

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

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

**Monday, May 17, 2021 – 3:30 p.m. – Location: Zoom**

- I. **Call to Order – 3:35 p.m.**
  
- II. **Roll Call and Introductions** – Members present included Mary Koury (President – PDC); Terry Shove (Vice-President – Apache County); Claude Endfield (Secretary – Whiteriver); Wendy McVicker (Treasurer – SCC); Cara Dukepoo (Hopi); Myrtle Dayzie-Grey (Kayenta); Rich Chanick (WMC); Rebecca Hunt (NPC Community Recruiter); and Kelli Freeman (NPC Social Media Coordinator.)
  
- III. **Action Item: Approval of the Minutes of the April 19, 2021 meeting:** Terry Shove made a motion to approve the minutes as presented. Rich Chanick seconded the motion. All voted in favor. No discussion; no abstentions.
  
- IV. **Action Item: Approval of Treasurer’s Report – NPC Friends and Family Treasurer Wendy McVicker:** Wendy called attention to the size of the scholarship checks that were sent to the NPC Business Office to award students, and to the growth in the markets. She pointed out that the growth on the one-year growth table, showing gains of 20-25%, included the withdrawals Betsy made in January, when Betsy moved endowed scholarship funds into the NBAZ Restricted Scholarship account to assure they would be available for the next three semesters, in anticipation of downturns in the markets. This means the gains were actually even greater than 20-25%. Wendy also cautioned that a downturn in the markets is inevitable, but this is great to see. Betsy added to Wendy’s caution noting that there is no telling when the downturn will come and how deep it will be, but also acknowledging that is wonderful to see the growth. Rich Chanick made a motion to approve the Treasurer’s Report as presented; Terry Shove seconded the motion. All voted in favor. No discussion; no abstentions.

**a. Operational Checking Account Activity**

<b>Beginning Balance – 03/31/2021</b>						<b>\$22,030.38</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	
	04/02/2021	+	\$1,599.88	Transfer from US	\$341.55 for checks written to CellularOne for the	

					Emergency Fund + \$989.39 for AZ Gives Day tee shirt order from WM Tees (paid with Visa) + \$61.99 for AZ Gives Mailers (paid with Visa) + \$206.95 for prepaid Visa for Kelli Freeman, so she can mail AZ Gives Tee shirts to donors (paid with Visa).
	04/02/2021	-	\$1,287.27	Transfer to Visa	Online monthly payment to Visa
1344	04/12/2021	-	\$37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1345	04/12/2021	-	\$37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1346	04/12/2021	-	\$37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1347	04/12/2021	-	\$37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds
	04/26/2021	+	\$341.55	Transfer from US	March CellularOne bills, second round of billing
<b>Ending Balance 04/30/2021</b>					<b>\$22,532.74</b>

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

<b>Beginning Balance 03/31/2021</b>					<b>\$76,447.98</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>
	04/20/2021	+	\$5,000.00	Summit Healthcare Foundation	Check # 001138 for nursing scholarships
	04/26/2021	+	\$1,000.00	Transfer from US	US Military Veteran's scholarships for FA

					21 and SP 22, in lieu of last year's disc golf tournament
	04/26/2021	+	\$2,400.00	White Mountain Women's Club	Check # 1175 for FA 21 Doris Powers scholarships
0068	04/27/2021	-	\$18,400.00	NPC Business Office	FA 2021 Restricted Scholarships
	04/30/2021	+	\$1.25	Interest	Interest
<b>Ending Balance 04/30/2021</b>					<b>\$66,449.23</b>

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

<b>Beginning Balance 03/31/2021</b>						<b>\$162,507.20</b>
<b>Check #</b>	<b>Date</b>	<b>+/-</b>	<b>Amount</b>	<b>Payee/Payer</b>	<b>Purpose</b>	
0072	04/01/2021	-	\$40.00	Jessica Kitchens for WMC Petty Cash	Emergency Fund to get student home to Snowflake from WMC after he missed the White Mountain Connection, due to testing	
	04/02/2021	-	\$1,599.88	Transfer to OC	\$341.55 for checks written to CellularOne for the Emergency Fund + \$989.39 for AZ Gives Day tee shirt order from WM Tees (paid with Visa) + \$61.99 for AZ Gives Mailers (paid with Visa) + \$206.95 for prepaid Visa for Kelli Freeman, so she can mail AZ Gives	

