

**BOARD OF DIRECTORS MEETING  
PASADENA CITY COLLEGE FOUNDATION  
QUARTERLY REGULAR BUSINESS MEETING  
Tuesday, March 16, 2021  
8:00 a.m. Open Session  
Pasadena City College**

**Zoom Conference: <https://cccconfer.zoom.us/j/95577051280>  
1570 East Colorado Boulevard, 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.

### **QUARTERLY REGULAR BUSINESS MEETING**

I. CALL TO ORDER – Gloria Pitzer, President

II. OPEN SESSION

A. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

Pg. 3.....roll call..... B. ANNOUNCEMENTS AND INTRODUCTIONS

III. ACTION ITEMS

Pg. 4.....  
1. Approval of Minutes of December 15, 2020 Quarterly Board Meeting

IV. REPORTS

A. COLLEGE PRESIDENT'S REPORT – Dr. Erika Endrijonas

Pg. 11..... B. TRUSTEE LIAISON REPORT– James Osterling

Pg. 17..... C. ADVANCEMENT COMMITTEE – Don Schweitzer/Bob Miller, Co-Chairs

D. BOARD DEVELOPMENT REPORT – Jack Scott, Chair

E. BUSINESS COUNCIL REPORT - Bill Hawkins/ Hoyt Hilsman, Co-Chairs

Pg. 21..... F. FINANCE & INVESTMENT - Wade Winter, Chair

G. COMMUNICATIONS AND PUBLIC RELATIONS – Ralph Frammolino/Clara Potes-Fellow, Co-Chairs

H. SCHOLARSHIP & STUDENT SUCCESS COMMITTEE REPORT- Greg Sun, Chair

I. PCC FOUNDATION PRESIDENT'S REPORT – Gloria Pitzer

J. EXECUTIVE DIRECTOR'S REPORT – Bobbi Abram

K. ADJOURN QUARTERLY REGULAR BUSINESS MEETING

V. FUTURE COMMITTEE MEETINGS

- Advancement Committee – Wednesday, March 17, 2021
- Board Development Committee – Tuesday, March 23, 2021
- Business Council Committee – Monday, April 26, 2021
- Scholarship & Student Success Committee – Tuesday, April 6, 2021
  
- Executive Committee – Wednesday, April 14, 2021 (if needed)
- Finance & Investment Committee – Thursday, April 29, 2021

**BOARD OF DIRECTORS QUARTERLY MEETING  
PASADENA CITY COLLEGE FOUNDATION  
REGULAR BUSINESS MEETING  
Tuesday, March 16, 2021  
4:00p.m. Open Session  
Pasadena City College  
ZOOM Conference <https://cccconfer.zoom.us/j/95577051280>  
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 Board of Directors 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 board 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 BOARD MEMBER #1:

1. [BOARD 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 BOARD MEMBER #2 respond to the same questions:

[REPEAT THE SAME QUESTIONS]

[REPEAT THROUGH ALL BOARD MEMBERS]

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

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

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

**BOARD OF DIRECTORS MEETING  
PASADENA CITY COLLEGE FOUNDATION  
MINUTES OF THE  
QUARTERLY REGULAR BUSINESS MEETING  
Tuesday, December 15, 2020  
8:00 A.M. Open Session  
Pasadena City College  
Zoom Conference: <https://cccconfer.zoom.us/j/97243779635>  
1570 East Colorado Boulevard, Pasadena, California 91106**

**Page 1**

The Board of Directors of the Pasadena City College Foundation met on Tuesday, December 15, 2020 via Zoom conference, Pasadena City College, located at 1570 East Colorado Boulevard, Pasadena, California 91106.

**QUARTERLY REGULAR BUSINESS MEETING**

**I. CALL TO ORDER**

The meeting was called to order at 8:01 a.m. by Ms. Gloria Pitzer, President.

**Board of Directors Present:**

Mr. Geoffrey Baum	Ms. Cynthia Kurtz
Mr. Glenn Bowie	Ms. Nancy Lan
Mr. Sheldon Bull	Dr. Robert Miller
Ms. Vivian Chan	Mr. Michael Mitchell
Ms. Dana Dattola	Ms. Ryan Newman
Ms. Charmayne Mills Ealy	Ms. Gloria de Olarte
Dr. Erika Endrijonas (PCC Superintendent-President)	Ms. Gloria Pitzer (President)
Mr. Robert Floe (nominee)	Mr. Jim Sarni
Mr. Ralph Frammolino	Dr. Jack Scott
Ms. Carmella Grahn	Mr. Chuck Stanislawski
Mr. Mark Harmsen	Mr. Gregory Sun
Mr. Bill Hawkins (Past President)	Mr. Justin Tsui
Mr. Hoyt Hilsman	Mr. Craig Washington (nominee)
Mr. William Krantz	Mr. Wade Winter (Treasurer)

**Board of Directors Absent:**

Mr. Scott Bell	Ms. Clara Potes-Fellow
Ms. Stephanie Lam	Mr. R.C. Schrader
Ms. Gilda Pettit	Mr. Don Schweitzer

**Board of Trustees Liaison:**

Mr. James Osterling  
Ms. Berlinda Brown

**Advisory Members Present:**

Mr. Mel Cohen  
Mr. Preston Howard  
Ms. Sandi Mejia-Ramirez  
Mr. Bobbie Moon  
Mr. Bill Opel  
Ms. Estela Richeda  
Ms. Janet Rose  
Mr. Lonnie Schield  
Ms. Phyllis Specht (nominee)

**Foundation Staff Present:**

Ms. Bobbi Abram, Executive Director  
Ms. Kris McPeak, Director of Operations  
Ms. Dolores Ybarra, Development Manager

Ms. Lisa Velasco, Administrative Assistant

**Guest(s):**

Mr. Robert Floe, Nominee to become member of the board

Mr. Craig Washington, Nominee to become member of the board

Ms. Phyllis Specht, Nominee to become Advisor to the Board

**II. OPEN SESSION**

This Board of Directors 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 Directors are at their residences and all are participating by remote video- or teleconference. The Directors were asked that any member of the Board of Directors 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 Board of Directors 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 Board of Directors 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. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

**B. ANNOUNCEMENTS AND RECOGNITIONS**

Ms. Abram welcomed Robert Floe and Craig Washington, the nominees who were present to become members of the Board of Directors. She also welcomed Stephen Miyabe who will be put in for nomination later in the year. Instead of the scholarship ceremony this year, a scholarship video was created which was shown to the Board.

**III. ACTION ITEMS**

1. Dr. Scott nominated Robert Floe and Craig Washington as members of the Board of Directors. Dr. Scott nominated Phyllis Specht as an advisor to the Board.

i. Approval of the two nominees, Robert Floe and Craig Washington for Board Members.

**MOTION:** **ON MOTION OF** Mr. Sarni and seconded by Ms. Ealy, the Board voted by the following vote (aye: Bowie, Bull, Chan, Dattola, Ealy, Endrijonas, Frammolino, Grahn, Harmsen, Hawkins, Hilsman, Krantz, Kurtz, Lan, Miller, Mitchell, Newman, Olarte, Pitzer, Sarni, Scott, Stanislawski, Sun, Tsui and Winter; absent: Baum, Bell, Lam, Pettit, Potes-Fellow, Schrader, Schweitzer) to approve the following two nominees: Robert Floe and Craig Washington to become members of the Board of Directors.

ii. Approval of one nominee, Phyllis Specht, to become Advisor to the board.

**MOTION:** **ON MOTION OF** Mr. Sarni and seconded by Ms. Ealy, the Board voted by the following vote (aye: Bowie, Bull, Chan, Dattola, Ealy, Endrijonas, Frammolino, Grahn, Harmsen, Hawkins, Hilsman, Krantz, Kurtz, Lan, Miller, Mitchell, Newman, Olarte, Pitzer, Sarni, Scott, Stanislawski, Sun, Tsui and Winter; absent: Baum, Bell, Lam, Pettit, Potes-Fellow, Schrader, Schweitzer) to approve the following nominee: Phyllis Specht to become Advisor to the board.

2. Approval of Minutes of September 15, 2020 Quarterly Board Meeting

**MOTION:**        **ON MOTION OF** Mr. Frammolino and seconded by Dr. Endrijonas, the Board voted by the following vote (aye: Bowie, Bull, Chan, Dattola, Ealy, Endrijonas, Frammolino, Grahn, Harmsen, Hawkins, Hilsman, Krantz, Kurtz, Lan, Miller, Mitchell, Newman, Olarte, Pitzer, Sami, Scott, Stanislawski, Sun, Tsui and Winter; abstain: Floe, Washington; absent: Baum, Bell, Lam, Pettit, Potes-Fellow, Schrader, Schweitzer) to approve the minutes of September 15, 2020 Quarterly Board meeting.

Mr. Baum entered the meeting at 8:34 a.m.

