

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

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

**Monday, October 19, 2020 – 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** – Present included Mary Koury, President – Painted Desert Campus; Rich Channick-White Mountain Campus; Claude Endfield, Secretary – Whiteriver Center; Wendy McVicker, Treasurer-Silver Creek Campus; Myrtle Dayzie-Grey – Kayenta Center; Cara Dukepoo – Hopi Center (joined after the Treasurer’s Report); Gail Campbell – NPC Associate Dean of Education and College and Career Prep joined as a guest to speak during the New Business segment.
- III. **Action Item: Approval of the Minutes of the September 28, 2020 meeting – Rich Channick made a motion to approve the minutes as presented; Wendy McVicker 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 noted the numerous donations in the Restricted Scholarships account made in memory of former NPC Vice President Arvin Palmer. She also noted the continued volatility in the markets and cautioned that we will most likely continue to see volatility at least until the elections. Mary called for discussion. Claude asked how much had been raised in Arvin Palmer’s memory. Betsy reported that the total to date is \$1415.00 **Claude made a motion to accept the Treasurer’s Report as presented; Rich Channick seconded the motion. There was no further discussion. All voted in favor; no abstentions.**

**a. Operational Checking Account Activity**

<b>Beginning Balance – 8/31/2020</b>						<b>\$43,681.87</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	
1286	09/08/2020	-	\$500.00	C. Milinkovich	COVID-19 Emergency Fund	
1288	09/09/2020	-	\$6,000.00	BDR Richards, CPAs	Annual NPCFF audit and taxes	

1287	09/10/2020	-	\$500.00	W. Carlyle	COVID-19 Emergency Fund
1284	09/14/2020	-	\$1,500.00	Summit Healthcare Foundation	Event Sponsorship
<b>Ending Balance 09/30/2020</b>					<b>\$35,181.87</b>

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

<b>Beginning Balance – 8/31/2020</b>						<b>\$36,765.34</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	
	09/02/2020	+	\$100.00	J&T Miller	Check # 6437 for the Arvin Palmer Memorial fund	
	09/03/2020	+	\$100.00	B. Jeffers	Check # 2942 for the Arvin Palmer Memorial fund	
	09/10/2020	+	\$485.00	Miscellaneous	\$310.00 in cash from various donors given to Jeanne Palmer and given to me by Jeannette Hancock + \$175.00 checks for the Arvin Palmer Memorial fund	
	09/15/2020	+	\$200.00	Miscellaneous	Checks for the Arvin Palmer Memorial fund	
	09/24/2020	+	\$50.00	NPC Care Fund	Check # 1491 for the Arvin Palmer Memorial Fund	
	09/25/2020	+	\$250.00	Transfer from US	Online transfer from US for gifts made via Paypal to the Arvin Palmer Memorial fund	
	9/28/2020	+	\$1,100.00	Donors	Check #8956 in the amount of \$100 for the Arvin Palmer Memorial fund + Schwab Giving Fund Check in the amount	

					of \$1000.00 for the VAL 153 Memorial scholarship.
	09/30/2020	+	\$0.62	Interest	Interest
<b>Ending Balance 09/30/2020</b>					<b>\$39,050.96</b>

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

<b>Beginning Balance – 8/31/2020</b>						<b>\$85,424.99</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	
66	09/01/2020	-	\$882.00	NPC Business Office	COVID19 E Fund for C Meek	
	09/02/2020	+	\$150.00	M&T Webber	Check #7563 for PtP donation	
	09/03/2020	-	\$1,905.22	NBAZ Visa	Monthly bill – all PtP expenses	
	9/15/2020	+	\$304.00	Donors	Check in the amount of \$100 for PtP + Check in the amount of \$200 for donation to Eagle Fund	
	09/24/2020	+	\$745.00	Donors	Check # 8062 in the amount of \$125.00 for PtP and Check #3369480 in the amount of \$620.00 for PtP .	
	09/28/2020	+	\$2,300.00	Paypal	Transferred \$2,300 for online donations made, then transferred \$250 of this amount to RS for Arvin Palmer Memorial fund.	
	09/28/2020	-	\$250.00	Transfer to RS	See above. \$250 donation through Paypal for Arvin	

					Palmer Memorial Fund.
	09/30/2020	+	\$1.37	Interest	Interest
<b>Ending Balance 09/30/2020</b>					<b>\$85,888.14</b>

