

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

Monday, January 27, 2025 – 3:30 p.m.- 5:00 p.m. – Silver Creek Campus – Student Center Conference Room with WebEx option

- I. **Call to Order** – President Terry Shove called the meeting to order at 3:40 p.m.
- II. **Roll Call and Introductions – Members present in person included** Terry Shove (President – Apache County Representative); Claude Endfield (Secretary – Whiteriver Representative); David Wright (Painted Desert Campus Representative); Betsyann Wilson (Executive Director); Karen Zimmerman (Development Coordinator). **Members present on WebEx included;** Pat Ceballos (Little Colorado Campus representative); Wendy McVicker (Treasurer – Silver Creek Campus Representative – joined late, due to work conflict); Cara Dukepoo (Hopi Center Representative)
- III. **Action Item:** Approval of the Minutes of the November 18, 2024 meeting: President Terry Shove called for a motion to approve the minutes; **Claude Endfield made a motion to approve the minutes of the November 18, 2024 meeting; David Wright seconded the motion. No discussion. All voted in favor; no abstentions.**
- IV. **Action Item: Approval of Financial Reports for November and December, 2024 – NPC Friends and Family Treasurer Wendy McVicker:** (Balance Sheets November and December, 2024 - Attachments)

Betsy Wilson made the report for Wendy McVicker, who had to join the meeting late, due to a work conflict. Betsy noted the gains that were made in the endowed scholarship funds in November, followed by losses in December. She noted the summary table that demonstrated that all NPCFF endowed funds are still up about 8% on average over this time last year, which is on par with what we expect. Betsy also pointed out the transfer of \$90,000 from the Restricted Scholarships account at National Bank to the Jon Graff, PhD, Fund at Edward Jones. Betsy reminded the group that Dr. Graff's bequest was sent to NPCFF in three installments, the last arriving during the very volatile period following the pandemic. Betsy chose at the time to leave the final installment in the Restricted Scholarships (money market) fund, for safety and liquidity. Now that the markets have stabilized, she moved the \$90,000 into the endowment account at Edward Jones, where it should produce returns on a par with other accounts. Betsy also pointed out a donation of \$70,000 that was received over the holidays. This amount falls under the definition of a "windfall" under NPCFF's gift acceptance policy that states that not less than fifty-percent (50%) of all Windfall gifts (gifts over \$50,000) received during any budget year be allocated to the Foundation Endowment Fund. Because the Unrestricted Scholarships account has a sufficient balance to meet budgeted needs for this fiscal year and next, Betsy deposited the full amount of \$70,000 into the NPCFF corporate endowment fund at Edward Jones. Betsy called for questions; there were none. **Claude Endfield made a motion to approve the financial reports as presented; Pat Ceballos seconded the motion. No discussion. All voted in favor; no abstentions.**

Financial Report – NPC Friends and Family – November, 2024

a. Operational Checking Account Activity

Beginning Balance – 10/31/2024						\$40,981.21
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
					No activity this month	
Ending Balance 11/29/2024						\$40,981.21

b. Restricted Scholarships (Money Market) Account

Beginning Balance – 10/31/24						\$373,022.38
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
0139	11/1/2024	-	\$3,000.00	NPC Business Office	FA 24 AndyVon Transportation Grant – Round 3	
0140	11/06/2024	-	\$1,000.00	NPC Business Office	SP 25 BAS-ECE – Second Semester – C Ambrose	
0141	11/12/2024	-	\$538.20	P Hempsey	Reimbursement for CASO Cares purchases	
DEPOSIT	11/13/2024	+	\$1,100.00	Donations	\$100 to JG fund; \$500 for Winslow WC fund; \$500 for Newman Family fund	
Interest	11/29/2024	+	\$164.09	Interest	APR 0.50%	
Ending Balance 11/29/2024						\$369,748.27

c. Unrestricted Scholarships (Money Market) Account

Beginning Balance 10/31/2024						\$193,477.56
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Check #	Date	+/-	Amount	Payee/Payer	Purpose
127	11/19/2024	-	\$369.00	NPC Business Office	24-Nov GED Scholarships
Interest	11/29/2024	+	\$53.37	Interest	APR 0.30%
Ending Balance 11/29/2024					\$193,161.93

d. NPCFF Endowment

Beginning Balance – 10/26/2024			\$697,133.93
Activity	Date	Amount	Purpose
+	11/29/2024	\$19,479.19	Gain on Investment
-		\$720.71	Investment Fees
Ending Balance 11/29/2024			\$715,892.41

