

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

Tuesday, June 23, 2021 – 10:00 a.m. – NPC Tiponi Board Room and Zoom

- I. **Call to Order** – Board President Terry Shove called the meeting to order at 10:06 a.m. The delay was due to multiple tests of the fire alarm system in the Tiponi Board room that precluded us from talking. Terry thanked the group for the opportunity to begin serving as NPCFF president, noting that she has a lot of community college and nonprofit experience, and that she believes deeply in the community college mission. Terry noted other boards she serves on, including the Round Valley School Board. She is also an active volunteer for the Round Valley Boys and Girls Club. Terry invited everyone to re-introduce themselves.

- II. **Roll Call and Introductions** – Mary Koury, PDC representative; Wendy McVicker, Board Treasurer, SCC representative; Pat Ceballos, LCC representative; Rebecca Hunt, NPC Community Recruiter (Betsy explained her role – Becca is learning to take care of the essential internal functions of the executive director’s job, in the event that Betsy is unable to perform them for an extended period.); Myrtle Dayzie-Grey, Kayenta Center representative; Terry Shove, Board President, Apache County representative; Rich Chanick, WMC representative; Claude Endfield (joined by Zoom), Board Secretary, Whiteriver representative, former NPC faculty member, and proud member of the first NPC graduating class.

- III. **Action Item: Approval of the Minutes of the May 17, 2021 meeting: Wendy McVicker made a motion to approve the minutes; Rich Chanick seconded the motion. No discussion. All voted in favor; no abstentions.**

- IV. **Action Item: Approval of Treasurer’s Report – NPC Friends and Family Treasurer Wendy McVicker: Rich Chanick made a motion to approve the Treasurer’s Report; Mary Koury seconded the motion; Terry Shove called for discussion. Wendy called attention to the printed report, noting that, with regard to the endowed funds, the markets have been fairly stable, but she wants to remind the group at each meeting that this can change, and probably will. Wendy called for questions; there were none. All voted in favor; no abstentions.**

a. Operational Checking Account Activity

Beginning Balance – 04/30/2021						\$22,532.74
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
1348	5/5/2021	-	37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds	
1349	5/5/2021	-	151.80	CellularOne	Hotspot plans – COVID-19 Emergency Funds	
1350	5/5/2021	-	37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds	

1351	5/5/2021	-	37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1352	5/5/2021	-	75.90	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1353	5/14/2021	-	37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1354	5/14/2021	-	37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1355	5/14/2021	-	37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds
1356	5/14/2021	-	37.95	CellularOne	Hotspot plans – COVID-19 Emergency Funds
Ending Balance 05/28/2021					\$22,039.39

b. Restricted Scholarships (Money Market) Account

Beginning Balance 04/30/2021					\$66,449.23
Check #	Date	+/-	Amount	Payee/Payer	Purpose
	5/3/2021	+	2,950.00	Donations	MKSL NUR Scholarship + Doris Reed NUR Scholarship
	5/4/2021	+	350.00	Donations	MKSL NUR Scholarship
	5/7/2021	+	250.00	Donations	MKSL NUR Scholarship
	5/12/2021	+	100.00	Donation	MKSL NUR Scholarship
	5/19/2021	+	150.00	Donations	MKSL NUR Scholarship
	5/21/2021	+	8,090.00	Donations	MKSL NUR Scholarship
	5/28/2021	+	100.00	Donation	MKSL NUR Scholarship
	5/28/2021	+	1.09	Interest	Interest
Ending Balance 05/28/2021					\$78,440.32

