



## MINUTES

### Barstow College Foundation

March 18, 2014

### Learning Resource Center Conference Room

**Items 1 & 2 – Call to Order and Roll Call:** The regular meeting of the Barstow College Foundation Board of Directors was held on March 18, 2014 in the Learning Resource Center on the Barstow Community College campus, 2700 Barstow Rd., Barstow, CA. The meeting was called to order by President Wendi James at 6:09 p.m. Present were Directors Bob Clemmer, Bea Lint, Abel Contreras and Lorraine Barnes. Also present were Maureen Stokes, Trustee Tim Heiden, Maureen Davis, Shawna Robbins, Jeri Justus, Dr. Deborah DiThomas and guests Pastor Charles Mattix, Max Atalla and Rev. Pate. Director Julie Hackbarth-McIntyre and Dr. Deborah DiThomas arrived at 6:45 p.m. and Trustee Tim Heiden departed at 6:39 p.m. and Director Abel Contreras left at 7:34 p.m. Absent were JoAnne Cousino and Jim Pinto.

**Public Comment** – There was no public comment.

**Item 3 – Consent Calendar** – There was a motion by Bea Lint and seconded by Abel Contreras to approve the consent calendar consisting of the March 18 meeting agenda, February 25 meeting minutes, and deposits and expenditures for the months of February, along with miscellaneous reports and correspondence.

**Item 4– Report-Financial Deposits & Expenditures** - Maureen Davis discussed the check detail and deposits for the months of February. Deposits of income for February were in the amount of \$1,120.00. Expenditures for the month of February were in the amount of \$1,258.00.

**Item 5-Report- Barstow Community College Board Meeting** – Wendi James stated that she had attended the College Board meeting and that they were finished with the work for Accreditation, and were looking forward on plans for the opening of the Performing Arts Center.

**Item 6– Report– Executive Director Report** – Jeri Justus reported on going to VVC President Circle Lunch where she made contact with people knowing what to do to start the Presidents Circle. She reported that she had been working with the Scholarship committee and that Honors Day would have to be changed because of other events happening at the College.

**Item 7– Report – PIO/Foundation Liaison Report** – Maureen Stokes stated that work was done on the Fundraising Plan for the PAC which will be resented later in the meeting.

**Item 8– Report – President’s Advisory Group Report** – Julie Hackbarth-McIntyre, Maureen Stokes and Jeri Justus reported that they had presented the Fundraising Plan to the President’s Advisory Group for

the Performing Arts Center, which was approved with a few suggestions. It will be discussed later in the meeting. They also reported that at the Foundation's BBQ in September will coincide with guided tours of the PAC for a soft opening.

**Item 9– Discussion – Textbook Scholarship-** Dr. DiThomas led the discussion on the Textbook Scholarship. In order for a student to qualify for the scholarship they must apply for FASFA, cannot owe any outstanding fees to the college, cannot be eligible for another textbook program or eligible for financial aid, be in good academic standing and have an education plan on file. They must fill out a textbook scholarship application and state why they need help/assistance. Recruitment will be through the Financial Aid office as the enrollment services director has access to all student records. Aid is available first come, first serve. Amount to be distributed are as follows: 1 academic course - \$75; 2 academic courses - \$150; 3 academic courses - \$225; 4 academic courses - \$300. Maureen Stokes stated that the BCF took action last month to have funds reserved for the textbook scholarship fund. This is a follow-up to that action. The intent is to have this program begin in fall, 2014. There will be a report brought to the BCF at the end of the semester and the board can decide to continue and redirect additional funding to the textbook scholarship fund. A copy of the proposed guidelines will be distributed with the minutes.

**Item 10 –Discussion - Merchant Services –** Jeri Justus discussed information she obtained on Square. Shawna Robbins discussed concerns regarding internal controls and security. If the BCF decides on a web-based system to take credit card payments, the concerns and security would be minimized. Wireless has different security issues. If using a website for credit card payment, information goes directly into the Desert Community Bank account for the BCF. Card reader should be in the Business Office (dedicated for the BCF). The idea and use of Square was to be more “mobile”. A brief discussion followed, led with Bob Clemmer and Max Atalla. Shawna Robbins stated if the device (Square) with the use of an iPad is direction the BCF will eventually take, it should be checked in and secured through the Business Office. Policies and procedures need to be set-up. There is a convenience fee of 2% per transaction, otherwise there's no monthly or annual fee. Need to make giving and options for donors as easy as possible

**Item 11 – Action – Merchant Services –** This item was tabled in order to research more information and secure one merchant that can provide multiple options.

**Item 12 – Discussion – Strive Scholarship –** Wendi James discussed what had been presented to the Optimist Club by President Dr. DiThomas at the March 3 meeting. Information presented included update to the application process and involvement from the Director of Enrollment Services. Dr. DiThomas explained that in her research of Strive it was meant to be a scholarship for several students and involve all service organizations throughout the service area. Wendi James stated that the Optimist voted to have their initial funding of \$20,000. Maureen Stokes stated that she had a conversation with Thrivent about the Strive Endowment. BCF would only be charged an administration fee of approximately \$267 in order to take the endowment out of investments. However, it was recommended to wait until the issues on the Nebraska Book Fund investment are resolved, which could

be toward the end of the month. There is no exact date. Maureen Davis presented a full accounting on the Strive Scholarship to date, which included billing for the last three (3) recipients of \$5,076.33.

**Item 13 – Action - Strive Scholarship** – A motion was made by Lorraine Barnes to have \$20,000 returned to the Optimist from the Strive Endowment. Once a letter or minutes directing the BCF to return the funds is received from Optimist Club, monies to be taken from the general fund and given to Optimist. Once Thrivent settles the Nebraska Book Fund investment and removes funds from the Strive Endowment, those funds will be replaced into the BCF’s general fund. The balance will be determined for reinvestment. The motion was seconded by Bea Lint. Motion passed unanimously.

**Item 14 – Discussion – PAC Fundraising Plan** – Julie Hackbarth-McIntyre, Maureen Stokes and Jeri Justus led the discussion on the fundraising plan for the PAC. Handouts of the draft report were also provided. Presented were short-term and long-term fundraising options. The goal was to make this something that was achievable within the first year. Revisions and updates to the plan will occur. There was a group discussion and suggestions made to the draft plan.

**Item 15 – Action – PAC Fundraising Plan** –There was a motion by Bea Lint and seconded by Julie Hackbarth-McIntyre to approve the plan with the following: create a priority list with timelines for the plan and move the Performing Arts Circle into the President’s Circle. Motion passed unanimously.

**Item 16 – Discussion – Grant Writer** –Jeri Justus sent an email to Jeanne Stambraugh regarding her desire to provide a quote or hourly to write grants for the BCF. It was suggested that Jeri also look into the Grant Writer’s Library in Riverside for potential recruitment of grant writer.

**Item 17 – Discussion – Alumni**– Jeri Justus reported she met with Marcia Zableckis on the alumni association. The alumni association will start with the forthcoming graduating class. Jeri is researching the possibility of giving away t-shirts at a table during graduation or perhaps some other idea, like a pin for signing up.

**Item 18 – Comments – Board Members**

There was only one comment from the following board member:

Director Julie Hackbarth-McIntyre introduced Rev. Pate who is a former Kiwanis board member and is returning to the Barstow area having been away for a few years.

**Item 19- Next Meeting-** The next meeting of the Foundation Board of Directors is scheduled for April 22, 2014 at 6:00 p.m.

**Item 20– Adjournment:** President Wendi James adjourned the meeting at 7:40 p.m. without objection.

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Maureen Stokes – Recording Secretary

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Wendi James – President