e. Smith Endowment

Beginning Balance – 10/26/2024			\$141,999.57
Activity	Date	Amount	Purpose
+	11/29/2024	\$4,080.98	Gain on Investment
-		\$146.75	Investment Fees
Ending Balance 11/29/2024			\$145,933.80

f. Lisitzky Endowment

Beginning Balance – 10/26/2024	\$57,103.08
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Activity	Date	Amount	Purpose
+	11/29/2024	\$1,316.82	Gain on Investment
-		\$47.65	Investment Fees
Ending Balance 11/29/2024		\$58,372.25	

g. Endfield Endowment

Beginning Balance – 10/26/2024		\$82,851.00	
Activity	Date	Amount	Purpose
+	11/29/2024	\$2,228.28	Gain on Investment
-		\$85.69	Investment Fees
Ending Balance 11/29/2024		\$84,993.59	

h. Pres Winslow Endowment

Beginning Balance – 10/26/2024		\$102,591.35	
Activity	Date	Amount	Purpose
+	11/29/2024	\$2,937.77	Gain on Investment
-		\$106.03	Investment Fees
Ending Balance 11/29/2024		\$105,423.09	

i. Jon Graff, Ph.D. Endowment

Beginning Balance – 10/26/2024		\$118,034.47	
Activity	Date	Amount	Purpose
+	11/29/2024	\$3,149.94	Gain on Investment
-		\$122.12	Investment Fees

Ending Balance 11/29/2024		\$121,062.29
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j. Jennifer Lee Witt Memorial Scholarship Endowment

Beginning Balance – 10/26/2024		\$214,009.02	
Activity	Date	Amount	Purpose
+	11/29/2024	\$4,829.51	Gain on Investment
-		\$221.45	Investment Fees
Ending Balance 11/29/2024		\$218,617.08	

k. Taking Flight Scholarship in Memory of Dr. Eric B. Henderson Endowment

Beginning Balance – 10/26/2024		\$68,560.40	
Activity	Date	Amount	Purpose
+	11/29/2024	\$1,840.45	Gain on Investment
+		300.00	Assets added to account (donations)
-		\$70.91	Investment Fees
Ending Balance 11/29/2024		\$70,629.94	

l. AndyVon Cash Account

Beginning Balance – 10/26/2024		\$421,907.76	
Activity	Date	Amount	Purpose

+	11/29/2024	\$1,693.57	Interest	
Ending Balance 11/29/2024				\$423,601.33

m. Mary Kay Smith Lindy Endowment

Beginning Balance – 10/26/2024				\$20,603.39
Activity	Date	Amount	Purpose	
+	11/29/2024	\$328.93	Gain on Investment	
-		\$21.33	Investment Fees	
Ending Balance 11/29/2024				\$20,910.99

Financial Report – NPC Friends and Family – December, 2024

b. Operational Checking Account Activity

Beginning Balance – 11/29/2024						\$40,981.21
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
TRANSFER	12/2/2024	-	\$529.70	OC to RS	Reimburse RS account for November OC charges on Visa bill – November Visa paid from RS account	
Ending Balance 12/31/2024						\$40,451.51

g. Restricted Scholarships (Money Market) Account

Beginning Balance – 11/29/2024						\$369,748.27
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
TRANSFER	12/2/2024	+	\$529.70	OC to RS	Reimburse RS account for November OC charges on Visa bill – November Visa paid from RS account	
TRANSFER	12/2/2024	+	\$1,000.00	US to RS	Reimburse RS account for November US charges on Visa bill – November Visa paid from RS account	
Online PMT	12/3/2024	-	\$4,263.76	Visa Payment	November Visa bill	
142	12/4/2024	-	\$19,710.00	NPC Business Office	SP 25 Restricted Scholarships	
143	12/4/2024	-	\$16,800.00	NPC Business Office	SP 25 Restricted Scholarships – Second Semester	
144	12/12/2024	-	\$90,000.00	Edward Jones – Graff Account #4987	Transfer of funds to endowed account	
145	12/10/2024	-	\$1,000.00	NPC Business Office	24-25 Arvin Palmer PhD Memorial Scholarship award	
Deposit	12/9/2024	+	\$600.00	Donation	Pres Winslow scholarship	
Deposit	12/11/2024	+	\$5,000.00	Donation	NPC Non-Food Pantry	
Deposit	12/17/2024	+	\$876.00	Donation	Taking Flight	
Interest	12/31/2024	+	\$92.66	Interest	0.25% APR	

Ending Balance 12/31/2024	\$246,072.87
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h. Unrestricted Scholarships (Money Market) Account

