19	61806	Development Research Partners	225.00	In-depth Research profile	Major Gifts Operational	Unrestricted
11/14/19	61787	De Lage Landen Financial Services	223.13	Copier lease November 2019	Photocopier Lease	Unrestricted
11/20/19	Debit	Cal State Apply	210.00	Student Registration Fees	Holding	Default Project
11/14/19	61792	Northmont Football Thunderback Club	200.00	Donation in lieu of sympathy flowers Sheri Stoddard	Agency	Athletic Division-AGC-R
11/5/19	Debit	Flemmings	192.00	Hometown legends gifts for Hoyt & Sheldon	Stewardship	Unrestricted
11/29/19	Debit	Comfort Inn	189.64	Travel expense Kyle	Travel	Unrestricted
11/5/19	Debit	Panera	183.62	Catering scholarship ceremony Selection committee	Agency	Robert Westerbeck-SCH-P
11/15/19	Debit	Amazon	168.60	Office supplies	Office Supplies	Unrestricted
11/16/19	61766	Alleen Gendrano Adao	150.00	Fall 2019 education panel speaker	Agency	Hixon Teacher Prep-AGC-P
11/6/19	61768	Hawani Negussie	150.00	Fall 2019 education panel speaker	Agency	Hixon Teacher Prep-AGC-P
11/6/19	61769	Lucia Reyes	150.00	Fall 2019 education panel speaker	Agency	Hixon Teacher Prep-AGC-P
11/22/19	Debit	IMDBPRO	149.99	Subscription fee	Memberships	Unrestricted
11/6/19	61771	Mi's Windows	144.00	Window repair at PAR site	Agency	Friends of Parent Edu-AGC-R
11/4/19	Debit	Buffer	144.00	Social media scheduling subscription Nov 2019	Advertising	Unrestricted
11/27/19	Debit	Cal State Apply	140.00	Student registration fees	Holding	Default Project
11/25/19	Debit	FTD	135.59	Flowers for Ms Shatford	Donor Cultivation	Unrestricted
11/21/19	Debit	RTI	119.97	Hotel CCLC meeting	Foundation Meetings	Unrestricted
11/6/19	61759	I-8 Food Services	98.89	Catering for SLPA workshop	Agency	Katie Peters Memorial-AGC-R
11/6/19	61767	Foothill Trophy	95.00	Trophy SBA Impact Award	Agency	PCC Small Business Dev-AGC-R
11/6/19	61758	Dolores Ybarra	85.55	Reimburse mileage and meeting expenses	Discretionary Fund	Unrestricted
11/1/19	Debit	Costco	83.55	Meeting refreshments	Foundation Meetings	Unrestricted
11/14/19	Debit	Costco	78.50	Refreshments for Foundation meetings	Foundation Meetings	Unrestricted
11/12/19	Debit	Amazon	74.21	Sympathy cards for Mrs Hixon	Agency	Hixon Teacher Prep-AGC-P
11/4/19	Debit	Amazon	73.08	Scholarship Ceremony Dresses for Dolores & Kris	Agency	Robert Westerbeck-SCH-P
11/18/19	Debit	Amazon	67.24	Office supplies	Office Supplies	Unrestricted
11/29/19	Debit	Sprint	65.08	Phone charges Ocie's Phone	Agency	Foundation Endowment Fund-AGC-P
11/6/19	61765	Robert Lee	62.12	Reimburse Writing Center Re-Opening supplies	Agency	Writers in Residence-AGC-R
11/6/19	61773	Sage Mendez-Mcleish	53.44	Reimburse program supplies	Agency	Friends of Parent Edu-AGC-R
11/26/19	Debit	Amazon	52.52	Podcasting equipment Future of work conf	Agency	Robert G Freeman Center-AGC-R
11/26/19	Debit	PayPal	51.75	Bob Miller Retirement	Community Involvement	Unrestricted
11/14/19	61778	Caroline Adame-Espinoza	51.38	Support student success towards completion	Scholarships	Latino's Scholars Fund-AGC-P
11/18/19	Debit	PayPal	50.00	Movie Screening	Agency	Hixon Teacher Prep-AGC-P
11/6/19	61764	PCC Staging Services	48.00	Staging technician Wendy Adamson event	Agency	Writers in Residence-AGC-R
11/26/19	Debit	Amazon	42.32	Management book	Office Supplies	Unrestricted
11/6/19	61770	Mishelle Sharp	41.51	Reimburse program supplies	Agency	Friends of Parent Edu-AGC-R
11/26/19	Debit	Amazon	39.75	Office supplies	Agency	Unrestricted
11/6/19	61760	Marilyn Hill	28.81	Reimburse program supplies	Agency	Friends of Parent Edu-AGC-R
11/18/19	Debit	Amazon	26.45	Office supplies	Office Supplies	Unrestricted
11/4/19	Debit	Amazon	23.52	Supplies for career center	Agency	Robert G Freeman Center-AGC-R
11/14/19	61784	Clara Lee	22.00	Reimburse tablecloth dry cleaning expense	Agency	Hixon Teacher Prep-AGC-P
11/25/19	Debit	Marriot	21.75	Food CCLC conference	Conference and Seminar	Unrestricted
11/4/19	Debit	Office Depot	20.96	Painters tape	Office Supplies	Unrestricted
11/18/19	Debit	Amazon	17.64	Office supplies	Office Supplies	Unrestricted
11/6/19	61772	Ovsama Kara-Simonyan	14.87	Reimburse frame for Sheldon Bull Hometown Legends	Stewardship	Unrestricted
11/18/19	Debit	Ready Refresh	9.14	Office water supply	Office Supplies	Unrestricted
			<u>\$ 326,350.28</u>			