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

<b>Beginning Balance – 08/29/2020</b>			<b>\$405,280.11</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
-	9/25/2020	\$11,074.62	Loss on Investment
-	9/25/2020	\$473.38	Investment Fees
<b>Ending Balance</b>	9/25/2020	<b>\$393,732.11</b>	

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

<b>Beginning Balance – 08/29/2020</b>			<b>\$124,208.03</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
-	9/25/2020	\$3,424.80	Loss on Investment
-	9/25/2020	\$145.04	Investment Fees
<b>Ending Balance</b>	9/25/2020	<b>\$120,638.19</b>	

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

<b>Beginning Balance – 08/29/2020</b>			<b>\$48,437.53</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	9/25/2020	\$32.27	Gain on Investment
<b>Ending Balance</b>	9/25/2020	<b>\$48,469.80</b>	

**g. Endowed Edward Jones – Endfield Endowment – No May statement for Endfield**

<b>Beginning Balance –08/29/2020</b>			<b>\$58,136.80</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	9/25/2020	\$40.00	Assets added to account
-	9/25/2020	\$1,592.70	Loss on Investment

-	9/25/2020	\$66.62	Investment Fees
<b>Ending Balance</b>	9/25/2020		<b>\$56,517.48</b>

**h. Endowed Edward Jones – Pres Winslow Endowment**

<b>Beginning Balance – 08/29/2020</b>			<b>\$87,124.71</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
-	9/25/2020	\$2,316.60	Loss on Investment
-	9/25/2020	\$101.71	Investment Fees
<b>Ending Balance</b>	9/25/2020		<b>\$84,706.40</b>

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

<b>Beginning Balance – 08/29/2020</b>			<b>\$11,956.59</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
-	9/25/2020	\$396.04	Loss on Investment
<b>Ending Balance</b>			<b>\$11,560.55</b>

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

<b>Beginning Balance – 08/29/2020</b>			
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	9/25/2020		
<b>Ending Balance</b>			

**Report of Endowed Funds as of 07/31/2020 –**

<b>Name of Account</b>	<b>One Year Ago</b>	<b>Current</b>	<b>Change</b>
<a href="#"><u>Smith</u></a> (Advisory Solutions)	\$115,026.83	\$120,638.19	
<a href="#"><u>Lisitzky</u></a>	\$44,927.01	\$48,469.80	
<a href="#"><u>Endfield</u></a>	0.00	\$56,517.48	
<a href="#"><u>NPCFF</u></a> (Advisory Solutions)	\$326,167.31	\$393,732.11	

<b>Winslow</b>	<b>\$76,212.43</b>	<b>\$84,706.40</b>	
<b>Jon Graff</b>	<b>\$3,408.78</b>	<b>\$11,560.55</b>	
<b>Jennifer Witt</b>			
<b>Total</b>			

\*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. First Quarter FY 20-21 Report – Attachment –** Betsy called attention to the items she felt were most significant in red font. Most notable for the first quarter are the success of Pedal the Petrified 2020 – The Virtual Tour; various grants submitted on behalf of NPC and NPCFF, and the new Jennifer Lee Witt Memorial Scholarship Endowment. Betsy called for questions. There were no questions.

**B. Pedal the Petrified – The Virtual Tour!** – Betsy reported that sponsorship monies continue to come in from riders who are “hitting up” the friends and family who sponsored their virtual rides. Betsy also continues to receive donations. Last week, a regular rider, Bill Beverage, who was actually unable to participate this year, sent a check for \$2,000.00. To date, the ride has grossed \$38,606.46, and netted \$34,239.81. The only expenses were tee shirts and mailing of tee shirts, which totaled \$1,672.65, and refunds to those riders who requested them, which came to \$2,694.00. Last year, our best year ever, we netted \$34,815.42, so we almost matched that with the virtual tour. Looking to 2021, Betsy thinks it is worth considering another virtual event, for those who can’t join the ride in-person.

**C. NPCFF COVID-19 Emergency Fund –** Betsy reported that to date, we have spent \$3,709.49 of the \$20,000 allocated for the emergency fund. Many students have been able to get help through the CARES Act grant NPC received. Betsy referred students to that option first, since there is a lot more money available through that grant. Students who do not qualify for the grant, or those who need WiFi hotspots, have received help from NPCFF. The WiFi hotspots have been extremely helpful in keeping students in outlying areas connected to online classes.