c. Unrestricted Scholarships (Money Market) Account

Beginning Balance 04/30/2021						\$160,652.80
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
0074	5/3/2021	-	500.00	NPC Student	Emergency Fund	
	5/5/2021	+	31,503.70	AZ Gives	Proceeds from donations made in April	
	5/7/2021	+	50.00	AZ Gives	Refund of \$50 registration fee for AZ Gives 2021	
	5/7/2020	+	20.00	Event Proceeds	Cash from the sale of a Take a Hike Tee	
	5/20/2021	+	7,500.00	AZ Gives	First Place Bonus Prize	
	5/14/2021	-	200.00	Edward Jones	Transfer of donations designated for Pres Winslow scholarship on AZ Gives 2021	
	5/14/2021	-	232.00	Edward Jones	Transfer of donations designated for Smith scholarship on AZ Gives 2021	
	5/14/2021	-	496.00	Edward Jones	Transfer of donations designated for Endfield scholarship on AZ Gives 2021	
	5/14/2021	-	500.00	Edward Jones	Transfer of donations designated for Lisitzky scholarship on AZ Gives 2021	
	5/14/2021	-	25,665.16	Edward Jones	Transfer of donations designated for Taking Flight scholarship on AZ Gives 2021	
	5/19/2021	-	852.00	NPCFF to Edward Jones	Jon Graff Scholarship donations made on AZ Gives Day (Graff account not linked for transfer)	
	5/21/2021	+	530.09	AZ Gives	Proceeds from donations made in May	
	5/21/2021	-	357.56	Edward Jones	Transfer of donations designated for Taking Flight scholarship in May	
	5/24/2021	+	40.24	AmazonSmile	Proceeds from sales on AmazonSmile	

	5/28/2021	-	20.00	NBAZ	Excessive Transaction Fee
	5/28/2021	+	2.68	Interest	Interest
Ending Balance 05/28/2021					\$171,476.79

d. Endowed Edward Jones – NPCFF Endowment

Beginning Balance – 04/30/2021				\$451,639.96	
Activity	Date	Amount	Purpose		
+	5/28/2021	4,071.72	Gain on Investment		
-	5/28/2021	507.41	Investment Fees		
Ending Balance	5/28/2021				\$455,204.27

e. Endowed Edward Jones – Smith Endowment

Beginning Balance – 04/30/2021				\$135,354.93	
Activity	Date	Amount	Purpose		
+	5/28/2021	232.00	Assets Added to Account		
+	5/28/2021	1,232.22	Gain on investment		
-	5/28/2021	152.07	Investment Fees		
Ending Balance	5/28/2021				\$136,667.08

f. Endowed Edward Jones – Lisitzky Endowment

g.

Beginning Balance – 04/30/2021				\$54,711.48	
Activity	Date	Amount	Purpose		
+	5/28/2021	500.00	Assets Added to Account		
+	5/28/2021	417.96	Gain on Investment		
Ending Balance	5/28/2021				\$55,629.44

g. Endowed Edward Jones – Endfield Endowment

Beginning Balance – 04/30/2021				\$61,171.77	
Activity	Date	Amount	Purpose		
	5/28/2021	496.00	Assets Added to Account		
+	5/28/2021	676.03	Gain on Investment		
-	5/28/2021	68.28	Investment Fees		
Ending Balance	5/28/2021				\$62,275.52

Endowed Edward Jones – Pres Winslow Endowment

Beginning Balance – 04/30/2021			\$93,644.53
Activity	Date	Amount	Purpose
+	5/28/2021	200.00	Assets Added to Account
+	5/28/2021	847.44	Gain on Investment
-	5/28/2021	105.20	Investment Fees
Ending Balance	5/28/2021		\$94,586.77

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

Beginning Balance – 04/30/2021			\$13,779.07
Activity	Date	Amount	Purpose
+	5/28/2021	852.00	Assets Added to Account
+	5/28/2021	161.55	Gain on Investment
Ending Balance	5/28/2021		\$14,792.62

