

**EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING
Wednesday, July 8, 2020
4:00p.m. Open Session
Pasadena City College
ZOOM Conference <https://cccconfer.zoom.us/j/98395696020>
1570 E Colorado Blvd., Pasadena, California 91106**

AGENDA

Notice: Members of the public may request the opportunity to address the Board regarding any item on the agenda. To do so, please complete a "Request to Address the Board" form and give it to the Board Secretary prior to the deliberation of the agenda item. Individual speakers are limited to five minutes; total audience participation on any agenda item is limited to thirty minutes.

- I. CALL TO ORDER, ROLL CALL
- II. OPEN SESSION (4:00 p.m.)
 - A. ANNOUNCEMENTS AND RECOGNITIONS
 - B. PUBLIC COMMENT ON NON-AGENDA ITEMS
The Brown Act prohibits the Board from discussing or taking action on any item not on the agenda.
 - C. PRESIDENT'S REPORT – Dr. Erika Endrijonas
 - Pg. 2..... D. BOARD OF TRUSTEE'S REPORT – James Osterling, Board of Trustee Liaison
 - E. DISCUSSION ITEMS WITH POSSIBLE ACTION
 - Pg. 4..... 1. Approval of Minutes
 - i. June 10, 2020
 - 2. Approval of Expenditures from June 1, 2020 (Handout)
 - F. REPORTS
 - 1. Advancement Committee Report – Don Schweitzer, Chair
 - 2. Board Development Report – Jack Scott, Chair
 - 3. Business Council Report – Bill Hawkins/ Hoyt Hilsman
 - 4. Finance & Investment – Wade Winter, Chair (Handout)
 - 5. Communications & Public Relations – Ralph Frammolino
 - 6. Scholarship & Student Success Committee Report – Greg Sun, Chair
 - 7. Foundation President's Report – Gloria Pitzer
 - 8. Executive Director's Report – Bobbi Abram
- III. MOTION TO ADJOURN

From: [Alexander Boekelheide](#)
To: [Alexander Boekelheide](#)
Subject: PCC Board of Trustees meeting report, June 17, 2020
Date: Wednesday, June 17, 2020 9:33:22 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.

- The board passed Resolution 653, [Denouncing the Killing of Unarmed Black/African American Citizens and Affirming Our Commitment to Black/African American Student Success](#). Dionne Shelton, who recently completed her tenure as president of the Associated Students of PCC, was invited to read the resolution in its entirety, including a list of names of Black citizens killed by police. Trustee Berlinda Brown expressed her appreciation to the college for addressing the issue. "The past few weeks haven't been easy," she said. "I hope this will not just be a resolution. I hope that PCC will really be able to step up to the plate." Student Trustee David Ramirez, who began his term this evening, affirmed that the work of the college would not lose momentum. "This is more than just a statement," he said. "This is an action plan."
- In discussion related to the resolution, Superintendent/President Erika Endrijonas announced her intention to issue an executive order this week directing the PCC Campus Police to remove the use of carotid restraint from its policy manual.
- [Read more about](#) how multiple groups on campus have expressed their solidarity with the Black Lives Matter movement.
- Under a Cooperative Work Experience Education Plan approved by the board, career counselors, faculty, and deans will work together to formalize and centralize work-based learning opportunities at the college. The result will be a one-stop shop for local employers to find skilled workers and student interns at the college.
- David Ramirez was sworn in as student trustee, a position he will hold for the next year. Directly elected by the student body, the student trustee serves as the voice of the students on the board. The board also welcomed Mackenzie Rivera in role as newly elected president of the Associated Students of PCC.
- In closed session, the board conducted its annual evaluation of Dr. Endrijonas and shared the results of that evaluation with her.
- The board approved the receipt of \$7.6 million in funding under the federal CARES Act that will go toward expenses related to coronavirus response. Similarly, the board formally approved the college's receipt of a \$1 million grant through the Hispanic Serving Institution program at the US Department of Education. The funds will go to augment existing grant-funded programs at the college.
- Dual Enrollment agreements with the school districts in Arcadia and South Pasadena were approved, allowing the college to offer college credit to high school students in these areas.

Only the El Monte Unified High School District has yet to formalize such an agreement with the college.

