

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on **April 16, 2013 beginning at 10:00 a.m.** The meeting will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

One or more Board members and/or staff members may participate in the meeting by telephone if necessary.

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agenda may be obtained through the Office of the President, Northland Pioneer College, Painted Desert Campus, 2251 E. Navajo Blvd., Holbrook, AZ, telephone (928) 524-7418 or (800) 266-7845 Ext. 7418, at least 24 hours in advance of the meeting. If any disabled person needs any type of accommodation, please notify Lisa Jayne at the above address or telephone number at least 24 hours prior to the scheduled time.

The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I, Lisa Jayne, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 15th day of April 2013, at 10:00 a.m.

Lisa Jayne, Recording Secretary to the Board

NOTICE DISTRIBUTION

1. WHITE MOUNTAIN INDEPENDENT NEWSPAPER
2. TRIBUNE-NEWS & SNOWFLAKE HERALD NEWSPAPERS
3. NAVAJO TIMES
4. NAVAJO-HOPI OBSERVER
5. KINO RADIO
6. KNNB RADIO
7. KONOPNICKI COMMUNICATIONS [KQAZ/KTHQ/KNKI RADIO]
8. KRVS RADIO
9. KTNN RADIO
10. KUYI RADIO
11. KWKM RADIO
12. WHITE MOUNTAIN RADIO
13. NPC WEB SITE
14. NPC ADMINISTRATORS AND STAFF
15. NPC FACULTY ASSOCIATION PRESIDENT
16. NPC CLASSIFIED AND ADMINISTRATIVE SUPPORT ORGANIZATION PRESIDENT
17. NPC STUDENT GOVERNMENT ASSOCIATION PRESIDENT

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Date: April 16, 2013

Time: 10:00 a.m. (MST)

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance.....	Chair Handorf
2.	Adoption of the Agenda(Action)	Chair Handorf
3.	Call for Public Comment	Chair Handorf
Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.		
4.	Reports:	
A.	Alumni Award	Director Hess
B.	Financial Position	Vice President Hatch
C.	CASO.....	Margaret White
D.	NPC Faculty Association	Kenny Keith
E.	NPC Student Government Association	Melissa Luatua
F.	NPC Foundation	Lance Chugg
5.	Consent Agenda (Action)	Chair Handorf
	A. March 19, 2013 General Meeting Minutes	
6.	Old Business:	
	None	
7.	New Business:	
A.	2013-14 Complete Budget Analysis	Vice President Hatch
B.	2013-14 Primary Property Tax (First Read)	Vice President Hatch
C.	Request to Approve 2013-14 Wage & Salary Recommendation and Salary Schedules..... (Action)	Vice President Hatch
D.	Request to Approve 2013-14 Preliminary Budget (Action)	Vice President Hatch
E.	Request to Approve 2013-16 Preliminary Capital Budget ... (Action)	Vice President Hatch
F.	Request to Approve Cash Reserve Policy (Action)	Vice President Hatch
G.	Request to Accept the Audited Annual Budgeted Expenditure Limitation Report (Action)	Vice President Hatch
H.	Request to Approve Interagency Service Agreement (Action)	Vice President Hatch
I.	Request to Approve Line Extension Agreement and Utility Easement..... (Action)	Vice President Hatch
J.	Request to Approve Purchase of Amatrol Mechatronics Learning System from Klein Educational Systems (Action)	Vice President Hatch
K.	Request to Approve a Change in Terms of Employment , Faculty in Heavy Equipment..... (Action)	Vice President Hatch
8.	Standing Business:	
A.	Enrollment Report	Vice President Vest
B.	NATC Update	Director Stuart Bishop
C.	Strategic Planning and Accreditation Steering Committee Report....	Director Leslie Wasson
D.	Human Resources Update	Director Hokanson

- E. President's Report President Swarthout**
- 9. Board Report/Summary of Current Events..... Board Members**
- 10. Announcement of Next Regular Meeting..... May 21, 2013 Chair Handorf**
- 11. Adjournment (Action) Chair Handorf**

The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action to approve, or may take other action, regarding all items of New Business, Old Business, Standing Business, or the President's Report. The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3).
 Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.
 One or more Board members and/or staff members may participate in the meeting by speakerphone, if necessary.



NPC honors noted tribal archivist Amelia Flores

By Rose Kreher, NPC Staff Writer

A desire to better meet the needs of her people led Amelia Flores on a long and productive journey. Beginning as long ago as 1970, Flores, a Mohave Indian and enrolled member of the Colorado River Indian Tribes (CRIT), began work in a variety of positions for the Tribes, primarily in the tribal museum located in Parker, Arizona. Forty-three years later, she serves as an executive officer of the nine-member Tribal Council, the CRIT governing body.

As Northland Pioneer College played a pivotal role in helping her achieve her goal, the college's District Governing Board, at its April 16 meeting, honored Flores as the NPC Outstanding Alumnus, for Spring 2013.

The Colorado River Indian Tribes is a 430-square-mile Native American reservation created by the Federal Government in 1865. Initially it included only two tribes, the Mohave and the Chemehuevi, who had lived in the area for centuries. It later incorporated the Hopi and Navajo peoples who had been relocated by the U.S. government to the reservation. CRIT currently has 3,500-4,000 active members.

Flores was named director of the CRIT library/archives in 1984. As she grew in her job she says, "I saw the need to obtain a more professional and academic education to help me preserve the cultural and linguistic heritage of my people." Her dedication to accomplishing that task began at Arizona Western College (AWC) where she enrolled as a general studies student to gain a broad educational background. After completing over 40 course credits she also enrolled at Northland Pioneer College to earn an Associate of Applied Science (AAS) degree in Library Media Technology. Even given the complication of living in her hometown of Parker (south of Lake Havasu City), Flores earned her AAS from NPC in just two years. "It was difficult at times and involved a great deal of independent study with monthly travel to NPC's Winslow campus, but it all came together in the end!" In fact, Flores graduated from both AWC and NPC in the same year, 1997.

This was just the beginning of her educational journey. She continued by graduating *summa cum laude* from Northern Arizona University with a Bachelor of Science in Education degree in 2005; in 2008 she earned a Masters in linguistics from the University of Arizona.

