AGENDA – NPC FRIENDS & FAMILY BOARD MEETING

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

Thursday, November 20, 2025 – 3:45 – 5:15 p.m. – Silver Creek Campus with WebEx option

I. **Call to Order – David called the meeting to order at 3:45 p.m., November 20, 2025.**

II. **Roll Call and Introductions – Present included Terry Shove, arrived at 4:06 p.m.** (President; Apache County Rep); **Wendy McVicker** (Remote - Treasurer; Snowflake/Taylor-Silver Creek Campus Rep); **Pat Ceballos** (Remote-Winslow-Little Colorado Campus Rep); **Claude Endfield** (Remote - Whiteriver Center Rep); **Tonya Thacker** (Remote - Secretary – Kayenta Center Rep); **David Wright** (Vice-President; Holbrook – Painted Desert Campus Rep); **Jesse Reeck** (Development Director-Executive Director of NPCFF); **Karen Zimmerman** (Development Coordinator, NPCFF); **Mark Vest** (Remote-Show Low Rep– White Mountain Campus Rep); **Cara Dukepoo** (Remote-Hopi Center Rep)

III. **Action Item: Approval of the Minutes of the October 23, 2025 Meeting:** (Attachment) **Claude made a motion to approve the minutes, as presented; Pat seconded the motion. There was no discussion. All voted in favor; no abstentions.**

IV. **Action Item: Approval of Financial Report for October 2025 – NPC Friends and Family Treasurer Wendy McVicker:** (Balance Sheet, Balance Sheet Comparison, & Transaction Detail by Account – October 2025 ~ Attachments) **Pat made a motion to accept the report; David seconded the motion. Discussion:** Wendy presented reports provided by Jesse, noting the growth on the Endowment Fund and that Operational Checking and Restricted Scholarships accounts decreased. Operational Checking: decreases were due to the $9,000 payment for the new awards management system and $2,300 spent on a storage container. The significant decrease in the Restricted Scholarships was due to the repayment of the Del E Webb Foundation grant. Jesse explained the shipping container cost per MOU discussions with NPC. Terry asked about emergency expenditures; Jesse said those will be included in November financial reports.**All voted in favor; no abstentions.**

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

A. **SP26 Scholarship Application** (Attachment: SP26 Applications by Location & program): Jesse reported on the total number of applications by location & program and noted that the increase in applications requires an increase in number of reviewers. She thanked Board members who are reviewing applications and asked that for future large application cycles, if Board members might commit to finding 5 people each who would be willing to review. Karen explained that it was harder to pull more college-employee reviewers due to faculty switching learning management systems mid-year and many staff being involved with ERP system changes. David asked about the load (10-12 applications over 10-12 days). Pat asked about the updated rubric (Jesse can send). Daivd asked why the number of applications is growing. Jesse thought repeat applicants were getting the idea and the SNAP Coordinator pushed students. Karen said some instructors emphasized applying. Jesse explained that she and Karen had removed the GPA evaluation from the reviewer's rubric and are replacing that with a consistent, formula-based scoring of GPA and number of credits taken. The next review cycle should take place on AwardSpring! David suggested adding a bonus point for repeat applications. Karen updated on the early application bonus: we had exactly 40 complete early applications. Data is cleaned up and ready for reviewer scores and will be awarded the first week of December.

B. **AwardSpring implementation launch:** The 3-year contract with AwardSpring has been signed and payment for Year 1 made. Karen and Jesse met with their implementation specialist and are beginning organizing information for upload into AwardSpring. They are attending webinars and will put together plans for rolling out the new system to students and reviewers.

