AGENDA – NPC FRIENDS & FAMILY BOARD MEETING

Empowering students and promoting lifelong learning through advocacy, volunteerism, fund raising, and awarding scholarships

Thursday, October 23, 2025 – 3:30 – 5:00 p.m. – Painted Desert Campus with WebEx option

I. **Call to Order –** Treasurer Wendy McVicker called the meeting to order at 3:49 p.m.

II. **Roll Call and Introductions – Present included Terry Shove** (arrived at 4:02 p.m., President; Apache County Rep); **Wendy McVicker** (Remote - Treasurer; Snowflake/Taylor-Silver Creek Campus Rep); **Cara Dukepoo** (Remote-Hopi Center Rep); **Pat Ceballos** (Winslow-Little Colorado Campus Rep); **Claude Endfield** (Remote - Whiteriver Center Rep); **Jesse Reeck** (Development Director-Executive Director of NPCFF); **Karen Zimmerman** (Development Coordinator, NPCFF); **Mark Vest** (Proposed Show Low – White Mountain Campus Rep); **Dr. Tabitha Stickel** (Associate Dean of College & Career Preparation, NPC); **Excused: David Wright** (Holbrook – Painted Desert Campus Rep); **Tonya Thacker** (Secretary – Kayenta Center Rep)

III. **Action Item: Approval of the Minutes of the September 16, 2025 Meeting:** (Attachment) **Pat made a motion to approve the minutes, as presented; Claude seconded the motion. There was no discussion. All voted in favor; no abstentions.**

IV. **Action Item: Approval of Financial Report for September 2025 – NPC Friends and Family Treasurer Wendy McVicker:** (Balance Sheet, Balance Sheet Comparison, & Transaction Detail by Account – September 2025 ~ Attachments) **Claude made a motion to accept the report; Cara seconded the motion. Discussion:** Wendy presented reports provided by Jesse, noting the growth in investments in endowment funds. The endowment fund for NPCFF is at $842,251, significant increase in the last few years. Noted the transfer from AV Cash account with Edward Jones into Restricted Scholarships. Jesse noted that the rider fees for Pedal the Petrified will be refunded when the federal government reopens since 9/27/25 was actually a fee free day. **All voted in favor; no abstentions.**

V. **Director's Report/Old Business – Jesse Reeck**

Jesse requested that Dr. Tabitha Stickel be able to present early since she needs to go to another meeting. Terry approved the adjustment to the agenda. Dr. Stickel presented basic information on the NAT-IET program & Del E. Webb previous support of the program along with a breakdown of the cost of providing the current 3 NAT-IET students' needs to complete this current year.

Pat asked about offsetting costs with AndyVon Transportation Grant. Jesse said if a student already has their HSE they could qualify.

Terry voiced support and asked about transportation needs this semester, and Dr. Stickel explained they are currently in the connected classroom. Dr. Stickel said CCP provides tuition waivers.

Mark asked about why the grant was lost, and Jesse explained briefly about the low numbers in the program falling far below targets.

A. **Report on Scholarship Cycles:**
    a. **AndyVon Transportation Grant –** Jesse reported that $19,000.00 of the semester's $20,000 AVTG budget has been disbursed; the remaining $1,000.00 will be used if another application is received, otherwise, it will roll over to SP26. Several awards were made to students who are tribal members traveling 30+ miles to class but who do not live on tribal lands. Jesse has tried repeatedly to contact AndyVon about this and to check in, but has received no response. She asked Betsy to check in with them, but Betsy likewise has received no response. Jesse & Karen are unsure how to proceed with scholarship recipient thank you letters and updates.

    b. **CASO** – CASO awarded their two mid-semester scholarships, one to an auto student at WMC, one to a business student at PDC; they also continue to manage the NPC Care Fund and receive reimbursement for purchases for employees experiencing illness or loss.

    c. **Spring 2026 Application Open Now ~ Workshop & Office Hours; Due Nov. 13th** – Jesse reports that she and Karen are processing applications and helping students revise essays; workshops and office hours have not been attended so far, but announcements and reminders continue to go out to students and faculty/staff about support.

       Karen reminded the Board of the $100 bonus for early applications and noted that we've received 18 applications so far.

B. Update on Pedal the Petrified (Outcomes Report – Attachment) The attachment gave a narrative summary of the ride along with financial outcomes; Jesse would like to emphasize more peer to peer fundraising for future rides to increase revenues.

