

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

Monday, April 22, 2024 – 3:30 p.m. – 5:00 p.m. Painted Desert Campus, Nizhoni Learning Center, Room 142 with WebEx option

- I. **Call to Order** – President Terry Shove called the meeting to order at 3:31 p.m.
- II. **Roll Call and Introductions – Present in-person included** Terry Shove (President – Apache County); Pat Ceballos (VP – Little Colorado Campus); David Wright (Painted Desert Campus); Betsy Wilson (Executive Director). **Present on WebEx included** Wendy McVicker (Treasurer – Silver Creek Campus); Jon Saline (White Mountain Campus); Becca Hunt (NPC Internal Contact). Claude Endfield (Secretary-Whiteriver Center) joined 15 minutes into the meeting, at the start of New Business.
- III. **Action Item: Approval of the Minutes of the March 18, 2024 meeting:** David Wright made a motion to approve the minutes as presented; Wendy McVicker seconded the motion. No discussion. All voted in favor; no abstentions.
- IV. **Action Item: Approval of Financial Report – NPC Friends and Family Treasurer Wendy McVicker:** Wendy called attention to the revenue received from PtP registrations in the past month. She also noted where there have been transfers to the business office for scholarships. The endowment funds all enjoyed gains. Wendy noted the Fear and Greed Index showed slight “fear” today, which we have not seen for a while, although the markets remain strong, particularly when compared to a year ago. The NPCFF endowment is now at a milestone of \$572,000. Pat Ceballos made a motion to approve the Financial Report as presented; David Wright seconded the motion. Terry Shove called for additional discussion/questions. There were none. All voted in favor; no abstentions.

Financial Statement – NPC Friends and Family – March, 2024

a. Operational Checking Account Activity

Beginning Balance – 2/29/2024						\$40,343.71
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
No Operational Checking activity for March 2024						
Ending Balance 3/29/2024						\$40,343.71

b. Restricted Scholarships (Money Market) Account

Beginning Balance – 2/29/2024						\$261,562.54
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
0108	3/4/2024	-	\$1,000.00	NPC Business Office	SP 2024 AndyVon Transportation grant	
0111	3/4/2024	-	\$1,000.00	NPC Business Office	SP 2024 Martin Lucas Memorial Scholarship	
TRANSFER	3/6/2024	+	\$1,000.00	Edward Jones	Funds transferred from EJ AndyVon account for SP 24 AndyVon Transportation grant	
	3/7/2024	+	\$47.00	NPC Business Office	Refund of unused media fee for Claude Millet Endfield scholar; returned to Claude Millet Endfield scholarship account	
	3/20/2024	+	\$50.00	Donation	Newman Family Memorial Scholarship	
0112	3/20/2024	-	\$1,000.00	NPC Business Office	SP 2024 CASO Student Scholarships	
Interest	3/29/2024	+	\$258.04	Interest	1.25% APR	
Ending Balance						\$259,917.58

3/29/2024	
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c. Unrestricted Scholarships (Money Market) Account

Beginning Balance 2/29/2024						\$272,136.82
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
Online Pmt	3/1/2024	+	\$506.95	BankCard Center	March Visa payment - February charges to NBAZ Visa from Unrestricted Scholarships	
Deposit	3/20/2024	+	\$10,492.10	Active.com	Revenue from PtP registrations + donations made through PtP registrations	
0111	3/20/2024	-	\$100.00	Student	SP 24 Emergency Fund	
0113	3/27/2024	-	\$25.00	Nichole Hendricks – CCP Success Coach	Reimbursement for purchase of shoes for CCP student (Emergency Fund)	
Deposit	3/28/2024	+	\$4,225.15	Active.com	Revenue from PtP registrations	
Direct Deposit	3/29/2024	+	\$46.60	America Online	Donation	
Interest	3/29/2024	+	\$272.50	Interest	1.25% APR	
Ending Balance 3/29/2024						\$286,541.22

d. NPCFF Endowment

Beginning Balance – 2/24/2024			\$559,763.66
Activity	Date	Amount	Purpose
+	3/28/2024	\$13,229.98	Gain on Investment
-		\$572.82	Investment Fees