Additionally, throughout her career, Flores has donated time to serving on numerous boards and commissions in both civic and professional arenas. She currently is one of five members of the Parker Unified School District Board and is also an elder for Parker Valley United Presbyterian Church. She recently stepped down after a four-year term as a council member of the Colorado River Indian Tribes Regional Partnership First Things First. She relinquished this position in order to stand for election for the CRIT Tribal Council saying, "I hated to give it up. Serving and speaking on behalf of our young children is so important, but there's simply not time to do everything."

Flores was serving as the Northern Arizona Regional representative for the Arizona Library Association, an association she still maintains, where she became acquainted with her alumnus award nominator, NPC librarian Deborah Holbrook. In her letter of nomination, Holbrook says, "While I did know her from her work in Arizona, I now see... that the Arizona connection was only the tip of the iceberg in her important work to preserve native language and culture." Holbrook is referencing the acclaim Flores has received for her work in preserving the language and culture of the Colorado River Indian Tribes. In 2007, the CRIT library, under her direction, was awarded the Guardian of Language, Memory and Lifeways Medal of Honor presented by the Association of Tribal Archives, Libraries and Museums, an award established to identify and recognize organizations and individuals who serve as outstanding examples of how indigenous archives, libraries, and museums contribute to the vitality and cultural sovereignty of Native nations.

The following year she received the "Revitalization, Implementation and Preservation of Tribal Language Award," awarded at the annual Yuman Family Language Summit held to celebrate the culture and traditions of the Yuman Nation, an area encompassing Native American tribes from Southern California to the Grand Canyon to northern Baja, Mexico.

In 2012, the Guardians of Culture and Lifeways International again honored Flores and the CRIT collections with the Archives Institutional Excellence Award for demonstration of "a significant commitment to the preservation and use of documentary heritage."

Flores' life is a reflection of how incremental accomplishments add up to great achievements. She says she feels NPC and other community colleges are good starting points for Native American and other

students from rural communities who may be overwhelmed by large universities and cities. Starting at schools like NPC where classes are more personal and the atmosphere generally provides a greater degree of support, can offer a solid educational footing. "You start by passing one test and say, 'I did that; I can do that.' And you go on, test-by-test, paper-by-paper, until you build the self-confidence and knowledge and experience that carry you forward through life.

As the Alumnus Award recipient, Flores will receive mementos of the college, a tuition gift certificate and a plaque recognizing her selection.

— — — NPC — EXPANDING MINDS • TRANSFORMING LIVES — — —

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period

July 1, 2012 to February 28, 2013

Budget Period Expired 67%

Tax Supported Funds				
General Unrestricted				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
Primary Tax Levy	13,167,562	484,689	8,654,805	66%
State Aid:				
Maintenance and Operations	1,689,700		1,267,275	75%
Capital				
Equalization	5,367,100		4,027,575	75%
Out of County Reimbursement	600,000	0	596,646	99%
Tuition and Fees	5,300,000	242,450	2,921,837	55%
Investment earnings	125,000	8,765	110,051	88%
Grants and Contracts	1,000,000	14,940	547,308	55%
Other Miscellaneous	200,000	22,631	105,878	53%
Transfers:	(11,750,000)	(924,010)	(7,843,122)	67%
TOTAL REVENUES	\$15,699,362	(\$150,535)	\$10,388,253	66%
EXPENDITURES				
Salaries and Wages	16,491,627	1,367,171	9,849,611	60%
Operating Expenditures	7,508,620	607,734	4,114,275	55%
Capital Expenditures	199,115	21,435	148,719	75%
TOTAL EXPENDITURES	\$24,199,362	\$1,996,340	\$14,112,605	58%
Unrestricted Plant				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
State Aid:				
Capital	0	0	0	
Other Miscellaneous				
Transfers:	11,000,000	916,667	7,333,333	67%
TOTAL REVENUES	\$11,000,000	\$916,667	\$7,333,333	67%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	11,085,000	74,586	4,216,702	38%
TOTAL EXPENDITURES	\$11,085,000	\$74,586	\$4,216,702	38%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period July 1, 2012 to February 28, 2013

Budget Period Expired 67%

Restricted and Auxiliary Funds

	Restricted			
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	5,400,000	600,320	4,223,200	78%
Donations				
Transfers:	600,000		421,053	70%
TOTAL REVENUES	\$6,000,000	\$600,320	\$4,644,253	77%
EXPENDITURES				
Salaries and Wages	768,269	91,657	609,274	79%
Operating Expenditures	5,081,731	158,359	3,661,246	72%
Capital Expenditures	150,000	45,470	68,900	46%
TOTAL EXPENDITURES	\$6,000,000	\$295,486	\$4,339,420	72%

	Auxiliary			
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Sales and Services				
Bookstore	125,000	(1,590)	94,537	76%
Other	225,000	6,276	99,295	44%
Donations				
Transfers:	150,000	7,343	88,736	59%
TOTAL REVENUES	\$500,000	\$12,029	\$282,568	57%
EXPENDITURES				
Salaries and Wages	355,524	23,861	170,878	48%
Operating Expenditures	144,476	7,014	111,690	77%
Capital Expenditures				
TOTAL EXPENDITURES	\$500,000	\$30,875	\$282,568	57%

