

MINUTES – NPC FRIENDS & FAMILY BOARD MEETING

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

Monday, June 6, 2022 – 9:30 a.m. – LC 136 – Little Colorado Campus

- I. **Call to Order** – President Terry Shove called the meeting to order at 9:43 a.m.
- II. **Roll Call and Introductions** – Present included Terry Shove (Apache County – President); Pat Ceballos (LCC – Vice-president); Claude Endfield (Whiteriver); Myrtle Dayzie-Grey (Kayenta – joined by Zoom); Jon Saline (volunteer); Rebecca Hunt (volunteer; NPC liaison). Wendy McVicker (SCC – Treasurer) absent due to work conflict; Cara Yinishye (Hopi) absent, due to family emergency
- III. **Action Item: Approval of the Minutes of the April 18, 2022 meeting:** Claude Endfield made a motion to approve the minutes as presented; Mary Koury seconded the motion. There was no discussion. All voted in favor; no abstentions.
- IV. **Action Item: Approval of Treasurer’s Report – NPC Friends and Family Treasurer Wendy McVicker:** Mary Koury made a motion to approve the Treasurer’s Report; Pat Ceballos seconded the motion. Terry called for discussion. Betsy pointed out the Visa charges for the food pantry that were paid for from the Restricted Scholarships account. She explained that the food pantry committee chose to use some of their funds to purchase non-food items, such as toothpaste, diapers, soap, etc., that are not provided by St. Mary’s or United Food Bank. Gail Campbell, Associate Dean of Education and College & Career Preparation, who coordinates the food pantry group, asked her Learning Assistants at each location to compile a list of non-food needs. They created a common “shopping list” on Amazon, and Betsy ordered the items and had them shipped to each campus or center location. If a student has a non-food need, they fill out a form, showing what item(s) they were given, and signing for those items, so there is traceability for all items that are given. Betsy noted that there would be similar notations in upcoming financial reports, just as she pays for things like disc golf trophies using the Visa, then pays the Visa charge from the Unrestricted Scholarships account.

Betsy also pointed out the extreme volatility in the markets, that has resulted in significant losses to some of the endowment accounts. Betsy reported that she will be meeting with Wendy in early July to discuss whether or not to transfer funds to the NPCFF endowment this year, or to leave them in the Unrestricted Scholarships account for the time being. Betsy and Wendy will bring a recommendation to the board at the next meeting. Some scholarships, such as those that have grown through significant contributions (Endfield; Taking Flight), can be awarded for the upcoming fiscal year; those that have fallen below the principle investment may not be awarded. Betsy will speak with each donor to determine their wishes, since restricted use scholarship agreements for endowed scholarships do not allow for awarding scholarships when market gains do not support it. Betsy will report on these funds at the next meeting.

Terry called for a vote on the motion to approve the Treasurer's Report as presented. All voted in favor; there were no abstentions.

a. Operational Checking Account Activity

Beginning Balance – 3/31/2022						\$33,580.93
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
There were no transactions this period.						
Ending Balance 4/29/2022						\$33,580.93
Beginning Balance – 04/29/2022						\$33,580.93
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
TRANSFER	5/5/2022	-	\$19.26	Unrestricted Scholarships	Operational Checking charge on Visa	
Ending Balance 5/31/2022						\$33,561.67

b. Restricted Scholarships (Money Market) Account

Beginning Balance 3/31/2022						\$99,160.20
Check #	Date	+/-	Amount	Payee/Payer	Purpose	
	4/4/2022	-	\$756.19	Visa	Online payment to Visa for food pantry purchases from food pantry account	
	4/8/2022	+	\$1,250.00	Northeast AZ Fire Chiefs' Association	Donation to VAL 153 scholarship for AZ Gives Day 2022	
	4/15/2022	+	\$11,394.25	Various donors	Restricted scholarship donations	
	4/27/2022	+	\$2,000.00	Cedar Hills Senior Center	Establishment of the Joanne Thompson Memorial Scholarship for Cedar Hills	
	4/29/2022	+	\$1.67	Interest	Interest	
Ending Balance 4/29/2022						\$113,049.93
Beginning Balance 4/29/2022						\$113,049.93