C. Update on loss of Del E. Webb Foundation grant for NAT IET – Following submission of the 6th Qtr report to DEWF, during which no grant monies were spent and student numbers fell dramatically, Dr. John Lees, President of the DEWF Board, called Jesse and ultimately asked that remaining funds be returned. While this was extremely disappointing, Dr. Lees repeatedly emphasized DEWF support of NPC and recognition of the work being done here, and strongly encouraged us to apply for future funding when the right project comes along, especially a capital project, which they frequently fund.

Karen noted that we learned a lot through the process, and that nursing accreditation makes for some difficult hurdles. There were also changes in the nursing Dean and broader concerns about licensing.

D. Information on potential President's Gala ~ Fall 2026 – Dr. Lawson would like to hold an NPC Gala in Fall 2026. This event will be coordinated by a broad committee of NPC staff, not solely NPCFF, and all proceeds will go toward student scholarships. This is in the very early stages of planning, but Jesse wanted to provide a heads up to the Board that this would both take some of her time and hopefully bring in additional funds.

VI. New Business

A. Action Item – Approval of new Show Low representative for the Board, Mark Vest: Pat moved to approve Mark Vest as the new Show Low representative on the NPCFF Board; Claude seconded. Discussion: Claude & Pat think it is a fantastic idea. **All voted in favor; no abstentions.**

B. Action Item – Election of new Vice President of the Board: Terry entertained nominations & volunteerism. Pat nominated David. Terry noted that they will need to be comfortable running a meeting, but she also thinks David would be good. Claude thinks based on the recommendation of David when he joined the board, he would be great. **Claude so moved; Pat seconded; All voted in favor; no abstention.**

C. Action Item – Approval of Mini Grant to fund remaining three NAT IET students for 25-26 school year – Dr. Tabitha Stickel, Associate Dean of CCP: (NAT IET Mini Grant Proposal – Attachment) **Wendy moved to approve a mini grant in the amount of $3,630.00 to fund remaining three NAT IET students for the 25-26 school year; Pat seconded. Discussion:**

Claude wanted clarification on the fund it was coming from. Jesse & Karen explained that it would be from Unrestricted Funds already allocated to Mini-Grants. If this mini-grant is fully expended, along with previous commitments, roughly $12,500 of the initial $25,000 Mini Grant budget will be allocated for this year.

D. **Action Item – Approval of Award Management System Software:** (AwardSpring Proposal & Contract – Attachments) **Pat moved to approve a 3-year contract with AwardSpring Award Management in the amount of $26,741.00; Claude seconded. Discussion:** Jesse explained that after thoroughly reviewing 4 potential award management software options, she and Karen settled on AwardSpring as the best fit for NPCFF. While other options provided similar products, AwardSpring stood out in its customer service and ease of use. It was also the most affordable option, and came highly recommended by several references, including Mohave Community College, Arizona Western, and College of the Canyons in Colorado (the last two institutions both having switched from Blackbaud, Jesse's number two choice, to AwardSpring in the last 5 years). With Board approval, implementation can begin in November with a target March 1 go-live for FA26 applications.

Jesse noted that we have repeatedly underspent our Operational Budget, so she does not believe this added cost (which will come out of unrestricted funds) will put us over the approved 25-26 Budget.

Wendy asked about SIS integration. Jesse explained that NPC Tech team has checked it out and is ready to provide that support starting in July 2026, hence the prorated discount on SIS integration for this first contract year.

Terry expressed appreciation at having talked to other colleges about their experiences with these programs.

Wendy asked about increases after the 3 year contract & comparison quotes. Jesse provided a comparison pricing table she had compiled between the 4 options, and reported that AwardSpring follows a policy of a 3-5% increase in contract renewal pricing.

All voted in favor; no abstentions.

E. **Board Professional Development: Board Governance & Fiduciary Responsibility** (from AZ Unite Nonprofit Board Best Practices session with CliftonLarsonAllen LLP ~ "Board Fiduciary Responsibilities" - Attachment)

Jesse presented the some of the information she received at a Board Best Practices session at the AZ Unite Conference in August. Terry noted that the Board is responsible for seeking legal counsel when needed and wondered what our legal counsel options are. Jesse said we can use the College's in some ways; she will look back in the MOU to clarify. Mark pointed out that if the Director is a College employee, she therefore has access to the College attorney, but there is a potential conflict of interest if there is some sort of dispute between the Foundation and the College. Jesse noted that there is a need to revisit the MOU with the new president and the Development Coordinator position, so she will add legal counsel to her work there.

VII. **Next Meeting:** Monday, November 17th @ 3:45 p.m. at Snowflake/SCC

IX. Adjournment: Adjourned at 5:01 p.m.