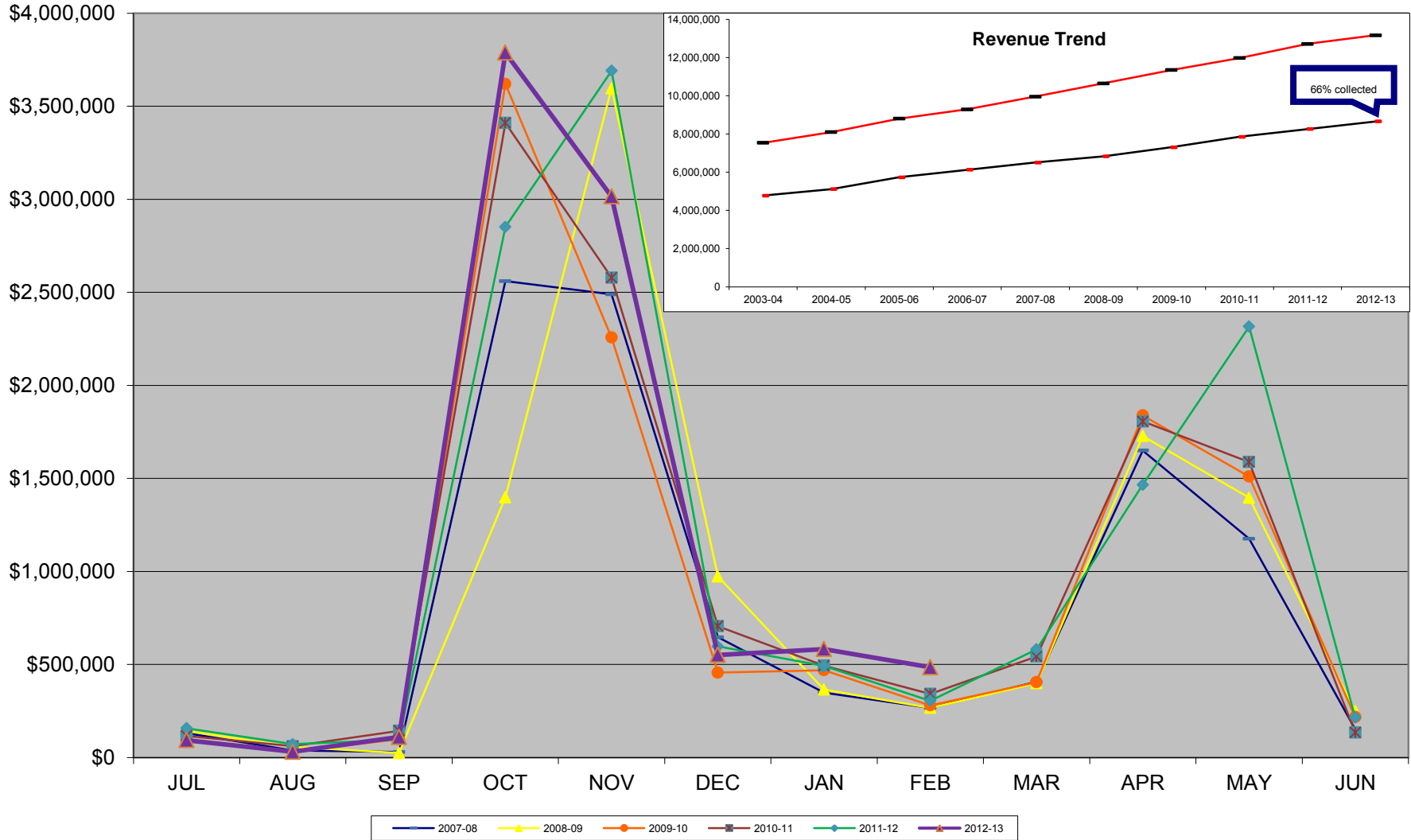
Cash Flows

Cash flows from all activities (YTD)	\$22,648,407
Cash used for all activities (YTD)	\$22,951,295
Net Cash for all activities (YTD)	(\$302,888)

Net Cash used for GF activities (YTD) \$3,724,352

Unrestricted Fund Balance available for GF operations: \$8,500,000 56% remaining

Monthly Primary Property Tax Receipts



Navajo County Community College District Governing Board Meeting Minutes

March 19, 2013 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero, Ms. Ginny Handorf, Mr. James Matteson, Mr. Prescott Winslow, Mr. Daniel Peaches

Staff Present: President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Information Services Director Eric Bishop; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Everett Robinson, Ann Hess, Margaret White, Janet Hunter, Colleen Readel, Maderia Ellison, Julie Wiessner, Melissa Luatua, Jake Hinton, Peg Erdman, Kenny Keith, Beulah Bob-Pennypacker, Peggy Belknap, Dave Roberts

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:01 a.m. Mr. Lucero led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Lucero moved to adopt the agenda as presented. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 3: Call for Public Comment

None

Agenda Item 4: Reports

4.A. Financial Position – Vice President Hatch

Vice President Hatch summarized the Financial Position Report to the Board. Mr. Matteson asked if the closure of the Catalyst Paper Mill would have a big of an impact on the College as it has Navajo County. Vice President Hatch referred to the letter from the County Assessor's Office regarding valuation changes. As of February 10, when valuations were done for upcoming year, everything was in place with the exception of the commercial business personal property. The Catalyst Paper mill Closure will affect those valuations, particularly personal property. The closure could affect the valuations for 2013 but the impact is unknown at this time. In total, the change impacts assessed valuation overall in the County, but valuations will probably be going down compared to where they had been. Again, the impact is on the rate. The College has the ability to assess the same levy amount so as assessed valuation drops that then affects the rate and the rate goes up, but the College's total receipts do not change. Mr. Winslow asked Vice President Hatch for examples of grants and contracts. Vice President Hatch stated the major expenditure out of Grants and Contracts in the Restricted Fund is for Pell Grants



for students. The College works as a flow-through for those funds and transmit the funds to the students. Although that is the major activity in that fund, there are a number of grants that operate from Allied Health, SBDC funds, and some other smaller grants.

4.B. NPC CASO – Margaret White

Margaret White addressed the board and stated CASO is excited about upcoming College Retreat on March 22. A newsletter from CASO, called The CASO Outlook, had its first publication; Margaret White handed a copy to each of the board members. She also stated that fundraising by CASO is still ongoing with the sale of candy bars. She gave each of the Board members a See's milk chocolate bar.

4.C. Faculty Association – Kenny Keith

Kenny Keith, President of the Faculty Association, addressed the Board and stated that the role of the Faculty Association and Senate is to represent the Faculty, select representatives to serve on the numerous councils and committees, and to facilitate communication and active involvement among faculty in the shared governance process. The Faculty Senate is made up of a president, president-elect, secretary, treasurer, and senators from the various campuses and centers. All serve for one year and are selected through a voting process. Faculty Members serve on SPASC (Strategic Planning and Accreditation Steering Committee), Instructional Council, College Council, and other subcommittees that report to Instructional Council on a monthly basis regarding their given charge. There are eight faculty voting members on Instructional Council, and there is a Catalog Review Committee, Dual Enrollment Committee, Student Knowledge Committee, Learning Technology Committee, Placement Committee, NAVIT committee, and Professional Development Committee. There are currently 72 faculty and approximately 94 adjunct faculty. It takes quite a bit of time and effort to serve on these committees. The programs and curriculum that comes before the Board has been thoroughly and rigorously reviewed by Instructional Council

4.D. NPC Student Government Association – Melissa Luatua

Tammy Pete, Vice President for the Student Government Association, addressed the Board and stated that The Outdoor Club went rock climbing on March 9 in Scottsdale. Also, SGA's 5th Annual Talent Show was held at SCC on March 15. There were 24 acts and a full house. In the first weekend in April SGA will be taking students to BYU Utah for a tour. There will also be a trip to all three state universities mid-April. Melissa Luatua stated there were 22 students going to BYU trip. Chair Handorf clarified that the university trips were for all NPC students with plans to transfer. Melissa Luatua confirmed this.