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

Beginning Balance – 04/30/2021			\$216,761.58
Activity	Date	Amount	Purpose
+	5/28/2021	2,246.09	Gain on Investment
-	5/28/2021	243.20	Investment fees
Ending Balance	5/28/2021		\$218,764.47

j. Taking Flight Scholarship - NEW

Beginning Balance – 04/30/2021			\$29,131.80
Activity	Date	Amount	Purpose
+	5/28/2021	805.34	Gain on Investment
	5/28/2021	26,022.72	Assets added to account
-	5/28/2021	31.58	Investment fees
Ending Balance	5/28/2021		\$55,928.28

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

Name of Account	*One Year Ago	Current	Change
Smith	\$115,667.18	\$136,667.08	+\$20,999.90 (+18.16%)
Lisitzky	\$45,778.79	\$55,629.44	+\$9,850.65 (+21.52%)
Endfield	0	\$62,275.52	N/A
NPCFF	\$377,417.39	\$455,204.27	+\$77,786.88 (+20.61%)
Winslow	\$82,907.88	\$94,586.77	+\$11,678.89 (+14.09%)
Jon Graff	\$11,796.56	\$14,792.62	+\$2,996.06 (+25.40%)
Jennifer Witt	0	\$218,764.47	N/A
Taking Flight	0	\$55,928.28	N/A
Total	\$633,567.80	\$1,093,848.45	+\$460,280.65 (+72.65%)

*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. Fourth Quarter Report FY 2020-2021 - **ATTACHMENT** – Betsy called attention to the items in red font, because they represent modifications to the operational plan, due to COVID. She also reminded the group that she needs to re-initiate the short, board development sessions at the end of each meeting, especially since this year, NPCFF seems to have moved into a “new league” of donors and donations.

Betsy noted that it is important that the board feels informed and empowered – not just about NPCFF, but about the college - to talk to people about donations, especially when donors approach them with questions. She also wants to keep the board abreast of their responsibilities related to fiduciary oversight. Betsy reported that she was recently approached by a retired couple who moved to Sedona from California two years ago. In the process of estate planning, their attorney referred them to Betsy to talk about making a significant donation and bequest to support Native American students. While they shared the attorney's name and contact information with Betsy, she has no idea who the person is or how she knew about Betsy or NPCFF. Betsy did email her and thank her for the referral. Betsy reported that she has met with the couple, Andy and Yvonne Sommer, twice. Both times, she was accompanied by Jeremy Raisor, who is moving from the position of Director of Financial Aid and Records and Registration to a new position as Dean of Career and Technical Education (CTE) in July. Betsy requested Jeremy's assistance, because she knew he would be able to answer the Sommers' specific questions about student demographics and registration patterns, and because they are particularly interested in helping Native American students in CTE and Nursing programs.

After the initial meeting, when Betsy and Jeremy took the Sommers to the Whiteriver Center to meet the Construction Technology students there – on the last day of classes –

Betsy had several more phone conversations with Mr. Sommers. The Sommers visited again last Monday. Andy told Betsy and Jeremy that they had learned a great deal about Northland Pioneer College, that was completely different from what they had assumed about the college. They recognized the need for students, especially in hands-on classes, to be able to get to campus. Therefore, they would like to establish a scholarship fund to help them with that. They propose to donate \$100,000.00 for the upcoming academic year, with \$10,000.00 to be used to fund 10 students, at \$1,000.00 each, in the fall semester. The remaining \$90,000.00 is to be placed into an account at Edward Jones. The Sommers want to see how this scholarship benefits students, then they may opt to do the same thing in the spring.

Betsy noted that the Sommers are not opposed to invading the principle of their endowment, if it meets their philanthropic goals of serving students. She reminded the group that it is our job as a foundation, not only to help our students, but to help our donors do what is most meaningful for them. She noted that this was particularly important as we steward large, long-term gifts, and that is why she feels it is important to get back to dedicating a portion of each meeting to board development.

