

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

Monday, November 16, 2020 – 3:30 p.m. – Location TBA + Zoom option

- I. **Call to Order – Mary Koury called the meeting to order at 3:33 p.m.**
- II. **Roll Call and Introductions – Present included Mary Koury (President, PDC); Claude Endfield (Secretary, Whiteriver); Myrtle Dayzie-Grey (Kayenta); Care Dukepoo (Hopi); Terry Shove (Apache County – joined late).**

Donna Krieser, NPC Academic Advisor, was a guest representing NPC's Classified and Administrative Staff Organization. She spoke during the New Business portion of the meeting.

- III. **Action Item: Approval of the Minutes of the October 19, 2020 meeting: Claude Endfield made a motion to approve the minutes as presented; Cara Dukepoo 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 was absent from today's meeting, due to a death in her family. Betsy presented the financial report, sharing her screen on Zoom, so the group could see it, and calling attention to the COVID-19 Emergency Fund checks written to pay for Wi-Fi hotspots, which are keeping students connected to online classes. She noted the transfers from the Unrestricted Scholarships account to the Operational Checking account to cover those checks. This is because the US account is a money market account, so we are limited to only three transactions per month. Betsy writes the checks from the OC account, then transfers the funds from US. Betsy noted the deposit of \$82,000 from the Del E. Webb Foundation for the 2020 grant, which was approved. Betsy also pointed out additional donations in the Restricted Scholarships account made in the memory of Arvin Palmer, as well as the new Doris Reed Nursing Scholarship.

The endowed accounts saw a little bit of recovery last month, but the investment fees were greater than the gains. Betsy noted that the markets closed on record highs today, reportedly because of the expectation that there are vaccines for COVID-19. If this trend holds until our next meeting, we should see great gains to all endowed accounts in the next report.

Claude made a motion to approve the Treasurer's Report as presented by Betsy; Cara seconded the motion. There was no discussion. All voted in favor; no abstentions.

a. Operational Checking Account Activity

| Beginning Balance – 09/30/2020 | | | | | | \$35,181.87 |
|---------------------------------------|-------------|------------|---------------|-----------------------|--|---------------------|
| Check # | Date | +/- | Amount | Payee/Payer | Purpose | |
| TRANSFER | 10/01/2020 | + | \$3,512.70 | US to OC | Transferred \$3,512.70 from US to OC for NPCFF COVID19 E Fund scholarships paid from OC from 7/1/20-9/30/20. | |
| TRANSFER | 10/01/2020 | - | \$882.00 | OC to US | Transferred \$882 back to US from OC, because the scholarship on 8-28 was awarded through a US check. | |
| 1289 | 10/02/2020 | - | \$46.55 | CellularOne of NE AZ | COVID-19 E Fund for WiFi Hotspots | |
| 1290 | 10/02/2020 | - | \$202.26 | CellularOne of NE AZ | COVID-19 E Fund for WiFi Hotspots | |
| 1291 | 10/02/2020 | - | \$197.40 | CellularOne of NE AZ | COVID-19 E Fund for WiFi Hotspots | |
| 1292 | 10/02/2020 | - | \$85.25 | CellularOne of NE AZ | COVID-19 E Fund for WiFi Hotspots | |
| 1293 | 10/02/2020 | - | \$166.24 | CellularOne of NE AZ | COVID-19 E Fund for WiFi Hotspots | |
| 1294 | 10/20/2020 | - | \$90.95 | CellularOne of NE AZ | COVID-19 E Fund for WiFi Hotspots | |
| 1295 | 10/20/2020 | - | \$85.74 | CellularOne of NE AZ | COVID-19 E Fund for WiFi Hotspots | |
| 1296 | 10/20/2020 | - | \$85.52 | CellularOne of NE AZ | COVID-19 E Fund for WiFi Hotspots | |
| | 10/27/2020 | + | \$82,000.00 | Del E Webb Foundation | 2020 Grant for NAT-IET students | |
| Ending Balance | | | | | | \$118,852.66 |

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|------------|--|
| 10/30/2020 | |
|------------|--|

b. Restricted Scholarships (Money Market) Account

| Beginning Balance – 09/30/2020 | | | | | | \$39,050.96 |
|---------------------------------------|-------------|------------|---------------|--------------------|--|--------------------|
| Check # | Date | +/- | Amount | Payee/Payer | Purpose | |
| | 10/06/2020 | + | \$100.00 | Donation | Arvin Palmer Memorial Scholarship Fund | |
| | 10/16/2020 | + | \$30.00 | Donation | Arvin Palmer Memorial Scholarship Fund | |
| | 10/20/2020 | + | \$1,023.35 | Donation | Doris Reed Nursing Scholarship | |
| | 10/22/2020 | + | \$100.00 | Donation | Arvin Palmer Memorial Scholarship Fund | |
| TRANSFER | 10/23/2020 | + | \$1,000.00 | EJ Witt to RS | Transfer of funds for Spring 2021 Jennifer Lee Witt Memorial Scholarship | |
| | 10/30/2020 | + | \$0.65 | Interest | Interest | |
| Ending Balance 10/30/2020 | | | | | | \$41,304.96 |