4.E. NPC Foundation- Lance Chugg

Lance Chugg, Foundation Director, addressed the board and stated that in January there was a flood at the Foundation's building in Holbrook on Hopi that insurance is covering repairs for and that applications are still being reviewed for scholarships.

Agenda Item 5: Consent Agenda

- A. February 19, 2013, regular meeting minutes.
- B. Dual Enrollment Intergovernmental Agreement with Pinon U.S.D. #4



Navajo Community College District Governing Board Meeting – 3/19/13 – Page 2 of 7

Northland Pioneer College

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Mr. Lucero moved to accept the consent agenda. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 6: Old Business

None

Agenda Item 7: New Business

7.A. 2013-2014 Budget Introductory Analysis

Vice President Hatch reviewed the presented Budget Introductory Analysis with the Board. Mr. Lucero asked about tuition accounting. Vice President Hatch stated that from a budget perspective and from a financial report perspective when cash came in for tuition it was always recognized at the time it came in. However, oftentimes, towards the end of the year, that payment was for the following year's tuition, and so the timing of the tuition payments has been adjusted in the financial statements and in the budget so that it shows up in the year in which the payment was intended. Over half a million comes in each year pre-paid for the following year's tuition. Mr. Matteson clarified that it would be a one-time adjustment and Vice President Hatch stated that was the case. Mr. Lucero asked if Vice President Hatch had any idea how much the property tax adjustment was going to be. Vice President Hatch stated that the overall impact to the College has historically received \$85,000 in property taxes from Catalyst Paper mill. Again, the impact gets shifted to all other property tax holders to collect that \$85,000 from other property tax holders, and this would be the trend as long as valuations are in decline. Mr. Winslow asked if TNT required legal notice could include statement about equalization funding. Vice President Hatch stated that this could be added to the press release. Mr. Matteson suggested the president should sit down with the press and make the points about the tax increase in order to argue the College's viewpoint. Chair Handorf stated that \$3 per \$100,000 assessed value would not impact many homeowners in the area and it would be beneficial to put that into perspective for the community, as well as pointing out that this increase allows for the College to keep tuition low. Mr. Winslow asked why there is no longer a secondary tax. Vice President Hatch stated that in 1990 the College took to the voters a general obligation bond to construct facilities, and this was approved. The general obligation bond has since been paid off. Mr. Winslow stated that there is a broad support for NPC throughout the County but ongoing publicity efforts need to emphasize the value NPC has for the community. Mr. Matteson asked if there was any confidence that the bill regarding STEM funding would make it through the legislature. President Swarhout stated that there's an underlying concern about needing to re-do statutory formula. Mr. Winslow stated that the fact the College is funding capital expenditures without going to the citizens for bonds shows a fiscal responsibility and should be included in the College's presentation to the public.

7.B. First Read – 2013/2014 Wages and Salary Recommendations

Vice President Hatch stated that wages and salary are 71% of expenditures. Wage increase of 3% is recommended for 2013/2014 fiscal year. This provides a step on faculty schedule, which is a 3% increment, and overload adjunct pay rates would increase by 3%. Mr. Matteson asked if a load unit was a credit hour. Vice President Vest stated that it varies per course, a course that is straight lecture it is typically 1 to 1, and a course that has a lab component the labs are loaded at



Navajo Community College District Governing Board Meeting – 3/19/13 – Page 3 of 7

Northland Pioneer College

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a lower rate than lecture because the assumption that all the work for the lab is done in the lab there isn't nearly as much take home work for the faculty or for the student. Mr. Lucero asked how many employees are at the 23rd Step. Vice President Hatch stated last year no one was redlined, but now approximately five out of eighty faculty will redlined. Non-exempt staff would need to have a base adjustment. Exempt employees would get a 3% as well. Mr. Matteson stated that 3% is the rate of inflation so this raise is merely to keep up with inflation. Vice President Hatch stated cost of living increase is averaged at 1.6% to 2%. Mr. Matteson stated that despite the average, inflation appears to be more than 2%. Vice President Hatch reviewed recent year wages and salary increases stating there was a 6% increase in 2007/2008, a 5% increase in 2004/2005 and in 2008/2009, a 4% increase in 2005/2006, and a 3% increase in 2006/2007. The 3% recommendation is well within what other community college institutions are considering doing at this time. Changes in ASRS rates were discussed as well as upcoming health insurance changes. Mr. Matteson asked if insurance was provided through a Blue Cross Blue Shield contract. Vice President Hatch stated that the College has been part of Navajo County Schools Employee Benefit Trust, which is a self-funded trust, with other K-12 school districts in the county since 2001. It is a well-run trust and has good resources, and does contract with Blue Cross and Blue Shield, the third party administrator is a company called Summit out of Scottsdale.

7.C. Request to Approve Course Fees

Vice President Hatch stated that staff recommendation is to approve presented course fees as proposed. Course fees do not generate revenue they merely cover costs and expenses of consumable supplies.

Mr. Matteson moved to approve the proposed course fees. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

7.D. Request to Approve Tuition and General Fees Schedules

Vice President Hatch stated staff recommendation is to approve 2013/2014 Tuition and General Fees as presented. The GED fee change will not go into effect until January 2014 so was not changed at this point, at which time it will not need Board approval as the fee will be removed completely. Overall average increase is 3.1% increase. The average annual tuition rate of higher education institutions in the West is \$3,319, so NPC sits well below that amount.