Check #	Date	+/-	Amount	Payee/Payer	Purpose
TRANSFER	5/5/2022	-	\$28.63	Unrestricted Scholarships	Restricted Scholarships charge on Visa (food pantry)
51	5/10/2022	-	\$25,100.00	NPC Business Office	FA 22 Restricted Scholarships
TRANSFER	5/12/2022	+	\$5,751.00	Unrestricted Scholarships	Restricted Scholarships charge on Visa (food pantry)
Deposit	5/12/2022	+	\$500.00	CAID Industries	Donation to Welding scholarships
	5/31/2022	+	\$1.75	Interest	Interest
Ending Balance 5/31/2022	\$94,174.05				

c. Unrestricted Scholarships (Money Market) Account

Beginning Balance 3/31/2022	\$131,506.99				
Check #	Date	+/-	Amount	Payee/Payer	Purpose
	4/4/2022	-	\$300.23	Visa	Online payment for NPCFF Emergency Fund and AZ Gives registration paid with Visa.
	4/18/2022	+	\$3,839.58	AZ Gives Day	Deposit for donations made during early giving period.
	4/18/2022	+	\$75.00	AmEx	Donation from employee giving program
	4/27/2022	+	\$1,149.12	Donations	\$10 cash + Donation + \$1,000.00 cash add for disc golf pro purse from Town of Snowflake
	4/28/2022	+	\$2,500.00	AZ Gives Day	Bonus cash prize for third-place finish in Mid-Sized Nonprofits
	4/29/2022	+	\$2.12	Interest	Interest
Ending Balance 4/29/2022	\$138,772.58				
Beginning Balance 4/29/2022	\$138,772.58				

Check #	Date	+/-	Amount	Payee/Payer	Purpose
Automatic Deposit	5/3/2022	+	\$35,616.15	AZ Gives Day	Proceeds from donations during the 24-hour event
TRANSFER	5/5/2022	+	\$19.26	Operational Checking	Operational Checking charge on Visa
TRANSFER	5/5/2022	+	\$28.63	Restricted Scholarships	Restricted Scholarships charge on Visa (food pantry)
TRANSFER	5/5/2022	-	\$1,540.89	NBAZ Visa	Payment of monthly Visa bill
Automatic withdrawal	5/5/2022	-	\$82.81	Deluxe for Business	Checks for US account
Deposit	5/6/2022	+	\$925.58	Active.com + private donor	Proceeds from PtP registrations + \$100 memorial donation - unrestricted
Deposit	5/10/2022	+	\$11,272.71	Active.com	Proceeds from PtP registrations
82	5/10/2022	-	\$11,250.00	NPC Business Office	FA 2022 Unrestricted Scholarships
TRANSFER	5/12/2021	-	\$5,751.00	Restricted Scholarships	AZ Gives donations designated for Restricted Scholarships
Automatic Deposit	5/16/2022	+	\$314.32	AZ Gives Day	Proceeds from donations received after AZ Gives Day
TRANSFER	5/16/2022	-	\$782.00	Edward Jones	AZ Gives Day donations designated for Witt
TRANSFER	5/16/2022	-	\$516.00	Edward Jones	AZ Gives Day donations designated for Graff
TRANSFER	5/16/2022	-	\$100.00	Edward Jones	AZ Gives Day donations designated for Smith
TRANSFER	5/16/2022	-	\$250.00	Edward Jones	AZ Gives Day donations designated for Winslow
TRANSFER	5/16/2022	-	\$256.00	Edward Jones	AZ Gives Day donations designated for Endfield
TRANSFER	5/16/2022	-	\$8,507.00	Edward Jones	AZ Gives Day donations designated for Taking Flight
Deposit	5/16/2022	+	\$466.23	Active.com	Proceeds from PtP registrations
Automatic Deposit	5/18/2022	+	\$50.00	AZ Gives Day	Refund of \$50.00 registration fee
Automatic Deposit	5/27/2022	+	\$23.10	AmazonSmiles	Proceeds from sales on Amazon