- B. Pedal the Petrified 2021 – Saturday, September 25, 2021 - Contingency Plans –** Betsy reported that she spoke with Petrified Forest Chief Ranger Heather Yates in April about when the park might begin issuing special use permits again. Heather told Betsy she had a monthly staff meeting coming up in early May, and that she would discuss it. Betsy called Heather in the second week of May, and Heather reported that she had forgotten to discuss it, but that she would discuss it in June. Betsy called in early June and Heather said the park still can't issue special use permits, only now the issue isn't COVID, it is staffing. She has had multiple people resign, including her law enforcement rangers. Betsy discussed with Heather how Betsy could support her. Heather asked about moving the ride into October, which might give her time to hire more people, and to reduce the number of riders. (Reducing the number of riders comes up every year; Betsy has assured Heather they will never go over 250, due to the capacity of both the park's infrastructure and the NPCFF volunteers.) Betsy suggested a date of October 9 with 200 riders. Heather said she would take that to her staff in July.

Rich Chanick noted that one of his SBDC colleagues, Craig Boston, is a member of the Arizona Rangers, and suggested they might assist in supporting the park's law enforcement with patrolling the ride. He sent an email to Craig, who forwarded it to his commanding officer. They could assist with patrolling the ride on October 9, if they are allowed to wear their uniforms inside the park. He noted that they have assisted with events in national parks in the past, and worn their uniforms. Betsy will share this information with Heather and keep the group informed.

- C. Disc Golf Tournament 2021 –** Cancelled, due to competition from other tournaments on the schedule, and the need to provide payout to professional players. It is unlikely we would make any profit. We will begin planning early next spring, and also requesting support from sponsors, if enough local businesses are back on their feet in the aftermath of the

pandemic. Betsy noted that she remains in touch with Steve Johnston, and they will begin planning a 2022 event in late winter/early spring.

- D. **AZ Gives Day 2021** – Fund disbursement and use of \$7,500.00 bonus prize. Betsy remarked that the bonus prize was not, by definition, a “windfall”, but asked if the group wanted to do anything special with it. Terry suggested leaving it in the unrestricted scholarships account. As we emerge from COVID, there may be students who have had life changes and need a little extra to help them get into school or continue in school. The group agreed.
- E. **Summit Healthcare Foundation Nursing Scholarships awarded for Fall 2021** – Betsy shared the names of the students, four first-years, two from Show Low and one from Snowflake, along with one second-year from Lakeside won the Summit award. A first-year student from Springerville won the Beehive Homes Nursing scholarship. Betsy noted the mileage she will cover, commuting from Round Valley to Show Low for classes, and to Whiteriver IHS hospital for her clinicals. She also reported that one of the first-year awardees was so grateful she cried. She told Betsy she had never won a scholarship, and now she felt she could succeed in the nursing program. Betsy reminded the group how often she hears from students that scholarships are so much more than the money – they are a vote of confidence in the awardee. For NPC students, especially first-generation students, this is very important.
- F. **New Scholarships Established – Mary Kathleen Smith Lindy Nursing Scholarship for Native American Nursing Students; Mimi Young Scholarship** – Betsy shared the origin of each scholarship. The MKSL Nursing scholarship was established as a memorial by her seven adult children, to honor her life as a nurse. It will be designated for Native American nursing students. The siblings have not yet reached consensus on whether it will be an endowment, or a spend-down. Mimi Young is a Snowflake resident whose children are NPC alumni. She receives a royalty check each month for oil/mineral rights. She wants to work with her financial manager to learn how to make an initial donation, then turn the monthly checks directly over to NPCFF. Betsy will continue to report to the group on this.

Terry reported that she has been talking with the director of White Mountain Regional Medical Center, and their nurse auxiliary group, about setting up a scholarship for Round Valley area students to help them make the trip to WMC for classes. Terry also expressed that she believes NPC needs a mobile chemistry lab. Betsy noted that NPC has explored the idea of mobile labs for a number of classes. Terry suggested putting a tiny house on a flatbed, because the driver wouldn't need a CDL. Betsy noted that they would have to have the skill and willingness to pull a large trailer. Becca noted that we've discussed partnering with high schools to use their labs. Myrtle noted Monument Valley High School used to have evening college science classes, but the high school doesn't do this anymore, because of safety issues. Terry also discussed the general need to get Round Valley students through NPC. The college still isn't seen as a popular choice in Round Valley.