- The college received fiscal authority to manage its funds through borrowing funds between college-controlled accounts and to extend the budget through the next fiscal year.
- Employment agreements between the college and three of its collective bargaining units were approved, delineating how the college will handle its reopening following the coronavirus response.
- The board granted authority to the college to modify salaries as a result of step increases, cost-of-living adjustments, and other incidents which may arise over the course of the coming fiscal year. The resolution to declare salaries “indefinite” is a routine feature of board agendas every year at this time.
- Digital Networks Group won a \$212,000 bid to refresh technology in 15 classrooms thanks to action taken by the board tonight.
- The board approved a budget augmentation of nearly \$80,000 for foster youth programs funded by the state.
- The board approved a number of personnel actions:
 - Xavier Murguia and Sack Xaymountry join the college this month as analysts in Information Technology Services.
 - Mat Camara, who has served as audio/video production specialist in Information Technology Services, will take on a new role as assistant director technical services starting tomorrow.
 - Miriam Hartman (Natural Sciences) and Masood Kamandy (Visual Arts & Media Studies) had unpaid leaves of absence approved by the board.
 - Sharok Bastani (24 years of service in Social Sciences), David Cuatt (34 years in Visual Arts & Media Studies), Debra Folsom (14 years in Natural Sciences), Mark McQueen (34 years in English), Francis Nyong (35 years in Social Sciences), and Scott Hess (18 years in Information Technology Services) all had their retirements accepted by the board. Rebecca Morris (Visual Arts & Media Studies) and Nancy Chan (Information Technology Services) will also be leaving the college.
- On the recommendation of Board President Jim Osterling, the meeting was adjourned in honor of Sarah Shatford, the wife of long-serving trustee Walter Shatford, for whom the college’s library is named. Osterling also recognized the growing list of those who have died or otherwise been affected by the COVID-19 pandemic. Finally, he spoke in honor of George Floyd and all victims of racism and police brutality, and Dr. Endrijonas specifically called out Rayshard Brooks, who died at the hands of Atlanta police on Friday.

If you’d like to know more, you can access the [full board packet online](#) (click “June 17, 2020” under the “Meetings” tab). Video of the meeting is also available on our [YouTube Channel](#).

The next regularly scheduled board business meeting will be Wednesday, July 15, at 6 p.m. Due to the coronavirus outbreak, this meeting will be conducted remotely. Details regarding public participation will be available in advance of the meeting.

**EXECUTIVE COMMITTEE MEETING
PASADENA CITY COLLEGE FOUNDATION
REGULAR BUSINESS MEETING
Wednesday, June 10, 2020
4:00 P.M. Open Session
Pasadena City College
Foundation Conference Room CDC 212
1570 East Colorado Boulevard, Pasadena, California 91106**

Page 1

The Executive Committee of the Pasadena City College Foundation met on Wednesday, June 10, 2020 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 4:00 p.m. by Mr. Bill Hawkins, President.

Executive Committee Members Present

Dr. Erika Endrijonas, PCC Superintendent/President
Mr. Ralph Frammolino
Mr. Bill Hawkins, President
Mr. Michael Mitchell
Ms. Ryan Newman
Ms. Gloria Pitzer
Ms. Clara Potes-Fellow
Mr. Jim Sarni, Past President
Mr. Don Schweitzer, Secretary
Mr. Greg Sun
Mr. Wade Winter, Treasurer

Executive Committee Members Absent

Ms. Carmella Grahn
Ms. Stephanie Lam

Liaison, Board of Trustees

Mr. James Osterling

PCC Foundation Staff Present

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

Guest(s)

Mr. Preston Howard, Foundation Board Member

II. OPEN SESSION

A. ANNOUNCEMENTS AND RECOGNITIONS

There were no announcements and/or recognitions.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

C. PRESIDENT'S REPORT

Dr. Endrijonas reported the college would have had commencement this coming Friday but unfortunately we are not due to the pandemic. Groups around campus are having graduation ceremonies. Dr. Endrijonas has taped graduation notices for

Latinx, Puente, Black, Adult Basic High School and the formerly incarcerated student's graduations.

This coming Friday the college will be having a recognition award ceremony along with the Risser awards and an above and beyond award. It's an award ceremony celebrating and recognizing the great work and the years of service of full time staff.

Summer term begins next week and enrollment is great.

Tonight the college will be having a Finance & Audit meeting of the Board – Dr. Mike Bush will be talking to the board about a continuing resolution to allow the district to continue to spend money after June 30th.

This year there is an increased number of students graduating.

PCC for the third time in a row is in the top 10 finalist for the Aspen Institute prize. We are the only one in CA.

D. BOARD OF TRUSTEE'S REPORT

Trustee Osterling said the trustees are proud of being in the running for the third time in a row for the Aspen Institute award. This is a real recognition of what PCC does for the students.

They are anticipating major cutbacks this coming year; the college will be impacted by the budget cut. The state anticipates 25% decline.

Mr. Osterling reported the listening forums for Black Lives Matter have been very painful but very important. There have been resolutions issued by nine different campus groups and the board will be issuing a resolution.

Dr. Endrijonas will be hiring a Chief Diversity Officer.

E. DISCUSSION ITEMS WITH POSSIBLE ACTION

1. Approval of Minutes from the May 13, 2020 meeting.

MOTION: **ON MOTION** OF Mr. Winter and seconded by Ms. Pitzer, the Executive Committee voted by the unanimous vote (Endrijonas, Frammolino, Hawkins, Mitchell, Newman, Pitzer, Potes-Fellow, Sarni, Schweitzer, Sun and Winter) of the eleven members present to approve the minutes of the Executive Committee meeting held on May 13, 2020.