**IV.        REPORTS**

**A.        COLLEGE PRESIDENT'S REPORT**

Dr. Endrijonas noted that the college is in finals week right now. Winter term will be starting, our last winter for at least three years. The college was successful in changing the calendar to be fall, spring and summer, although the Faculty Association is still not in agreement. Our enrollments are okay; we expect probably there will be a little decline, similar to fall – 6-7% - but we did beat the statewide average for enrollment. She is the chair of the 3C 2A Board and took a recommendation from our working group that every district would make a decision to opt in or opt out of sports. All of the CEOs agreed that we are opting out of doing sports in spring. The next decision about sports will be at the end of February. At the board meeting the Board approved a certificate of participation to fund the demolition of the Sarafian building for which we have final approval. Demolition is expected to start in January. The Legislative Analyst Office thinks that there will be more money than the governor thought there was going to be as the tax revenues came in higher than expected. The community colleges are advocating that the state should just pay the colleges what they are supposed to pay rather than cutting off the money in February and forcing us to borrow money. At the Board meeting the Board approved \$25 million for tax revenue anticipation notes (TRANS) to cover what the state does not plan to pay us at this juncture. The Board also approved the Institutional Self Evaluation Report (ISER) for our upcoming accreditation visit March 8-11 chaired by Dr. Ed Bush, president of Consumnes River College. She chaired a virtual visit to Cuesta College at the end of September so has been on the other side of this process. We also had a virtual visit from the Aspen Institute. We are in the top ten and in January or February the prize jury will meet and the actual awarding of the prize will be the first or second week of May. Dr. Terry Giugni has retired; he really wanted to retire in June but he was kind enough to stay until December. Starting January 4 Dr. Laura Ramirez will be the Vice President of Instruction; she was at Rio Hondo College; prior to that she was a Vice President at East LA College; she is a chemist by training and knows not only instruction but also career technical. Erika also hired Dr. Kari Bolen to be Chief Diversity, Equity and Inclusion Officer; she was previously at Mount St. Mary's College. We are hosting a partnership resource team visit towards the end of spring to help improve collegiality on campus and are receiving \$200,000 to work on this project. Happy Hanukkah!

**B.        TRUSTEE LIASION REPORT**

Trustee Osterling has appointed a Naming Committee consisting of three trustees, Tammy Silver (chair), Berlinda Brown and himself. They will work closely with the Foundation regarding naming opportunities. PCC Rosemead has been a huge success since it started seven years ago. We are committed to having a presence in that part of the District. Our top choice is to stay in our existing location but there is no assurance that will happen as we are having difficulties with the owner the El Monte H.S. Unified School District. If those efforts fail, we will seek another location in the same general area. At our last Board meeting, the TRANS passed. The ISER was approved and weighs in at 319 pages with 60 contributors. He is highly confident that we will retain full accreditation status. One of the major initiatives from the Chancellor's office is

the Diversity, Equity, Inclusion (DEI) initiative and PCC has been a leader in those efforts. We have four different trustees participating. The work that comes out of the initiative will be implemented state-wide. Dr. Endrijonas is also participating in the CEO work group. He implemented a policy where every month at the Board meeting we have a report on DEI. This past week the faculty reported out that they have instituted a new procedure for the faculty screening committees, that is, every single committee must have at least three members of underrepresented groups sitting on that committee to ensure we are hiring faculty accomplished in their field and also have an orientation towards DEI. He is proud to report that PCC has one of the most diverse district populations.

Ms. Berlinda Brown added we have strong leadership from our student trustee David Ramirez on DEI. He serves on two different work groups.

**C. ADVANCEMENT COMMITTEE REPORT**

Dr. Bob Miller, Vice Chair of the committee, noted that he was going to talk about a targeted campaign for the Sarafian building. On page 13 in the packet is the proposal for a targeted campaign for fixtures, furniture and equipment, otherwise known as FF and E, as well as programming, otherwise known as Academic Programming, such as rad tech programs, nursing programs, etc. and scholarships that would coincide with the construction of the Sarafian building. The proposed goal for this is between \$2-\$4 million based upon the identified needs. The Foundation has done this successfully at least three times. One was the recently completed Impact campaign, the second was tied to the Shatford Library and the third to the Center for the Arts building which was dedicated in 2013. Development and construction of the new Sarafian building will start with the deconstruction scheduled for January 2021. The PCC Advancement Committee is proposing that the Foundation consider conducting a targeted campaign in the manner described. The Foundation staff will work very closely with the College's Office of Instruction as we work to develop a prospectus on what the fundraising opportunities might be. Typically that assessment is done by an outside consultant. Because Ms. Abram has amassed a quality team over the recent years and because Anne Davis is on our staff, the Committee is recommending that the informational study for this activity be led by Anne Davis which will save us a considerable sum related to the cost of an outside consultant. This would require adding a few more hours to Anne Davis's contract. The new building will be known as the PCC Health and Sciences building – Sarafian Building - including nursing, dental health, some lab classrooms and offices. The dedication of the building will be in Fall 2023 or Spring 2024. This was brought before the Executive Committee on December 9 and the Executive Committee approved it unanimously.

**MOTION:** **ON MOTION OF** Dr. Miller and seconded by Mr. Baum, the Board voted by the following vote (aye: Baum, Bowie, Bull, Chan, Dattola, Ealy, Endrijonas, Floe, Frammolino, Grahn, Harmsen, Hawkins, Hilsman, Krantz, Kurtz, Lan, Miller, Mitchell, Newman, Olarte, Pitzer, Sarni, Scott, Stanislawski, Sun, Tsui, Washington and Winter; absent: Bell, Lam, Pettit, Potes-Fellow, Schrader, Schweitzer) **to authorize the Advancement Committee to commence exploratory activities to determine the feasibility of and create a plan for a proposed campaign in support of fixtures, furniture, and equipment and programming and student scholarships to accompany the construction of the new Sarafian Building. Further, the Advancement Committee report their findings and recommendations to the Board of Directors upon completion of activities as set forth in this motion.**

The total raised thus far is \$2.45 million, restricted is \$2.4 million. We are currently at 25% of the total. We expect that pledges will total about \$101,250 in unrestricted support going forward. We received a \$55,000 pledge payment and a \$40,000 gift for emergency needs for the nursing students and a gift of \$10,000

for nursing scholarships. There will be a significant annual giving effort going forward with a direct mail piece asking for unrestricted support which dropped on November 16 and was sent to 10,000 people. The goal is to raise \$15,000 and thus far we have raised over \$9,000. The Giving Tuesday goal was \$25,000 and thus far we have raised over \$19,500 from that effort. We have a Planned Giving mailing scheduled for the end of January and Clifford Swan Investment Counselors are providing \$12,000 in matching funds, \$6,000 this fiscal year and \$6,000 in 2021-2022. The estate gift of Adelaide Hixon was received and resulted in an additional \$1.5 million. \$1 million will go to the continued support of the teacher prep program and \$500,000 will go for students who plan to teach in the visual and performing arts area. Board giving list is not up to date as the mail service at PCC is a once a week endeavor.

**D. BOARD DEVELOPMENT REPORT**

Dr. Scott mentioned that Stephen Miyabe will be advanced to the Board when there is an opening at the end of this fiscal year. He would encourage any of the Board members to forward ideas about who might be an addition to the Board as there will be some openings at the end of the fiscal year.

**E. BUSINESS COUNCIL REPORT**

Mr. Hoyt Hilsman reported that the Business Council has been meeting and talking about strategy. In January we will be sending out more requests for your contacts for the broader community so we can be pursuing jobs and internships for our students.

**F. FINANCE & INVESTMENT REPORT**

Mr. Winter reported that total assets of the Foundation are almost \$37 million and some of that is related to what Dr. Miller touched on earlier with the Hixon donation which was \$1.5 million. We had an increase in total assets from October to November of about \$3.6 million, \$1.5 million was the Hixon donation, the rest was unrealized gain. If you look at the budget on page 20, you will see that investment income went up by \$3.4 million, some of that is the unrealized gain. Our revenues and expenses are on budget for the first five months of the year. As usual, our personnel expenses show that we appear to be doing better than projected but that is really more about timing. The only other thing is we have set up an ad hoc committee to sit down with Clifford Swan and have a meeting scheduled with them to talk through our investment and spending policy. We are thinking of viewing it as kind of a zero budget, start all over again, and look at what our investment policy says.

**G. COMMUNICATIONS AND PUBLIC RELATIONS REPORT**

Mr. Frammolino reported that they are pushing forward on social media and are thinking about developing a podcast. We may be looking for additional funding to help the staff as we are loading them down with all sorts of new ideas and things. We have a new edition of the Foundation newsletter coming out and have been maintaining our e-blast

**H. SCHOLARSHIP & STUDENT SUCCESS COMMITTEE REPORT**

Mr. Greg Sun said that most of the update on the scholarship committee work was viewed on the video shown at the beginning of this meeting. That video will be posted to the Foundation website soon. There will be a few other updates to the scholarship pages to acknowledge all of the recipients of scholarships this year. This is our inaugural semester of instituting the sponsorship program. The



uptake on help to the students was a little bit slow. Ms. McPeak did some investigation and more input will be asked for from the Student Life division. We have asked the Student Services staff to be the gatekeepers to refer students for the aid money rather than burden the Foundation staff with that. We have given a total of 27 sponsorships to the amount of \$14,300.