VI. New Business

- A. **Action Item** – Do we need to develop a new mission statement to align with NPC's new mission statement? NPC's new mission statement reads: *“Northland Pioneer College*

*provides educational excellence that is affordable and accessible for the enrichment of communities across Northeastern Arizona.” Our mission statement reads: “Supporting and promoting lifelong learning through fund raising, advocacy and volunteerism.” The group felt that the mission statement, as it exists, reflects what we do. **There was no motion to change the mission statement.***

- B. Action Item – Approval of BDR Richards CPAs, PLC to conduct 2020-2021 audit and taxes– ATTACHMENT –** Betsy shared on the screen BDR Richards’ estimate of \$6,500.00 and description of services, which includes the audit and taxes. She also noted that their quote is \$500.00 more than last year. Wendy noted that, after the Enron scandal, auditors were asked to take on a great deal of liability. She noted that BDR Richards has done a good and timely job for us on past audits and their price is very reasonable. **Wendy made a motion to approve BDR Richards, CPAs, PLC, to conduct the 2020-2021 audit and taxes for the amount of \$6,500.00. Mary Koury seconded the motion.** Betsy shared that she placed the additional \$500.00 in the 21-22 budget draft. **All voted in favor. No abstentions.**
- C. Action Item – Approval of First Quarter Objectives for FY 2021-22 – ATTACHMENT –** **Pat Ceballos made a motion to accept the First Quarter Objectives as presented; Wendy McVicker seconded the motion.** Terry called for discussion. Betsy shared her proposed first quarter objectives on the screen and noted that the priority continues to be assuring students are supported as we emerge from the pandemic. Mary Koury noted the need to change one of the dates from 2020 to 2021. Betsy made the change. **Pat amended her motion to approve the First Quarter Objectives with changes (date changes noted). All voted in favor. No abstentions.**

A discussion ensued. Myrtle is still advising and advocating for NPC since her retirement. She reported on her recent experience helping a young high school grad from Kayenta get registered for college. She stressed how much support and even pushing the young woman needed to go through the steps of getting registered and learning to look at her student email, fill out her FAFSA, etc. Becca said that it is not just recent high school graduates who need this level of support; as a community recruiter, she sees it with people in their 30s. There was general discussion about how to motivate students to take responsibility for these steps, and that it is especially difficult if their parents and families have not ever attended college, because they don’t have that guidance at home.

Myrtle, who is a runner, suggested having a half-marathon in Kayenta. She noted that the Kayenta Township manager has his own “Warrior Run”, but that it is very expensive. She thinks NPCFF could do something like it, with the Monument Valley area being the draw. Betsy loved the idea, and suggested looking to spring 2022. Myrtle will discuss this with the folks at the Kayenta Center.

Claude asked the status of Rez Golf tournament. Betsy reported that she tried calling the number on Facebook, FB messaging the course, and that she drove by when going through Steamboat to a high school scholarship class in Chinle. She has been unable to talk with anyone.

Betsy reminded the group that, pre-COVID, they had been exploring hosting a pow-wow. She couldn’t remember who had the idea (Cara Dukepoo?) but Claude said she may have a resource for how to put on pow wows to raise money for scholarships. She will report back to Betsy.

Rich asked to share a new business item. He has been working with the Marilyn Huffman, Outreach Director of the northern Arizona Better Business Bureau. He would like permission to ask Ms. Huffman if the BBB would be interested in providing financial assistance through scholarships to entrepreneurial students at NPC. The group was very much in agreement that he could represent NPCFF in his request.

