

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

Monday, December 16, 2019 – 3:30 p.m. – NPC Painted Desert Campus and extension 7479

- I. **Call to Order** – Mary Koury called the meeting to order at 3:42 p.m.
- II. **Roll Call and Introductions** – Present included Mary Koury (President, Painted Desert Campus); Wendy McVicker (Treasurer, Silver Creek Campus); Tracy Mancuso (White Mountain Campus); Claude Endfield (Secretary, Whiteriver Center); Pat Ceballos (Little Colorado Campus); and Betsyann Wilson (Executive Director).
- III. **Action Item:** Approval of the Minutes of the November 25, 2019 meeting: Wendy McVicker made a motion to accept the minutes as read; Tracy Mancuso 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 noted that there was not a lot of activity this month. There was a student who was awarded the Jon Graff scholarship, who never registered for classes, so that money was refunded to NPCFF. The donations from Marilyn Shenn are exciting. We are continuing to grow the endowed accounts. Wendy asked Betsy if she had any comments and Betsy just agreed that the growth is great to see, but we have to remain vigilant that there could be a downturn in the economy that causes the funds to drop. We are in a period approaching “Extreme Greed” on the Fear and Greed Index. Claude Endfield made a motion to approve the treasurer’s report as presented; Tracy Mancuso seconded the motion. There was no discussion. All voted in favor; no abstentions.

a. Operational Checking Account Activity

Beginning Balance – 10/31/19	\$36,722.13				
Check #	Date	+/-	Amount	Payee/Payer	Purpose
	11/01/19	+	\$20.00	Transfer from US	10-19 Placement Testing scholarship

1272	11/25/19	-	\$20.00	NPC Business Office	11-19 Placement Testing scholarship
Ending Balance 11/29/19	\$36,722.13				

b. Restricted Scholarships (Money Market) Account

Beginning Balance – 10/31/19		\$36,852.99			
Check #	Date	+/-	Amount	Payee/Payer	Purpose
	11/01/19	+	35.00	NBAZ	Fee refund for overdraft
	11/01/19	+	\$10.00	NBAZ	Fee refund for service charge
	11/04/19	+	\$350.00	Anonymous	Donation to assist LCC NUR student with emergency fund
	11/05/19	+	\$500.00	NPC Business Office	Check # 146536 - refund from FA 19 Jon Graff awardee L Patton # 125925 – student never registered for classes.
55	11/08/19	-	\$850.00	3 C's Auto Body	WWC scholarship for LCC Nursing student
	11/12/19	+	\$1000.00	Winslow Women's Club	Check #2046 for bi-annual donation to scholarship for LCC Nursing and Allied Health students
	11/19/19	+	\$5,000.00	Marilyn Shenn	Donation for Kids' College scholarships.
	11/26/19	+	\$1,244.00	NPC Business Office	VAL 153 refund from Ryan Bigelow
	11/27/19	+	\$1,000.00	Transfer from Unrestricted Scholarships	SP and FA 2020 US Military Vets Scholarships funded by disc golf tournament proceeds.
	11/27/19	+	\$1,000.00	Valarie London in Memory of David A London, MD	VAL 153 Memorial Scholarship
	11/29/19	+	\$0.63	Interest	Interest

Ending Balance 11/29/19	\$46,142.62
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c. Unrestricted Scholarships (Money Market) Account

Beginning Balance – 10/31/19		\$57,399.88			
Check #	Date	+/-	Amount	Payee/Payer	Purpose
	11/01/19	-	\$20.00	Transfer to OC	10-19 Placement Testing scholarship
	11/12/19	+	\$31.66	AmazonSmiles	Proceeds from sales on AmazonSmiles
	11/19/19	+	\$15,000.00	Marilyn Shenn	Check # 931928734 - Donation for general scholarship fund
	11/27/19	+	\$1,000.00	Transfer to RS	SP and FA 2020 US Military Vets Scholarships funded by disc golf tournament proceeds.
	11/29/19	+	\$0.99	Interest	Interest
Ending Balance 11/29/19	\$71,412.53				

d. Endowed Edward Jones – NPCFF Endowment

Beginning Balance –10/25/19			\$380,953.04
Activity	Date	Amount	Purpose
+	11/29/19	\$6,572.06	Gain on Investment
-	11/29/19	\$446.41	Investment Fees
Ending Balance 11/29/19			\$387,078.69

e. Endowed Edward Jones – Smith Endowment

Beginning Balance –10/25/19			\$116,327.95
Activity	Date	Amount	Purpose
+	11/29/19	\$ 1,977.27	Gain on Investment
-	11/29/19	\$ 137.74	Investment Fees

Ending Balance 11/29/19		\$118,167.48
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f. Endowed Edward Jones – Lisitzky Endowment – No November statement for Lisitzky

Beginning Balance – 09/27/19			\$44,927.01
Activity	Date	Amount	Purpose
+	10/25/19	\$464.09	Gain on Investment
+	10/25/19	\$100.00	Assets added to account
Ending Balance 10/25/19			\$45,491.10

g. Endowed Edward Jones – Endfield Endowment – No November statement for Endfield