Automatic Deposit	5/31/2022	+	\$2.83	Interest	Interest
Automatic Withdrawal	5/31/2022	-	\$30.00	NBAZ	Excessive transaction fee
Ending Balance 5/31/2022					\$158,425.69

d. Endowed Edward Jones – NPCFF Endowment

Beginning Balance – 3/26/2022				\$549,276.31
Activity	Date	Amount	Purpose	
-	4/29/2022	\$29,626.13	Loss on Investment	
-		\$601.57	Investment Fees	
Ending Balance 4/29/2022				\$519,048.61
Beginning Balance – 4/30/2022				\$519,048.61
Activity	Date	Amount	Purpose	
+	5/27/2022	\$6,373.49	Gain on Investment	
-		\$576.85	Investment Fees	
Ending Balance 5/27/2022				\$524,845.25

e. Endowed Edward Jones – Smith Endowment

Beginning Balance – 3/26/2022				\$129,767.47
Activity	Date	Amount	Purpose	
-	4/29/2022	\$7,151.42	Loss on investment	
-		\$141.95	Investment Fees	
Ending Balance 4/29/2022				\$122,474.10
Beginning Balance – 4/30/2022				\$122,474.10
Activity	Date	Amount	Purpose	
+	5/27/2022	\$1,498.92	Gain on investment	
+		\$100.00	Assets added to account	
-		\$136.25	Investment Fees	
Ending Balance 5/27/2022				\$123,936.77

f. Endowed Edward Jones – Lisitzky Endowment

Beginning Balance – 3/26/2022			\$51,857.73
Activity	Date	Amount	Purpose
-	4/29/2022	\$2,634.96	Loss on Investment
-		\$46.22	Investment Fees
Ending Balance 4/29/2022			\$49,176.55
Beginning Balance – 4/30/2022			\$49,176.55
Activity	Date	Amount	Purpose
+	5/27/2022	\$510.55	Gain on Investment
-		\$44.29	Investment Fees
Ending Balance 5/27/2022			\$49,642.81

g. Endowed Edward Jones – Endfield Endowment

Beginning Balance –3/26/2022			\$74,606.42
Activity	Date	Amount	Purpose
-	4/29/2022	\$3,946.46	Loss on Investment
-		\$81.32	Investment Fees
Ending Balance 4/29/2022			\$70,578.64
Beginning Balance –34/30/2022			\$70,578.64
Activity	Date	Amount	Purpose
+	5/27/2022	\$761.80	Gain on Investment
+		\$256.00	Assets added to account
-		\$77.97	Investment Fees
Ending Balance 5/27/2022			\$71,518.47

Endowed Edward Jones – Pres Winslow Endowment

Beginning Balance – 3/26/2022			\$93,374.18
Activity	Date	Amount	Purpose
-	4/29/2022	\$5,148.41	Loss on Investment
-		\$102.14	Investment Fees
Ending Balance 4/29/2022			\$88,123.63
Beginning Balance – 4/30/2022			\$88,123.63
Activity	Date	Amount	Purpose
+	5/27/2022	\$1,085.32	Gain on Investment
+		\$250.00	Assets added to account

-		\$98.03	Investment Fees
Ending Balance 5/27/2022			\$89,360.92

h. Endowed Edward Jones – Jon Graff, Ph.D. Fund

Beginning Balance – 3/26/2022			\$13,058.70
Activity	Date	Amount	Purpose
+	4/29/2022	\$103,760.36	Assets added to account (\$17,904.13 [balance in acct at the time of establishment of the new account: \$13,058.70 + gain of \$4,845.43] + \$85,856.23 [first half of Jon Graff bequest])
-		\$3,522.97	Loss on Investment
Ending Balance 4/29/2022			\$100,237.39
Beginning Balance – 4/30/2022			\$100,237.39
Activity	Date	Amount	Purpose
+	5/27/2022	\$1,026.17	Gain on Investment
+		\$516.00	Assets added to account
-		\$29.87	Investment Fees
Ending Balance 5/27/2022			\$101,749.69

i. Endowed Edward Jones - Jennifer Lee Witt Memorial Scholarship Fund

Beginning Balance – 3/26/2022			\$209,204.80
Activity	Date	Amount	Purpose
-	4/29/2022	\$10,725.98	Loss on Investment
-		\$229.29	Investment fees
Ending Balance 4/29/2022			\$198,249.53
Beginning Balance – 4/30/2022			\$198,249.53
Activity	Date	Amount	Purpose
+	5/27/2022	\$2,092.30	Gain on Investment
+		\$782.00	Assets added to account
-		\$219.90	Investment fees