Beginning Balance 11/29/2024	\$193,161.93				
Check #	Date	+/-	Amount	Payee/Payer	Purpose
TRANSFER	12/2/2024	-	\$1,000.00	US to RS	Reimburse RS account for November US charges on Visa bill – November Visa paid from RS account
Online Deposit	12/2/2024	+	\$46.60	American Online Giving Fund	Anonymous donations
128	12/4/2024	-	\$18,000.00	NPC Business Office	SP 25 Unrestricted Scholarships (Leg Up and Fill the Gaps)
Deposit	12/5/2024	+	\$100.00	Fidelity Charitable	Donation
129	12/13/2024	-	\$240.00	NPC Business Office	FA 24 Placement Testing Scholarships
Interest	12/31/2024	+	\$43.44	Interest	APR 0.25%
Ending Balance 12/31/2024	\$174,111.97				

i. NPCFF Endowment

Beginning Balance – 11/30/2024			\$715,892.41
Activity	Date	Amount	Purpose
-	12/31/2024	\$19,098.47	Loss on Investment
-		\$700.06	Investment Fees
Ending Balance 12/31/2024		\$696,093.88	

j. Smith Endowment

Beginning Balance – 11/30/2024			\$145,933.80
Activity	Date	Amount	Purpose
-	12/31/2024	\$3,938.20	Loss on Investment
-		\$142.67	Investment Fees
Ending Balance 12/31/2024		\$141,852.93	

k. Lisitzky Endowment

Beginning Balance – 11/30/2024			\$58,372.25
Activity	Date	Amount	Purpose

-	12/31/2024	\$1,674.25	Loss on Investment
-		\$46.19	Investment Fees
Ending Balance 12/31/2024		\$56,651.81	

n. Endfield Endowment

Beginning Balance – 11/30/2024		\$84,993.59	
Activity	Date	Amount	Purpose
-	12/31/2024	\$2,476.74	Loss on Investment
-		\$83.22	Investment Fees
Ending Balance 12/31/2024		\$82,433.63	

o. Pres Winslow Endowment

Beginning Balance – 11/30/2024		\$105,423.09	
Activity	Date	Amount	Purpose
-	12/31/2024	\$2,841.07	Loss on Investment
-		\$103.08	Investment Fees
Ending Balance 12/31/2024		\$102,503.94	

p. Jon Graff, Ph.D. Endowment

Beginning Balance – 11/30/2024		\$121,062.29	
Activity	Date	Amount	Purpose

-	12/31/2024	\$5,581.82	Loss on Investment
+		\$90,000.00	Assets added to account (transferred from NBAZ RS account)
-		\$118.54	Investment Fees
Ending Balance 12/31/2024		\$205,361.93	

q. Jennifer Lee Witt Memorial Scholarship Endowment

Beginning Balance – 11/30/2024		\$218,617.08	
Activity	Date	Amount	Purpose
-	12/31/2024	\$6,231.81	Loss on Investment
-		\$214.57	Investment Fees
Ending Balance 12/31/2024		\$212,170.70	

r. Taking Flight Scholarship in Memory of Dr. Eric B. Henderson Endowment

Beginning Balance – 11/30/2024		\$70,629.94	
Activity	Date	Amount	Purpose
-	12/31/2024	\$2,062.73	Loss on Investment
+		\$25.00	Assets added to account (donations)
-		\$68.92	Investment Fees
Ending Balance 12/31/2024		\$68,523.29	

s. AndyVon Cash Account

Beginning Balance – 11/30/2024			\$423,601.33
Activity	Date	Amount	Purpose
+	12/31/2024	\$200,000.00	Assets added to account (donations)
+		\$1,583.73	Interest
Ending Balance 12/31/2024			\$625,185.06

t. Mary Kay Smith Lindy Endowment

Beginning Balance – 11/30/2024			\$20,910.99
Activity	Date	Amount	Purpose
-	12/31/2024	\$693.69	Loss on Investment
+		\$10,000.00	Assets Added to Account
-		\$20.58	Investment Fees
Ending Balance 12/31/2024			\$30,196.72

Report of Endowed Funds as of 12/31/2024 –

Name of Account	*One Year Ago	Current	Change
Smith	\$130,285.18	\$141,852.93	+\$11,567.75 (+8.88%)
Lisitzky	\$52,592.11	\$56,651.81	+\$4,059.70 (+7.72%)
Endfield	\$75,416.27	\$82,433.63	+\$7,017.36 (+9.3%)
NPCFF	\$551,382.80	\$696,093.88	+ \$144,711.08 (+26.25%)
Winslow	\$94,125.58	\$102,503.94	+\$8,378.36 (+8.9%)
Jon Graff	\$103,918.72	\$205,361.93	+\$101,443.21 (+97.62%)
Jennifer Witt	\$206,525.51	\$212,170.70	+\$5,645.19 (+2.73%)