Beginning Balance –09/27/19			\$42,898.22
Activity	Date	Amount	Purpose
+	10/25/19	\$441.90	Gain on Investment
Ending Balance 10/25/19			\$43,340.12

h. Endowed Edward Jones – Pres Winslow Endowment

Beginning Balance –10/25/19			\$77,065.96
Activity	Date	Amount	Purpose
+	11/29/19	\$ 1,298.78	Gain on Investment
-	11/29/19	\$ 91.26	Investment Fees
Ending Balance 11/29/19			\$78,473.48

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

Beginning Balance – 10/25/19			\$3,464.64
Activity	Date	Amount	Purpose
+	11/29/19	\$7,500.00	Assets added to account
+	11/29/19	\$ 106.17	Gain on Investment

Ending Balance 11/29/19		\$11,070.81
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Report of Endowed Funds as of 11/29/19 –

Name of Account	One Year Ago	Current	Change
Smith (Advisory Solutions)	\$108,754.61	\$118,167.48	+\$9,412.87 (+8.66%)
Lisitzky	\$40,926.07	\$45,491.10	+\$4,565.03 (+11.15%)
Endfield	\$14,252.90	\$43,340.12	+\$29,087.22 (+204.08%)
NPC F&F (Advisory Solutions)	\$304,732.12	\$387,078.69	+\$82,346.57 (+27.02%)
Winslow	\$70,203.52	\$78,473.48	+\$8,269.96 (+11.78%)
Jon Graff	\$3,951.24	\$11,070.81	+\$7,119.57 (+180.19%)
Total	\$542,820.46	\$683,621.68	+\$140,801.22 (+25.94%)

*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. November 2019 Newsletter** – Betsy reported that the newsletter has generated about \$500 in donations at this point. She expects more donations prior to the holidays, as people give before year's end for tax reasons. The jury is still out on whether 2017 legislation that raised the standard deduction will affect giving to NPCFF; thus far, it has not seemed to. In fact, that the markets have been so strong may be a reason Marilyn Shenn chose to give so generously in November.
- B. NPCFF Internal NPC Designee** – Betsy reported that the position of Carl Perkins Grant Coordinator has not yet been filled, so she still does not know who the actual designee is. She will report as soon as the position is hired.
- C. Community Outreach Activities during late November and December** – Betsy reported that Rebecca Hunt, NPC Recruitment Specialist, presented to the Winslow Town Council at their December meeting, which was in keeping with our commitment to report to Winslow Town Council quarterly. Rebecca talked about Kids' College and community education classes. Betsy reminded the group that, as she mentioned at the last meeting, Paul Hempsey, the assistant to President Vest, was assisting Betsy in scheduling meetings, such

that we are trying to get on the same quarterly schedule with all the councils, and also have a “theme” to report on each quarter. This quarter’s theme is Kids’ college and community education, because even though summer is a long way off, it is time now to start recruiting teachers and setting up classes for Kids’ College 2020. Betsy went with President Vest to the Show Low Town Council to introduce them to Mr. Richard Strickland, NPC’s newly-hired construction manager, who will be responsible for oversight of the new capital improvement project at the White Mountain Campus. Because Show Low will be the community primarily affected by the project, it was important for the town council to have a name and a face. Betsy also reported that Mr. James Matteson resigned from the NPC District Governing Board and was replaced – for the remainder of his term, which expires in fall 2020 – by Everett Robinson, NPC’s former media relations coordinator – now retired. Betsy is pleased to have such a strong advocate for the college on the district governing board, and also that Everett also came to the Show Low Town Council meeting, and also accompanied President Vest to the Pinetop Council meeting. Betsy reported that more and more of her colleagues are taking part in the community outreach presentations.

- D. How much does the NPCFF Executive Director position cost the college? (This was an informal question raised by Claude Endfield at the last meeting during the Board Training segment.)** – Betsy reported that she is keeping this item on the agenda to be sure it is not forgotten, but that there is still not an answer.
- E. Quarterly Report for Second Quarter 2019-20 – October through December, 2019** – The group reviewed the attachment. There were no questions.
- F. Read Only** – Write up of new professional development scholarships for NPC faculty and administrative and classified staff, as approved by NPCFF board at 11/25/19 meeting – **Attachment** – Betsy reported that after writing the agenda for this meeting, she heard some concerns from President Vest and Vice President Clark that they did not want NPCFF’s offer of scholarships for professional development to imply that NPC itself was not adequately supporting its faculty and staff. Betsy has included Vest and Clark in the email from Magda Gluszek, NPC Art Faculty, because she feels it is clear that faculty don’t feel that NPC does not support them. When the issue is resolved, she will share the write-up and also present it to faculty and staff organizations as appropriate. For now, the NPCFF board has voted to amend the budget to provide for the funding, so it is available. She will be sure there are no further administrative concerns before announcing its availability.