I. PCC FOUNDATION PRESIDENT'S REPORT

Ms. Pitzer encouraged the Board and advisors to get year-end gifts in. She thanked the staff and board for all their hard work and participation during these trying times. She wished everyone all the best for the holidays.

J. EXECUTIVE DIRECTOR'S REPORT

Ms. Abram stated that they were approached by the staff and founder of the PCC Flea Market who are interested in finding a way to legally structure themselves under a 501(c)(3). They are considering absorbing themselves into the Foundation. Any move would include absorbing their staff. On our reorganization, we did move forward with obtaining data that has to be reviewed by our Management Association. We are also asking for a job description and posting for a program coordinator to support the work that is going to increase in the Hixson teacher prep program. She congratulated Rob Floe and Craig Washington for their nominations and looks forward to Stephen Miyabe being a continued guest at our March board meeting followed by his nomination in June. For those who are going to be at the Champagne event on Thursday at 5:30 p.m., let us know if you have not received your champagne and we can take care of that. She thanked Ms. Pitzer for how perfectly her skills as the Foundation president mirror the needs of the organization. The most wonderful thing is her sense of humor during this pandemic which has kept our staff full of enthusiasm and levity.

K. ADJOURNMENT

Ms. Pitzer adjourned the meeting at 9:24 a.m.

**MOTION:**

**ON MOTION OF** Mr. Hawkins and seconded by Dr. Olarte, the Board voted by the following vote (aye: Baum, Bowie, Bull, Chan, Dattola, Ealy, Endrijonas, Frammolino, Grahn, Harmsen, Hawkins, Hilsman, Krantz, Kurtz, Lan, Miller, Mitchell, Newman, Olarte, Pitzer, Sarni, Scott, Stanislawski, Sun, Tsui and Winter; absent: Bell, Lam, Pettit, Potes-Fellow, Schrader, Schweitzer) **to adjourn the Quarterly Regular Business Meeting held on Tuesday, September 15, 2020.**

**MOTIONS CARRIED – December 15, 2020**

1. To approve the two nominees to the Board.
2. To approve one Advisor to the Board.
3. To approve the Minutes of September 15, 2020 Quarterly Board Meeting.
4. To authorize the Advancement Committee to commence exploratory activities to determine the feasibility of and create a plan for a proposed campaign in support of fixtures, furniture, and equipment and programming and student scholarships to accompany the construction of the new Sarafian Building. Further, the Advancement

Committee report their findings and recommendations to the Board of Directors upon completion of activities as set forth in this motion.

5. To adjourn the Quarterly Regular Business Meeting held on Tuesday, September 15, 2020.

Respectfully submitted,



By: \_\_\_\_\_  
Hoyt R. Hilsman, Secretary

**From:** [Alexander Boekelheide](#)  
**To:** [Alexander Boekelheide](#)  
**Subject:** Board of Trustees Meeting Report, Jan. 20, 2021  
**Date:** Wednesday, January 20, 2021 11:13:30 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 granted the college the authority to borrow funds for the reconstruction of the Sarafian Building. With 80 percent of the project paid by the state, PCC is responsible for finding local financing for the balance. The college will issue "certificates of participation" against existing college property to raise the necessary funds, and the resulting debt is expected to be retired by general-obligation bond funds at a future date.
- The board passed two resolutions commemorating International Holocaust Remembrance Day on Jan. 27 and Black History Month in February.
- Michael Bush, PCC's assistant superintendent/vice president for business services, gave a presentation on Gov. Newsom's proposed budget and its impacts on the college. With revenues higher than expected during the COVID-19 pandemic, the budget eases some financial pressures from the current fiscal year.
- Associate Vice President Candace Jones of Information Technology Services gave an overview of the college's Technology Master Plan, digging into the data that is driving its creation. Upon its expected approval later this spring, the document will serve as a guide for the next five years of the college's technological investments.
- Isela Ocegueda, who is dean of academic affairs, gave an update on PCC's dual enrollment activities. By Fall 2021, Ocegueda estimated, PCC will serve more than 1,000 high school students through dual enrollment programs at 10 local high schools.
- The board received the independent audit of the PCC Foundation for fiscal year 2019-20.
- The board formally announced the completion of a project to bring the 5<sup>th</sup>-floor bathrooms of the R Building into compliance with the Americans with Disabilities Act.
- The college lowered its mileage reimbursement rate to 56 cents per mile, in line with IRS recommendations, thanks to action taken by the board tonight.
- The board gave permission to solicit proposals to upgrade the college's phone system.
- PCC's Small Business Development Center received \$100,000 to help local businesses affected by the COVID-19 pandemic.
- The college will issue a contract worth more than \$520,000 to AMS.NET, Inc., to upgrade PCC's network infrastructure.
- PCC is collecting prequalification proposals for contractors wishing to work on the reconstruction of the U/Sarafian Building.
- The board authorized the college to terminate its affiliation with Intelcom, a joint authority that provides televised college courses.

- The board approved a number of personnel actions:
  - Chellsy Atilano joins Student Services as an educational advisor this week.
  - Oshin Karami will serve as acting supervisor in Facilities Services until June 30, 2021, and Stephan McGrue has been named interim Talent Search coordinator through June 1, 2021.
  - Michaela Mares-Tamayo will leave PCC this spring. Gloria Horton (31 years of service to Languages & ESL), Robert Lee (29 years in English) and Roger Marheine (41 years of service to English) had their retirements formally accepted by the board. Trustee Anthony Fellow remarked upon the fact that these three faculty members have 101 years of experience between them. Four employees will leave the college this month: Claudette Bentley (Information Technology Services), Jordan Oost (Community Education Center), Jeanette Pace (Pathways FYE Program), and Shereece Sims (Math and Computer Science).
- In her update to the board, Dr. Endrijonas shared that PCC is applying to be a distribution center for the COVID-19 vaccine. The college is also working with the City of Pasadena to host a city-operated drive-thru vaccine clinic on the Colorado campus next week. [Learn more through the City's website.](#)
- The winter retreat for the Board of Trustees has been moved to Saturday, January 30, from 1 to 4 p.m.
- The meeting was adjourned in memory of Joanne Montgomery, a longtime schoolteacher and Monrovia resident who was a trustee of Citrus College for 20 years. Montgomery passed away Dec. 14, 2020.

If you'd like to know more, you can access the [full board packet online](#) (click "Jan 20, 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, January 20, at 6 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](mailto:aboekelheide@pasadena.edu)

[@PCCLancer](#)

[facebook.com/PasadenaCityCollege](https://facebook.com/PasadenaCityCollege)

[www.pasadena.edu](http://www.pasadena.edu)

**From:** [Alexander Boekelheide](#)  
**To:** [Alexander Boekelheide](#)  
**Subject:** Board of Trustees Meeting Report, Feb. 17, 2021  
**Date:** Wednesday, February 17, 2021 10:40:15 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 meeting opened with remembrances of three members of the PCC community who passed away in recent weeks.
  - Bobbi Abram, executive director of the PCC Foundation, spoke in honor of Lacreata Scott, longtime friend of the college and wife of 66 years to former State Senator, PCC Superintendent/President, and California Community Colleges Chancellor Jack Scott. Lacreata Scott passed away from complications related to COVID-19 on Feb. 6.
  - Cynthia Olivo, vice president for student services, and student advisor Trevor Brackett shared memories of Eli Underwood. Eli was a graduate of Pasadena High School who thrived as a PCC student. He dreamed of attending Clark Atlanta University. Eli Underwood passed away on Jan. 28.
  - Jim Schubert, a member of the math faculty, was honored by Math & Computer Science Dean Carrie Starbird. Jim started at PCC as an adjunct in 1988 and was remembered as "one of the most caring and sincere people any of us knew," Dean Starbird said. Jim's death was related to COVID-19, and Dean Starbird asked that the entire campus remain vigilant in his memory, taking proactive steps to slow the spread of this disease.
- Kari Bolen, who joined the college in November as PCC's first Chief Diversity, Equity, and Inclusion Officer, shared an update on college activities related to her area since her arrival. Dr. Bolen has met with a range of groups and individuals on campus in an effort to bring forward a "shared language and a shared vision" for equity and inclusion at the collegewide level, she reported. The board aims to adopt a Diversity, Equity, and Inclusion mission statement this academic year, and discussed generally its efforts to do so.
- Dean Micah Young gave an overview of the college's Health Sciences programs. These 11 programs consistently have delivered strong results for graduates and the local economy, boosting wages and quality of living for many. The college also has extensive partnerships with local health care providers and schools of medicine or nursing. The programs have only gained in importance during the COVID-19 pandemic.
- The board formally accepted the external audit for the 2019-2020 fiscal year, which again contained no findings or adjustments related to the district's financial position. Trustee John Martin quoted the external auditing team as saying the report was like "something you'd stick to the refrigerator," a true point of pride for the district.
- In the college's quarterly financial report for the period ending Dec. 31, 2020, the board approved statements showing a revenue surplus of roughly \$1 million in unexpected CalPERS savings.
- The board adjusted fees charged to nonresident students to \$307 per unit and a \$10 capital