					Tee shirts to donors (paid with Visa).
	04/09/2021	+	\$638.08	PayPal Transfer	PayPal donations made this quarter
	04/09/2021	-	\$67.86	Edward Jones Transfer	Donations made through PayPal this quarter for Taking Flight scholarship
	04/16/2021	+	\$9,455.89	AZ Gives Transfer	Donations made in March 2021
	04/26/2021	-	\$341.55	Transfer to OC	March CellularOne bills, second round of billing
	04/26/2021	-	\$1,000.00	Transfer to RS	US Military Veteran's scholarships for FA 21 and SP 22, in lieu of last year's disc golf tournament
0073	04/27/2021	-	\$9,000.00	NPC Business Office	Fall 2021 Unrestricted Scholarships
	04/29/2021	+	\$98.21	AZ Gives Transfer	Adjustment to donations made in March 2021
	04/30/2021	+	\$2.71	Interest	Interest
<b>Ending Balance 04/30/2021</b>					<b>\$160,652.80</b>

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

<b>Beginning Balance – 03/26/2021</b>			<b>\$441,239.81</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	04/30/2021	10,912.97	Gain on Investment
-	04/30/2021	512.82	Investment Fees
<b>Ending Balance</b>	04/30/2021	<b>\$451,639.96</b>	

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

<b>Beginning Balance – 03/26/2021</b>	<b>\$132,265.94</b>
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Activity	Date	Amount	Purpose
+	04/30/2021	3,242.71	Gain on investment
-	04/30/2021	153.72	Investment Fees
<b>Ending Balance</b>	04/30/2021		<b>\$135,354.93</b>

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

Beginning Balance – 03/26/2021			\$53,284.42
Activity	Date	Amount	Purpose
+	04/30/2021	1,427.06	Gain on Investment
<b>Ending Balance</b>	04/30/2021		<b>\$54,711.48</b>

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

Beginning Balance –03/26/2021			\$59,789.57
Activity	Date	Amount	Purpose
+	04/30/2021	1,451.30	Gain on Investment
-	04/30/2021	69.10	Investment Fees
<b>Ending Balance</b>	04/30/2021		<b>\$61,171.77</b>

**Endowed Edward Jones – Pres Winslow Endowment**

Beginning Balance – 03/26/2021			\$91,506.09
Activity	Date	Amount	Purpose
+	04/30/2021	2,244.79	Gain on Investment
-	04/30/2021	106.35	Investment Fees
<b>Ending Balance</b>	04/30/2021		<b>\$93,644.53</b>

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

Beginning Balance – 03/26/2021			\$13,482.07
Activity	Date	Amount	Purpose
+	04/30/2021	297.00	Gain on Investment
<b>Ending Balance</b>	04/30/2021		<b>\$13,779.07</b>

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

<b>Beginning Balance – 03/26/2021</b>			<b>\$211,665.59</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	04/30/2021	5,342.13	Gain on Investment
-	04/30/2021	246.14	Investment fees
<b>Ending Balance</b>	04/30/2021		<b>\$216,761.58</b>

**j. Taking Flight Scholarship - NEW**

<b>Beginning Balance – 03/26/2021</b>			<b>\$25,516.44</b>
<b>Activity</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
+	04/30/2021	627.15	Gain on Investment
	04/30/2021	3,017.86	Assets added to account
-	04/30/2021	29.65	Investment fees
<b>Ending Balance</b>	04/30/2021		<b>\$29,131.80</b>

**Report of Endowed Funds as of 04/30/2021 –**

<b>Name of Account</b>	<b>*One Year Ago</b>	<b>Current</b>	<b>Change</b>
<a href="#"><u>Smith</u></a>	\$109,897.25	\$135,354.93	+\$25,457.68 (+23.16%)
<a href="#"><u>Lisitzky</u></a>	\$43,620.33	\$54,711.48	+\$11,901.15 (+25.43%)
<a href="#"><u>Endfield</u></a>	0	\$61,171.77	N/A
<a href="#"><u>NPCFF</u></a>	\$358,576.96	\$451,639.96	+\$93,063.00 (+25.95%)
Winslow	\$78,197.53	\$93,644.53	+\$15,447.00 (+19.79%)
Jon Graff	\$11,305.37	\$13,779.07	+\$2,473.70 (+21.88%)
Jennifer Witt	0	\$216,761.58	N/A
Taking Flight	0	\$29,131.80	N/A
<b>Total</b>	<b>\$601,597.44</b>	<b>\$1,056,195.12</b>	<b>+\$454,597.68 (+75.57%)</b>

