

**AGENDA – NPC FRIENDS & FAMILY BOARD MEETING**

***Supporting and promoting lifelong learning through fund raising, advocacy and volunteerism***

**Monday, March 29, 2021 – 3:30 p.m. – Location TBA + Zoom option**

- I. **Call to Order** – President Mary Koury called the meeting to order at 3:32 p.m.
  
- II. **Roll Call and Introductions** – Members present included Rich Chanick (Representative, White Mountain Campus in Show Low), Terry Shove (VP – Apache County Representative), Wendy McVicker (Treasurer – Representative, Silver Creek Campus in Snowflake), Mary Koury (President-Representative, Painted Desert Campus in Holbrook) Becca Hunt (NPC Recruiter who is learning the “ropes” of Betsy’s position, to serve as an understudy, in the event that Betsy is unable to carry out her duties for an extended period of time.)
  
- III. **Action Item: Approval of the Minutes of the February 22, 2021 meeting:** Rich Chanick made a motion to approve the minutes as presented; Terry Shove seconded the motion. There was no discussion; all voted in favor; no abstentions.
  
- IV. **Action Item: Approval of Treasurer’s Report – NPC Friends and Family Treasurer Wendy McVicker:** Wendy pointed out the deposits to the new Corky Elikann scholarship, and noted that growth in the endowed scholarships is somewhat flat. She reported that today’s Fear and Greed index is in the neutral range, but encourages continued caution, as a downturn in the markets is still expected. She invited Betsy to point out any items of interest. Betsy noted that a Pedal the Petrified rider donated her stimulus check to Unrestricted Scholarships, and that the Winslow Women’s Club also gave \$500 – They give \$500 to \$1000 per semester to support female students at the Little Colorado Campus in Nursing and Allied Health programs who have emergencies that would preclude them from finishing the semester. Betsy noted that the Winslow Women’s Club scholarship was not awarded last fall, probably because we had the CARES Act funds from the college, as well as our own NPCFF COVID-19 Emergency Fund with which to support students. Terry made a motion to approve the Treasurer’s Report as presented; Rich Chanick seconded the motion. There was no discussion; all voted in favor; no abstentions.

**a. Operational Checking Account Activity**

<b>Beginning Balance –</b>	<b>\$22,269.11</b>
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<b>01/29/2021</b>					
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>
1323	2/08/2021	-	186.00	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1324	2/08/2021	-	40.40	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1325	2/08/2021	-	39.17	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1326	2/08/2021	-	50.20	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1327	2/08/2021	-	45.30	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1328	2/08/2021	-	42.85	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1329	2/08/2021	-	41.63	CellularOne	Hotspot plans – COVID-19 Emergency Funds
<b>Ending Balance 2/26/2021</b>	<b>\$21,823.56</b>				

**b. Restricted Scholarships (Money Market) Account**

<b>Beginning Balance 01/29/2021</b>					
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>
	2/08/2021	+	200.00	Donor (Cash)	Food Pantry
	2/08/2021	+	7790.49	NPC Business Office	CASO Cares Fund
	2/12/2021	+	2050.00	Donors	Check # 1622 in the amount of \$1500 from Jeanne Palmer for Arvin Palmer Memorial scholarship; Check # 561 in the amount of

					\$50 from Ann Hess for food pantry; Check #2060 in the amount of \$500 from Winslow Women's Club for their scholarship
	2/18/2021	+	4000.00	Donor	Check #3119 in the amount of \$4,000.00 for Cory Elikann Scholarship
	2/26/2021	+	1.06	Interest	Interest
<b>Ending Balance 2/26/2021</b>					<b>\$75,721.79</b>

**c. Unrestricted Scholarships (Money Market) Account**

<b>Beginning Balance 01/29/2021</b>						<b>\$157,708.27</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	
	2/08/2021	+	1200.00	Donor	Donation of CARES Act check	
71	2/11/2021	-	162.63	NPC Business Office	COVID-19 Emergency Fund	
	2/18/2021	+	213.50	CellularOne	Refunds on FA 2020 hotspot plans	
	2/22/2021	+	70.38	AmazonSmiles	Proceeds from online sales	
	2/26/2021	+	2.43	Interest	Interest	
<b>Ending Balance 2/26/2021</b>						<b>\$159,031.95</b>

