

MINUTES – NPC FRIENDS & FAMILY ANNUAL BOARD RETREAT

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

Friday, June 28, 2024 – 9:30 a.m. – Whiteriver Center, Room 118

- I. **Call to Order** – Terry called the retreat to order at 9:32 a.m.
- II. **Roll Call and Introductions – Present in-person included:** Terry Shove (President – Apache County); Pat Ceballos (VP – Little Colorado Campus); Wendy McVicker (Treasurer – Silver Creek Campus); David Wright (Painted Desert Campus); Karen Zimmerman (Development Coordinator – WELCOME!); Betsy Wilson (Executive Director).

Present on WebEx included: Cara Dukepoo (Hopi Center)

Excused: Jon Saline (White Mountain Campus); Claude Endfield (Secretary-Whiteriver Center)

Vacant: Kayenta Center Representative

- III. **Action Item: Election of Officers** – Election of president and vice-president, to serve three-year terms, ending June 2027. Terry called for nominations. Wendy McVicker nominated Terry for president. Pat Ceballos made a motion to accept the nomination; Wendy McVicker seconded. All voted in favor; no abstentions. Pat noted that she does not want to be vice president, unless nobody else comes forward. Betsy noted that Jon Saline told her he was willing to serve in any capacity, except treasurer. Wendy made a motion to nominate Jon Saline for vice president; David Wright seconded the motion. All voted in favor; no abstentions.
- IV. **Action Item – Approval of the 2024-2025 budget DRAFT. ATTACHMENT** Betsy shared with the group that she made some adjustments since the draft she sent: She adjusted the line items for the Leg Up and Fill-the-Gaps scholarships, adding \$2000 to each for the BAS-ECE scholarships for the second semester, and took \$8000 out of the BAS-ECE/BAM scholarship line item, because the BAM scholarship will be covered by the proceeds from the NPC Real Estate scholarship, as approved at the January 2024 meeting. Betsy also noted that the quote she received for the annual audit and taxes is \$7500, so she amended the line item in the operational budget for audit and taxes from \$7000 to \$7500. She also noted that the Unrestricted Scholarships budget is the largest ever in NPCFF history, due, in part, to the addition of the BAS-ECE scholarships, the increase in HSE/GED scholarships from \$4,500 to \$7,000. Betsy noted that the proceeds from AZ Gives Day and Pedal the Petrified will cover much of the budget, with additional donations throughout the year from the newsletter and other unrestricted donations. She explained to the group that she prefers to keep twice the amount that is needed annually in each account, to protect services/scholarships to students, and other obligations, in the event that there is an economic downturn, another event such as COVID, or a period when there is no executive director to organize fund raising events. Terry called for a motion to approve the budget,

with amendments presented. David made the motion; Wendy seconded the motion. All voted in favor; no abstentions.

- V. Review of Guiding Documents:** Terry noted that the approval of the guiding documents was not listed in the agenda as an action item. **Terry called for a motion to make the review of each guiding document an action item, so the board could vote to approve or disapprove the changes. Wendy made the motion; Pat seconded. All voted in favor.**

Each guiding document was presented individually, discussed, and voted on, before moving to the next. **The group could not see the changes on the versions they received prior to the meeting, so Betsy re-emailed each board member individually, with the documents attached. The members were able to open the documents and see the suggested changes in red font.**

- A. Bylaws, adopted 3/1/2016, amended 6/6/2022 – ATTACHMENT –** Suggested changes are noted in red font
Terry called for a motion to accept the revisions to the bylaws; Wendy made the motion; David seconded the motion. All voted in favor; no abstentions.
- B. Policies and Procedures regarding meetings and fundraising; adopted 3/1/2026; amended 6/6/2022 - ATTACHMENT -** Suggested changes are noted in red font.
Terry called for a motion to accept the revisions to the Policies and Procedures regarding meetings and fundraising; Wendy made the motion; Pat seconded the motion. All voted in favor; no abstentions.
- C. Financial management policies and procedures, adopted 2/19/2016; amended 6/12/2023 - ATTACHMENT –** Suggested changes are noted in red font, with comments in the margins of the document. Suggested changes to this document are aligned with reducing the paperwork burden and streamlining scholarship procedures. Betsy noted, for example that banks no longer use deposit slips; that the procedure refers to saving deposit slips is no longer valid, based on bank processes. **Terry called for a motion to accept the revisions to the Financial management policies and procedures. Wendy made the motion; David seconded the motion. All voted in favor. No abstentions.**
- D. Gift acceptance policy, adopted 1/28/2019; amended 6/12/2023 – ATTACHMENT –** Suggested changes are noted in red font. Betsy noted that the majority of changes to this (and all the guiding documents) was largely to make them all consistent with one another, with regard to formatting. **Terry called for a motion to accept the revisions to the Gift acceptance policy. David made the motion; Wendy seconded the motion. All voted in favor; no abstentions.**