**D. Del E Webb Foundation Grant Proposal 2020** – Betsy reported that two weeks ago, she received a phone call from Dr. John Lees, President of the DEWF board. He had some questions from the review committee regarding the proposal Betsy wrote for the Nursing Assistant grant. Dr. Lees does not usually call applicants, but he said he knew what the questions would be, and since he knew Betsy from the DEWF 2018 grant, he thought he would be proactive. Specifically, the group wanted to know what would be done for students who lived where there is no internet. Betsy explained that NPCFF can do nothing for students who live where there is no internet, because that is a problem far beyond the scope of NPCFF or NPC. She went on to explain how she has been distributing prepaid WiFi hotspots, and how the college has dedicated time and additional support for computer labs to serve as Tech Hubs at each campus. Dr. Lees seemed satisfied, and in fact, impressed. The DEWF board is scheduled to meet tomorrow, 10/20/20, to make the final decision on the 2020 grant proposal.

Betsy recalled to the group that she is also allowed to spend down the remainder of the 2018 DEWF grant that was designated for the Whiteriver Construction students. There are ten students in the 20-21 cohort, and Betsy just finished purchasing their apparel, boots, gloves and safety glasses. She feels that if she can continue to shop carefully and get deals, there will be sufficient funds to get the hand tools and power tools for the students as well. Betsy was very pleased to learn that Student Success Coach, Nicole Hendricks, who works with the students at the Whiteriver Center, believes that she has talked the tribal Workforce Investment group into paying for apparel in the future. This is a great achievement, because it will sustain the work of the grant project in helping students gain employment.

Betsy said she would email the group regarding the outcome of the 2020 DEWF grant submission, since she should receive word prior to the next NPCFF board meeting.

**E. Scholarship Applications for Spring 2021-** The application window closes on Thursday, November 12 at 12:00 noon MST. Betsy is also assisting NPC's Classified and Administrative Staff Organization – CASO – in awarding their scholarship. They provide two \$500 awards each semester, but they did not have a system in place for selecting the awardees. Betsy received the applications and distributed them to reviewers. CASO will handle the financial processing on their own. Betsy reminded the group she will need volunteers to help read and score scholarship applications after November 12. She thanked those on the NPCFF board who assisted in reviewing the CASO scholarship applications.

## **VI. New Business**

### **A. Resignation of Mark Vest, President of Northland Pioneer College –**

Betsy referred to the email she sent out with the official notice last week. She acknowledged that it came as a shock, but that she is in full support of Mark's decision, even though it is a tremendous loss to the college. She reiterated that Mark had not made the decision quickly, but that he had put a lot of soul searching and thought into it. Claude asked if the group could send Mark a card. Rich noted that he had spoken with Jennifer Bishop, who is acting Dean of Career and Technical Education. Jennifer's division had a similar wish to reach out to Mark. Jennifer recommended waiting until the "dust settles" on the resignation, as there are many, many people who are contacting him, such that he is kind of overwhelmed at the moment. Rich suggested waiting for a few weeks, which would give us time to circulate a card. Betsy volunteered to circulate a card. Mary asked if Betsy would get a blank card. Myrtle suggested everyone send their own handwritten thoughts or special quotes, and Betsy could add them to the card and mail it to Mark. Everyone agreed to this idea, and those who wish to can send their notes for Mark to Betsy at the NPCFF address. She will find an appropriate card and enclose all the notes with it sometime in the future, when Mark has had some time to adjust to the changes in his life.

Betsy explained the process NPC will go through to select a new president. For the short term, the college's shared governance groups, CASO, Faculty Association, as well as deans and directors, will be nominating 3-5 current employees to the college's Leadership Council to serve as Interim President while the college goes through the process of a national search. Leadership Council will forward a list of 3-5 individuals to the NPC District Governing Board, who will make the final selection of an Interim President by October 27. In the interest of transparency, Betsy reported that she was asked by several NPC members of those groups if she would be willing to serve as Interim President. She declined because 1) she does not feel she is qualified; 2) she reports to *both* the NPC president, and to the NPCFF board, and the board would have to agree to her service; 3) there would be no one to serve NPC students through NPCFF in her absence. Betsy will report to the NPCFF board at the November board meeting on the process of selecting the interim. She also suggested that everyone might review the NPCFF bylaws to assure that they accurately reflect NPCFF's relationship with NPC, reminding the group that we always want to protect NPCFF's best interests, regardless of who the college president or the executive director of NPCFF are. She will



send the bylaws out with the minutes from this meeting. Betsy asked if there were any questions. There were none.