Ending Balance 5/27/2022		\$200,903.93
-------------------------------------	--	---------------------

j. Taking Flight Scholarship

Beginning Balance – 3/26/2022		\$55,519.83
Activity	Date	Amount Purpose
-	4/29/2022	\$2,947.61 Loss on Investment
-		\$60.79 Investment fees
Ending Balance 4/29/2022		\$52,511.43
Beginning Balance – 4/30/2022		\$52,511.43
Activity	Date	Amount Purpose
+	5/27/2022	\$826.13 Gain on Investment
+		\$8,507.00 Assets added to account
-		\$58.32 Investment fees
Ending Balance 5/27/2022		\$61,786.24

k. AndyVon Endowment

Beginning Balance – 3/26/2022		\$158,408.22
Activity	Date	Amount Purpose
-	4/29/2022	\$2,921.83 Loss on Investment
-		\$222.75 Investment fees
Ending Balance 4/29/2022		\$155,263.64
Investment account closed per donor's request and opened as cash-only account.		
Beginning Balance – 4/30/2022		\$155,268.95
Activity	Date	Amount Purpose
+	5/27/2022	\$0.48 Gain on Investment
Ending Balance 5/27/2022		\$155,269.43

l. Mary Kay Smith Lindy Endowment

Beginning Balance – 3/26/2022			\$19,013.58
Activity	Date	Amount	Purpose
-	4/29/2022	\$746.72	Loss on Investment
-		\$19.50	Investment fees
Ending Balance 4/29/2022			\$18,247.36
Beginning Balance – 4/30/2022			\$18,247.36
Activity	Date	Amount	Purpose
+	5/27/2022	\$213.05	Gain on Investment
-		\$18.83	Investment fees
Ending Balance 5/27/2022			\$18,441.58

Report of Endowed Funds as of 03/01/2022 –

Name of Account	*One Year Ago	Current	Change
Smith	\$136,667.08	\$123,936.77	-\$12,730.31 (-9.31%)
Lisitzky	0	\$49,642.81	N/A
Endfield	\$62,275.52	\$71,518.47	+\$9,242.95 (+14.84%)
NPCFF	\$455,204.27	\$524,845.25	+\$69,640.98 (+15.30%)
Winslow	\$94,586.77	\$89,360.92	-\$5,225.85 (-5.52%)
Jon Graff	0	\$101,749.69	N/A
Jennifer Witt	\$218,764.47	\$200,903.93	-\$17,860.54 (-8.16%)
Taking Flight	\$55,928.28	\$61,786.24	+\$5,857.96 (+10.47%)
AndyVon	0	\$155,269.43	N/A
Mary Kay Smith Lindy	0	\$18,441.58	N/A
Total	\$1,023,426.39	\$1,397,455.09	+\$374,028.70 (+36.55%)

*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. Scholarship Awards – FA 22 – Jon Graff, PhD, University Bound and Jon Graff, PhD, CTE scholarships now \$1,000 per semester, because of bequest. There were 115 applications received from 27 students. The 27 applicants were awarded a total of \$36,350.00.

Claude asked whether there had been applications for the Endfield ECD scholarship, since none had been received by the deadline date. Betsy reported that she has received three applications, and two have also included one of the two required letters of recommendation. Claude suggested requiring only one letter of recommendation. Betsy asked Claude if she would like the requirement for letters of recommendation be changed from two to one on the application instructions, and Claude said she would. Betsy will amend the application requirements to include only one letter of recommendation required. Claude also asked if an awardee from Spring 2022 could also be awarded in Fall 2022. Betsy replied that they could, but she did not remember there being any Spring 2022 awardees. She will check on this, and if there were any Spring 2022 awardees, she will award them an additional \$500 for fall and report back to Claude.

Betsy noted that the closing date for the Summit Healthcare Foundation Nursing Scholarship, the AndyVon Baccalaureate-Bound Scholarship, and the Taking Flight Scholarship is Thursday, June 9 at noon, MST. She called for reviewers, noting that there would be fewer applications for these scholarships. Terry, Claude, Becca (if needed), and Jon volunteered.