E. Gift acceptance procedure, adopted 10/21/2019 – ATTACHMENT – No changes are suggested.

F. MOU between NPC and NPCFF, adopted 7/15/2019 – ATTACHMENT – No changes are suggested.

VI. Welcome Interim NPC President, Dr. Mike Solomonson – Dr. Solomonson expressed his appreciation for the opportunity to address the NPCFF board. He also expressed his gratitude for the support that NPCFF gives to students and the college. He noted the positive changes that have taken place over the past ten years, since NPCFF was organized from the NPC Foundation. He said he felt the college was in a good place organizationally.

Betsy asked if Dr. Solomonson if it was appropriate for him to discuss the search for the new NPC president. He explained the process: The role of hiring the president is that of the district governing board, and they have contracted with a search firm, ACCT, which is the same firm that was used in the hire of outgoing NPC President, Dr. Chato Hazelbaker. The search firm has worked with the district governing board to convene a search committee consisting of 18 people, including community members, college staff and faculty, and two students. It is their hope to bring finalists to the college for community forums during the spring 2025 semester. Dr. Solomonson assured the NPCFF board they were welcome at these community forums.

Terry asked Dr. Solomonson how he planned to work with Apache County. Dr. Solomonson noted that former president Hazelbaker had a good working relationship with Apache County leaders, and that he and Frank Pinnell, NPC Director of CTE Program Development & Sustainability, were working with county leaders on a new NPC facility in St. Johns. Dr. Solomonson expressed support for their work and said he would continue to support it. Terry welcomed him to come to community meetings in Apache County.

The group thanked Dr. Solomonson for coming to the retreat and speaking with them; after thanking them in return, he departed the meeting.

VII. Annual Review of NPCFF Executive Director (NPCFF President Terry Shove) – Terry shared strong favorable reviews of the executive director.

VIII. Adjournment: Terry adjourned the retreat at 11:43

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

Friday, June 28, 2024 – 1:00 p.m. – Whiteriver Center, Room 118

- I. **Call to Order – 1:09**
- II. **Roll Call and Introductions –Present in-person included:** Terry Shove (President – Apache County); Pat Ceballos (VP – Little Colorado Campus); Wendy McVicker (Treasurer – Silver Creek Campus); David Wright (Painted Desert Campus); Karen Zimmerman (Development Coordinator); Betsy Wilson (Executive Director).
Present on WebEx included: Cara Dukepoo (Hopi Center)
Excused: Jon Saline (White Mountain Campus); Claude Endfield (Secretary-Whiteriver Center);
Vacant: Kayenta Center Representative
- III. **Action Item: Approval of the Minutes of the May 21, 2024 meeting: Wendy made a motion to approve the minutes as presented; David seconded the motion. All voted in favor; no abstentions.**
- IV. **Action Item: Approval of Financial Report for May 2024 – NPC Friends and Family Treasurer Wendy McVicker:** David made a motion to approve the financial report; Wendy seconded the motion. Terry called for discussion – Wendy noted the balance in the Operational Checking account is about \$40,000, which is almost what we would need to have double for the 24-25 budget. The Restricted Scholarships account shows a lot of scholarships awarded, and also shows the donations for AZ Gives Day that were designate as restricted have been transferred from the Unrestricted Scholarships to the Restricted Scholarships account. Wendy also noted the Unrestricted Scholarships account balance is \$29,000,; we need about \$180,000 for two years, so we can decide whether to move excess US funds to the endowment account at Edward Jones. Wendy noted we have not moved funds for the past two years, due to market volatility. Wendy noted the endowed funds showed gains. Betsy noted the markets have shown some stability in the past year to date. Wendy noted, for example that, during the period of extreme volatility, some funds (Witt; Endfield) actually fell below their initial investments; they have recovered and exceeded their previous highs. Terry asked: What is the tuition for the bachelor's programs. Betsy said it is 1.5 times the standard tuition; Karen clarified that the amount is \$109.50 for Navajo County residents for the 24-25 academic year. Terry commented on the value of a community college education. Karen noted the out-of-county rate is \$91/credit hour, so the bachelor's tuition is \$136.50 per credit hour for non-residents of Navajo County. Betsy noted that all community colleges are still fighting an uphill battle with regard to the perception that the education students receive at community colleges is less than the quality of that at a university. **Terry called for further discussion of the financial report. There was none, so she called for the vote to approve the report. All voted in favor; no abstentions.**