- outlay fee per semester, in line with those fees charged by peer institutions.
- With its approval of a memorandum of understanding with the El Monte Union High School District, the board solidified dual enrollment agreements with all seven of PCC's constituent K-12 districts.
  - Recognizing her positions as a working parent and elected official, Student Trustee David Ramirez nominated Trustee Sandra Chen Lau to a seat on the Los Angeles County School Trustees Association, and the board confirmed the move.
  - The board approved two resolutions: One honoring Women's History Month in March 2021, and the other calling for equal pay in California's Community Colleges. Regarding the second proclamation, Trustee Linda Wah and Superintendent/President Erika Endrijonas spoke on California's history of leadership in the equal pay movement, particularly with the formation of the California Community Colleges' Women's Caucus. "People should be paid for the work that they do, and there should be equity, and it shouldn't be according to a formula," Dr. Endrijonas said.
  - As it approved two state contracts worth nearly \$600,000 for childcare services to students, Trustee Sandra Chen Lau remarked that the board should advocate for increasing state funding for childcare, as the contracts amount to less than \$100 per day per child.
  - PCC will solicit proposals for formal environmental reports related to the Facilities Master Plan, under action taken by the board tonight.
  - The board approved a number of personnel actions:
    - Dolores Ybarra has become director of development and operations at the PCC Foundation under a reorganization in that department. Carol Calandra will serve as interim director of the Veterans Resource Center and David Sigala Gomez will serve as acting educational advisor in Extended Opportunity Programs & Services through June 30.
    - Donna Nielsen (21 years of service in Health Sciences), Rezvan Kline (33 years in Office Services) and James Large (39 years in Visual Arts and Media Studies) have retired from PCC. Sylvia Pinedo, Rosa Prado, and Robert Gordon have also left the college.
  - In her report Dr. Endrijonas shared that PCC's enrollment for the Spring 2021 semester is down 7-8 percent from last year, which is in line with reported figures from peer institutions in Southern California.
  - Carlos "Tito" Altamirano gave his report as president of the Management Association while cradling his sleeping daughter on his shoulder.
  - The meeting was adjourned in memory of Lacreata Scott, Eli Underwood, and Jim Schubert.

If you'd like to know more, you can access the [full board packet online](#) (click "Feb 17, 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, March 17, at 6 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](mailto:aboekelheide@pasadena.edu)

[@PCCLancer](#)

[facebook.com/PasadenaCityCollege](https://facebook.com/PasadenaCityCollege)

[www.pasadena.edu](http://www.pasadena.edu)



**FY 2020/21 YTD Report  
As of 3/4/2021**

	Actual 2020/21 Q1 9/30/20	Actual 2020/21 Q2 12/31/20	Actual 2020/21 Q3 as of 3/4/21	Actual 2020/21 Q4	Actual 2020/21 TOTAL
<b>Total:</b>	\$ 533,220.14	\$ 2,269,692.52	\$ 458,541.20		\$ 3,261,453.86
<b>Unrestricted:</b>	\$ 13,821.61	\$ 85,927.86	\$ 36,538.63		\$ 136,288.10
<b>Restricted:</b>	\$ 519,398.53	\$ 2,183,764.66	\$ 422,002.57		\$ 3,125,165.76

*(Excludes In-Kind/Pledge Gifts)*

	Actual 2020/21 YTD Unrestricted 3/4/2021	Actual 2020/21 YTD Restricted 3/4/2021	Actual 2019/20 YTD Unrestricted 3/4/2020	Actual 2020/21 YTD Restricted 3/4/2020
<b>Cash</b>	\$ 116,538.13	\$ 2,722,837.76	\$ 116,347.21	\$ 1,022,788.00
<b>In-Kind</b>	\$ -	\$ 156,006.84	\$ -	\$ 39,431.25
<b>Pledge/Planned</b>	\$ -	\$ 20,000.00	\$ -	\$ -
<b>Pledge Installment</b>	\$ 19,749.97	\$ 402,328.00	\$ 249,116.64	\$ 204,728.66
	\$ 136,288.10	\$ 3,301,172.60	\$ 365,463.85	\$ 1,266,947.91

<b>No. of Gifts</b>	221	1166	188	1093
<b>No. of Constituents</b>	160	541	136	467

<b>Expected Pledge Payments in FY</b>	\$ 795,205.00
<b>% of Pledge Installments</b>	53.1%

Unrestricted Goal 2020/21	% to Goal 6/30/2021
\$ 254,000.00	54%

**FY 2020/21 YTD Report  
As of 3/4/2021**

<b>New Funds</b>	<b>Fund Start Date</b>
Rapid Response Fund	7/7/2020
Gertmenian Culinary Program Scholarship	7/15/2020
Gertmenian Culinary Program Emergency Scholarship Fund	7/15/2020
Annual Fund: League of Women Voters Pasadena Centennial Sch.	7/15/2020
Alan and Sheila Lamson Emergency Needs Fund	7/22/2020
Margaret Diedrich Tinley Memorial Scholarship Fund	8/13/2020
Alexander and Adelaide Hixon Center for the Arts Fund	11/10/2020
Ralph Hudson Skills Trade Scholarship Fund	1/10/2021
The Hagop M. Seropian Armenian Spririt Award	1/27/2021
The Shelly Gaskin Fund in memory of Florence Stroup	1/27/2021
Ujima Program Scholarship Fund	1/27/2021
Van Halen Memorial Fund	2/19/2021

<b>Donor Types</b>	<b>Count</b>
Individuals	595
Organizations/Companies	32
Third Party	41
Non-Profits	15
<b>Total:</b>	<b>683</b>

<b>New Donors</b>	<b>Count</b>
Individuals/Non-Profit/Orgs.	263
Third Party	17
<b>Total:</b>	<b>280</b>

**FY 2020/21 YTD Report  
As of 3/4/2021**

<b>Foundation Board of Directors Giving (35 total)</b>	<b>Name</b>	<b>Restricted Giving 20/21/YTD</b>	<b>Unrestricted Giving 20/21/YTD</b>
	Geoffrey Baum	Yes	Yes
	Scott A. Bell	No	No
	Glen Bowie	No	Yes
	Sheldon Bull	No	Yes
	Vivian Chan	No	No
	Dana Dattola	No	Yes
	Gloria de Olarte	Yes	No
	Erika Endrijonas	Yes	Yes
	Robert Floe	No	No
	Ralph A. Frammolino	No	Yes
	Carmella Grahn	No	Yes
	Mark Harmsen	Yes	Yes
	William A. Hawkins	No	Yes
	Hoyt Hilsman	No	No
	William L. Krantz	No	Yes
	Cynthia Kurtz	Yes	No
	Stephanie Lam	No	No
	Nancy Lan	No	Yes
	Robert B. Miller	No	Yes
	Charmayne L. Mills-Ealy	No	Yes
	Michael Mitchell	No	No
	Ryan Newman	No	Yes
	Jim Osterling	No	Yes
	Gilda Pettit	No	No
	Clara I. Potes-Fellow	No	Yes
	James P. Sarni	Yes	Yes
	Gloria Scharre Pitzer	No	Yes
	Reinhold Schrader	No	No
	Donald Schweitzer	No	No
	Jack A. Scott	Yes	Yes
	Charles Stanislawski	No	Yes
	Gregory Sun	Yes	Yes
	Justin Tsui	No	Yes
	Craig Washington	No	Yes
	Wade Winter	Yes	Yes
	<b>No. of Board Members</b>	<b>9</b>	<b>24</b>
	<b>% of Board Giving</b>	<b>26%</b>	<b>69%</b>
	<b>Amount Received</b>	<b>\$26,241.74</b>	<b>\$41,059.97</b>

**FY 2020/21 YTD Report  
As of 3/4/2021**

<b>Foundation Advisor Giving (27 total)</b>	<b>Name</b>	<b>Restricted Giving 20/21/YTD</b>	<b>Unrestricted Giving 20/21/YTD</b>
	Donald H. Anderson	No	No
	Robert L. Cheney	No	No
	Melvin Cohen	No	Yes
	Richard S. Cupp	No	No
	John C. Cushman	No	Yes
	Jonathan S. Fuhrman	No	No
	Julie Gallant	Yes	No
	William Galloway	No	Yes
	William E. Goldman	No	Yes
	Don Hopf	No	No
	Preston E. Howard	Yes	No
	James P. Kossler	Yes	No
	Mark A. Ladesich	No	Yes
	Carol J. Liu	Yes	No
	Sandra Mejia-Ramirez	No	Yes
	Roberta M. Moon	Yes	No
	William Opel	Yes	No
	Dianne Philibosian	Yes	No
	Richard E. Ratliff	No	No
	Estela S. Richeda	No	No
	Janet J. Rose	No	Yes
	Lonnie Schield	No	Yes
	Phyllis Specht	No	No
	Lisa A. Sugimoto	No	No
	Ladd Thomas	No	Yes
	William E. Thomson	No	No
	Winston S. Uchiyama	Yes	No
	<b>No. of Advisors</b>	<b>8</b>	<b>9</b>
	<b>% of Advisor Giving</b>	<b>30%</b>	<b>33%</b>
	<b>Amount Received</b>	<b>\$25,578.00</b>	<b>\$14,500.00</b>