Betsy reported that her community outreach activities and efforts are opening back up, as we emerge from COVID. She arranged for Dr. Hazelbaker to accompany her to the Winslow City Council meeting in July, and she would like to get him before all the town and tribal councils. With regard to the tribal councils, Betsy noted that they especially like to see the college president, and that Mark Vest was warmly received, especially by the Hopi Tribal Council and the Kayenta Township. Betsy noted that she was never able to arrange an opportunity for she and Mark to attend a Navajo Tribal Council meeting. Myrtle noted that Navajo Nation President Jonathan Nez is an NPC alum, and that she was his academic advisor! Myrtle will see if she can help get Dr. Hazelbaker in touch with President Nez.

VII. **Next Meeting** – Monday, August 23 – 3:30-5:00 p.m. Location: White Mountain Campus in Show Low with Zoom option.

IX. **Adjournment: Meeting was adjourned at 12:01 p.m.**

AGENDA – NPC FRIENDS & FAMILY BOARD RETREAT

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

Tuesday, June 23, 2021 – 1:00 p.m. – Tiponi Board Room with Zoom Option

- I. **Call to Order** – President Terry Shove called the meeting to order at 1:00 p.m. and welcomed NPC's 13th president, Dr. Chato Hazelbaker, who joined the group via Zoom.
- II. **Roll Call and Introductions** – Terry invited everyone to introduce themselves to Dr. Hazelbaker. Mary Koury introduced herself as retired from the school district, and representing the Holbrook area on NPCFF. She appreciates staying connected with education. Wendy McVicker introduced herself as the NPCFF representative from SCC. She has been with NPCFF for five years, and noted that she and Betsy served together in the Snowflake Unified School District on PTO when their kids were young. Pat Ceballos introduced herself as representing Winslow. She has known all 12 NPC presidents, and has been on the foundation boards since 1998. She is very proud of NPCFF and enjoys her role as LCC representative. Rebecca Hunt introduced herself as Betsy's understudy for internal matters with NPCFF. Myrtle Dayzie-Grey retired from NPC after 20 years and continues to serve as the Kayenta representative on NPCFF. She was an academic advisor at NPC, who advised Navajo Nation President, Jonathan Nez. We hope Myrtle can facilitate a meeting between Dr. Hazelbaker and President Nez. Rick Chanick introduced himself in both his roles on the NPCFF board and the Director of SBDC. Claude Endfield introduced herself as being a former faculty member and ECD chair and that she was in NPC's first graduating class. She shared that all four of her children are former NPC students, who have gone on to master's degrees, with two pursuing doctorates. She

represents the Whiteriver Center. She grew up there and her children are from there. She welcomed Chato to the NPC Family.

- III. Welcome Dr. Chato Hazelbaker, 13th President of Northland Pioneer College – (Tentative, based on President Hazelbaker’s schedule)** President Hazelbaker is invited to share his thoughts and ideas with the board on the ongoing relationship between NPCFF and the college. Specific topics for Dr. Hazelbaker, that were brought forth at the May 17 NPCFF board meeting include the following:

Dr Hazelbaker addressed each of the group’s bulleted points at length and invited questions. His responses are summarized below:

- How he sees the difference between public and private institutions and community college and 4-year schools

Dr. Hazelbaker responded that in his opinion there is not much difference between the two types of institutions. They both have similar mechanics, which are not that big or different. The real difference has to do with access. Community colleges are open to all comers, which is different than four-year schools that have a weeding-out process, and want students to complete. Community colleges prioritize service to the community, it can be cradle-to-grave. He is looking forward to finding ways to grow NPC in the communities, i.e. Apache County. He has learned each NPC site is different and has its own community culture.

- What his feelings are about NPC offering 4-year degrees

Regarding the second question, re: four-year degrees, he stated that he believes the key to four-year degrees being applied, is the importance of meeting community needs. He sees this year as being one in which community needs are evaluated as to the "what and why". Community colleges also need to be attentive to their four-year partners and to not "recreate the wheel".