Financial Statement – NPC Friends and Family – March, 2024

a. Operational Checking Account Activity

Beginning Balance – 04/30/2024						\$40,343.71
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
TRANSFER	5/29/2024	+	\$505.95	From US	To cover May Visa purchases from US account	
TRANSFER	5/29/2024	+	\$921.44	From RS	To cover May Visa purchases from RS account	
Online Pmt	5/30/2024	-	\$1,562.39	BankCard Center	May Visa statement	
Ending Balance 5/31/2024						\$40,208.71

b. Restricted Scholarships (Money Market) Account

Beginning Balance – 4/30/2024						\$379,659.83
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
Online Pmt	5/1/2024	-	\$3,163.41	BankCard Center	April Visa Statement	
TRANSFER	5/2/2024	+	\$4,000.00	From US	FA/SP BAS-ECE Scholarships, per amended 23-24 budget	
TRANSFER	5/6/2024	+	\$3,000.00	From EJ – Witt	FA 24 Jennifer Lee Witt Memorial Scholarships	
TRANSFER	5/6/2024	+	\$6,710.00	From EJ – AV	FA 24 AndyVon Academic Scholarships	
Deposit	5/7/2024	+	\$9,200.00	Donations	24-25 WMWC Scholarships	
115	5/7/2024	-	\$26,875.00	NPC Business Office	FA 24 Restricted Scholarships	
116	5/7/2024	-	\$4,000.00	NPC Business Office	2 nd semester BAS-ECE Scholarships	
117	5/10/2024	-	\$2,000.00	NPC Business Office	2 BRHS NPC On The House Scholarships	

TRANSFER	5/22/2024	+	\$17,398.00	From US	Donations made to RS on AZ Gives Day 2024
TRANSFER	5/29/2024	-	\$921.44	To OC	RS Visa charges on May Visa statement
Auto Dep	5/31/2024	+	\$397.37	Interest	1.25% APR
Ending Balance 5/31/2024	\$383,405.35				

c. Unrestricted Scholarships (Money Market) Account

Beginning Balance 4/30/2024	\$290,338.87				
Check #	Date	+/-	Amount	Payee/Payer	Purpose
TRANSFER	5/2/2024	-	\$4,000.00	To RS	FA/SP BAS-ECE Scholarships, per amended 23-24 budget
Deposit	5/7/2024	+	\$500.00	Donation	From PtP rider
116	5/7/2024	-	\$19,000.00	NPC Business Office	FA 24 Unrestricted Scholarships
Deposit	5/8/2024	+	\$201.00	Donation	Cash proceeds from annual WMC science department plant sale
117	5/9/2024	-	\$20.00	NPC Business Office	SP 24 Placement Testing Scholarship
Auto Dep	5/13/2024	+	\$40,331.61	AZ Gives	Balance of donations made after early giving on AZ Gives Day 2024
Deposit	5/15/2024	+	\$793.67	PtP	Revenues from registration and donations made during registration
TRANSFER	5/22/2024	-	\$17,398.00	To RS	Donations made to RS on AZ Gives Day 2024
Auto Dep	5/29/2024	+	\$3,500.00	AZ Gives	Bonus prize for First Place in Most Dollars Received by a Medium-Sized Nonprofit
TRANSFER	5/29/2024	-	\$505.95	To OC	To cover May Visa purchases from US account
Deposit	5/29/2024	+	\$135.00	PtP	Revenue from registrations

Auto Dep	5/31/2024	+	\$308.77	Interest	1.25% APR
Ending Balance 5/31/2024					\$295,184.97

d. NPCFF Endowment

Beginning Balance – 4/27/2024			\$552,290.87
Activity	Date	Amount	Purpose
+	5/31/2024	\$13,979.86	Gain on Investment
-		\$590.85	Investment Fees
Ending Balance 5/31/2024		\$565,679.88	

e. Smith Endowment

Beginning Balance – 4/27/2024			\$131,659.11
Activity	Date	Amount	Purpose
+	5/31/2024	\$3,337.94	Gain on Investment
-		\$140.75	Investment Fees
Ending Balance 5/31/2024		\$134,856.30	

f. Lisitzky Endowment

Beginning Balance – 4/27/2024			\$53,253.51
Activity	Date	Amount	Purpose
+	5/31/2024	\$1,054.42	Gain on Investment
-		\$46.30	Investment Fees