VI. New Business

- A. **Action Item – Resignation of Rich Chanick, White Mountain Campus representative, from NPCFF board. Election of new representative.**

Betsy explained that this year's guiding documents (bylaws) review revealed that the NPCFF board does not have a process for nominating people to serve vacated positions for regular board members. She suggested tabling the nomination and election until a process was made clear during the board retreat. **Mary made a motion to accept Rich Chanick's resignation, and table the nomination and election of a new representative. Claude seconded. No further discussion; all voted in favor.**

- B. **Action Item – Approval of BDR Richards CPAs, PLC to conduct 2021-2022 audit and taxes– ATTACHMENT – Estimate and description of services.** Terry invited a motion to approve BDR Richards, CPA to conduct the 2021-2022 audit and taxes. Mary Koury made a motion to approve; Pat Ceballos seconded the motion. Terry called for discussion. Betsy noted the price has gone up \$500.00, and also noted that Brian Richards said he could lock NPCFF in at \$7,000.00 per year for the next three years. Terry called for a vote. All voted in favor; no abstentions.

- C. **Action Item – Approval of the 2022-23 budget. ATTACHMENT –** Pat Ceballos made a motion to approve the budget; Mary Koury seconded the motion. Terry called for discussion. Betsy noted that she would like the group to consider increasing the award for the Fill the Gaps and Leg Up scholarships to \$1000 each, per semester. Rebecca pointed out the impact of inflation, and also countered that this brings the Leg Up and Fill the Gaps scholarships to the same amount as scholarships like the Pres Winslow and Jennifer Witt.

These two scholarships require applicants to have a GPA of 2.5. whereas the Leg Up and Fill the Gaps require only a 2.0. Terry pointed out that not all students have high grades, but that all have need and can succeed, and she also supported Becca's note of the effect of inflation on students. Pat Ceballos amended her motion to approve the budget as amended, with Leg Up and Fill the Gaps scholarships being \$1,000.00 per location per semester. Mary Koury seconded the amendment. There was no further discussion. All voted in favor; no abstentions.

- D. Action Item** – Approval of \$1,000.00 each year, from Unrestricted Scholarships account, to provide transportation assistance to the winner of the Daniel Peaches President's Scholars scholarship, so the awardee can travel to activities as a part of the President's Scholars cohort. **Background:** Mr. Daniel Peaches, a member of the NPC district governing board for over 36 years, passed away last month. As the longest-serving member of the board, and for his dedication to growth and positive change at NPC, particularly for the Kayenta Center, NPC has designated a memorial "Daniel Peaches President's Scholars Scholarship." The scholarship will be funded by the college, and will be designated for students from the Navajo Nation. Because of the anticipated requirement for students to travel for President's Scholars activities, the college has requested that NPCFF provide \$500.00 each semester to the Daniel Peaches President's Scholar. Mary Koury made a motion to approve \$1,000.00 each year, from Unrestricted Scholarships, to provide transportation assistance to the winner of the Daniel Peaches President's Scholars scholarship; Claude Endfield seconded the motion. Terry called for discussion. Betsy noted that Daniel Peaches was the uncle of NPCFF board member Myrtle Dayzie-Grey, and Betsy strongly supported providing the opportunity for Navajo students to participate in President's Scholars activities, and not be excluded because of travel challenges. All voted in favor; no abstentions.
- E. Action Item** – Approval to cancel subscription for wix.com (www.npcfriendsfamily.org) and work with NPC Marketing to create an NPCFF web page on the NPC web site at www.npc.edu. **Background:** The wix site gets very few "hits" each month, and does not look professional. A page on the NPC web site would be internally consistent, condense and refine information, while still allowing the executive director to post guiding documents, meeting minutes, scholarship links, and donation links. Pat Ceballos made a motion to approve the cancellation of the wix.com subscription and the creation of an NPCFF web page on the NPC web site; Claude Endfield seconded the motion. There was no discussion. All voted in favor; no abstentions.
- F. Action Item – Approval of First Quarter Objectives for FY 2022-23 – ATTACHMENT –** Mary Koury made a motion to approve the First Quarter Objectives; Pat Ceballos seconded the motion. Terry called for discussion. Betsy noted the objectives she will be most focused on, including finding a more effective, efficient way of processing and awarding scholarships. She also noted that participating in monthly meetings of the Alliance of Arizona Nonprofits has become less productive for NPCFF. In Betsy's opinion, the group, which is supposed to be nonpartisan, goes into a lot of partisan discussions. Betsy continues to weigh in on issues related to proposed legislation that affects nonprofits and rural issues, but she does not attend every meeting if there are NPCFF or NPC activities that take precedence. Betsy called for questions; there were none. Terry called for a vote. All voted in favor; no abstentions.