C. **Ongoing & Upcoming Efforts:**

   a. **Emergency Fund use in response to SNAP benefit delays**: Several students were referred to NPCFF for financial assistance at the beginning of November when SNAP benefits weren't issued. NPCFF helped with rental assistance, grocery store gift cards, and gas cards. This sort of emergency/disaster response may be an area to expand planning, preparedness, and support in the future, hopefully tied more to natural disasters than to man-made ones.
   b. **Women's Clubs & White Mountain Firefighters Association:** Jesse attended the Winslow Women's Club and the White Mountain Women's Club, the WMWC with a scholarship recipient & video thank you messages from the two scholars who were unable to attend the luncheon due to class schedules. Jesse & Karen both attended the Whtie Mountain Firefighter's Association meeting where Daniel Martucci received a "big check" celebrating his VAL 153 award. With

the recent death of three Timber Mesa firefighters, discussions are ongoing with WMFA re: updating the scholarship to honor fallen firefighters more generally.

c. **SRP Welding Scholarship:** A special one-time scholarship application is open right now for $500 welding supply awards for adult/public students, thanks to a $5,000 gift from SRP.

d. **Eaglefest:** Karen attended the Holbrook Eaglefest to share about scholarships.

e. **Outreach: Brochure, Newsletter, & End-of-Year Giving:** The print and e-newsletter went out this week. Jesse asks that if any Board members would like additional papers of the newsletter or planned giving brochure to distribute and encourage end-of-year giving, let her know and she will mail brochures to them.

D. **Follow Up on October Board Mtg questions: Legal counsel for NPCFF:** Jesse discussed this with the College's CFO who also suggested she check NPCFF's insurance coverage. A number of hours of counsel with the NPC lawyer could be written in to the MOU. The Directors & Officers Liability insurance carried by NPCFF does offer legal services in the event of a claim against the Foundation. These two avenues should cover most needs, but if the College & the Foundation were to get into a legal dispute that didn't involve a claim against the Foundation, we would most likely need to contract with an outside attorney. Terry recommended putting it in the MOU just to make sure it's clearly understood. David pointed out having the availability for consultation prior to an action is important.

Jesse also pointed out that David accepted the Vice-Presidential position he was voted into in absentia in October.

I. New Business

A. **Discussion: Potential MOU updates & Position Responsibilities (MOU Attached)** Jesse shared that in discussions with the College over storage space, it became clear that the MOU needs to be updated. It does not list Karen's position and only lists the executive director position at .75FTE. The change of moving Betsy to full-time and the addition of the second position came with her expanded Development/grants role at the College, but since then the Foundation has also more than doubled in size and activity.

Jesse will be meeting with NPC's Chief Financial Officer to revise the MOU and wants to make sure the Board's voice is heard in those conversations. At this point, the College leadership has indicated that both positions are fine and that they will relocate development/grants responsibilities to the External Affairs office, but that the executive director position description will potentially expand to include responsibilities for other fundraising functions (such as the Presidential Gala) and possibly alumni outreach efforts and/or coordinating NPC's Promise Scholarship Program operations.

David suggested requesting position creation records from Betsy or NPC HR.

Mark asked for a revisiting of the storage container expenses when the MOU is finalized.

Tonya noted that NPC provided a similar storage container for her grant use at HOPI at no cost.

B. Discussion: AZ Gives ~ Board experience, insights, & ideas Jesse asked for Board members to share on how AZGives has operated in the past and any recommendations for this year. Terry said to talk with Katie in Marketing. Karen talked about special campaigns last year (VAL 153 and Mary Kay Smith Lindy). Betsy would encourage donors to hold off and make their gifts during AZ Gives to increase ranking and win bonus money. Pat agreed that Marketing was very important and timing around bonus. Terry recommended reaching out again to SRP.

C. Board Training: Karen – Boards & Community Presence Karen did a presentation on staying focused on our Mission and our Why.

Claude requested 20 hardcopies of the newsletter.

David appreciated the newsletter and the way it lets the College understand the student level that we're impacting. It's an important way to "bank" credit with the College.

Terry also pointed out that we should mail them to the included students.

Karen asked Board members to respond to questions about gratitude and accomplishment, and Board members shared their passion and drive.

II. **Next Meeting:** Monday, January 12th, 3:45 p.m., Winslow/LCC

IX. Adjournment: Terry called the meeting adjourned at 5:24 p.m.