VI. New Business

- A. Action Item** – Approval of objectives for third quarter of FY 19-20 – January through March 2020. – Attachment – Mary asked if all had received and reviewed the attachment. Pat Ceballos made a motion to approve the objectives as presented; Claude Endfield seconded the motion. There was no further discussion. All voted in favor; no abstentions.
- B. Action Item** – Approval for request by Betsyann Wilson that the NPCFF US Military Veterans' scholarship also be available to spouses and dependents of active military or veterans. Betsy provided some background. When the NPCFF began, there was a scholarship in place from the old NPC Foundation for military spouses and dependents. Betsy had no applications, so the scholarship was changed to be for veterans. There are still very few applications, so Betsy proposes making the scholarship for veterans and their spouses or dependents. There was discussion that was generally in favor of the request. Wendy McVicker made a motion that the NPCFF US Military Veterans Scholarship be made available also to spouses and dependents. Pat Ceballos seconded the motion. There was no further discussion. All voted in favor; no abstentions.
- C. Discussion Item** – What, if any, should the limit be on the number of times a student can win a particular scholarship? This discussion item was introduced at the November meeting, and the board asked Betsy to survey her fellow foundation directors. Betsy had only one response, from Paul Kirchgraber, Executive Director of Yavapai College Foundation. She read the “boilerplate” language that Paul sent to her: *Students must maintain a 2.5 GPA (on a 4.0 scale) each semester to maintain eligibility for the award. Scholarship recipients may re-apply for the award in subsequent academic years (not to exceed four consecutive semesters).*” Betsy pointed out that this would only apply to NPCFF’s board-approved scholarships, such as Fill the Gaps and Leg Up. Those scholarships established by private parties, such as the Pres Winslow, Jeanne Swarthout, Claude Endfield, etc., would have to be amended by those who established them. Claude noted that she was the one who brought up the issue, because she was alarmed that it seemed the same person could get the same scholarship year after year, preventing others from receiving it. Mary noted that in the case of Leg Up and Fill the Gaps, we have more than one recipient. Betsy said she could contact those who established the private scholarships and see how they felt about setting limits on the number of semesters a single applicant could receive the scholarship and adjust accordingly. Claude also felt students should know they could apply for more than one scholarship, so as not to prevent others from applying for the one-recipient-only scholarships. Betsy felt the two-semester limit was reasonable to explore and consider for scholarships that have only one recipient, but she supports the four-semester limit for Fill the Gaps and Leg Up. Mary asked if she, Betsy, had students who received the Fill the Gaps and Leg Up scholarships more than four semesters; she did not, but she said

it could happen, because NPC students often take more than two years to complete an associate's degree. Claude suggested Betsy could use her judgement if a student applied for multiple scholarships. Betsy responded that she could not withhold applications from review if they met all the requirements, because she helps any applicant who requests her help to apply, so she has to recuse herself from the whole selection process in order to be fair to all. She cannot choose to withhold sending applications out for review. She can, however, follow the guidelines of the board and those who established scholarships, and reject an application from a student who is applying for more than the allowed number of consecutive semesters. Tracy gave the example that if she, Tracy, has three applications in front of her, and she knows they are all equally worthy, if she knows that one has received a scholarship before, it might bias her unfairly against the other two. Tracy felt each applicant should be judged on their own merit. Mary asked Betsy if she was comfortable coming up with language for limiting the number of consecutive scholarships a student may receive; Betsy suggested using what Paul Kirchgraber provided, limiting applications to four consecutive semesters. Betsy asked about the group's feelings on asking those who've established private scholarships – Jon Graff, Pres Winslow's family, etc. – if they want to put limits on their scholarships. Consensus was that she should at least contact the families and ask them. Betsy will contact them and find out their wishes, then provide the language for amending the NPCFF board-approved scholarships as an action item at the next meeting.

- D. Information Item – Summary of Raffle Law – Attachment –** Betsy neglected to provide this attachment for this meeting; she will provide this attachment at the next meeting.

VII. Board Training: Nonprofit Advocacy: Yes you can, and you should!

Attachment – Betsy followed the slides in the attachment to discuss how and why non-profits should advocate for themselves and other non-profits, and explained the difference between lobbying and advocacy and why it was important to distinguish between the two. She also added the following for informational purposes:

NPC's service area is US Congressional District 1 and includes AZ legislative districts 6 & 7

District 1 Representative: Tom O'Halleran – D

District 1 Senators: Martha McSally – R and Kyrsten Sinema - D

Dist 6 Representatives: Walter Blackman – R and Bob Thorpe – R

Dist 7 Representatives: Arlando Teller - D – Myron Tsosie -D

Dist 6 Senator: Sylvia Allen –R

Dist 7 Senator: Jamescita Peshlakai – D (Minority Whip)

VII. Next Meeting: January 27, 2020 – 3:30 p.m. – 5:00 p.m. x 7479 (January 20 is a holiday.)

VIII. Adjournment: Mary adjourned the meeting at 4:57 p.m.