## Summary

PCC Foundation  
 Summary Budget  
 February 28, 2021

	BUDGET		YTD			VARIANCE
	Total For Foundation BUDGETED	YTD Budget ÷ 12 <i>8th Month</i>	Actual Scholarship, Agency & Other Funds	Actual Unrestricted Fund	YTD Actual TOTAL	Favorable/ (Unfavorable)
Endowment Revenue (PR)	\$ 182,992	\$ 121,994	\$ 1,785,950		\$ 1,785,950	\$ 1,663,955
Agency Revenue/Grant (TR)	529,688	353,126	282,755		282,755	(70,371)
Scholarship Revenue (TR)	563,088	375,392	677,900		677,900	302,507
Loan Program (TR)		-	5,000		5,000	5,000
Operating Revenue (UR)	140,000	93,333		116,619	116,619	23,285
		-				
Administrative Fee ( - ) [Full year]	350,000	233,333		350,047	350,047	116,714
Investment Income ( - ) [Actual YTD]	1,295,439	863,626	4,522,225	736,176	5,258,402	4,394,776
<b>TOTAL REVENUE</b>	<b>\$ 3,061,207</b>	<b>\$ 2,040,805</b>	<b>\$ 7,273,829</b>	<b>\$ 1,202,842</b>	<b>\$ 8,476,672</b>	<b>\$ 6,435,867</b>
Administrative Fee ( - ) [Full year]	\$ 350,000	\$ 233,333	\$ 350,047		\$ 350,047	\$ (116,714)
Agency Expense/Grant (TR)	395,234	263,490	76,580		76,580	186,910
Scholarship Paid (TR)	1,110,291	740,194	292,958		292,958	447,236
Foundation Support (UR)	265,000	176,667		151,009	151,009	25,657
Fund Raising Expense (UR)	365,500	243,667		170,292	170,292	73,374
General & Administrative (UR)	299,550	199,700		178,790	178,790	20,910
<b>TOTAL EXPENSES</b>	<b>\$ 2,785,575</b>	<b>\$ 1,857,050</b>	<b>\$ 719,586</b>	<b>\$ 500,091</b>	<b>\$ 1,219,677</b>	<b>\$ 637,374</b>
Transfers	-	-	-	-	-	-
<b>NET CHANGE</b>	<b>\$ 275,632</b>	<b>\$ 183,754</b>	<b>\$ 6,554,244</b>	<b>\$ 702,751</b>	<b>\$ 7,256,995</b>	<b>\$ 7,073,240</b>

**Pasadena City College Foundation**  
**Balance Sheet**  
**February 28, 2021**

**Assets**

**Current Assets**

Cash and Cash Equivalents

CS MM-335	\$	913,278
CS MM-932		657,580
Chase Operating		213,012
Chase Debit		13,377
Chase Merchant		7,111
Chase Savings		10,004
Chase PCC President		5,702
Chase Posey Loan Program		3,000
		<u>1,823,063</u>
	Total Cash and Cash Equivalents	\$ 1,823,063

Accounts Receivable

Pledges Receivable Current		332,874
Holding		102
Accounts Receivable Posey		168,000
		<u>500,976</u>
	Total Accounts Receivable	\$ 500,976

**Total Current Assets** \$ 2,324,040

Long Term Assets

Investments

CS Inv 335	\$	32,946,587
Osher Funds		2,011,443
		<u>34,958,030</u>
	Total Investments	\$ 34,958,030

Other Long Term Assets

Pledges Receivable Long Term	\$	1,912,756
Lots in Arizona		10,850
		<u>1,923,606</u>
	Total Other Long Term Assets	\$ 1,923,606

**Total Long Term Assets** \$ 36,881,636

**Total Assets** \$ 39,205,676

**Liabilities and Fund Balance**

**Liabilities**

Accounts Payable	\$	71,246
PPP Loan		90,950
		<u>162,196</u>
	Total Liabilities	\$ 162,196

**Fund Balance**

Unrestricted Fund Balance	\$	3,152,220
Temp Restricted Fund Balance		9,818,679
Perm Restricted Fund Balance		26,072,582
		<u>39,043,481</u>

**Total Fund Balance** \$ 39,043,481  
**Total Liabilities and Fund Balance** \$ 39,205,676

**Pasadena City College Foundation**  
**Income Statement**  
**February 28, 2021**

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>Revenues</b>				
Operating Revenue				
Donations	\$ 116,619	\$ -	\$ -	\$ 116,619
Total Operating Revenue	\$ 116,619	\$ -	\$ -	\$ 116,619
Program Donations				
Agency	\$ -	\$ 282,755	\$ 1,000,687	\$ 1,283,441
Scholarship	-	677,900	785,263	1,463,162
Loan Program	-	5,000	-	5,000
Total Program Donations	\$ -	\$ 965,654	\$ 1,785,950	\$ 2,751,604
Administrative Fee Revenue				
Administrative Fee	\$ 350,047	\$ -	\$ -	\$ 350,047
Total Administrative Fee Revenue	\$ 350,047	\$ -	\$ -	\$ 350,047
Investment Income				
Interest	\$ 18,649	\$ 114,560	\$ -	\$ 133,209
Dividends	54,076	332,179	-	386,254
Investment Income Allocation	(0)	(0)	-	(0)
Cost Basis Adjustment	(3,553)	(21,826)	-	(25,379)
Unrealized Gain/Loss	684,419	4,204,290	-	4,888,709
Realized Gain/Loss	(3,957)	(24,309)	-	(28,267)
Investment Management Fees	(13,427)	(82,480)	-	(95,907)
ADR Fees	(31)	(188)	-	(219)
Total Investment Income	\$ 736,176	\$ 4,522,225	\$ -	\$ 5,258,402
<b>Total Revenues</b>	<b>\$ 1,202,842</b>	<b>\$ 5,487,880</b>	<b>\$ 1,785,950</b>	<b>\$ 8,476,672</b>
<b>Expenses</b>				
<b>Program Expenses</b>				
Personnel Expenses				
Executive Director	\$ 18,782	\$ -	\$ -	\$ 18,782
Director of Operations	8,701	-	-	8,701
Business Analyst	4,398	-	-	4,398
Administrative Assistant	32,044	-	-	32,044
Clerical Assistant	11,488	-	-	11,488
Development Manager	14,919	-	-	14,919
Total Personnel Expenses	\$ 90,334	\$ -	\$ -	\$ 90,334
Program Support				
Scholarships	\$ -	\$ 292,958	\$ -	\$ 292,958
Agency	-	76,580	-	76,580
Total Program Support	\$ -	\$ 369,538	\$ -	\$ 369,538
Operating Expenses				
Administrative Fee	\$ -	\$ 350,047	\$ -	\$ 350,047
Community Involvement	4,500	-	-	4,500
Discretionary Fund	960	-	-	960
Conference and Seminar	2,040	-	-	2,040
Foundation Meetings	214	-	-	214
PCC President Discretionary	1,791	-	-	1,791
Newsletter & Annual Report	34,156	-	-	34,156
Printing Expense	8,551	-	-	8,551
Advertising	8,463	-	-	8,463
Total Operating Expenses	\$ 60,676	\$ 350,047	\$ -	\$ 410,723
<b>Total Program Expenses</b>	<b>\$ 151,009</b>	<b>\$ 719,586</b>	<b>\$ -</b>	<b>\$ 870,595</b>