Ending Balance 5/31/2024		\$54,261.63
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g. Endfield Endowment

Beginning Balance – 4/27/2024			\$76,148.76
Activity	Date	Amount	Purpose
+	5/31/2024	\$1,814.00	Gain on Investment
-		\$81.48	Investment Fees
Ending Balance 5/31/2024		\$77,881.28	

h. Pres Winslow Endowment

Beginning Balance –4/27/2024			\$95,107.28
Activity	Date	Amount	Purpose
+	5/31/2024	\$2,408.11	Gain on Investment
-		\$101.68	Investment Fees
Ending Balance 5/31/2024		\$97,413.71	

i. Jon Graff, Ph.D. Endowment

Beginning Balance – 4/27/2024			\$109,842.07
Activity	Date	Amount	Purpose
+	5/31/2024	\$2,604.05	Gain on Investment
-		\$116.12	Investment Fees
Ending Balance 5/31/2024		\$112,330.00	

j. Jennifer Lee Witt Memorial Scholarship Endowment

Beginning Balance – 4/27/2024			\$208,712.60
Activity	Date	Amount	Purpose
+	5/31/2024	\$4,068.72	Gain on Investment
-		\$3,000.00	Assets withdrawn from account – FA 24 Scholarships
-		\$223.40	Investment Fees
Ending Balance 5/31/2024			\$209,557.92

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

Beginning Balance – 4/27/2024			\$63,801.19
Activity	Date	Amount	Purpose
+	5/31/2024	\$1,519.52	Gain on Investment
-		\$68.12	Investment Fees
Ending Balance 5/31/2024			\$65,252.59

l. AndyVon Cash Account

Beginning Balance – 4/27/2024			\$451,284.09
Activity	Date	Amount	Purpose
-	5/31/2024	\$6,710.00	Assets withdrawn from account (FA 24 AVAS)
+		\$1,910.86	Interest
Ending Balance 5/31/2024			\$446,484.95

m. Mary Kay Smith Lindy Endowment

Beginning Balance – 4/27/2024			\$19,569.81
Activity	Date	Amount	Purpose
+	5/31/2024	\$359.21	Gain on Investment
-		\$19.53	Investment Fees
Ending Balance 5/31/2024			\$19,909.49

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

Name of Account	*One Year Ago	Current	Change
Smith	\$120,736.99	\$134,856.30	+\$14,119.31 (+11.69%)
Lisitzky	\$48,763.47	\$54,261.63	+\$5,498.16 (+11.28%)
Endfield	\$69,935.37	\$77,881.28	+\$7,945.91 (+11.36%)
NPCFF	\$511,029.22	\$565,679.88	+\$54,650.66 (+10.69%)
Winslow	\$87,231.99	\$97,413.71	+\$10,181.72 (+11.67%)
Jon Graff	\$96,390.43	\$112,330.00	+\$15,939.57 (+16.54%)
Jennifer Witt	\$194,698.38	\$209,557.92	+\$14,859.54 (+7.63%)
Taking Flight	\$58,170.25	\$65,252.59	+\$7,082.34 (+12.18%)
AndyVon	\$381,096.27	\$446,484.95	+\$65,388.68 (+17.16%)
Mary Kay Smith Lindy	\$18,078.67	\$19,909.49	+\$1,830.82 (+10.13%)
Total	\$1,586,131.04	\$1,783,627.75	+\$197,496.71 (+12.45%)

*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 Search for Development Coordinator: Welcome Karen

Zimmerman! Betsy invited Karen to speak to the group. Karen shared that she has worked at NPC for 11 years. She was in the campus office at WMC, then moved to academic advising, then to early college/high school programs, then most recently back to advising at SCC. Karen noted that what motivates her in her work with the college is that neither of her parents finished high school. Karen and her two siblings did finish high school. Karen had an English teacher/counselor that she met in junior high, who followed her to the high school. This teacher really pushed Karen, encouraging her to do the FAFSA and go to college. Karen completed an AAS at Eastern Arizona College in Thatcher. She followed husband in his career in the military, then finished a bachelor's degree in business management at Northern Arizona University. She has three children who are grown and a husband of six years who works for Navajo County. Karen talked about how she and Betsy have collaborated on helping students get scholarships. Terry remarked that she (Terry) was working as a temporary advisor when Karen came to NPC in the WMC office. Karen expressed her appreciation for NPC and its programs, especially direct-to-work programs.