Mr. Matteson moved to approve the Tuition and General Fees Schedules. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

At 12:00 p.m. Chair Handorf called for a break for the Board to get updated photos taken. The meeting was resumed at 12:25 p.m.

7.E. Request to Approve Lease Agreement with Kayenta Township

Vice President Hatch stated staff recommends approval of the new lease agreement with Kayenta Township authorizing President Swarthout to sign the agreement. The lease is a 5 year period with an option to extend for another 2 years. The lease rate will remain the same throughout at \$.75 per square foot. Anticipate being in new building for start of fall semester this year. Mr. Matteson asked if the new location is an improvement over existing facilities. Vice President

Navajo Community College District Governing Board Meeting – 3/19/13 – Page 4 of 7



Northland Pioneer College

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Hatch stated it definitely was. Mr. Matteson asked if tenant improvements will be needed, and Vice President Hatch stated that a build-out for lines from Frontier, in which the Township will be participating, will be needed. Mr. Winslow asked if Kayenta Township is a political subdivision of the Navajo Nation. Mr. Peaches stated it was and is the only Township in the country.

Mr. Peaches moved to approve the lease agreement with Kayenta Township. Mr. Matteson seconded the motion. ***The vote was unanimous in the affirmative.***

7.F. Request to Approve Computer Equipment Replacement

Director Eric Bishop stated that staff recommends the purchase of 180 HP Desktop Computers from World Wide Technologies in the amount of \$71,940, which is inclusive of all freight and sales tax. This purchase is part of a four year replacement cycle. Three competitive quotes were received for this purchase, with WWT being low bid, with sales tax cost will be \$719 per computer, compared to \$1,462 on the open market. Mr. Winslow asked if replacements are done on a staggered basis throughout campuses and centers. Eric Bishop stated that computers are replaced in a four year rolling cycle, three years heavier than the last, this being a lighter year.

Mr. Matteson moved to approve the purchase of the proposed replacement computer equipment. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

7.G. Request to Approve Changes to Curriculum – BUS & AIS

Vice President Vest stated that consolidating BUS and AIS programs the College will move from 11 different Associate of Applied Science degrees to 7 and by eliminating the AIS prefix and moving everything to BUS it will simplify choices for students and eliminate low enrollment classes.

Mr. Lucero made a motion to approve 7.G. and 7.H. simultaneously. Mr. Matteson seconded the motion. ***The vote was unanimous in the affirmative.***

7.H. Request to Approve Deletion of Program - AIS

See 7.G.

7.I. Request to Approve Changes to Curriculum – AA, AS, ABUS, AAEE, AAS and AGS

Vice President Vest stated the Arizona General Education Curriculum (AGEC) is a core of 35-37 credits that is aimed at university transfer and is a key component for students planning to transfer to one of the three state universities. Staff is recommending the Board approve two new courses to be added to the AGEC; World Music and Native American Art to be added to the humanities aspect of the AGEC. Mr. Matteson asked what World Music is in contrast to other music classes. Vice President Vest stated that World Music is a freshman level exploration of musical patterns and how they relate to cultures around the world, versus genres of music.

Mr. Lucero moved to approve adding the two new proposed courses to the AGEC that would change AA, AS, ABUS, AAEE, AAS and AGS curriculum. Mr. Winslow seconded the motion. ***The vote was unanimous in the affirmative.***



7.J. Request to Approve Curriculum – New MET Program

Vice President Vest stated this curriculum changes pertains to the mechatronics program that is related to the Sun Corridor Energy Grant. This was developed as a separate program from the power plant operations program because of the size of the core for the program. Mr. Winslow asked if anyone from pot ash mining companies had any input in to the curriculum. Kenny Keith stated that there were meetings with Pat Avery and had his input into what was needed in the program. Chair Handorf asked how the program differed from power plant operations. Kenny Keith stated that it differs largely in the area of hands on training.

Mr. Matteson moved to approve the proposed MET program. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.K. Request to Approve Changes to Curriculum - NUR

Vice President Vest stated that this change in curriculum is a new pathway to getting a nursing degree, an EMT to RN program. Vice President Vest stated there would be no need for additional staffing. Mr. Matteson asked how the EMT skill level would be verified. Vice President Vest stated they have to be state certified and will start with a bridge course.

Mr. Winslow moved to approve changes to the Nursing Curriculum. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Leslie Wasson

Director Wasson, co-chair of SPASC, stated that SPASC helps drive the strategic plan and link it to accreditation and have recently reviewed the revised requirements for Open Pathway Quality Initiative Project to make it clearer to the members what the Open Pathway will require from the College in the way of quality initiative projects. Suggested projects were reviewed for feasibility and the list was narrowed down to about six possibilities. These projects will be sent out as a survey to the entire community and have everyone vote on their top three choices and the top supported projects will be presented to the Board. The Portfolio Group, a subcommittee that reports to SPASC, is identifying which existing reports fit the criteria the College will be asked to provide as assurance of the excellence of our processes and will take a few weeks to bring back recommendations, but anticipate having three or four good candidates for exhibits for each criterion so we can relay the best possible NPC.

8.B. Human Resources Update – Blaine Hatch

Vice President Hatch reviewed the Human Resource Update with the Board.

8.C. President's Report – President Swarthout

President Swarthout asked Colleen Readel to address the Board and offer a formal invitation to commencement. Commencement is May 18, Saturday, and would like Board members to arrive by 12:30 at Show Low USD Auditorium. Check-in will be at the Faculty/Administrator/ Board check-in room to line up. Let Lisa Jayne know how many guests you will be bringing by April



Navajo Community College District Governing Board Meeting – 3/19/13 – Page 6 of 7

Northland Pioneer College

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16. Following the graduation ceremony there will be a reception on campus at Show Low High School. President Swarhout stated she and Vice President Vest did attend the SBDC awards luncheon yesterday. The Hub was the award winner from NPC. Spring Break will be next week. She reminded the Board about the Board retreat on Thursday, March 21, at Silvercreek Campus at 9:30 a.m., and College retreat will be on Friday, March 22.

Agenda Item 10: Board Report/Summary of Current Event

Mr. Matteson stated he attended the Construction Program kickoff at Snowflake and was seriously impressed. He did not think initially it would be much but was the number of people that showed and the quality of program was excellent. Mr. Winslow offered to any interested board member to borrow a copy of a February 1976 study committee report to recommend if the NPC Board should proceed with a \$6.5 million bond levy proposal to the tax payers to build the four campuses. Chair Handorf stated AADGB conference will most likely be held the last Friday of September. Also, ACCCC is looking for a coordinating director.