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>General and Administrative</b>				
Personnel Expenses				
Executive Director	\$ 37,563	\$ -	\$ -	\$ 37,563
Administrative Assistant	9,607	-	-	9,607
Clerical Assistant	1,450	-	-	1,450
Total Personnel Expenses	\$ 48,619	\$ -	\$ -	\$ 48,619
Operating Expenses				
Accounting Fees	\$ 93,785	\$ -	\$ -	\$ 93,785
Office Supplies	1,699	-	-	1,699
Computer Software and Equipment	40	-	-	40
Office Interior	156	-	-	156
Photocopier Lease	2,066	-	-	2,066
Advertising	10,500	-	-	10,500
Legal Fees	8,160	-	-	8,160
Bank Fees	405	-	-	405
Taxes	300	-	-	300
Miscellaneous	250	-	-	250
Subscriptions	349	-	-	349
Audit Fees	12,400	-	-	12,400
Software Training	60	-	-	60
Total Operating Expenses	\$ 130,170	\$ -	\$ -	\$ 130,170
<b>Total General and Administrative</b>	<b>\$ 178,790</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 178,790</b>
<b>Development Expenses</b>				
Personnel Expenses				
Executive Director	\$ 18,782	\$ -	\$ -	\$ 18,782
Business Analyst	13,196	-	-	13,196
Administrative Assistant	32,044	-	-	32,044
Development Manager	14,840	-	-	14,840
Total Personnel Expenses	\$ 78,863	\$ -	\$ -	\$ 78,863
Fundraising Expenses				
Marketing & Printing	\$ 15,740	\$ -	\$ -	\$ 15,740
Postage	1,377	-	-	1,377
Computer Software and Equipment	13,846	-	-	13,846
Advertising	2,625	-	-	2,625
Donor Cultivation	3,861	-	-	3,861
Memberships	2,121	-	-	2,121
Major Gifts Operational	25,000	-	-	25,000
Stewardship	5,909	-	-	5,909
Planned Giving	20,950	-	-	20,950
Total Fundraising Expenses	\$ 91,429	\$ -	\$ -	\$ 91,429
<b>Total Development Expenses</b>	<b>\$ 170,292</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 170,292</b>
<b>Total Expenses</b>	<b>\$ 500,091</b>	<b>\$ 719,586</b>	<b>\$ -</b>	<b>\$ 1,219,677</b>
<b>Transfers</b>				
Transfers In				
Transfer from other funds	\$ -	\$ (40,662)	\$ (54,376)	\$ (95,038)
Total Transfers In	\$ -	\$ (40,662)	\$ (54,376)	\$ (95,038)
Transfers Out				
Transfer to other funds	\$ -	\$ 84,659	\$ 10,378	\$ 95,038
Total Transfers Out	\$ -	\$ 84,659	\$ 10,378	\$ 95,038
<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ 43,998</b>	<b>\$ (43,998)</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 3,185,645</b>	<b>\$ 9,193,158</b>	<b>\$ 19,407,683</b>	<b>\$ 31,786,486</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>702,751</b>	<b>4,812,292</b>	<b>1,741,952</b>	<b>7,256,995</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 3,888,396</b>	<b>\$ 14,005,450</b>	<b>\$ 21,149,635</b>	<b>\$ 39,043,481</b>



**Pasadena City College Foundation**  
**Unrestricted Budget**  
**February 28, 2021**

	<b>Budget</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD Budget</b>
	<b>2020/2021</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
		<b>02/28/2021</b>	<b>02/28/2021</b>	
<b>Revenues</b>				
Operating Revenue				
Donations	\$ 140,000	\$ 93,333	\$ 116,619	\$ 23,285
Unrestricted Pledge Payments Received	114,000	76,000	20,834	(55,166)
<b>Total Operating Revenue</b>	<b>\$ 254,000</b>	<b>\$ 169,333</b>	<b>\$ 137,452</b>	<b>\$ (31,881)</b>
Administrative Fee Revenue				
Administrative Fee	\$ 350,000	\$ 233,333	\$ 350,047	\$ 116,714
<b>Total Administrative Fee Revenue</b>	<b>\$ 350,000</b>	<b>\$ 233,333</b>	<b>\$ 350,047</b>	<b>\$ 116,714</b>
Investment Income				
Dividends and Interest on Unrestricted	\$ 50,000	\$ 33,333	\$ 72,725	\$ 39,392
<b>Total Investment Income</b>	<b>\$ 50,000</b>	<b>\$ 33,333</b>	<b>\$ 72,725</b>	<b>\$ 39,392</b>
<b>Total Revenues</b>	<b>\$ 654,000</b>	<b>\$ 436,000</b>	<b>\$ 560,225</b>	<b>\$ 124,225</b>
<b>Expenses</b>				
Program Expenses				
Personnel Expenses	\$ 175,000	\$ 116,667	\$ 90,334	\$ 26,333
Operating Expenses				
Community Involvement	12,000	8,000	4,500	3,500
Discretionary Fund	3,000	2,000	960	1,040
PCC President's Discretionary	5,000	3,333	1,791	1,542
Conference and Seminar	3,000	2,000	2,040	(40)
Foundation Meetings	5,000	3,333	214	3,119
Awards and Recognition	2,000	1,333	-	1,333
Newsletter & Annual Report	30,000	20,000	34,156	(14,156)
Printing Expense	15,000	10,000	8,551	1,449
Postage	2,500	1,667	-	1,667
Events	2,500	1,667	-	1,667
Advertising	10,000	6,667	8,463	(1,796)
<b>Total Operating Expenses</b>	<b>\$ 90,000</b>	<b>\$ 60,000</b>	<b>\$ 60,676</b>	<b>\$ (676)</b>
<b>Total Program Expenses</b>	<b>\$ 265,000</b>	<b>\$ 176,667</b>	<b>\$ 151,009</b>	<b>\$ 25,657</b>
<b>General and Administrative</b>				
Personnel Expenses	\$ 120,000	\$ 80,000	\$ 48,619	\$ 31,381
Operating Expenses				
Accounting Fees	\$ 130,000	\$ 86,667	\$ 93,785	\$ (7,118)
Office Supplies	2,500	1,667	1,699	(33)
Printing Expense	1,000	667	-	667
Postage	1,000	667	-	667
Computer Software and Equipment	1,000	667	40	626
Office Interior	1,500	1,000	156	844
Photocopier Lease	2,800	1,867	2,066	(200)
Advertising	10,000	6,667	10,500	(3,833)

	<b>Budget 2020/2021</b>	<b>YTD Budget 02/28/2021</b>	<b>YTD Actual 02/28/2021</b>	<b>YTD Budget Variance</b>
Legal Fees	5,000	3,333	8,160	(4,827)
Bank Fees	2,000	1,333	405	928
Taxes	250	167	300	(133)
Miscellaneous	2,000	1,333	250	1,083
Subscriptions	500	333	349	(16)
Audit Fees	15,000	10,000	12,400	(2,400)
Travel	3,000	2,000	-	2,000
Software Training	2,000	1,333	60	1,273
<b>Total Operating Expenses</b>	<b>\$ 179,550</b>	<b>\$ 119,700</b>	<b>\$ 130,170</b>	<b>\$ (10,470)</b>
<b>Total General and Administrative Expenses</b>	<b>\$ 299,550</b>	<b>\$ 199,700</b>	<b>\$ 178,790</b>	<b>\$ 20,910</b>
<b>Development Expenses</b>				
Personnel Expenses	\$ 155,000	\$ 103,333	\$ 78,863	\$ 24,470
Fundraising Expenses			\$ -	
Marketing and Printing	\$ 30,000	\$ 20,000	\$ 18,365	\$ 1,635
Postage	2,000	1,333	1,377	(43)
Computer Software and Equipment	14,000	9,333	13,846	(4,513)
Miscellaneous	1,500	1,000	-	1,000
Travel	500	333	-	333
Donor Cultivation	12,000	8,000	3,861	4,139
Presidents Circle	12,000	8,000	-	8,000
Memberships & Subscriptions	4,000	2,667	2,121	545
Database Maintenance	500	333	-	333
Software Training	1,000	667	-	667
Major Gifts Program	37,500	25,000	25,000	-
Planned Giving	45,500	30,333	20,950	9,383
Stewardship	50,000	33,333	5,909	27,424
<b>Total Fundraising Expenses</b>	<b>\$ 210,500</b>	<b>\$ 140,333</b>	<b>\$ 91,429</b>	<b>\$ 48,904</b>
<b>Total Development Expenses</b>	<b>\$ 365,500</b>	<b>\$ 243,667</b>	<b>\$ 170,292</b>	<b>\$ 73,374</b>
<b>Total Expenses</b>	<b>\$ 930,050</b>	<b>\$ 620,033</b>	<b>\$ 500,091</b>	<b>\$ 119,942</b>
<b>Transfers</b>				
Transfers In				
Transfer from other funds (SCPR)	\$ (300,000)	\$ (200,000)	\$ -	\$ (200,000)
<b>Total Transfers In</b>	<b>\$ (300,000)</b>	<b>\$ (200,000)</b>	<b>\$ -</b>	<b>\$ (200,000)</b>
Transfers Out				
Transfer to other funds	\$ -	\$ -	\$ -	\$ -
<b>Total Transfers Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Transfers</b>	<b>\$ (300,000)</b>	<b>\$ (200,000)</b>	<b>\$ -</b>	<b>\$ (200,000)</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$ 23,950</b>	<b>\$ 15,967</b>	<b>\$ 60,133</b>	<b>\$ 44,167</b>