c. Unrestricted Scholarships (Money Market) Account

| Beginning Balance – 09/30/2020 | | | | | | \$85,888.14 |
|---------------------------------------|-------------|------------|---------------|--------------------|--|--------------------|
| Check # | Date | +/- | Amount | Payee/Payer | Purpose | |
| TRANSFER | 10/01/2020 | - | \$3,512.70 | US to OC | Transferred \$3,512.70 from US to OC for NPCFF COVID19 E Fund scholarships paid from OC from 7/1/20-9/30/20. | |
| TRANSFER | 10/01/2020 | + | \$882.00 | OC to US | Transferred \$882 back to US from OC, | |

| | | | | | |
|----------------------------------|------------|---|----------|------------|---|
| | | | | | because the scholarship on 8-28 was awarded through a US check. |
| TRANSFER | 10/01/2020 | - | \$89.45 | US to Visa | Online payment for Visa bill – all charges related to PtP 2020 |
| | 10/06/2020 | + | \$240.00 | Donation | Donation made from Summer 2020 newsletter |
| | 10/13/2020 | + | \$760.00 | Donation | PtP Donation |
| | 10/30/2020 | + | \$1.37 | Interest | Interest |
| Ending Balance 10/30/2020 | | | | | \$84,169.36 |

d. Endowed Edward Jones – NPCFF Endowment

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|---------------------------------------|-------------|---------------------|---------------------|
| Beginning Balance – 09/26/2020 | | | \$393,732.11 |
| Activity | Date | Amount | Purpose |
| + | 10/30/2020 | \$111.90 | Gain on Investment |
| - | 10/30/2020 | \$452.33 | Investment Fees |
| Ending Balance | 10/30/2020 | \$393,391.68 | |

e. Endowed Edward Jones – Smith Endowment

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|---------------------------------------|-------------|---------------------|---------------------|
| Beginning Balance – 09/26/2020 | | | \$120,638.19 |
| Activity | Date | Amount | Purpose |
| + | 10/30/2020 | \$26.63 | Gain on Investment |
| - | 10/30/2020 | \$138.59 | Investment Fees |
| Ending Balance | 10/30/2020 | \$120,526.23 | |

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

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|---------------------------------------|-------------|---------------|--------------------|
| Beginning Balance – 09/26/2020 | | | \$48,469.80 |
| Activity | Date | Amount | Purpose |
| + | 10/30/2020 | \$9.12 | Gain on Investment |

| | | |
|-----------------------|------------|--------------------|
| Ending Balance | 10/30/2020 | \$48,478.92 |
|-----------------------|------------|--------------------|

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

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|--------------------------------------|-------------|--------------------|--------------------|
| Beginning Balance –09/26/2020 | | \$56,517.48 | |
| Activity | Date | Amount | Purpose |
| + | 10/30/2020 | \$61.89 | Gain on Investment |
| - | 10/30/2020 | \$64.52 | Investment Fees |
| Ending Balance | 10/30/2020 | \$56,514.85 | |

h. Endowed Edward Jones – Pres Winslow Endowment

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|---------------------------------------|-------------|--------------------|--------------------|
| Beginning Balance – 09/26/2020 | | \$84,706.40 | |
| Activity | Date | Amount | Purpose |
| + | 10/30/2020 | \$6.73 | Gain on Investment |
| - | 10/30/2020 | \$97.28 | Investment Fees |
| Ending Balance | 10/30/2020 | \$84,615.85 | |

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

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|---------------------------------------|-------------|--------------------|--------------------|
| Beginning Balance – 09/26/2020 | | \$11,560.55 | |
| Activity | Date | Amount | Purpose |
| - | 10/30/2020 | \$4.63 | Loss on Investment |
| Ending Balance | | \$11,555.92 | |

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

| | | | |
|---------------------------------------|-------------|---------------------|-------------------------------|
| Beginning Balance – 09/26/2020 | | \$196,350.81 | |
| Activity | Date | Amount | Purpose |
| + | 10/30/2020 | \$445.54 | Gain on Investment |
| - | 10/30/2020 | \$1,000.00 | Assets withdrawn from account |

| | | | |
|-----------------------|------------|----------|---------------------|
| 1 | 10/30/2020 | \$141.18 | Investment fees |
| Ending Balance | | | \$195,655.17 |

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

| Name of Account | One Year Ago | Current | Change |
|--|---------------------|---------------------|--------------------------------|
| Smith (Advisory Solutions) | \$116,327.95 | \$120,526.23 | +\$4,198.28 (+3.61%) |
| Lisitzky | \$45,491.10 | \$48,478.92 | +\$2,987.85 (+6.57%) |
| Endfield | 0 | \$56,514.85 | N/A |
| NPCFF (Advisory Solutions) | \$380,953.04 | \$393,391.68 | +\$12,438.64 (+3.27%) |
| Winslow | \$77,065.96 | \$84,615.85 | +\$7,549.89 (+9.80%) |
| Jon Graff | \$3,464.64 | \$11,555.92 | +\$8,091.28 (+233.54%) |
| Jennifer Witt | 0 | \$195,655.17 | N/A |
| Total | \$623,302.69 | \$910,738.62 | +\$287,435.93 (+46.11%) |