VII. **Next Meeting:**– Monday, August 22nd – 3:30 p.m. – WMC Aspen 111 with Zoom option

IX. **Adjournment – 11:00**

AGENDA – NPC FRIENDS & FAMILY ANNUAL BOARD RETREAT

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

Monday, June 6, 2022 – 1:30 p.m. – LC 136 – Little Colorado Campus

- I. **Call to Order** – Terry Shove called the retreat to order at 1:28 p.m.
- II. **Roll Call and Introductions** – Present included Terry Shove (Apache County – President); Pat Ceballos (LCC – Vice-president); Claude Endfield (Whiteriver); Myrtle Dayzie-Grey (Kayenta – joined by Zoom); Jon Saline (volunteer); Rebecca Hunt (volunteer; NPC liaison). Wendy McVicker (SCC – Treasurer) absent due to work conflict; Cara Yinishye´(Hopi) absent, due to family emergency.
- III. **Election of Officers** – No vacancies exist among the officers of the board of directors. Terms expire as follows: President Terry Shove, June 30, 2024; Vice-President Pat Ceballos, June 30, 2024; Secretary Claude Endfield, May 31, 2023; Treasurer Wendy McVicker, May 31, 2023.
- IV. **Welcome Dr. Chato Hazelbaker, President of Northland Pioneer College** – President Hazelbaker is invited to share his thoughts and ideas with the board on the ongoing relationship between NPCFF and the college.

Dr. Hazelbaker introduced himself as Chato and expressed that he would like to come to more of NPCFF’s in-person meetings. He thanked the group for making a tremendous difference to NPC. He credited particularly the explosive growth in scholarships. He noted that at the statewide level, there is a lot of talk about Promise Programs that make college look free, when it is not. At NPC, it can be more or less free. If you are a low-income individual, you could actually make more than you pay out and avoid having a debt load. Chato especially likes the focus NPCFF places on scholarships. He appreciates NPCFF meeting students where they have needs.

Chato addressed “tactical” things he would like to have NPCFF on its radar over the next couple of years, including things NPCFF can do that the college cannot. There are four broad areas:

- Additional help or support for Betsy, both from HR perspective and a software perspective for management of the scholarship process. This can be a partnership with the college. There’s a high scholarship lift, and now NPCFF is adding the events that were on hold due to COVID back into the picture.

- Possible support for a fundraising effort for a facility in Kayenta. The facility that was built in Kayenta was not really the facility that it should have been. It doesn't serve our students well, particularly with regard to medical and lab sciences. The college has put together a plan for what a new facility would look like, that includes a BIO/CHM lab and nursing/CNA lab that would feed the nursing program in Winslow. We could become the largest producer of Native American nurses. Demographically, the growth in the district is relatively slow and steady in the south, but the big growth in school-age population is on the Navajo Nation. Growing capacity in Kayenta makes sense. We also want Kayenta students to have the experience we want them to have, and the current center does not provide that physical space. The college will start with a fairly big pledge to that building. We would have one lead donor, then the college would invest another "chunk", then we would go to Kayenta as a city, and possibly to Navajo County to explore partnerships. The Kayenta library is right next door to our current facility, so the library might partner with the college on a facility, creating more of a "community center". Might be some gap funding that needs to be filled that NPCFF could help with. The total for all partners would be \$4-\$5 million.
- Supporting employee awards and recognition: We have high employee turnover at NPC. Pre-COVID, turnover was nowhere what it is now, and that's true across the country, coupled with a very difficult hiring environment, particularly for fundraising professionals, HR people, IT people, nursing/healthcare. We need to engage our employees in a different way. We're also seeing a lot of retirements. For its part, the college is doing a comprehensive salary study and restructure, but the college does not have an employee recognition program that is as robust as it could be. An award structure would be a step in the right direction. Providing financial incentives – encouraging the good behavior – can go a long way toward helping employee retention. The college has some restrictions on gifts of public funds, so NPCFF might be able to fill this need.
- NPC does not have a good way in AZ to do ongoing employee appreciation. Chato's example was Michael Jacob, who was just hired as a database administrator. He's been a really transformative employee for IT, but more than that. He shows up to the office with donuts. This little gesture goes a long way with employees. Because of AZ laws, it is less possible for the college to do things like this. Even things like retirement parties are not something the college can pay for; it's a group of employees who makes the party happen. In some cases, there might be some way for NPCFF to support these kinds of team-building things.

