



**WHCC Foundation  
Board of Directors**  
9900 Cody Street  
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# **WEST HILLS**

**COMMUNITY COLLEGE FOUNDATION**

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## **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**January 22, 2014**



### **CALL TO ORDER**

**President Ann Stone called the meeting of the Board of Directors to order at 10:10 a.m. and led the board members and audience in the flag salute.**

#### **Board members present:**

Ann Stone, President  
Ernie Drewry, CFO  
Katie Delano, Community Director  
Sharon Gordon, Community Director  
Frank Gornick, Staff Director  
Fred Harrell, Community Director  
Carole Goldsmith, Staff Director  
Nina Oxborrow, Trustee Director  
David Silveira, Community Director  
Ken Stoppenbrink, Staff Director

#### **Board members absent:**

Steve Cantu, Trustee Director  
Jeff Garcia, Community Director  
Laura Mendes-Moore, Secretary  
Don Warkentin, Staff Director

#### **Others present:**

Dave Ivarie, Morgan Stanley, Advisor  
Mike Urner, Wells Fargo, Advisor  
Frances Squire, Executive Director  
Olga Keough, Accounting Technician  
Tina Simas, Foundation Secretary  
Sylvia Dorsey-Robinson, VP Student Services WHCL  
Stuart Van Horn, Vice Chancellor Educational Services  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar  
William Bourdeaux, Harris Ranch

### **Introduction of Guests**

The Foundation board and guests made self-introductions. Frances thanked the board and guests for their attendance.

### Public Comments

There were no public comments

### Committee Reports

Quarterly Investment Portfolio Report (Oct. 2013-Dec. 2013) discussion noted that the total portfolio value at the end of the quarter was \$1,764,278.63, which reflected a 1.720 percent total return for the quarter. David Ivarie and Mike Urner reported to the board that the portfolio has been positioned to consider cash flow needs.

Over the course of the year, there were cash withdrawals of \$262,441.02 with deposits to the investment accounts of \$171,614. There was a realized loss of \$5,742.89, which happened because of cash flow requirements of the foundation. The portfolio is now structured to avoid the need to sell investments at a loss to cover current cash flow needs of the foundation.

Realized income for the year was \$65,051.66, which provide for cash flow requirements for scholarships and other foundation expenses.

Mike noted that the portfolio is recovering from an extremely difficult first quarter and that the 3.69 percent average yield for the year is nearing the goal set in the investment guidelines of five percent.

Dave noted that it took most of the first quarter to complete the portfolio investments and that the documents used for the portfolio reports are being tweaked to more accurately reflect the yield overview. This will include, once paperwork is complete, the sectioning and reporting of bonds from equities so foundation board members can more easily decipher returns from each sector.

There was also a discussion of the foundation board meeting schedule in relation to end-of-quarter reporting. Frances will work with Mike and Dave to see if foundation board meetings might be rescheduled to allow time for reports to reach the board well before a meeting.

A discussion was held regarding the WHC Foundation Budget Status for October and November 2013.

### Action Items

The following agenda items were approved:

- On a motion by Frank Gornick, with a second by Carole Goldsmith, the minutes of the November 13, 2013, board meeting were approved as submitted and carried unanimously.
- On a motion by Nina Oxborrow, with a second by Carole Goldsmith, Community Director Katie Delano was nominated to serve as vice president for the foundation board. The motion was approved and carried unanimously.

- On a motion by Carole Goldsmith, with a second by Nina Oxborrow, the WHCCF Board *Statement of Investment Policy, Objectives and Guidelines* were approved as submitted, with no changes and carried unanimously.
  