**B. Action Item: Second Quarter FY 20-21 Objectives – Attachment –** Betsy noted that plan for the second quarter have been projected with the pandemic in mind, but that they were subject to change, based on developments with the pandemic. She reminded the group of the need to be supportive of local area businesses, who have been hard hit by loss of income. She noted that this may be more of a “friend raising” year than a “fund raising” year. Mary noted that with the additional grants and scholarships, we can continue to help students, so we are in a good place as far as our mission goes. **Claude made a motion to approve the Second Quarter FY 20-21 Objectives; Wendy seconded the motion. There was no discussion. All voted in favor. No abstentions.**

**C. Action Item: Approval to assist Northland Pioneer College with donations for student food pantry –** Betsy introduced Gail Campbell, Associate Dean of College and Career Prep, who has been spearheading the development of a food pantry at NPC. Gail recalled the Whiteriver Construction program that was partially funded by the 2018 DEWF grant. Their instructor, Steve Mills, noticed that many of the students in the course struggled to stay in class, because they were also at the risk of having to withdraw to work more hours in order to buy groceries for themselves and their families. Gail and Steve began an informal food pantry for them, stocked with donations from members of the NPC family. The only “rules” were that you take only what you need, and when times get better, try to replace it or “pay it forward”. Many students used the food pantry, and it was instrumental in helping students stay in class. Betsy received a number of thank-you notes from students who benefitted from the pantry.

Gail noted that she and Betsy recognized that food insecurity wasn’t just an issue at the Whiteriver Center. They kept an eye out for ways to fund a food pantry, and came up with the idea of allowing employees to contribute – for example by automatic payroll deduction – to the food pantry. The college was consulted, and the biggest issue wasn’t the payroll deduction idea, but that the donations weren’t being made to a non-profit. The college cannot receive employee donations for a program that benefits the college. Gail and Betsy plan to meet with the college’s business office to assure they are going through the proper channels. For now, they propose to have Betsy manage the food pantry funds as another NPCFF “restricted scholarship.” They hope

that ultimately employees will be able to donate to the fund through payroll deduction, in which case the college would receive them on behalf of NPCFF, then simply turn the donated funds over to Betsy, who will deposit them in the NPCFF Restricted Scholarships account at National Bank. She will set up a spreadsheet for management of the food pantry funds. Gail will make purchases for the food pantry with a Visa card, present Betsy with the itemized receipt, and Betsy will reimburse her from the food pantry funds.

Betsy asked Gail to explain how the food pantry itself will function. Gail noted that several groups within the college – Student Government and Phi Theta Kappa – are planning to assist with distribution of food to the various campuses and centers, and even to get donations of food. At each location, the College and Career Prep (CCP) program (Adult Basic Education) will distribute the items from CCP classrooms on a set schedule. The rules will be the same as for the Whiteriver Construction students: Take only what you need; if you can, at some point, replace it. Claude asked if the focus would be on a particular college program. Gail responded that the goal was just to make food available to NPC students who need it. Gail will make email announcements to all NPC students, letting them know of the availability of the food pantry, and the hours it will be open on each campus.

**Claude made a motion that Betsy and Gail continue to proceed with arrangements with the NPC Business Office in regards to setting up a process that allows employees to donate to the food pantry. Betsy interjected to clarify that what the NPCFF board needed to give permission for was to allow Betsy to manage the food pantry funds as a restricted scholarship. Claude amended her motion to say that NPCFF could manage the food pantry funds as described. Rich Channick seconded the amended motion. Mary called for discussion.** Claude commented that she recently became involved with a food insecurity program in Whiteriver where they are investigating food insecurity among young children. She asked if, when they have their next meeting, she can mention Gail to them and maybe get them to donate food to the NPC food pantry. Claude also asked if anyone could donate to the cause and if they could do so now. Betsy said that was fine to do, as long as the NPCFF board approved: People can write checks to NPC Friends and Family and indicate they are to be used for the food pantry. Betsy explained that the issue with waiting for the NPC payroll deduction piece to be enacted (if it can be) is that NPC is in the process of incorporating a new computer program that will automate payroll functions. The payroll program probably will not be

operational until January. Betsy and Gail didn't want to wait until January to start the process of distributing food, and just wanted to be sure NPCFF approved of allowing Betsy to manage the funds as a restricted scholarship. Mary called for further discussion; there was none. Mary called for a vote. All voted in favor; no abstentions.

**VII. Next Meeting:** Monday, November 16<sup>th</sup> at 3:30 p.m. on Zoom

**VIII. Adjournment:** President Mary Koury adjourned the meeting at 4:32 p.m.