Those are the four "tactical" needs for NPCFF to think about for the next year or two. One thing NPC is doing this year that will support NPCFF is developing a grant function. Betsy is called on a lot to do grant work, and the college needs to come up with a comprehensive approach to managing and streamlining it. This may be more pressure on Betsy at first, because she's done so much with grants, but as it becomes a process, she may be able to manage her involvement better.

The NPC current marketing director moved to Yuma, and that job will not be something that can be done remotely. Rebecca Hunt just managed a search committee, and they may be prepared to make an offer. The new person will be a Director of Communications, rather than a Marketing Director, and recruiting (Rebecca is a recruiter) will be moved into the Office of Student Services, from Marketing. The Director of Communications, Director of the Small Business Development Center, and Betsy will all report directly to Chato, providing a more concerted effort toward community outreach as an “external relations cabinet”.

Chato’s personal commitment to fundraising: One thing he did in previous jobs included “major gift asks”. Chato mentioned the connection Betsy had made with a significant donor when Chato first started his job last July. (AndyVon) In the next couple of years, Chato will identify some additional “big gift” donors. For perspective, a ten or fifteen-million-dollar gift would be a “drop in the bucket” for a major university, but for NPC, it would be transformative. Over the next few years, we may have priorities for “large donors” – what would NPC do with that money? Chato has his own network, and also feels it’s important to get out into the community. Today, we don’t need ten million dollars, but in the future, we will need it at some point. There will be a downturn in the economy, and for now NPC has a “cushion”, but there will come a time when money will help NPC grow as a college. Chato does not expect NPCFF to be a \$70 million per year organization. He does want us to be able to support students and meet their needs.

Chato called for questions.

Terry wants more partnerships with Apache County and to have a long-term plan with Apache County. Terry noted that for the first time this year, she has seen more interest in NPC than ever in the past. One issue is that kids want to go to EAC to “get out of town”, but even those kids get lots of university scholarship offers – when the “reality hits them” – have to go to college closer to home. Terry would like to see NPC grow capacity in Apache County, especially in areas like construction, trades like plumbing, - we send students away to get those trades, then hope they will come back. They earn a lot more in a place like Phoenix than they do at home. Chato responded that they are looking for land to expand the construction program, and he will be meeting with Glen Kephart at Navajo County about doing an automotive program that includes having students maintain the county auto fleet. Chato also praised new CTE dean, Jeremy Raisor, who is bringing proposals for a couple of new programs forward. Chato is also working closely with Apache County, and currently with St. Johns on coal plant transition.

Mary Koury noted that EVIT does an adult program in the evenings for people past college age. She asked if NAVIT could do something like that in this area – including for things like construction and plumbing. Chato agreed this was an area of focus. We’ve grown so much in the high school population – Jeremy Raisor is looking at how to do adult programs differently, using short-term (8 week) or competency-based programs for adult learners. What can we open up evenings and weekends to meet the needs of

folks who are working? Jeremy is looking at these things. One program Chato is excited about is a program with Change Point and another drug and alcohol treatment program outside Vernon. There is now an NPC facility in Vernon to teach people, who are in recovery/rehab from substance abuse, construction and automotive trades, and GED prep. There is a men's facility on the Apache County side and a women's facility on the Navajo County side.

Rebecca noted Jeremy is doing a lot of research into a lot of areas, and focusing on where he can work the most effectively. He has a number of ideas he is working on.