Agenda Item 12: Announcement of Next Regular Meeting: April 16, 2013.

Agenda Item 13: Adjournment

The meeting was adjourned at 1:14 p.m. upon a motion by Mr. Matteson, a second by Mr. Lucero, and a unanimous affirmative vote.

Respectfully submitted,

Lisa Jayne
Recording Secretary to the Board

Ginny Handorf
Chair

Daniel Peaches
Board Secretary



2013-14 COMPLETE BUDGET ANALYSIS

Summary:

The 2013-14 budget development process continues on target. The current budget calendar and the Board approved assumptions and guidelines are included. The proposed preliminary budget will be presented for action on the official forms provided by the Office of the Auditor General. The following analysis is intended to provide overall context for of the anticipated action items. The proposed budget reflects review by the budget managers and includes alignment with the President's initiatives and the strategic plan.

The preliminary expenditure budget currently reflects recommended increases in wages, anticipated increases in employee related expenses, and all operational budget requests.

The following items summarize the major components of the budget.

1. President's Initiatives and Strategic Plan priorities and linkages
2. General fund revenue estimates

Overall revenues are expected to remain flat compared to current fiscal year

Primary property tax levied at the maximum rate, which is 2% higher than current year tax levy and will require a truth-in-taxation hearing. Property tax valuation continues to decline causing the current tax rate of \$1.3515/\$100 NAV to a rate of \$1.5064.

Overall tuition and fee revenues are expected to decline as a result of a one-time adjustment in budget estimates to more favorably compare with audited financial statements.

Primary property tax (max levy):	\$13,608,093	+ \$440,531
Tuition:	\$4,755,000	- \$545,000
State Aid:	\$7,160,800	+\$101,000
Investment earnings:	\$125,000	No change
Grants and Contracts:	\$1,600,000	No change
Other:	\$200,000	No change
Transfers out:	- \$3,250,000	No change
TOTAL	\$24,198,893	-\$3,469

3. General fund expenditures

Requested wages and ERE:	\$17,067,829	+ \$563,002	+3.4%
Operating Expenditures:	\$6,840,416	+ \$192,862	+2.9%



TOTAL	\$23,908,245	+ \$755,864	+3.3%
--------------	---------------------	--------------------	--------------

- Shared Governance process recommendation of 3% increase in wages is included in request summary anticipated to cost approximately \$360,000.
- Benefit cost increases include employee base health insurance increase of 2.8% totaling about \$40,000 in additional cost. No changes in base plan benefit structure and addition of a low deductible health insurance option.
- Arizona State Retirement System cost increases for employer match increase from 11.14% to 11.54% totals approximately \$45,000
- Adjustments to adjunct, faculty overload, lab aid and temporary help expenditures expenditures total an additional \$118,000.

Budget managers have requested 2.9% in increases for non-employee costs. Increases are primarily for utility, telephone, IS contract and professional services, equipment maintenance, communication system components, and computer equipment.

The excess planned revenues of approximately \$290,000 will be added to \$1 million in general fund balance to allow for an overall contingency amount of just over \$1,290,000.

4. Unrestricted plant fund (capital) for 2013-14

a. Revenue includes

i. General fund transfer:	\$2,500,000	No change
ii. Fund balance:	\$9,585,000	+\$1,000,000

b. Expenditure requests:	\$12,241,149	+\$1,156,149
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5. Restricted fund (grants and student federal financial aid)

- a. General fund transfer remains same
- b. Anticipate increases in all revenue and expenditure categories
 - i. Increased grant opportunities
 - ii. Increased federal financial aid awards
 - iii. NATC capital
- c. Building Workforce Development (Proposition 301) construction fund.

6. Auxiliary fund

- a. General fund transfer remains same
- b. Community Services
- c. Business & Industry Training
- d. Bookstore and other auxiliary activities

7. Expenditure limitation

Staff anticipates the expenditure limit will be breached in FYE 2014; however, carry-forward will be used as a temporary solution.



BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2013 – 2014

AMENDED DECEMBER 2012 ✓

ACTIVITY	RESOURCE	DUE BY
1. Receive and approve budget calendar	DGB	20 November ✓
2. Employee Relations Committee receives wage/salary recommendation	FA/CASO	14 December ✓
3. Receive and approve budget assumptions & overview	DGB	18 December ✓
4. Departmental operational & capital budget material distributed	Ellison	4 January ✓
5. College Council receives wage and salary recommendation	ERC	11 January ✓
6. Departmental operational & capital budgets received	Executive Team	1 February ✓
7. Executive review of operational & capital budget	Executive Team	11 February ✓
8. College President receives wage and salary recommendation	College Council	15 February ✓
9. Receive introductory budget analysis	DGB	19 February ✓
10. Receive tuition and fee schedules	DGB	19 February ✓
11. Budget hearings	Budget Managers	1 March ✓
12. Receive preliminary budget analysis	DGB	19 March ✓
13. Approve tuition and fee schedules	DGB	19 March ✓
14. Receive wage and salary recommendation	DGB	19 March ✓
15. Receive complete budget analysis	DGB	16 April
16. Approve budget publication	DGB	16 April
17. Approve salary schedules	DGB	16 April
18. Adopt tentative current budget and three-year capital budget	DGB	16 April
19. Notice of budget public hearing/TNT hearing first published	Hatch/Ellison	3 May
20. Notice of TNT hearing second publication	Hatch/Ellison	10 May
21. Notice of budget public hearing/TNT hearing final publication	Hatch/Ellison	15 May
22. Public hearing conducted for taxpayers	DGB	21 May
23. Final current budget and three-year capital budget adopted	DGB	21 May
24. Notify PTOC of the amount of the primary property tax levied	Hatch/Ellison	22 May
25. Submit Tax levy to Navajo County	Hatch/Ellison	22 May

✓ **Completed**

* *Not completed*

**Northland Pioneer College
Departmental Budget Guidelines
FY 2013-14**

GENERAL ASSUMPTIONS

- Budget Development Calendar will be followed
- Introductory budget analysis for DGB in February will be prior to budget hearings and will be limited to an overview of expenditure and revenue trends.
- Preliminary budget analysis for DGB in March will include a detailed examination of budget planning similar to prior year preliminary budget analyses
- Statutory Expenditure Limit will be monitored. Carry-forward is available but should only be used to address short-term issues.