(The Endfield, Witt, and Taking Flight endowments were established less than one year ago at \$50,000.00, \$200,000.00, and \$25,000.00 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. Scholarship Awards for Fall 2021 –** Strategy for getting more applicants in the future – Betsy reported that NPCFF has awarded more scholarships for Fall 2021 than ever before – over \$27,000.00, with more than \$5,000.00 in nursing scholarships still to be awarded. The due date for applications for Nursing scholarships is May 27. She noted that she still has more difficulty giving money away than raising it. Students are still daunted by the word, “scholarship”, thinking that if they aren’t a recent high school grad, or the class valedictorian, “scholarships” just aren’t for them. Betsy noted that when she can get students into one of her classes, or to watch the YouTube videos that Becca Hunt posted, students apply, but it’s still a challenge to get them to that point. Betsy noted that there is also a cultural reluctance to “take a handout”, even though she works to convey the message that scholarships are a hand UP, not a handout. Betsy has been talking with Kelli Freeman about how to promote scholarships, and she invited Kelli to share her thoughts. Kelli suggested a scholarship/financial aid information night at The House, open to all students, and parents of students, where The House could provide a meal. Kelli noted that food always brings people in. She added that similar events could be held in other communities, perhaps bringing people to the campuses for pizza. Rich asked Kelli to remind him about Playdate. The Small Business Development Center has a great relationship with Playdate, so he could perhaps arrange for little ones to go to Playdate while mom and dad learn about scholarships! Betsy emphasized that getting more students to apply, vs having a few students apply for multiple scholarships, is going to be a big part of her next-quarter plan.

**B. Pedal the Petrified and Disc Golf in 2021?** Betsy has emailed Steve Johnston about a disc golf tournament; he has not yet replied. She also noted that the Petrified Forest still is not issuing Special Use Permits. If they do not begin to do so by July 31, Betsy will look to a virtual option again, although this will be very disappointing to many people who are inquiring about when they can register for the ride.

**C. Discussion of topics to be included on the agenda for the annual board retreat, Wednesday, June 23, including location of the retreat – Interim President Dr. Jeanne Swarthout has given permission for use of the Tiponi Board Room at the Painted Desert Campus in Holbrook and incoming President, Dr. Chato Hazelbaker has agreed to join the meeting by Zoom.**

- a. Possible 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.*
- b. Annual review of guiding documents:
  - i. Bylaws, adopted 3/1/2016
  - ii. Gift acceptance policy, adopted 1/28/2019
  - iii. Gift acceptance procedure, adopted 10/21/2019
  - iv. Fiscal management policies and procedures, adopted 2/19/2016; amended 6/23/2020
  - v. MOU between NPC and NPCFF, adopted 7/15/2019
- c. Annual review of executive director
- d. Other items for discussion/action? (Do we have board liability insurance?) Growth of the foundation. The number of meetings we have per year. Every quarter one 1.5 hour meeting and two 30 minute meetings? Number and duration of meetings. In bylaws?
- e. **What would you like to know about our new NPC president, Dr. Chato Hazelbaker?**
  - How he sees the difference between public and private institutions and community college and 4-year schools.
  - What his feelings are about NPC offering 4-year degrees.
  - How he sees the role of the foundation.

## **VI. New Business**



**A. Action Item: Nominations and voting for President and Vice-President of NPCFF through May 2024:** Mary reminded the group there was one nomination for President at the April meeting – Terry Shove. Mary called for other nominations. There were none. **Mary called for a vote for Terry Shove for President. All voted in favor. No abstentions.** Mary reminded the group that there was one nomination for Vice-President, Pat Ceballos. (Mary also noted that both nominees agreed to serve, if chosen.) Claude nominated Mary Koury for Vice President. Mary respectfully declined the nomination, because she was Vice President prior to her term as President. Cara Dukepoo nominated Myrtle Dayzie-Grey for Vice President. Myrtle respectfully declined. Mary noted that Pat said in the last meeting that she would not seek the presidency after her term as vice president. **Mary called for a vote for Pat Ceballos for Vice President. All voted in favor. No abstentions.**