Betsy noted the future of the markets and giving. The economy continues to be volatile, and Betsy has read perspectives that range from predicting a bear market to a recession. This may affect our ability to raise funds. Chato agreed, but also noted that the most churches and libraries were built during the Great Depression. Betsy agreed, and, to Chato's point, noted that the most charitable giving NPCFF ever received was during the first full year of COVID, which began with a drastic drop in the markets. Chato noted you have to have conversations about transformational gifts, even though opportunities for them may only come along maybe every ten years.

V. Review of Guiding Documents:

A. Bylaws, adopted 3/1/2016 – ATTACHMENT – Suggested changes are noted in comments in the margin of the document. Pat Ceballos made a motion to approve the changes to the bylaws as noted; Claude Endfield seconded the motion. Terry called for discussion. Claude suggested advertising for a student representative to serve as an NPCFF board member. Our bylaws allow for student representation, but we have never been able to attract one. Claude thought perhaps we could recruit a scholarship recipient. Becca cited the NPC Student Ambassador program where students get the scholarship if they serve as an ambassador. Betsy agreed she would explore how to get a student on the NPCFF board in the fall.

Betsy asked if there were other areas where changes were needed. Becca noted that under Article IV, Section 6, there was nothing that addressed the replacement of an officer of the board, if the vacancy took place mid-year. Betsy proposed: In the event of mid-term officer vacancies, the executive director may appoint an interim to serve in the position until the end of the term, at which time a permanent officer would be elected per process. The interim appointee must be approved by the board through a majority vote. The group was in agreement that this language was appropriate and necessary. **Pat Ceballos amended her motion to approve the bylaws as amended; Claude Endfield seconded the motion. All voted in favor; no abstentions.**

B. Policies and Procedures regarding meetings and fundraising ATTACHMENT - Suggested changes are noted in comments in the margin of the document. Mary Koury made a motion to accept the suggested

amendment; Claude Endfield seconded the motion. Claude asked: Since we are omitting references to fundraising in this document, because it is covered in other documents, should we direct readers to see the relevant procedures. Betsy suggested just changing the title to Procedures re: Meetings, rather than “Meetings and Fundraising”. Mary amended her motion to this effect; Claude seconded the motion. All voted in favor; no abstentions.

- C. **Fiscal management policies and procedures, adopted 2/19/2016; amended 6/23/2020 - ATTACHMENT – No changes are suggested.**
- D. **Gift acceptance policy, adopted 1/28/2019 – ATTACHMENT – No changes are suggested.**
- 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.**

No changes for items C – F were suggested by the board.

At this point, Betsy noted that the group had to go back to the regular meeting agenda to fill the vacancy for the White Mountain Campus representative. Claude Endfield nominated Jon Saline to fill the position of representative for the White Mountain Campus, noting that Jon has attended many meetings as a volunteer. Betsy asked Jon if he would accept the nomination; Jon said he would. Betsy reminded the group that Rich Chanick had nominated Laura Singleton, who is his colleague in the Small Business Development Center, to fill his vacated position. Betsy noted that Laura has many connections in the business community, as Rich had. She also noted that Jon has not only attended numerous NPCFF meetings as a volunteer, he has also assisted with scholarship reviews. Claude noted that she made the nomination, in part because it is good to have Jon’s legal expertise as a member of the board. (He is a Navajo County Superior Court Judge.)

All members cast private votes, which were given to Terry Shove. Myrtle Dayzie-Grey sent her vote in via email. The vote was unanimous, and Jon Saline was elected to serve as WMC representative.

VI. Annual Performance Review of Executive Director – President Terry Shove

Terry provided Betsy and Chato with copies of the notes made in the review process by members of the NPCFF board, noting that Betsy received a score of all “5s” on all measures from all board members. Terry expressed appreciation to Betsy for her work. Betsy thanked the group and stated that it was an honor to be able to do the work she does, and that she appreciated all the board members for their support.

VII. Good of the Order – Members discussed/shared their summer travel plans. Myrtle and her husband are moving to Black Mesa. Jon is building a house for his family.

VIII. Adjournment: Terry adjourned the retreat at 3:20 p.m.