Ending Balance 3/28/2024		\$572,420.82
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e. Smith Endowment

Beginning Balance – 2/24/2024		\$132,280.63	
Activity	Date	Amount	Purpose
+	3/28/2024	\$3,125.91	Gain on Investment
-		\$135.35	Investment Fees
Ending Balance 3/28/2024		\$135,271.19	

f. Lisitzky Endowment

Beginning Balance – 2/24/2024		\$53,586.64	
Activity	Date	Amount	Purpose
+	3/28/2024	\$1,141.24	Gain on Investment
-		\$44.57	Investment Fees
Ending Balance 3/28/2024		\$54,683.31	

g. Endfield Endowment

Beginning Balance – 2/24/2024		\$76,623.29	
Activity	Date	Amount	Purpose
+	3/28/2024	\$1,744.72	Gain on Investment
-		\$78.48	Investment Fees
Ending Balance 3/28/2024		\$78,289.53	

h. Pres Winslow Endowment

Beginning Balance –2/24/2024			\$95,550.34
Activity	Date	Amount	Purpose
+		\$2,260.10	Gain on Investment
-		\$97.77	Investment Fees
Ending Balance 3/28/2024		\$97,712.67	

i. Jon Graff, Ph.D. Endowment

Beginning Balance – 2/24/2024			\$105,553.54
Activity	Date	Amount	Purpose
+		\$2,399.61	Gain on Investment
-		\$108.13	Investment Fees
Ending Balance 3/28/2024		\$107,845.02	

j. Jennifer Lee Witt Memorial Scholarship Endowment

Beginning Balance – 2/24/2024			\$210,071.47
Activity	Date	Amount	Purpose
+		\$4,510.62	Gain on Investment
-		\$215.12	Investment Fees
Ending Balance 3/28/2024		\$214,366.97	

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

Beginning Balance – 2/24/2024			\$63,704.95
Activity	Date	Amount	Purpose
+	3/28/2024	\$1,448.95	Gain on Investment
-		\$65.24	Investment Fees
Ending Balance 3/28/2024		\$65,088.66	

I. AndyVon Cash Account

Beginning Balance – 2/24/2024			\$450,902.34
Activity	Date	Amount	Purpose
-	3/28/2024	\$1,000.00	Assets withdrawn from account
+		\$1,403.38	Interest
Ending Balance 3/28/2023		\$451,305.72	

m. Mary Kay Smith Lindy Endowment

Beginning Balance – 2/24/2024			\$19,468.28
Activity	Date	Amount	Purpose
+		\$442.72	Gain on Investment
-		\$18.67	Investment Fees
Ending Balance 3/28/2024		\$19,892.33	

Report of Endowed Funds as of 3/28/2024 –

Name of Account	*One Year Ago	Current	Change
Smith	\$121,344.35	\$135,271.19	+\$13,926.84 (+11.48%)
Lisitzky	\$48,967.76	\$54,683.31	+\$5,715.55 (+11.67%)
Endfield	\$70,336.34	\$78,289.53	+\$7,953.19 (+11.31%)
NPCFF	\$513,621.13	\$572,420.82	+\$58,799.69 (+11.49%)
Winslow	\$87,671.53	\$97,712.67	+\$10,041.14 (+11.45%)
Jon Graff	\$96,948.04	\$107,845.02	+\$10,896.98 (+11.24%)
Jennifer Witt	\$195,644.22	\$214,366.97	+\$18,722.75 (+9.57%)
Taking Flight	\$58,507.04	\$65,088.66	+\$6,581.62 (+11.25%)
AndyVon	\$386,452.70	\$451,305.72	+\$64,853.12 (+16.78%)
Mary Kay Smith Lindy	\$18,282.53	\$19,892.33	+\$1,609.80 (+8.81%)
Total	\$1,597,775.64	\$1,796,876.22	+\$199,100.58 (+12.46%)

*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.