**B. Action Item: Should we limit the number of scholarships a student may receive each semester to two, and if so, how?** Betsy noted that there have been several semesters where one student has won 4 scholarships. NPCFF used to have only 4-6 scholarships available; now there are 20. She noted that the students who win multiple awards are those who work diligently to prepare their essays, but also that the final scores are always fairly close. She reminded the group how she runs the process: There are 7-9 reviewers on each review committee, no reviewer serves on more than one committee, unless they will not be reviewing the same applications. (For clarification, a reviewer could score the Jon Graff CTE applications and the Jon Graff University Bound applications, because they wouldn't be from the same students.) Betsy enters all the reviewers' scores on a master spreadsheet, discards the highest and lowest score for each applicant, and averages each applicant's scores. The applicant(s) with the highest scores wins the scholarship. Betsy asked if the group should consider limiting the number of scholarships one student could receive, proposing the following two options.

**a. Student will receive the two awards they scored highest on**

**b. Student will receive the two largest awards**

Becca noted that she has volunteered as a scholarship reviewer many times now. She feels that it is hard to see one student win multiple scholarships, especially if they are also receiving a Pell grant, while others do not get an award, even though they also scored high. Claude also noted that it doesn't seem fair if one student gets multiple scholarships;

she has brought this up in the past. Terry thought it was an excellent idea to limit the number of scholarships that will be awarded to each student. **Terry made a motion that, starting with Spring 2022, NPCFF awards a maximum of two scholarships per student, those being the two with the highest dollar amount that the student wins. Claude seconded the motion.** Becca noted that a student could potentially win \$3500 per semester, which is approximately two times college tuition. Becca wondered what would happen if we had a \$5000 scholarship. Betsy noted that scholarship awards first apply to tuition and fees, then students can use them for other expenses as needed. Mary mentioned that scholarship award amounts are somewhat aligned with tuition. Terry noted that Apache County students, especially those in CTE areas, have to travel great distances to get to their classes. Mary noted we also have a lot of older students who have families, who need child care for when they go to classes. Also, they have to support their families, which makes college a bigger financial challenge. Mary noted that she wished we could get that out to more people, that scholarships can take care of some of these things, like child care, transportation, and bills, to help them return to school. **Mary called for any further discussion; there was none. Mary called for a vote on Terry's motion. All voted in favor. No abstentions.**

**C. Action Item: Request to provide \$400.00 to Kelli Freeman, NPC Social Media Coordinator, to purchase three Amazon gift cards for the winners of the 2021 graduation cap decorating contest that Kelli is hosting on social media.**

Mary called on Kelli to explain the request. Kelli reminded the group that she has been with the college for three years as social media coordinator. Last year, the college was told they could not use funds for prizes for contests. Kelli looked at how other colleges did social media giveaways. Kelli wanted to see if she could get the \$400 for the graduation cap decorating contest. She has a way to continue to raise funds for these purposes, so she wouldn't be using the funds the foundation has raised for scholarships. Mary asked where the money would come from. Betsy shared the NPCFF 2020-21 budget on the screen, indicating that there was \$3,500.00 remaining in the line item for PR Events/Promotional Items. **Terry made a motion to approve giving Kelli Freeman \$400.00 from that line item for the purchase of three Amazon gift cards for the winners of the 2021 graduating cap decorating contest. Wendy seconded. Mary called for discussion.** Claude said if there was \$

leftover, it would go back into that account. Mary noted that it was prize money, so it wouldn't be left over, but any additional money Kelli raises for prizes could go into that budget line item. Kelli explained that the voting for the grad caps takes place on social media. There have been over 700 votes cast so far. One person has over 400 votes, one has 200, and one has around 150. Those are the leaders, so there won't likely be a tie. Kelli noted that votes come from the creativity and how the students promote it in their communities. Kelli shared the link for voting in chat. **Mary called for a vote on Terry's motion. All voted in favor. No abstentions.** Kelli noted that Betsy needs to purchase the gift cards online and Kelli will give the link for the cards to each student winner.

**VII. Next Meeting:** Regular meeting and annual board retreat on Wednesday, June 23, 2021 at the Tiponi Board Room at the Painted Desert Campus with both in-person and Zoom options. Regular meeting will take place from 10:00-12:00, we will break for lunch from 12:00-1:00, then the retreat will take place from 1:00-4:00.

**VIII. Adjournment:** Mary adjourned the meeting at 4:43 p.m. Betsy thanked Mary for her years of service to NPCFF – three years as Vice-President and three years as President, noting how much the foundation has grown under Mary's leadership. Betsy also thanked Terry for being willing to serve as President, after three years as Vice-President.