Taking Flight	\$62,717.00	\$68,523.29	+\$5,806.29 (+9.26%)
AndyVon	\$459,386.63	\$625,185.06	+\$165,798.43 (+36.09%)
Mary Kay Smith Lindy	\$19,395.22	\$30,196.72	+\$10,801.50 (+55.69%)
Total	\$1,755,745.02	\$2,220,973.89	+\$465,228.87 (+26.5%)

*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. Amounts highlighted in turquoise show growth due to continued donations or transfer of funds

V. Director's Report/Old Business – Betsyann Wilson –

- A. Report on Spring 2025 scholarship applications and awards (attachment)** Betsy noted that the overall quality of eligible applications is improving, but that the number and percentage of students who apply in the final hours of the six-week application cycle, resulting in either flawed or incomplete applications that are not eligible for review, or applications of a poor quality that do not result in a scholarship award remains a huge frustration. Betsy reiterated that procrastination is not a problem that is limited to NPCFF and reminded the group of all the ways NPC students are notified of the opportunity to apply for scholarships throughout the six-week window, and all the ways they are supported in preparing their applications (online tutorials in both written and video formats; assistance from Betsy and Karen with essays; scholarship workshops throughout the year). Betsy shared that she and Karen are planning to give 10 bonus points for applications received more than two weeks prior to the April 17 deadline during the Fall 2025 application cycle that will run from March 1 – April 17 at 12:00 noon, MST, and that Karen will be attending the February NPC Academic Advisors meeting to demonstrate again the use of the scholarship application site, so advisors can effectively answer questions and assist students. Betsy noted that there may be a disconnect at center locations, where center manages and advisors report to the NPC Facilities division, whereas advisors at the campus locations report to Student Services. Betsy asked if there were any questions about the report. **David Wright:** Asked if it was possible to give a small incentive amount (\$100?) to those who are awarded who applied early – within 2 weeks before the deadline? **Karen Zimmerman:** Suggested another option might be for all awardees who apply by a certain date to get put into a drawing for an additional amount. (\$200?) Betsy noted that either of these options was possible, but that it would require a budget amendment to be approved by the NPCFF board. **Cara Dukepoo:** Suggested that those who submit an eligible scholarship application could get a free NPC tee shirt. Cara also suggested text messaging students, in addition to emails, and asked if scholarships were also announced through Eagle Briefs. **Betsy** responded that she would put the tee shirts and text messaging questions to the NPC Director of Communications, who handles NPC products and emails. Betsy verified that all scholarship announcements, links, and deadlines are included in Eagle Briefs. Cara asked if there has been a study done on how many students actually go to the campuses and centers vs those who are strictly remote. Betsy responded that data is routinely collected as part of the enrollment reports, and she would bring the information back to the February meeting, as well as adding a proposed budget amendment, as described above, to the February meeting agenda.
- B. Report on development of brochure to promote giving, including planned giving, to NPCFF (attachment)** **Karen** presented the brochure and called for feedback from the board. **Claude Endfield:** Made a suggestion that the brochure also list ways to donate, such as through a bequest, life insurance policy, etc. Betsy will take that suggestion to the NPC Director of Communications to revise the brochure to include that information. She will bring the revised version to the February board meeting.