**d. Endowed Edward Jones – NPCFF Endowment**

<b>Beginning Balance – 01/30/2021</b>			<b>\$431,356.46</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	02/26/2021	5,041.68	Gain on Investment

-	02/26/2021	509.62	Investment Fees
<b>Ending Balance</b>	<b>02/26/2021</b>		<b>\$435,888.52</b>

**e. Endowed Edward Jones – Smith Endowment**

<b>Beginning Balance – 01/30/2021</b>		<b>\$129,316.83</b>	
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	02/26/2021	1504.09	Gain on investment
-	02/26/2021	155.68	Investment Fees
<b>Ending Balance</b>	<b>02/26/2021</b>		<b>\$130,665.24</b>

**f. Endowed Edward Jones – Lisitzky Endowment – No February statement for Lisitzky**

<b>Beginning Balance – 12/31/2020</b>		<b>\$52,934.80</b>	
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
-	1/29/2021	\$1,500.00	Assets withdrawn from account (Transferred to NBAZ RS)
+	1/29/2021	\$329.10	Gain on Investment
<b>Ending Balance</b>	<b>1/29/2021</b>		<b>\$51,763.90</b>

**g. Endowed Edward Jones – Endfield Endowment**

<b>Beginning Balance – 01/30/2021</b>		<b>\$57,151.76</b>	
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	02/26/2021	895.94	Gain on Investment
+	02/26/2021	1000.00	Assets added to account
-	02/26/2021	72.65	Investment Fees
<b>Ending Balance</b>	<b>02/26/2021</b>		<b>\$58,975.05</b>

**Endowed Edward Jones – Pres Winslow Endowment**

<b>Beginning Balance – 01/30/2021</b>		<b>\$88,476.20</b>	
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	02/26/2021	1037.44	Gain on Investment
+	02/26/2021	1000.00	Assets Added to Account
-	02/26/2021	109.94	Investment Fees
<b>Ending Balance</b>	<b>02/26/2021</b>		<b>\$90,403.70</b>

**h. Endowed Edward Jones – Jon Graff, Ph.D. Fund**

<b>Beginning Balance – 01/30/2021</b>			<b>\$12,630.13</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	02/26/2021	279.05	Gain on Investment
<b>Ending Balance</b>	<b>02/26/2021</b>		<b>\$12,909.18</b>

**i. Endowed Edward Jones - Jennifer Lee Witt Memorial Scholarship Fund**

<b>Beginning Balance – 01/30/2021</b>			<b>\$206,145.51</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	02/26/2021	3274.23	Gain on Investment
-	02/26/2021	252.74	Investment fees
<b>Ending Balance</b>	<b>02/26/2021</b>		<b>\$209,167.00</b>

**j. Taking Flight Scholarship - NEW**

<b>Beginning Balance – 01/30/2021</b>			<b>\$25,381.51</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
-	02/26/2021	207.16	Loss on Investment
<b>Ending Balance</b>	<b>02/26/2021</b>		<b>\$25,174.35</b>

**Report of Endowed Funds as of 12/31/2020 –**

<b>Name of Account</b>	<b>*One Year Ago</b>	<b>Current</b>	<b>Change</b>
<a href="#"><u>Smith</u></a>	\$115,342.60	\$130,665.24	+\$15,322.64 (+13.28%)
<a href="#"><u>Lisitzky</u></a>	\$47,195.66	\$51,763.90	+\$4,568.24 (+9.68%)
<a href="#"><u>Endfield</u></a>	0	\$58,975.05	
<a href="#"><u>NPCFF</u></a>	\$377,325.56	\$435,888.52	+\$58,562.96 (+15.52%)
<a href="#"><u>Winslow</u></a>	\$82,006.02	\$90,403.70	+\$8,397.68 (+10.24%)