Pasadena City College Foundation  
Check Register  
February 28, 2021

Date	Number	Payee	Amount	Reference	Project	Account
2/3/21	63109	Hearken Creative	\$ 8,550.99	Newsletter Dec 2020	Unrestricted	Printing Expense
2/24/21	63137	Elder Tree	7,050.00	Campaign Closing/Annual Report/Case study - Final	Unrestricted	Newsletter & Annual Report
2/17/21	63122	Chelsea Philanthropy	6,250.00	Consulting Fees January 2021	Unrestricted	Planned Giving
2/3/21	63110	Patricia Pejoumand	5,835.00	Accounting fees Jan 16-31, 2021	Unrestricted	Accounting Fees
2/17/21	63123	Patricia Pejoumand	5,835.00	Accounting fees 02/01-02/15/21	Unrestricted	Accounting Fees
2/10/21	63120	Elder Tree	5,100.00	Campaign closing/Annual Report/Case study	Unrestricted	Newsletter & Annual Report
2/24/21	63135	Kyle Gelz	4,246.00	Content + social media = edits	Unrestricted	Marketing & Printing
2/11/21	Debit	Outlook	2,625.00	Advertisement	Unrestricted	Advertising
2/10/21	63119	Community College League of California	2,461.00	Oxford Music Online Database 1/1/21-12/31-21	Lula Claire Parmley Fund-AGC-P	Agency
2/3/21	63113	Kyle Gelz	2,111.00	Content + social media +edits	Unrestricted	Marketing & Printing
2/24/21	Debit	Amazon	1,877.47	Equipment for Auto Shop	Auto. Associates-AGC-R	Agency
2/17/21	63126	Roth Staffing Companies, L.P.	1,650.00	Consultant fee WE 8/19/2018 LVelasco	Nancy Wyker-SFA-P	Agency
2/17/21	63126	Roth Staffing Companies, L.P.	1,650.00	Consultant fees WE 3/31/2019 LVelasco	Nancy Wyker-SFA-P	Agency
2/2/21	Payment	Apple	1,325.90	Macbook for student LaShawna Walton	Pasadena Community Foundation Scholars-SCH-F	Scholarships
2/17/21	63126	Roth Staffing Companies, L.P.	1,320.00	Wages for WE 12/30/2018 LVelasco	Nancy Wyker-SFA-P	Agency
2/10/21	63121	Marquez Auseuo	1,000.00	Rent payment - student Hannah Tellez	Pasadena Community Foundation Scholars-SCH-F	Agency
2/18/21	Debit	The Tire Rack	612.47	Program supplies	Auto. Associates-AGC-R	Agency
2/10/21	63118	CSSO Conference	565.00	Conference registration	Fund for Veterans Edu-AGC-S	Agency
2/9/21	Debit	CASE	550.00	CASE Conference	Unrestricted	Conference and Seminar
2/3/21	63111	Claude Stambuk	500.00	Individual academic coaching Music Theory	Jerry and Terri Kohl-AGC-R	Agency
2/17/21	63124	Claude Stambuk	500.00	Individual academic coaching	Jerry and Terri Kohl-AGC-R	Agency
2/17/21	63125	Jesus Leonardo Flores	500.00	Providing individual academic coaching	Jerry and Terri Kohl-AGC-R	Agency
2/24/21	Debit	Target	500.00	gift card for Benjawan Punyaporn	Nancy Wyker-SFA-P	Scholarships
2/19/21	Debit	Target	500.00	Student gift Cards	Petersen -GNT-R	Agency
2/10/21	63116	Follett	357.68	Student books and supplies	Pasadena Community Foundation Scholars-SCH-F	Scholarships
2/10/21	63115	Erika Endrijonas	300.00	Reimburse gift cards for Holiday Party	Unrestricted	PCC President Discretionary
2/3/21	63108	Colleen Nanno	277.89	Reimburse ingredient kit for spring 2021	Major Gifts Career & Tech Education-AGC-R	Agency
2/10/21	63116	Follett	250.00	Student books and supplies	Shelly Gaskin Book Voucher Fund-SCH-R	Scholarships
2/10/21	63114	Blackbaud, Inc.	246.74	BBNC Custom SSL	Unrestricted	Computer Software and Equipment
2/22/21	Debit	Rose City Flowers	242.50	Flowers for LaCreta Scott	Unrestricted	Discretionary Fund
2/24/21	63127	Pasadena City College	239.30	Reimburse Akilah Brown Stipends & Benefits	English Division-AGC-R	Agency
2/24/21	63127	Pasadena City College	239.29	Reimburse Kristen Ogden stipends & benefits	English Division-AGC-R	Agency
2/24/21	63134	De Lage Landen Financial Services	233.33	Copier Lease March 2021	Unrestricted	Photocopier Lease
2/3/21	63112	De Lage Landen Financial Services	223.13	Copier lease Feb 2021	Unrestricted	Photocopier Lease
2/24/21	63134	De Lage Landen Financial Services	223.13	Copier Lease January 2021	Unrestricted	Photocopier Lease
2/13/21	Debit	University Club	220.00	Membership fees	Unrestricted	Memberships
2/4/21	Debit	Speechandhearing.ca.gov	200.00	License Renewal	Katie Peters Memorial-AGC-R	Agency
2/24/21	63131	Salvador S. Diaz	171.81	Reimburse gas & sanitizers for shop vehicles	Auto. Associates-AGC-R	Agency
2/5/21	Debit	Spectrum	160.54	Student bill	Pasadena Community Foundation Scholars-SCH-F	Agency
2/24/21	63129	Jose Alfredo Gonzalez	150.00	STEM Teacher Talk Spring 2021	Hixon Teacher Prep-AGC-P	Agency
2/24/21	63133	Sonia Hanson	150.00	Art Teacher Talk Speaker Spring 2021	Hixon Teacher Prep-AGC-P	Agency
2/24/21	63136	Bridgette Nicole Spencer	150.00	STEM Teacher Talk Spring 2021	Hixon Teacher Prep-AGC-P	Agency
2/19/21	Debit	Target	150.00	Student gift Cards	Petersen -GNT-R	Agency
2/24/21	63128	Coaches Video, LLC	101.00	Football program replacement parts	Athletic Division-AGC-R	Agency
2/10/21	Debit	Sprint	69.22	Ocie's phone	Foundation Endowment Fund-AGC-P	Agency
2/19/21	Debit	Target	60.00	Student gift cards	Petersen -GNT-R	Agency
2/5/21	Debit	AT&T	59.98	Student bill	Pasadena Community Foundation Scholars-SCH-F	Agency
2/19/21	Debit	Amazon	50.00	Student gift cards	Petersen -GNT-R	Agency
2/10/21	63117	Pasadena City College	47.20	Office Services - Mailing	Hixon Teacher Prep-AGC-P	Agency
2/1/21	Debit	Amazon	40.25	Computer equipment for staff	Unrestricted	Computer Software and Equipment
2/10/21	Debit	Amazon	31.74	computer equipment for staff	Unrestricted	Computer Software and Equipment
			<u>\$67,759.56</u>			

Pasadena City College Foundation  
Pledges Receivable  
February 28, 2021

<u>Total Pledged</u>	<u>Pledge Balance as of</u> <u>6/30/20</u>	<u>Pledge Balance as of</u> <u>12/31/20</u>	<u>Pledge Balance as of</u> <u>01/31/21</u>	<u>Pledge Balance as of</u> <u>02/28/21</u>	<u>Fund</u>
\$ 10,000	\$ 6,326	\$ 5,324	\$ 5,157	\$ 4,990	Child Development Center
12,000		6,000	6,000	6,000	Clui
50,000	30,000	20,000	20,000	20,000	Found-Endowment
5,000,000	1,649,999	1,500,000	1,500,000	1,425,000	Gertmenian Culinary
8,000	4,000	4,000	4,000	4,000	IMPACT-Arts
16,667	12,500	12,500	11,667	11,667	IMPACT-Arts
2,500	1,250	1,125	1,125	1,125	IMPACT-CTE
75,000	30,000	30,000	15,000	15,000	IMPACT-CTE
5,000	2,000	1,000	1,000	1,000	IMPACT-CTE
16,667	12,500	12,500	11,667	11,667	IMPACT-Scholarships
15,000	6,000	3,000	3,000	3,000	IMPACT-Scholarships
2,500	1,500	1,000	1,000	1,000	IMPACT-Scholarships
25,000	15,000	15,000	15,000	10,000	IMPACT-Scholarships
10,000	5,000	2,500	2,500	2,500	JackScottSCH
25,000	11,000	7,000	7,000	7,000	Kossler
11,000	4,400	- 2,200	2,200	-	Opera Program Fund
16,667	12,500	12,500	11,667	11,667	Moon
10,000	2,500	2,500	2,500	2,500	PCC Retirees Association
5,000	575	575	575	575	PCC Retirees Association
25,000	8,000	8,000	7,000	7,000	PCC Retirees Association Scholarship Fund
10,000	8,000	8,000	8,000	8,000	Posey Loan for PCC Nursing Students
750,000	150,000	95,000	95,000	95,000	Rfreeman
300,000	99,982	99,982	99,982	99,982	Smadison
10,000	6,000	6,000	4,000	4,000	Unrestricted
40,000	16,000	8,000	8,000	8,000	Unrestricted
30,000	20,000	20,000	20,000	20,000	Unrestricted
75,000	10,000	10,000	10,000	10,000	Unrestricted
15,000	4,350	4,350	4,350	4,350	Unrestricted
5,000	2,000	1,000	1,000	1,000	Unrestricted
25,000	10,000	5,000	5,000	5,000	Unrestricted
5,000	3,250	2,750	2,667	2,583	Unrestricted
10,000	6,000	6,000	6,000	6,000	Unrestricted
2,500	1,750	1,750	1,750	1,750	Unrestricted
6,000	4,000	4,000	4,000	4,000	Unrestricted
300,000	180,000	180,000	180,000	180,000	Unrestricted
250,000	250,000	250,000	250,000	250,000	Unrestricted
5,000	575	575	575	575	Vets
<b>\$ 7,421,500</b>	<b>\$ 2,646,457</b>	<b>\$ 2,349,130</b>	<b>\$ 2,328,381</b>	<b>\$ 2,245,931</b>	