B. Report on additional NPCFF Scholarships for FA 24: Summit Healthcare Nursing Scholarship; AndyVon Baccalaureate Bound Scholarship; Taking Flight Scholarship in Memory of Dr. Eric B. Henderson; EIT/ITT Scholarship; BAS-ECE Scholarships –

Betsy reported that in the first application cycle for the Summit Healthcare Foundation Scholarship, she received only four applications. All four qualified, so she awarded all four, and then re-opened the application. The second closing date is July 18. For both application cycles, all students in the NPC nursing program were sent direct emails, with all the application information. Two applications were received and funded for the BAS-ECE scholarship; two scholarships remain, so the scholarship is open until filled. Four scholarships remain for the Claude Millet Endfield Early Childhood Development scholarship, so that one is also open until filled, with all students in the program receiving direct email with scholarship application instructions. David suggested that students who have won the scholarship might mentor students in the program and tell them how the scholarship has helped them. He also suggested students might allow themselves to be videoed, and the video could be linked to the scholarship web site. The students might listen to their peers. The Industrial Trades and Technology scholarship received no applications during the regular cycle, but there were no students yet registered for the program. Betsy and Karen will promote the ITT scholarship, as well as the Mariner, and if applicable for Fall 2024 – the Bachelor of Applied Management scholarship. Betsy reminded the group that they approved the funds for the BAM at the January 2024 meeting.

It is funded using the “NPC Real Estate Scholarship” that was transferred from the NPC Business Office to NPCFF in November 2023.

The winner of the AndyVon Baccalaureate Bound Scholarship for Fall 2024 is Jillian Henry of Whiteriver. Jillian will be an ASU Sun Devil, in the fall. She is accepted into the Arizona State University College of Health Solutions to earn a Bachelor’s in Health Science degree. Her ultimate goal is to help the people of her White Mountain Apache Tribe to understand and manage their overall health, and to learn how diet, exercise, and other forms of self-care can prevent disease and improve existing conditions.

The winner of the Taking Flight Memorial Scholarship in Memory of Dr. Eric B. Henderson is Natalie Behn of Show Low, who will start classes in the Texas Tech Honors College Science and Humanities program in the fall, pursuing a Bachelor of Science in Medicine, Global Health, and Humanities. Natalie’s goal is to have a career in social work. The Henderson Family approved a second award of \$500 to Daelyn Nez of Indian Wells. Daelyn will matriculate to the University of Arizona College of Agriculture to pursue a Bachelor of Science in Animal Sciences – Pre-Veterinary Studies.

- C. Pedal the Petrified 2024** – As of Friday, July 28, there were 129 registrations. NPC Communications and Marketing has begun to advertise the ride through social media. The goal is to have 250 registrations by July 31 and set up the wait list.

VI. New Business

- A. Action Item – Is the current mission/vision statement still valid, or does it need to be modified?** Betsy noted that this item was added to the agenda, at Terry’s request, as a carry forward from the May meeting, to clarify the consensus of the group in the May discussion. **Terry called for a motion from the group that the mission/vision statement is still valid and does not need to be modified. Pat made the motion; Wendy seconded the motion. There was no discussion. All voted in favor; no abstentions.**
- B. Action Item – Approval of BDR Richards CPAs, PLC to conduct 2023-2024 audit and taxes–** The 2023-24 estimate and description of services includes our annual audit and tax preparation for the sum of \$7,500.00. This is a \$500.00 increase over the 22-23 services. **Wendy made a motion to approve the services of BDR Richards, CPAS, PLC, to conduct the 2023-24 audit and taxes for a total of \$7500; Pat seconded the motion. All voted in favor; no abstentions.**
- C. Action Item - Approval of First Quarter Operational Plan for FY 2023-2024 – ATTACHMENT** – David made a motion to approve the First

Quarter Operational Plan and commented that he likes the practice of approving the plan, because it establishes a “bar” for the next director. He commented that the quarterly plan might be shared in an interview, so the candidates can see what the board expects of the new executive director in terms of reporting and accountability. **Wendy seconded the motion. All voted in favor; no abstentions.**

- VII. **Next Meeting:**— Monday, August 19 (first day of classes for the fall semester) at the Silver Creek Campus in Snowflake from 3:30-5:00 with a WebEx option.

- IX. **Adjournment:** Terry adjourned the meeting at 2:14 p.m.