<b>Jon Graff</b>	<b>\$10,632.26</b>	<b>\$12,909.18</b>	<b>+\$2,276.92 (+21.42%)</b>
<b>Jennifer Witt</b>	<b>0</b>	<b>\$209,167.00</b>	
<b>Taking Flight</b>	<b>0</b>	<b>\$25,174.35</b>	
<b>Total</b>	<b>\$632,502.10</b>	<b>\$1,014,946.94</b>	<b>+\$382,444.84 (+60.5%)</b>

(The Endfield and Witt endowments were established less than one year ago at \$50,000.00 and \$200,000.00, respectively. Growth is shown from those bases.)

\*Change shows general trends only. Change includes gains and losses based on interest, but also includes gains based on assets added to the accounts through donations and revenues, and losses based on assets withdrawn from accounts for scholarship awards.

**V. Director’s Report/Old Business – Betsyann Wilson –**

**A. NPCFF COVID-19 Emergency Fund –** Betsy reported that she submitted several reports on Northland Pioneer College’s projects to the US Department of Education’s Best Practices program. This was an invitation that went out nationally. She reported on Magda Gluszek, NPC Art Faculty’s virtual art shows and gallery tours, and also submitted on NPC science faculty who created a way to offer fully-synchronous, online, hands-on lab sciences. Finally, she submitted a report on how law enforcement assisted NPCFF with the distribution of computers and Wi-Fi hotspots to students in our outlying areas. She summarized as follows: In spring 2020, 70 rural, isolated students received assistive technology (laptops and/or hotspots). Sixty (85.7%) of those students completed the semester, 36 (51.4%) enrolled in the Fall 2020 semester, and of those 36 returning in Fall 2020, 23 (63.9%) are enrolled in Spring 2021, and 7 (19.4%) completed a certificate or degree following the Fall 2020 semester. This is significant, because the average Spring 2020 to Fall 2020 retention rate for all NPC students, according to the NPC Registrar’s Office, was 36.22% - approximately 10-15% lower than the average for previous years. In Fall 2020, an additional 20 students received Wi-Fi hotspots; 18 (90%) completed the Fall 2020 semester. In Spring 2021, 13 students have received Wi-Fi hotspots; 7 of those were among the Fall 2020 group who received hotspots.

**B. Scholarship applications received for Fall 2021 – Call for reviewers**

Betsy reported that, to date, she still has more trouble giving money away than raising it. She has received six applications for Fall 2021 scholarships; the deadline is April 15. She has taught two scholarship

classes over Zoom, which Becca Hunt helped to facilitate, and which Becca coordinated. The class has been uploaded to YouTube, and the link shared with all who registered for the class but were unable to participate. She taught a class exclusively for ECD students, to promote the Claude Millet Endfield Early Childhood Development scholarship. She taught classes at Round Valley High School (facilitated by Terry Shove) and at Snowflake High School, and will be teaching a Zoom scholarship class to seniors at Alchesay High School tomorrow, to promote the Corky Elikann Scholarship. She still needs reviewers.

### **C. Arizona Gives Day – Taking Flight Scholarship and Take a Hike! Initiative**

Betsy reported that the early giving, which began on Tuesday, March 16, has brought in \$9,000.00 to date, most of which was for the Taking Flight Scholarship in Memory of Dr. Eric B. Henderson. Last year, our biggest take in early giving - \$6,000.00 – got us first place for small non-profits in early giving. So we have already left that behind. Betsy encouraged the group to keep the momentum going on April 6, which is AZ Gives Day. The Take A Hike! initiative is going very well, with a number of people donating to get a tee shirt and take a hike. Betsy has taken her first hike, on March 16, and plans several more hikes before April 30. She will be hiking the Rim Trail in Lakeside this Friday with the NPC Marketing group. Rich Chanick showed his Take A Hike tee shirt on Zoom. Thank you, Rich!