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

MOTION: **ON MOTION** OF Ms. Pitzer and seconded by Mr. Sun, the Executive Committee voted by the unanimous vote (Endrijonas, Frammolino, Hawkins, Mitchell, Newman, Pitzer, Potes-Fellow, Sarni, Schweitzer, Sun and Winter) of the eleven members present to approve the minutes of the Executive Committee meeting held on December 11, 2019.

3. Approval of Expenditures from May 1, 2020

MOTION: **ON MOTION** OF Mr. Winter and seconded by Ms. Pitzer, the Executive Committee voted by the unanimous vote (Endrijonas, Frammolino, Hawkins, Mitchell, Newman, Pitzer, Potes-Fellow, Sarni, Schweitzer, Sun and Winter) of the eleven members present to approve the expenditures as presented.

4. Approval of Expenditures from December 1, 2019

MOTION: **ON MOTION** OF Mr. Winter and seconded by Ms. Pitzer, the Executive Committee voted by the unanimous vote (Endrijonas, Frammolino, Hawkins, Mitchell, Newman, Pitzer, Potes-Fellow, Sarni, Schweitzer, Sun and Winter) of the eleven members present to approve the expenditures as presented.

REPORTS AND PROJECTS

1. Advancement Committee Report –
Ms. Dolores Ybarra reported part of this year was the tail end of the campaign. We have hit our unrestricted goal; we are currently at 108%.

This year part of the strategic plan for the Foundation was to build an Annual Giving program. There have been two major email solicitations and two major direct solicitations.

To date, the first initiatives: the Fall direct mail piece, the emergency funding and Giving Tuesday raised over \$57,000.

She is currently working on the last stages of completing one more solicitation.

2. Board Development Report –
Ms. Bobbi Abram reported on behalf of Ms. Clara Potes-Fellow – work for the year has been completed. There will be four new names as Directors on the slate and possibly one more: Hoyt Hilsman, Cynthia Kurtz, Gloria de Olarte and Gilda Pettit all have agreed to have their names on the slate. Justin Tsui is a possibility.

3. Business Council Report –
Mr. Hawkins said the economic conditions in the area have had a significant impact – which puts a halt on looking for internship connections for the time being. This gives the committee the opportunity to shift their focus on soft skills. There are a couple of initiatives with the Career Center to work more directly with students to develop their interviewing skills.

4. Financial Report -
Mr. Winter presented the financials, noting our endowment is up almost one million dollars.

We are on budget and on track at this point in the fiscal year.

5. Communications & Public Relations Report -
Mr. Frammolino reported the committee is recalibrating some of the information to make it more newsy and tie it to the Foundation actions and inform the readers of what we have coming up.

We have an outside writer who's working with the Foundation and getting a press release together about the Tournament of Roses donation.

Mr. Frammolino mentioned the committee will be sequencing the messaging and targeting the right audience for each newsletter.

6. Scholarship Committee Report –
Mr. Sun reported they have come up with a mission statement for the Sponsorship program. They have agreed to rename the committee to Scholarship and Student Success committee.

7. Foundation President's Report –
Mr. Hawkins said he is thrilled with the work that the Scholarship committee has done by looking into areas like the sponsorship program.

Mr. Hawkins wants to see a statement of solidarity, addressing equity in housing, education and health.

Mr. Hawkins concluded his report by thanking the board for all their great work.

8. Executive Director's Report -
Ms. Abram noted she is happy to draft a statement of solidarity.

She mentioned for the outstanding service to the community award – the Foundation team nominated Clara Lee for going above and beyond for our students during the beginning of the pandemic when Lancer Pantry closed down. She worked so hard to make sure these students who were having hardships during this time to have some kind of money to get by, by issuing gift cards.

F. MOTION TO ADJOURN

There was a motion to adjourn the meeting at 5:11 p.m.

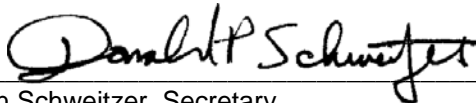
MOTION: ON MOTION OF Ms. Pitzer and seconded by Mr. Sun, the Executive Committee voted by the unanimous vote (Endrijonas, Frammolino, Hawkins, Mitchell, Newman, Pitzer, Potes-Fellow, Sarni, Schweitzer, Sun and Winter) of the eleven members present to adjourn the June 10, 2020 meeting.

MOTIONS FOR APPROVAL – June 10, 2020

1. To approve the minutes of the Executive Committee Meeting held on May 13, 2020.
- 2.
3. To approve the minutes of the Executive Committee Meeting held on December 11, 2019.
4. To approve expenditures presented on May 13, 2020.
5. To approve expenditures presented on December 1, 2019.
6. To adjourn the June 10, 2020 Executive Committee Meeting.

Respectfully submitted,

By:



Don Schweitzer, Secretary