*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 noted that all expenditures since the last meeting have been made to pay for WiFi hotspot service, so students can stay connected to their online classes. She also noted that in many cases, NPC students are sharing the data from their hotspots with siblings and school-aged children. The pandemic has created a real crisis in education, exacerbated by the fact that there are simply places across the NPC service area where there is no Internet access. She asked the group to keep this in mind, and advocate for equitable Internet access with their elected officials. Mary asked if there were specific places they should be aware of where the problem was focused. Betsy replied that it seemed to be all over rural America, and throughout the NPC service area. She noted that CellularOne works particularly well on the Navajo Nation and in the Whiteriver area, but there are still pockets of no coverage. Betsy pointed out that she

lives only seven miles outside of Taylor, and her Internet access is extremely limited. She noted that it is a complicated problem, because service providers cannot invest in building infrastructure if they cannot expect a return on their investment, and the sparse population density of our service area makes that an issue. Still, Betsy is of the opinion that equitable, reliable Internet access is to today's learners what books in the home have been for previous generations. Those without are at a serious disadvantage.

B. Del E Webb Foundation Grant Proposal 2020 – Betsy shared that the DEWF board voted to approve our 2020 funding request unanimously, so we qualify to be listed as an “exceptional organization” on their website. While it is exciting to get the grant, we are having some issues finding instructors for the CNA labs, particularly in Whiteriver. If we are unable to run the spring cohort in Whiteriver, we will get in touch with DEWF and let them know. Betsy feels they will understand, given that the pandemic has made everything unpredictable. The issue is, in fact, the pandemic. Many of NPC's instructors for CNA are working healthcare professionals who teach the sections as adjunct faculty. They are simply burned out right now. They are working so many hours in their regular jobs that they just do not have the energy to take on a teaching assignment. NPC's Director of Nursing and Allied Health is looking at options such as transporting the cohort from Whiteriver to Show Low once each week for their labs. Betsy will report on progress at the next meeting.

C. Scholarship Applications for Spring 2021 – Betsy reported that there were fewer applications this semester than in past semesters. While there were 12-13 each for the new Jennifer Lee Witt Memorial Scholarship, the Pres Winslow Memorial Scholarship, the Jeanne Swarouth Presidential Excellence Scholarship, there were only 8-9 for the Fill-the-Gaps and 3 qualified applications for the Leg-Up. There was one application for the Claude Millet Endfield Early Childhood Development Scholarship, two for the Jon Graff PhD CTE scholarship, and one for the Jon Graff PhD University Bound Scholarship. There were no applications for the Jon Graff PhD CCP scholarship, so Betsy will award the two CTE scholarships, if they are both qualified. She feels the dip in number of applications is probably due to the fact that people are dealing with the disconnectedness this semester. She reported that the reviews are in progress, and she hopes to announce all winners on Monday, November 23, so students will be able to plan accordingly for Spring 2021 registration.

VI. New Business

- A. Action Item: Approval to assist Northland Pioneer College Classified and Administrative Staff Organization (CASO) with management of funds used for their Care Fund** – Betsy introduced Donna Kreiser, NPC Academic Advisor and president of CASO. Donna explained that the CASO Care Fund has existed for years as a means of offering support for NPC employees during times such as the birth of a child, or loss of an employee or their immediate family member. CASO has solicited donations from NPC employees, then when the need arose, they purchased a gift card or plant, or made a memorial donation as appropriate. Betsy explained that, as with the NPC Food Pantry funds that NPCFF will manage, the college's attorney thinks it is more appropriate that NPCFF, as a non-profit, manage the CASO Care Fund. CASO will still handle the administration of the fund by identifying someone from their membership to recognize the need and handle the purchase of gift cards or plants or memorial donations, but instead of requesting the funds from the NPC Business Office, they will request them from NPCFF. Betsy will keep the funds in the NPCFF Restricted Scholarships account, and create a page for them on the RS spreadsheet. She will require receipts or invoices from CASO, and will keep track to disbursements to CASO on the spreadsheet.

Mary called for questions. Claude noted that there had been concern in the past that Betsy needed someone to assist her. She asked if that might happen, because she was concerned at the amount of financial management duties Betsy was being asked to take on. Betsy thanked Claude, and responded that there will not be any assistance coming in the near future, but that she is not concerned, as there will not be a lot of activity in the Care Fund, and it should be simple and straightforward with regard to management. Mary asked if we would see the activity as part of the monthly financial report. Betsy replied that if there was activity, such as a check written for a CASO purchase, it would be presented on the financial report. **Terry made a motion to allow Betsy to manage the NPC CASO Care Fund monies for CASO as presented. Claude seconded the motion. All voted in favor; no abstentions.**

VII. Next Meeting: The group agreed to skip the December meeting, due to all that is going on with everyone during the holidays. The third Monday in January is MLK Day, so the next meeting will be **Monday, January 25, 3:30 – 5:00 on Zoom.**

VIII. Adjournment: Mary adjourned the meeting at 4:20 p.m

