



**Board of Directors**  
9800 Cody Street  
Coalinga, CA 93210  
559.934.2134

## **AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS**

**May 11, 2016**  
**10 a.m.**

**Harris Ranch Inn & Restaurant**  
**Belmont Room**  
**24505 W. Doris Avenue**  
**Coalinga, CA 93210**

*Any writings or documents that are public records and are provided to a majority of the Board of Directors regarding an open session item on this agenda will be made available for public inspection in the West Hills Community College Foundation office located at 9900 Cody Street, Coalinga, CA 93210 during normal business hours.*

*Due to the presence of two members of the West Hills Community College District Board of Trustees on the Foundation's Board of Directors and the potential presence of former Foundation Board members who are also elected members of the District's Board of Trustees, there is the potential for a quorum of Trustee members, however, no Board of Trustees matters or business will be discussed or acted upon by the Trustees present at this meeting of the Foundation Board of Directors.*

**1. Call to Order** **10:00-10:05 a.m.**

- Flag Salute
- Introduction of Guests
- Public Comments

*This time has been reserved for the public to comment on non-agenda items. If an individual wishes to address the Board of Directors, he/she should state his/her name and occupation/affiliation and proceed with comments.*

**2. Committee Reports -** **10:05-10:30 a.m.**

- A. West Hills Community College Foundation Portfolio Report
- B. WHC Foundation Budget Status
- C. WHC Foundation Warrants

### **3. Action Items -**

**10:30-11:00 p.m.**

- A. Consideration of Minutes of February 3, 2016 meeting
- B. Consideration of the resignation of Sharon Gordon from Foundation Board
- C. Consideration of election of Sharon Gordon as an affiliate member
- D. Review of Foundation Bylaws
- E. Review of Policy & Procedures – Conflict of Interest Policy WHCCF 2710
- F. Review of Policy & Procedures – Conflict of Interest Compliance WHCCF 2710
- G. Review of Policy & Procedures – Conflict of Interest WHCCF Board Procedure 2710
- H. Review of Policy & Procedures – Internal Revenue Service Form 990 Review Policy WHCCF Board Policy 990
- I. Review of Policy & Procedures – Whistleblower Policy WHCCF 3517
- J. Review of Policy & Procedures – Document Retention Policy WHCCF 3310
- K. Review of Policy & Procedures – Executive Compensation Policy WHCCF 7130
- L. Review of Policy & Procedures – Compensation of Officers, Directors, and Key Employees Policy WHCCF 7130A
- M. Review of Policy & Procedures – Accountable Reimbursement Expense Plan WHCCF 6317
- N. Review of Policy & Procedures – Gift Acceptance Policy and Procedures WHCCF Board Policy 3820
- O. Review of Policy & Procedures – Liquidation and Dissolving Dormant Funds Policy

### **4. College/District Reports**

**11:00 am – 12:00 noon**

- A. West Hills College Lemoore – Dr. Kristin Clark, President (11:00 – 11:15 am)
- B. West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President (11:15 – 11:40 am)
- C. West Hills Community College District – Dr. Frank Gornick, Chancellor (11:40 – 11:55 am)
- D. West Hills Community College Foundation – Ms. Frances Squire, Executive Director (11:55 am – 12:00 noon)

### **5. Announcements and Upcoming Events**

- Coalinga Scholarship Ceremony on May 13, 2016 at 10:00am
- Lemoore Commencement Ceremony on May 19, 2016 at 6:30pm
- Coalinga Commencement Ceremony on May 20, 2016 at 6:30pm
- 20<sup>th</sup> annual President's Scholars golf tournament on Monday, June 13, 2016; tee time at 8:30am
- 2<sup>nd</sup> annual West Hills College Car Show on Saturday, September 10, 2016

### **6. Board of Directors Comments and Requests**

### **7. Adjournment**