### **D. NPC Presidential Search**

Betsy reported that her work on the search committee is nearly done. She and Becca both served on the search committee, which included representatives from all of NPC's shared governance groups, along with Matt Weber, Superintendent of NAVIT, and a student, who was not able to participate after the first few meetings. The committee worked well together, reviewing 62 resumes, interviewing 11 candidates over Zoom and 3 finalists in person. She is not able to share details of the committee's work or their decision, but she and Rickey Jackson have been given permission to share the findings with the NPC District Governing Board at their special session tomorrow night. Statutorily, the DGB owns the process of hiring the college president, so the final decision will be theirs.

## **VI. New Business**

**A. Discussion of Jon Graff Trust – a “windfall” under the NPCFF Gift Acceptance Procedure, adopted by the NPCFF board at its regular meeting, January 28, 2019.**

Betsy explained that Jon Graff’s fiduciary has shared with her the terms of his trust. While the final amount will not be known until his estate has been settled, it will fall under the “windfall” category. Betsy wanted to present this for thought, indicating that she feels strongly that the largest portion of the gift go to the Jon Graff fund so we can continue to award his University Bound, Career and Technical Education and College and Career Prep scholarships. She told the group about one of his scholarship recipients, who attended Jon’s celebration of life on Zoom this past weekend. The student shared movingly how the scholarship had not only helped her through losing her business to COVID, and allowed her to finish the Cosmetology program, but how it had also given her the confidence to go on at NPC and pursue an Associate of Arts degree. Mary noted that it is important that Betsy always tells students about the people who funded their scholarships; endowments are meant to keep alive the memory of the person for whom they are named.

**B. Discussion of topics to be included for the annual board retreat, including date and location of retreat.**

Rich: Noted that he applauds our approach to being hands-off on businesses through the impacts and recovery from COVID. While not suggesting we go from not asking them for anything to asking for everything, he suggests we discuss an evolutionary process for us to get involved with businesses again.

Mary reminded the group of the annual evaluation of director. Betsy said she will email out the review document the month before the retreat, with respondents directed to send their replies to Mary.

Betsy noted it is always our position at the retreat to evaluate our policies and procedures to be sure they are in keeping with our relationship with the college. It is especially important that we are clear on this with a new president coming in.

Terry asked if we had a sense of having the retreat in person. Betsy explained the college’s operations groups, made up of faculty, staff and administration, who have been making decisions about college operations based on the numbers. We are still on “red” status (completely closed to the public) until the end of May, but the group can elect to change that as numbers decline. She hopes we will be on “yellow” (open with safety



measures in place, much as we were at last year's annual retreat) by June, but it remains to be seen. Terry would like a list of the scholarships that are major-specific.

Becca suggested adding NPCFF scholarships to her recruitment flyer, "Five Big Ideas."

**C. Consideration of nominations for officers at the April 2021 meeting**

**1. President Mary Koury's term runs through May 2021**

**2. Vice-president Terry Shove's term runs through May 2021**

Betsy reminded the group that, when we adopted the staggered-terms approach to the officers' positions, it put these two positions on the calendar to expire in May 2021, so we will have to consider nominations for the April 2021 meeting, and vote in new officers at the May meeting/board retreat.

**D. Discussion of need to modify the NPCFF mission statement to align with the new mission statement adopted by the NPC district governing board: *Northland Pioneer College provides educational excellence that is affordable and accessible for the enrichment of***

***communities across northeastern Arizona.*** – Rich felt the current NPCFF mission statement was still aligned with the mission of NPC. Terry asked if a new president would change it again. Betsy noted that she thought not, because the adoption by the college's district governing board of the new mission statement aligns with and informs the development of the college's new strategic plan, which must be in place, per our accreditation requirements, before the projected start date of the new president on July 1. Betsy is on a small group that is working on development of the new strategic plan, and it is well under way. The consensus of the group was that we need to consider this at the annual board retreat.

**VII. Next Meeting:** Monday, April 19, 2021 – Via Zoom, unless it is possible to meet in person.

**VIII. Adjournment:** Mary adjourned the meeting at 4:22 p.m.