REVENUE ASSUMPTIONS

- Overall revenues are expected to remain flat compared to current fiscal year
- State funding expected to be increased in FY13-14 by approximately \$100,000
- Tuition and general fees will be set at a rate that
 - (A) Gives consideration to the impact on students
 - (B) Increases incrementally
 - (C) Is competitive in our market by maintaining a comparative position to the average tuition at other Arizona community colleges
- Course fees will be set at a rate calculated to offset expendable supplies and equipment
- Overall tuition and fee revenues are expected to decline as a result of a one-time adjustment in budget estimates to more favorably compare with audited financial statements
- Primary property tax will be levied at the maximum rate, which is 2% higher than current year tax and will require a truth-in-taxation hearing. Property tax valuation is expected to continue to decline causing a greater than 2% increase in the current tax rate of \$1.3515/\$100 NAV.
- Other revenues will be estimated based on historical information and emerging trends

EXPENDITURE ASSUMPTIONS

- Items in budget requests will be linked to the current **NPC Strategic Plan**. Any budget amounts that are higher than FY12-13 budget **or** actual historical spending will require written **justification and review during the budget hearing process.**
- Budget requests for operational and capital expenditures will be completed by **Friday, February 1, 2013.**

- SALARY SCHEDULES will be developed with
 - (A) Incrementally increasing rates
 - (B) Consideration to competitive market conditions by maintaining a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions.
 - (C) Consideration to salary recommendations received through the shared governance process
 - (D) Other
- BENEFITS will be developed with
 - (A) No expected major changes in base plan benefit structure with planned addition of a low deductible health insurance option
 - (B) Consideration on impact of third-party partnerships
 - (1) Navajo County Schools Employee Benefit Trust for medical and dental insurance
 - (2) Arizona State Retirement System for retirement contributions
- Education partner relationships will be maintained
 - (A) Apache County
 - (B) NAVIT
 - (C) Dual enrollment
 - (D) Other
- CAPITAL budget requests will be developed for a three-year period (2013 – 2016)
- GRANT funding will continue to be identified and pursued
- AUXILIARY fund activities will be maintained
- Other

Budget Categories & Targets:

Revenues	<ul style="list-style-type: none"> • Budget will be prepared by Administrative Services.
Salaries/Wages & Benefits	<ul style="list-style-type: none"> • Budget will be prepared by Administrative Services except for the following that budget managers will <u>include in budget request:</u> <ul style="list-style-type: none"> ○ Adjunct Salaries, ○ Overload, ○ Temporary Salaries, ○ Lab Aids, and ○ Substitute Salaries.
Operating Expenditures	<ul style="list-style-type: none"> • Funding expected to remain level in FY 13-14. • Budget requests should reflect only those items required to maintain service levels. • Any new programs/services must be initiated through the shared governance process, including adoption in the strategic plan.
Capital Expenditures	<ul style="list-style-type: none"> • No state funding in expected in future • All request for funding must be covered from the operation budget or reserved funds.

PRIMARY PROPERTY TAX LEVY

Summary:

The preliminary budget currently includes a two percent (2%) increase in the primary property tax levy for FY 2013-14; this is the maximum levy. The 2013 Levy Limit worksheet is attached and shows the figure as \$13,608,093. This is an increase of \$440,531 over the current levy. A Truth in Taxation hearing along with publication of notices will be required if this levy amount is included in the preliminary budget. The notices will be published on May 3, May 10 and May 15 in the Holbrook Tribune and on May 3, May 10 and May 14 in the White Mountain Independent. A notice of the Truth in Taxation hearing scheduled for May 21 will also be published and sent as a news release to all area media outlets. The news release will also present detailed supporting information for the proposed increase.

Staff recommends continuing to levy at the maximum rate in order to demonstrate a continuing and consistent local willingness to support the operations of the District and to recognize the value of the educational opportunities provided to communities and individuals throughout Navajo County.

The Board approved Budget Development assumptions and guidelines include a determination to levy at the maximum rate, which is 2% higher than current year tax levy. However, the Board may determine to levy a primary property tax below the maximum rate, including setting the rate at a level that does not require a truth-in-taxation hearing. The attached Truth in Taxation worksheet shows the calculation of this amount to be a levy of \$13,341,335. This is an increase of \$173,773 from new construction. As a result of reduced net assessed valuation, the rate would increase 9.3 percent to \$1.4739 per \$100 net assessed valuation.

Due to ongoing valuation negotiations related the closure of the Catalyst paper mill the final figures are expected to require additional adjustments which may result in reduced primary property tax revenues in 2013-14.

Final action on the primary property tax levy will be taken at a special meeting on May 21, 2013, following the Truth in Taxation and budget hearings. The levy can be decreased but not increased at that time.

Graphs showing the maximum levy and the TNT levy amount compared to historical information are included, along with the current property tax information for all community college districts in Arizona.





Navajo County Assessor's Office

CAMMY DARRIS
ASSESSOR

Darlene Fraley
Chief Deputy

DATE: February 7, 2013
TO: Navajo County Jurisdictions
FROM: Cammy Darris *cd*
Navajo County Assessor
RE: FCV and LPV Valuations (February 10th)



In compliance with A.R.S. 42-17052 the Navajo County Assessor's Office is providing the February 10th required Full Cash and Limited Property Values to the jurisdictions. These February 10th valuations include Commercial Business Personal Property from the prior year, as the Business Personal Property Renditions have until April 1 to report additions and deletions. As you are aware the Catalyst Paper Mill closed last year, this closure could affect the valuations for the 2013 tax roll but the impact is unknown at this time as Catalyst Paper has until April 1, 2013 to report any commercial personal property changes.