- How he sees the role of NPC Friends and Family

He stated that he sees the role of Friends and Family as a critical one for the college in being innovative and providing innovative support. He is a big fan of scholarships. On the fund-raising side, we should look at where we could make an impact, and we should always need to be ready for a rainy day. We shouldn't forget the "friends" nor how we enrich the reputation of the institution which should provide authentic experiences.

The group thanked him and told him they looked forward to meeting him in-person at their August 23 meeting.

IV. Review of Guiding Documents:

While all members received the documents as email attachments, Betsy put each up on the screen. They were reviewed individually, and any changes were made "live", so all could see them. Actions on each are noted below.

- A. Bylaws, adopted 3/1/2016 – ATTACHMENT Wendy McVicker made a motion to approve the bylaws with the minor changes relating to makeup of the NPCFF**

board (NPC DGB members cannot also serve on the NPCFF board, due to conflict of interest) and the voting process (members can abstain from voting) incorporated; Myrtle Dayzie-Grey seconded the motion. All voted in favor; no abstentions.

- B. Gift acceptance policy, adopted 1/28/2019 – ATTACHMENT – Pat Ceballos** made a motion to approve the changes with the addition of the “date amended” (1/29/2019) added to the bottom of the document. Wendy McVicker seconded the motion. All voted in favor; no abstentions.
- C. Gift acceptance procedure, adopted 10/21/2019 – ATTACHMENT – Wendy McVicker** made a motion to approve the procedure as-is. Rich Chanick seconded the motion. All voted in favor; no abstentions.
- D. Fiscal management policies and procedures, adopted 2/19/2016; amended 6/23/2020 – ATTACHMENT** Wendy made motion to approve the procedure as presented; Mary Koury seconded the motion. All voted in favor; no abstentions.
- E. MOU between NPC and NPCFF, adopted 7/15/2019 – ATTACHMENT** Mary Koury noted an inconsistency in some of the numbering – that some numbers were followed by periods, and some were not. Betsy was unable to change the signed document, and Mary agreed that the issue was not significant with regard to wording or content. **Mary Koury made a motion to approve the MOU as presented; Wendy McVicker seconded the motion. All voted in favor; no abstentions.**

- V. First Read: Budget for FY 21-22 – Betsyann Wilson and Treasurer Wendy McVicker – ATTACHMENT –** Betsy noted an increase to the operating budget to cover postage, in the event that she does not get a budget from the college this year to cover this. She also noted that she proposes to increase the award amount of Fill-the-Gaps and Leg-Up to \$750.00 from \$500.00 per semester, because the number of applicants has not yet exceeded the number of awards for these scholarships, and because with the rising cost of things like gasoline, this is a more helpful amount. She also proposes to increase the Emergency Fund from \$250.00/site/semester to \$500/site/semester. Betsy noted that she never awards this fund at all sites, but she has often awarded a student more than \$250.00, because needs exceed \$250.00. Rich asked if she had the latitude to award higher amounts as needed. Betsy responded that the board leaves the decision to her, based on individual need, and that if a significantly greater amount – over \$500.00 per student – is needed, she will seek the approval of two directors.

Betsy will place approval of the 2021-22 budget on the agenda for the next NPCFF board meeting.

- VI. Annual Performance Review of Executive Director** – President Terry Shove shared that all board members completed the review document and provided comments. Betsy received all “5”s, with the exception of two “not observed”. That question pertained to Betsy’s interaction with students, which that respondent had not observed. Terry shared a document on which she had compiled all the comments with Betsy and the group. Betsy expressed her heartfelt thanks to the group for their ongoing support and said that she feels very grateful to be able to serve NPCFF. She said that even on the very worst days, it is still the best job, because of the way it helps students.
- VII. Adjournment:** Terry Shove thanked everyone for a good and very productive day and adjourned the meeting at 3:37 p.m.