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

A. Report on Scholarship Activity –

- a. Martin Lucas Memorial Scholarship Awardee for Spring 2024 –** Betsy reported that the scholarship was awarded to last semester's winner, David Cummins, who is in his final semester in his AAS in Welding program at the St. Johns Center. Betsy has communicated the news to the Martin Lucas family, and they are pleased with the award.
- b. CASO Student Scholarship Awardee for Spring 2024 –** Betsy noted that there are two awardees: Cornelia Nez, a pre-nursing student who lives north of Winslow and attends classes at the Little Colorado Campus and Della Fish, a pre-Surgical Tech student who lives in Joseph City and attends classes at Painted Desert Campus in Holbrook. Della has been accepted into the Surg Tech program in the fall, and will take classes at the White Mountain Campus in Show Low. Cornelia has won a number of NPCFF scholarships in the past; Della is a first-time winner. Both have applied for scholarships for the Fall 2024 semester.
- c. NPCFF Scholarship Applications for Fall 2024 received by deadline –** Betsy received 46 qualified application. She noted that 26 of them came in within the last 24 hours of the application window, and while she was able to assist some in making last-minute revisions, approximately 12 were rejected for extensive errors. Betsy pointed out that most of the errors could have been corrected, if the applicants had submitted the applications at least a couple of days prior to the deadline date.

Nine scholarship applications were received for the Jon Graff, PhD, College and Career Prep scholarship. Betsy noted that she seldom receives applications for this scholarship, but NAT-IET faculty Jesse Reeck made it a class assignment for her students. (See item d below.) Betsy hopes to make up to 4 \$500 awards to the strongest applicants.

- B. Status of Del E Webb Foundation Grant Proposal for NAT-IET Program –** Betsy reported that she received notification of award on Tuesday, April 16 from DEWF president, Dr. Jon Lees. The total award is \$102,000. The funds will be used to support students in the fall 2024 and spring 2025 NAT-IET cohorts with items that are required for enrollment in the class, including the DPS Level I fingerprint clearance card, scrubs, shoes, stethoscopes, and laptops. The requirement of these items makes this entry-level healthcare class prohibitively expensive for low-income students, many of whom do not yet qualify for financial aid, because they lack a high school diploma or its equivalent. The NAT-IET class integrates the Certified Nursing Assistant (CNA) curriculum with preparation for the high school equivalency (GED) exam, allowing students to complete requirements concurrently, and fast-tracking them to potential employment in a living-wage job. NAT 101 is also a prerequisite for admission to the NPC Associate Degree in Nursing (ADN) program.

Students who must travel greater than 30 miles to attend classes will receive stipends for gas money. Betsy noted that this is significant, since the fall 2024 cohort of 20 students includes 9 from Kayenta. These students will drive twice-weekly to the Little Colorado Campus in Winslow. Program faculty Jesse Reeck is working on allowing them to use at least one NPC vehicle to carpool. Betsy explained that she advanced \$1,720.00 from the NPCFF Restricted Scholarships account to Jesse Reeck, so she can register the students for the fingerprint clearance cards, since this process takes some time. The grant check has been mailed from DEWF, and Betsy will reimburse the RS account from the grant funds. She will also work with the NPC Business Office to help manage the funds as scholarships.

For program completers, the grant will also pay for students to take the CNA licensure exam, and provide those completers who wish to continue taking prerequisites for the NPC Associate Degree in Nursing (ADN) program with the fees for the HESI exam (required for admission to the program), and a stipend for \$130.00 for textbooks for nursing prerequisite classes.

Betsy also reported on a very pleasant, related surprise development. The grant-design team, which was spearheaded by CCP faculty Jesse Reeck, and included Dr. Tabitha Stickel, Associate Dean of CCP; Ruth Zimmerman, Dean of Nursing; Elizabeth McKey, faculty in NAT; and Betsy, was nominated (by Ruth Zimmerman?) for an award for a 2024-2025 Excellence Award from the League for Excellence in the Community College. The team learned in early April that they were selected to receive the award, which will come with a certificate and an invitation to the annual national Innovations Conference.