- On a motion by Carole Goldsmith, with a second by Nina Oxborrow, the following WHCCF Board Policies and Procedures were approved as submitted, with no changes and carried unanimously.
  - *Compensation of Officers and Key Employees Policy*
  - *Accountable Reimbursement Expense Plan Policy*
  - *Document Policy Retention Policy*
  - *IRS Form 990 Review Policy*
  - *Conflict of Interest Compliance*
  - *Conflict of Interest Policy*
  - *Conflict of Interest Procedure*

**West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President**

Carole Goldsmith discussed her bi-weekly briefings and welcomed new faces to the Falcon family including new football coach Robert Tucker. Carole reports a group of faculty will visit Corcoran High School to observe their use of iPads in the instructional environment. Campus activities are planned for Black History Month and Women's History Month. Carole mentioned a new focus on integrating agriculture into the curriculum across all disciplines that will provide students with a better understanding of the importance of agriculture to our valley. The Farm of the Future just hosted their first high school rodeo and has had two FFA events. All events were a success and great recruiting tool. Carole thanked David Castillo, Clint Cowden, Bruce Hunt and other faculty members for doing such a great job in bringing new energy to the farm. Carole mentioned the Psychiatric Technician Program. The department held a completion ceremony which was the largest in our history. Carole discussed many other activities on campus including the Foster Youth Program.

**West Hills College Lemoore – Mr. Don Warkentin, President**

In the absence of Don Warkentin, Sylvia Dorsey-Robinson provided the campus report. Sylvia said that the Lemoore Chamber of Commerce recognized Don Warkentin as Lemoore's Citizen of the Year. Sylvia reported enrollment has increased 262 students. During Welcome Week a partnership with the local blood bank generated 40 pints of blood donated. Sylvia mentioned the EMT program this semester is very rigorous. Women's basketball team has a 3.5 GPA and students are carrying 16 units. Sylvia discussed the importance of encouraging students to increase the number of units in which they are enrolled so they are prepared to transfer in two years. Sylvia referred to the Closing the Gap initiative, where faculty, administrators and counselors work with local high school teachers and administrators to improve the success of high school graduates as they enter college. Sylvia noted that the WHCL President's Scholars Program has 53 freshmen who maintained eligibility for spring semester. The Golden Eagle Career Café has scheduled workshops designed by student success teams. The workshops are designed to inform students of scholarship and internship opportunities in their area of major. Cash for College events begin this month. Sylvia reported that Don has submitted an application for *Achieve the Dream*. February is Black History month and this year the theme will be *Voice Your Change*. The annual Gospel & Gumbo event will be held on February 20<sup>th</sup> in the Golden Eagle Arena. Attendance is expected to be around 500 people.

**Chancellor's Report – Dr. Frank Gornick, Chancellor**



Dr. Gornick discussed the “completion agenda”-- how to get more students to achieve their educational goal. Research and data driven decisions will help create an environment where students reach their goals. Both campuses are working together to create unduplicated programs. Dr. Gornick announced a joint agreement was made with Reef-Sunset School District to use WHCCD bond funds to improve facilities at Avenal High School. WHC will then use those facilities to offer classes in Avenal. Dr. Gornick reports that an early retirement plan has prompted 17 employees to announce their retirements. Not all positions will be filled but he mentioned that new positions may be created due to growth.

**Executive Director’s Report – Frances Squire, Executive Director**

Frances discussed donor visits she and Dr. Gornick have made over the last year. The purpose of the donor visits is to promote President Scholars, Farm of the Future and various programs on each campus. Frances announced the 18<sup>th</sup> Annual President’s Scholars Golf Tournament will be held on May 5, 2014, at Kings Country Club. She mentioned a dramatic increase in the number of students in the program over the past few years with the number doubling between fall semester of 2012 and 2013. She asked the board to share information with others who might be interested in the tournament. Frances noted that former foundation board member Len Falter was named to replace the late Bill Henry on the Board of Trustees of West Hills Community College District.

**Announcements and Presentations –**

Dr. Stuart Van Horn introduced himself and talked about the *Essential Elements for the Future of the San Joaquin Valley 2014 Public and Private Policy Series*. Dr. Van Horn said the series and the districts’ intent to provide a forum for discussion, information and creation of an action plan.

Keith Stearns introduced himself and gave a presentation of *Registration 365*, which allows students to register for an entire academic year.

**Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 11:55 am.

/tsa

/s/ Laura Mendes-Moore  
Laura Mendes-Moore  
Secretary, Board of Directors