- C. Report on DEWF grant – Update on FA 24 cohort (attached 3rd quarter report) and new SP 25 cohort – Karen** went over the highlights of the report, noting that we will have a smaller cohort of students in the Spring 2025 semester than we had hoped, but that the Del E Webb Foundation gave permission for NPCFF to serve students in subsequent semesters. **Betsy** reminded the group that they approved a small budget amendment to help Associate Dean of College and Career Prep, Dr. Tabitha Stickel, to stipend her faculty to develop a class that would help students – especially those who are non-Native speakers – prepare for standardized tests. Betsy will find out from Dr. Stickel the status of the development of the course. Betsy also shared that the NAT students are provided with a workbook that contains sample practice questions. Most in the Fall 2024 semester opted not to use it; it will be mandatory for the Spring 2025 cohort.
- D. Report on SP 25 CASO Student Scholarship and AY 2025-2026 Martia and Louis Smith Memorial Art Scholarship** – Betsy reported that the college’s Classified and Administrative Staff Organization (CASO) scholarship is open for applications, with a deadline of March 1. She reminded the group that NPCFF manages the funds and the application review process for CASO; the scholarship is not an NPCFF scholarship. Betsy also reported that the Martia and Louis Smith Memorial Art Scholarship would be awarded for the 2025-2026 academic year. It has not been awarded for several years, due to insufficient returns on the investment. Betsy shared that this was one of the few original scholarship funds that she inherited from the NPC Foundation. Applicants must do some sort of visual, 2-D art, but they need not be majoring in any kind of art program. The application process includes an essay about the place of art in society, and a digital portfolio of applicants’ art work. The essay is judged by the English faculty and the art is judged by Art faculty to determine the awardee. The award is presented to the awardee at the annual NPC Student Juried Art Show reception in May. Betsy will provide details of the date and time of the reception at the February meeting.
- E. Report on donations received over the 2024-25 holiday season (attachment)** Betsy noted the \$200,000 donation from AndyVon and the \$70,000 windfall donation from the Windhorsts. She asked if there were specific questions about the donations; there were not.
- F. Review – Outcomes for 2nd Quarter Operational Plan (attachment)** Betsy called for questions on the 2nd Quarter outcomes; there were no questions.

VI. New Business

- A. Discussion: Preparing for AZ Gives Day 2025: Tuesday, April 1 – Focus?** Betsy called for ideas from the board that could be further discussed with the NPC Communications and Marketing department, who always does an amazing job of helping NPCFF develop the campaign and promote it. **Suggestions included:** Focusing on kids who think they can’t: Stories from students who didn’t think they could, but did because of help from NPCFF. Focusing on the difference a student’s success made in an entire family. Emergencies that we have helped with: Showing that a college career can end due to something as minor as

a broken windshield. Distances students travel or have traveled to attend classes. **Terry** cited three students she knows could not travel from Springerville to Show Low to get their science labs for nursing prerequisites. Stories from different geographic areas. Where funds are most needed. Share narratives of students who would not have been able to achieve what they achieved without NPCFF. We are more compassionate as a college and as a foundation. We are aware of all the adversity our students face, often due to very unique challenges, and we try to meet them at that level. This differentiates NPC from other institutions. Message that the college creates community and family. Share stories of donors too, and the relationships that have developed. **Cara** noted the power of memorial scholarships and bequests: Because he left a legacy bequest, it feels like Dr. Graff is still with us and providing for our students in a way that makes a difference. Betsy and Karen will share these ideas with the Communications and Marketing team and report back at the February meeting.

- B. Discussion: Preparing to introduce NPC President Dr. Von Lawson to NPCFF at the February 2025 NPCFF board meeting** – Betsy shared that she has observed Dr. Lawson to be a good and interested listener who likes to have “bullet points” to guide him in understanding things. She suggested the group come to the February meeting with a list of their top 1-3 “things” they want him to know about. These things could be positives that they want him to celebrate and also issues that they would like him to address. They could also be expectations they have for him as he relates to NPCFF, and they can invite him to ask questions, so he can learn enough to express his expectations of NPCFF too.
- C. Board Professional Development: Transitions in NPCFF – Focus on the Future: Mission, Vision** – Betsy reminded the group that they discussed the mission at the 2024 retreat in June 2024 and opted not to change things with a new executive director coming on board. She noted that when NPCFF was established from the reorganization of the NPC Foundation, there “wasn’t much money to fight over.” She noted that now, the NPCFF Corporate Endowment at Edward Jones has sufficient principal to support the annual budget, in the event that NPCFF cannot hold regular fund-raising activities. It can also be used, with discretion, to fund things other than scholarships. She asked the group to keep this in mind when working as a board to make decisions, with an eye toward protecting these assets for the future.
- D. Action Item: Approval of 3rd Quarter Operational Plan (attachment)** Betsy reviewed the document and called for questions. There were none. Terry called for a vote to approve the 3rd Quarter Operational plan as presented. **David Wright made a motion to approve the 3rd Quarter Operational Plan as presented; Pat Ceballos seconded the motion. There was no discussion; all voted in favor; no abstentions.**

VII. Next Meeting:– Monday, February 17, 2025 3:30-5:00 p.m. Painted Desert Campus in Holbrook – Room TBA – Betsy will be sure Dr. Lawson is invited and send him the agenda, which will include an opportunity for open discussion between Dr. Lawson and the NPCFF board.

IX. Adjournment: Terry adjourned the meeting at 5:12 p.m.