Pasadena City College Foundation  
Fund Balances & Performance

	Market Value (\$)			Performance (%) - thru 2/28/2021		
	2/28/2021	1/31/2021	6/30/2020	YTD Return	Last FY	FYTD Return
<b>Foundation Funds - Short-term</b>						
Charles Schwab	657,579.58	707,551.09	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	15,000.00	3,000.00				
Chase - 6525	258,179.86	418,688.89				
Chase - 6533	13,376.68	8,651.75				
Chase - 6566	5,702.21	5,702.21				
Chase - 8060	10,003.64	262,001.86				
Chase - 6582	7,111.29	2,516.80				
	966,953.26	1,408,112.60	476,359.52			
<b>Foundation Funds - Long-term</b>						
Charles Schwab	33,859,865.00	32,822,182.13	27,176,516.42	2.2%	3.7%	19.5%
Osher Scholarship Funds*	2,086,155.68	2,086,155.68	2,086,155.68			
	35,946,020.68	34,908,337.81	29,262,672.10			
<b>Total Funds</b>	<b>36,912,973.94</b>	<b>36,316,450.41</b>	<b>29,739,031.62</b>			

\* Value provided by 3rd party sources

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

		Market Value (\$)			Performance (%) - thru 2/28/2021		
		2/28/2021	1/31/2021	6/30/2020	YTD Return	Last FY	FYTD Return
<b>Cash &amp; Equivalents</b>							
Long-term		523,977.81	344,873.38	394,562.73	0.0%	n.a.	0.0%
<b>Stocks</b>							
Clifford Swan Investment Counsel	Domestic: L/C	18,388,558.13	17,585,999.82	14,097,678.22	4.5%	1.9%	30.0%
iShares Core S&P Small-Cap ETF**	Domestic: S/C	550,776.69	511,364.37	357,907.89	14.4%	purch. 5/20	55.0%
Wasatch Core Growth Fund**	Domestic: S/C	622,261.47	590,565.52	351,057.02	6.5%	purch. 5/20	43.8%
Matthews Pacific Tiger	Int'l: Emerging (Asia)	853,256.99	849,511.56	640,469.45	4.4%	-1.8%	41.4%
MFS International Value Fund	Int'l: Developed	1,836,414.01	1,870,785.39	1,690,861.71	-4.1%	8.5%	14.5%
Invesco Oppenheimer Developing Mkts	Int'l: Emerging	1,256,461.71	1,234,148.13	956,953.63	2.2%	-1.9%	31.6%
		23,507,729.00	22,642,374.79	18,094,927.92	3.9%	1.6%	29.8%
<b>Fixed Income</b>							
Clifford Swan Investment Counsel	Domestic	7,880,988.78	7,982,651.23	7,001,316.86	-1.7%	9.8%	-1.2%
Doubleline Total Return	Mtgs	411,931.24	415,128.11	414,573.08	-0.6%	4.0%	0.9%
Vanguard Inflation-Protected Sec Fund	Domestic	SOLD 9/2020	SOLD 9/2020	368,046.07	n.a.	8.1%	n.a.
First Trust Low Duration Opportunities ETF	Domestic	400,296.00	401,700.00	403,104.00	-0.3%	2.4%	0.8%
FPA New Income Fund	Mortgage Backed/ABS	200,920.22	200,863.09	Purchased 11/2020	0.39	n.a.	1.60
		8,894,136.24	9,000,342.43	8,187,040.01	-1.5%	9.3%	-0.9%
<b>Alternatives</b>							
DWS Enhanced Commodity Strategy	Commodities	122,926.56	114,223.79	97,422.62	10.1%	-14.6%	26.2%
Franklin K2 Alternative Strategy Fund	Alternatives	188,301.43	137,691.74	127,238.41	0.5%	-1.0%	9.9%
Principal Global Multi-Strategy Fund	Alternatives	103,383.87	132,163.90	124,691.73	0.6%	-0.4%	8.7%
SPDR Gold Trust	Alternatives	519,410.10	450,512.10	150,633.00	-9.3%	25.7%	-3.3%
		934,021.96	834,591.53	499,985.76	-3.8%	2.1%	4.9%
<b>Total Funds</b>		<b>33,859,865.00</b>	<b>32,822,182.13</b>	<b>27,176,516.42</b>			

^ 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.

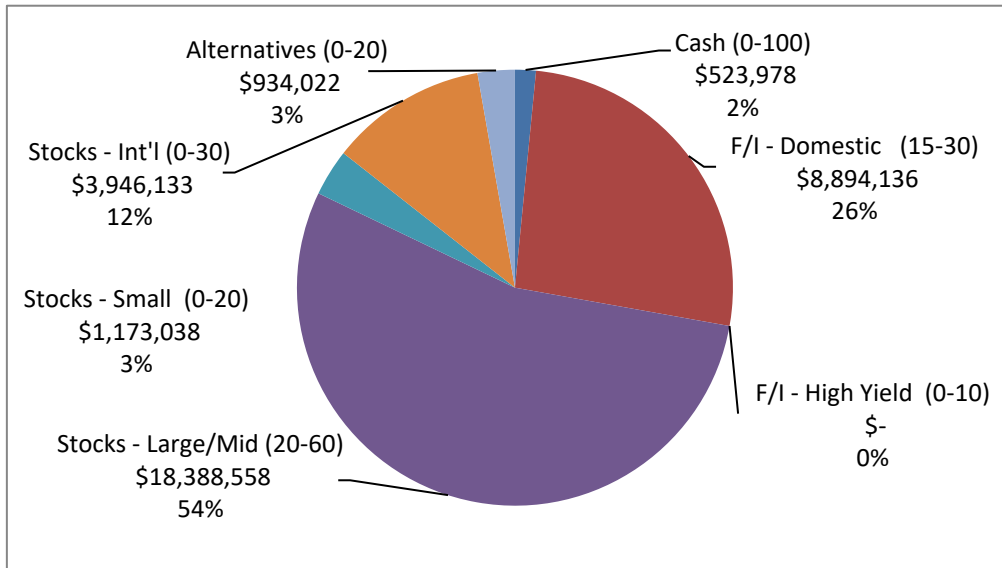
\*\* Purchased 5/26/2020

Pasadena City College Foundation  
**Asset Allocation**  
**2/28/2021**

Foundation Asset Balance: \$36,912,973.94

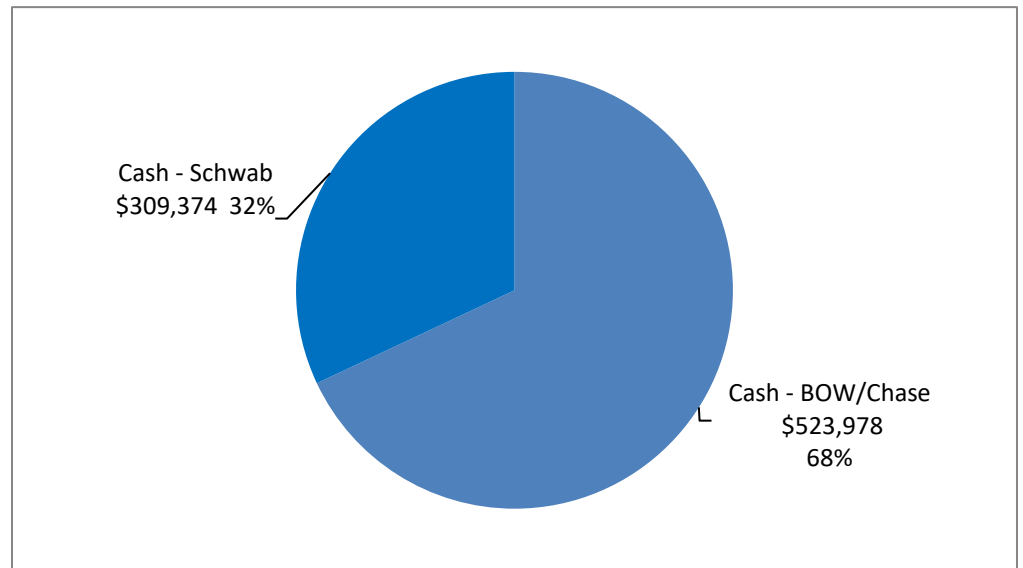
**Long-term Funds - Schwab\***

Fund Balance: \$33,859,865.00



**Short-term Funds**

Fund Balance: \$966,953.26



\* excluded Osher Scholarships