C. Annual NPCFF Board Retreat: Friday, June 28, 2024, Whiteriver Center – Room 118

Annual Board Retreat – 9:00-11:30 a.m.

Lunch – 11:30 a.m. – 1:00 p.m.

June Meeting – 1:00 p.m. 2:30 p.m.

D. Registrations for Pedal the Petrified 2024 – Betsy reported 107 registrations to date. She noted that now that scholarship applications for fall 2024 have closed, and AZ Gives Day is over, she will begin promoting the ride on social media and through cycling clubs to reach the 250-rider limit.

E. Results of AZ Gives Day, Tuesday, April 2, 2024 – Betsy reported that a record-breaking \$49,175 was received from 96 unique donors during the 24-hour, online giving event. The total donations smashed the previous record by over \$5,300 and netted NPCFF its strongest finish ever in nine years of competition. NPCFF won First Place in the category: Most Dollars Raised by a Mid-Sized Nonprofit, and finished 8th overall among all 888 nonprofits that participated in the event statewide. The bonus prize for first-place this year is \$3,500.00. Betsy noted that is not as much as in past years, but that AZ Gives Day is still a very viable way to raise scholarship dollars quickly, and for no cost to the foundation. (The \$50 registration fee is refunded, as soon as the first donation is received.) The results will be finalized by April 30, as AZ Impact for Good (formerly the Alliance of AZ Nonprofits) verifies that all donations are valid, and donations will be deposited directly into the NPCFF

Unrestricted Scholarships account, minus any processing fees not covered by donors. After that, Betsy will transfer those donations that were designated for restricted (named or memorial) scholarships into the Restricted Scholarships account, adding the designated amount to each scholarship. About 40% of all the funds donated were designated for restricted scholarships. The remainder will be used for Leg-Up, Fill-the-Gaps, the NPCFF Emergency Fund, and the High School Equivalency Exam scholarships.

- F. Third Quarter 2024 Operational Plan (attachment)** – Betsy invited questions from the Third Quarter 2024 Operational Plan outcomes. There were no questions.

VI. New Business

- A. Action Item: Approval of Fourth Quarter Operational Plan (attachment)** – Betsy particularly noted that the fourth-quarter plan includes the initiation of succession planning, to assure a smooth transition for a new Director of Development/Executive Director of NPCFF following Betsy's retirement in June 2025. Betsy expressed her profound thanks to the board members for their many years of service to NPCFF, and also asked the board members to commit to remaining on the NPCFF board through the transition to support the new executive director. Claude Endfield made a motion to accept the plan as presented; Wendy McVicker seconded the motion. Terry Shove called for any discussion/questions. There were none. All voted in favor; no abstentions.

- B. Discussion: Resignation of Dr. Chato Hazelbaker, NPC President** – Betsy explained Chato's decision to accept the presidency at Pueblo Community College in Pueblo, Colorado was based on what was best for his family. He noted that his resignation from NPC is in no way reflective of how he has felt about serving as NPC's president. Betsy shared that his last day will be Friday, June 14. There will be an informal gathering at The House on the evening of June 10, for anyone who would like to wish him farewell.

The NPC District Governing Board (DGB) is charged with selecting an interim president, and with conducting the selection process for the next president. Betsy acknowledged that she has been asked to consider serving as interim, but that she refused on the grounds that there is nobody to take the reins of NPCFF. The process will proceed as follows:

- An "All College" email will be sent from the President's Office no later than Tuesday, April 23 that asks current college employees who are interested candidates to email Farah Bughio, Assistant to the President, a letter of interest by Friday, April 26.
- The DGB will review any letters of interest at a special meeting on Tuesday, April 30 at 2 p.m. and may also ask interested candidates to interview in an Executive Session that day.
- At the April 30 special meeting in an open session, the DGB will discuss the process for selecting the next permanent President of NPC.
- Chato will not be participating in the special session on Tuesday, April 30, nor is he further involved in the interim search process.