# Pasadena City College Foundation Asset Allocation 11/30/2019

Foundation Asset Balance: \$29,948,389.12

## Long-term Funds - Schwab\*

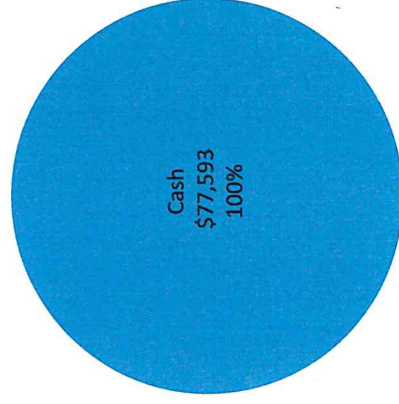
Fund Balance: \$27,622,532.85



\* excluded Osher Scholarships

## Short-term Funds

Fund Balance: \$239,700.58



# Pasadena City College Foundation Fund Balances & Performance

	Market Value (\$)		Performance (%) - thru 11/30/2019	
	11/30/2019	10/31/2019	YTD Return	FYTD Return
<b>Foundation Funds - Short-term</b>				
Charles Schwab	71,664.75	71,579.26	1.8%	n.a.
Bank of the West - General	144,403.22	378,951.83		0.8%
Bank of the West - Debit	6,955.83	8,411.00		
Bank of the West - Merchant	11,576.78	8,488.93		
Bank of the West - Checking	5,000.00	5,000.00		
Bank of the West - Money Market	100.00	100.00		
	239,700.58	472,531.02		
		1,164,861.32		
<b>Foundation Funds - Long-term</b>				
Charles Schwab	27,622,532.86	26,862,820.63	19.2%	6.5%
Osher Scholarship Funds*	2,086,155.68	2,086,155.68		4.9%
	29,708,688.54	28,948,976.31		
		28,339,640.41		
<b>Total Funds</b>	29,948,389.12	29,421,507.33		
		29,504,501.73		

\* Value provided by 3rd party sources

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

	Market Value (\$)		Performance (%) - thru 11/30/2019	
	11/30/2019	10/31/2019	YTD Return	FYTD Return
<b>Cash &amp; Equivalents</b>				
Long-term	77,593.05	32,573.20	1.4%	n.a.
		310,697.76		0.3%
<b>Stocks</b>				
Clifford Swan Investment Counsel	15,162,311.68	14,478,162.71	27.6%	7.8%
Glennede Small Cap	406,586.79	388,053.39	16.2%	-8.5%
iShares Russell 2000	404,425.00	388,625.00	21.9%	-3.5%
Matthews Pacific Tiger	662,239.79	656,621.64	5.4%	1.3%
MFS International Value Fund	1,695,070.45	1,663,504.90	22.5%	6.8%
Invesco Oppenheimer Developing Mkts	1,017,223.30	1,005,261.38	17.6%	3.0%
	19,347,857.01	18,580,229.02	24.5%	6.2%
		18,114,835.27		
<b>Fixed Income</b>				
Clifford Swan Investment Counsel	6,768,862.57	6,816,544.98	8.3%	2.3%
Doubleline Total Return	413,412.89	415,346.54	6.1%	1.6%
Vanguard Inflation-Protected Sec Fund	345,849.51	345,053.85	7.7%	1.6%
First Trust Low Duration Opportunities ETF	176,494.00	176,154.00	4.1%	1.5%
	7,704,618.97	7,753,099.37	7.7%	2.3%
		7,336,302.06		
<b>Alternatives</b>				
DWS Enhanced Commodity Strategy	111,081.09	113,377.65	-1.8%	-4.0%
Franklin K2 Alternative Strategy Fund	130,048.44	129,261.63	6.8%	0.3%
Principal Global Multi-Strategy Fund	127,260.29	126,092.76	7.4%	1.7%
SPDR Gold Trust	124,074.00	128,187.00	13.7%	3.5%
	492,463.82	496,919.04	4.3%	0.1%
		491,649.64		
<b>Total Funds</b>	27,622,532.85	26,862,820.63		
		26,253,484.73		

^ 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.