Betsy invited any questions from the NPCFF board regarding Chato's resignation, or the selection processes for interim and next president of NPC. There were no specific

questions, but comments about how Chato was appreciated in his presidency, particularly for being a strong representative of the college in the communities NPC serves. Terry Shove noted that Apache County felt very appreciative of his efforts to collaborate with them, and that “everyone knows Chato” in Apache County.

C. Discussion: NPCFF 24-25 Budget Draft – First-Read Only (attachment) – Betsy noted that there are two areas in which more funds will likely be needed in the upcoming fiscal year: The High School Equivalency (GED) Scholarship Fund and the Emergency Fund, as it applies to students in the College and Career Preparation (CCP) program, which includes students with low academic skill levels and those seeking the High School Equivalency exam. This is because of the excellent work done by CCP Success Coach Nichole Hendricks, who advocates for CCP students and notifies Betsy when they are in need of assistance. Betsy noted that the Emergency Fund has always been underspent, with the exception of the two years surrounding COVID, and that she feels the amount in the proposed budget will be sufficient to meet needs. If it is not, there is room to move funds from other line items, including the Daniel Peaches Transportation Scholarship (there have been no students from the Navajo Nation to apply for the President’s Scholars program since the scholarship was established) and the mini-grant fund. Betsy asked for input from the group. There was general concurrence that the draft looked appropriate to the projected needs for FY 24-25.

D. Discussion: Nominations will be accepted for president and vice president of NPCFF as the first item of business on the retreat agenda. Terry Shove (President) and Pat Ceballos (Vice President) were elected in May 2021, to serve through June 2024. Betsy wanted to remind the group to consider nominations for these key positions, and that board members may nominate themselves. She also noted that Pat Ceballos expressed at the March meeting that she would not run for another term as vice-president.

VII. Board Development Presentation – Helping NPCFF with succession planning! Betsy reiterated the need for existing board members to remain committed to NPCFF. She explained the potential timeline for succession, beginning with the identification of a new Coordinator of Development, to assist with student-facing NPCFF duties, including the entire scholarship process, as well as event planning and some donor communication. The search for a Director of Development is planned for January 2025, and Betsy hopes to bring a new person on board by March, so they can have some time to overlap/onboard with Betsy and meet and work with the NPCFF board. As board members do resign, Betsy asks that they consider suggesting replacements to be voted on by remaining board members. She also asks for assistance with onboarding new board members. She stressed the importance of the annual review of guiding documents, which Betsy will initiate by the first week in May, in preparation for the June retreat, and that members carefully consider the documents and their potential to guide the work of the foundation under both a new executive director and a new NPC president. Betsy asked the group if they had questions regarding the initiation of succession planning. David Wright asked if Betsy could share the position descriptions for the Development Director and Development Coordinator, so he would have a better understanding of what she/those positions do. Betsy clarified that David was asking about the existing position descriptions, not the one she was initially hired under. (The breadth of Betsy’s duties have changed significantly since that time.)

David clarified that he was asking about the current position descriptions. Betsy said she would send them to everyone with upcoming meeting materials. David also commented that it might be important to incorporate teaching skills into the Coordinator position, because of the need for pedagogical skills (establishing rapport; checking for understanding; “reading” the students...) when teaching scholarship workshops. (David has attended a couple of Betsy’s scholarship workshops to observe. Becca noted that when she was on the hiring committee for a recruiter, the candidates were asked to come up with a five-minute “elevator speech” about why someone should want to enroll at NPC. For the Coordinator position, questions might include, “How would you connect with students/high school students to get them to apply for scholarships?” Also, the Coordinator candidates might be asked to come up with a five-minute “lesson”.

VIII. Next Meeting:— Monday, May 20, 2024 at White Mountain Campus in Show Low. Learning Center Room 108, with WebEx option. Betsy will invite Dr. Hazelbaker to attend, since it will be his last time to be able to join an NPCFF meeting.

IX. Adjournment: Terry adjourned the meeting at 4:38 p.m.