42-17052. Values furnished by county assessor and fire districts

A. On or before February 10 of the tax year, the county assessor shall transmit and certify to the property tax oversight commission and to the governing body of the political subdivision or district in the county the values that are required to compute the levy limit prescribed by sections 42-17051 and 48-807. For the purposes of this section, these values shall not be changed for the official calculation of levy limits and tax rates after February 10 without the approval of the property tax oversight commission. These values shall include:

- 1. The finally equalized valuation of all property, less estimated exemptions, appearing on the tax roll for the current tax year to be used to fix, levy and assess the political subdivision's taxes.*
- 2. The value of the property on the personal property tax roll determined pursuant to section 42-17053.*

B. On or before February 10 of the tax year, the county assessor shall determine the limited property value for the current tax year of each school district in the county and shall transmit the values to the county school superintendent to assist the superintendent in computing equalization assistance for education as provided in section 15-991.

C. On or before February 10 of the tax year, the county assessor shall transmit to the staff of the joint legislative budget committee and to the governor's office of strategic planning and budgeting the values that are required to compute the truth in taxation rates prescribed by section 41-1276.

D. On or before February 10 of the tax year, the governing board of each fire district shall transmit to the property tax oversight commission the total assessed value of all property annexed by the district in the preceding calendar year.

2013 LEVY LIMIT WORKSHEET

Date: 2/7/2013

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
--

2013 New Construction = \$11,766,280

MAXIMUM LEVY	2012
---------------------	-------------

A.1. Maximum Allowable Primary Tax Levy	\$13,167,562
A.2. A.1 multiplied by 1.02	\$13,430,913

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2013
--	-------------

B.1. Centrally Assessed	\$268,868,260
B.2. Locally Assessed Real Property	\$604,036,768
B.3. Locally Assessed Personal Property	\$18,680,546
B.4. Total Assessed Value (B.1 through B.3)	\$891,585,574
B.5. B.4. divided by 100	\$8,915,856

CURRENT YEAR NET ASSESSED VALUES	2013
---	-------------

C.1. Centrally Assessed	\$272,274,079
C.2. Locally Assessed Real Property	\$612,397,229
C.3. Locally Assessed Personal Property	\$18,680,546
C.4. Total Assessed Value (C.1 through C.3)	\$903,351,854
C.5. C.4. divided by 100	\$9,033,519

LEVY LIMIT CALCULATION	2013
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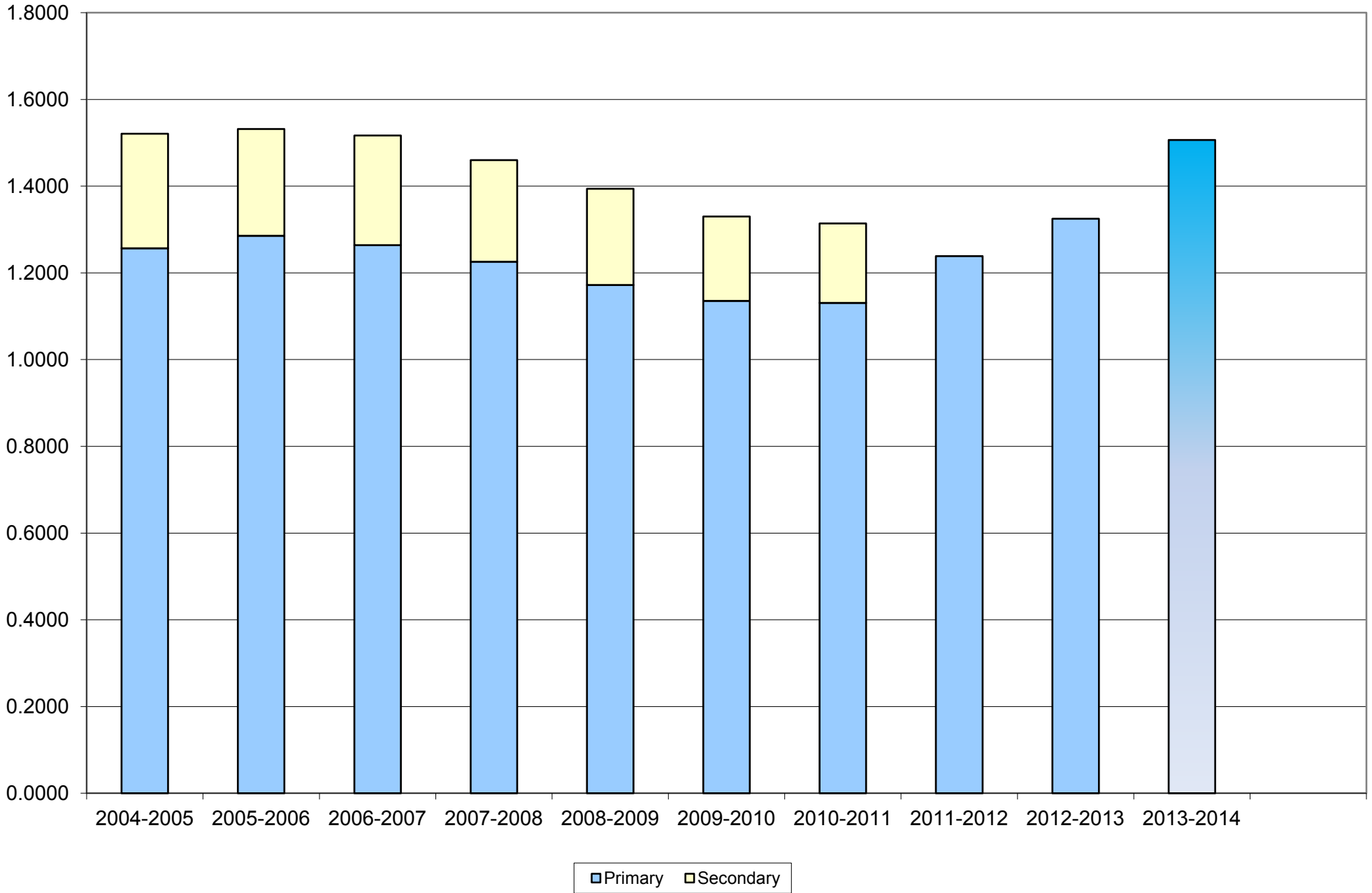
D.1. LINE A.2	\$13,430,913
D.2. LINE B.5	\$8,915,856
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.5064
D.4. LINE C.5	\$9,033,519
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	\$13,608,093
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)	\$13,608,093

TNT ANALYSIS

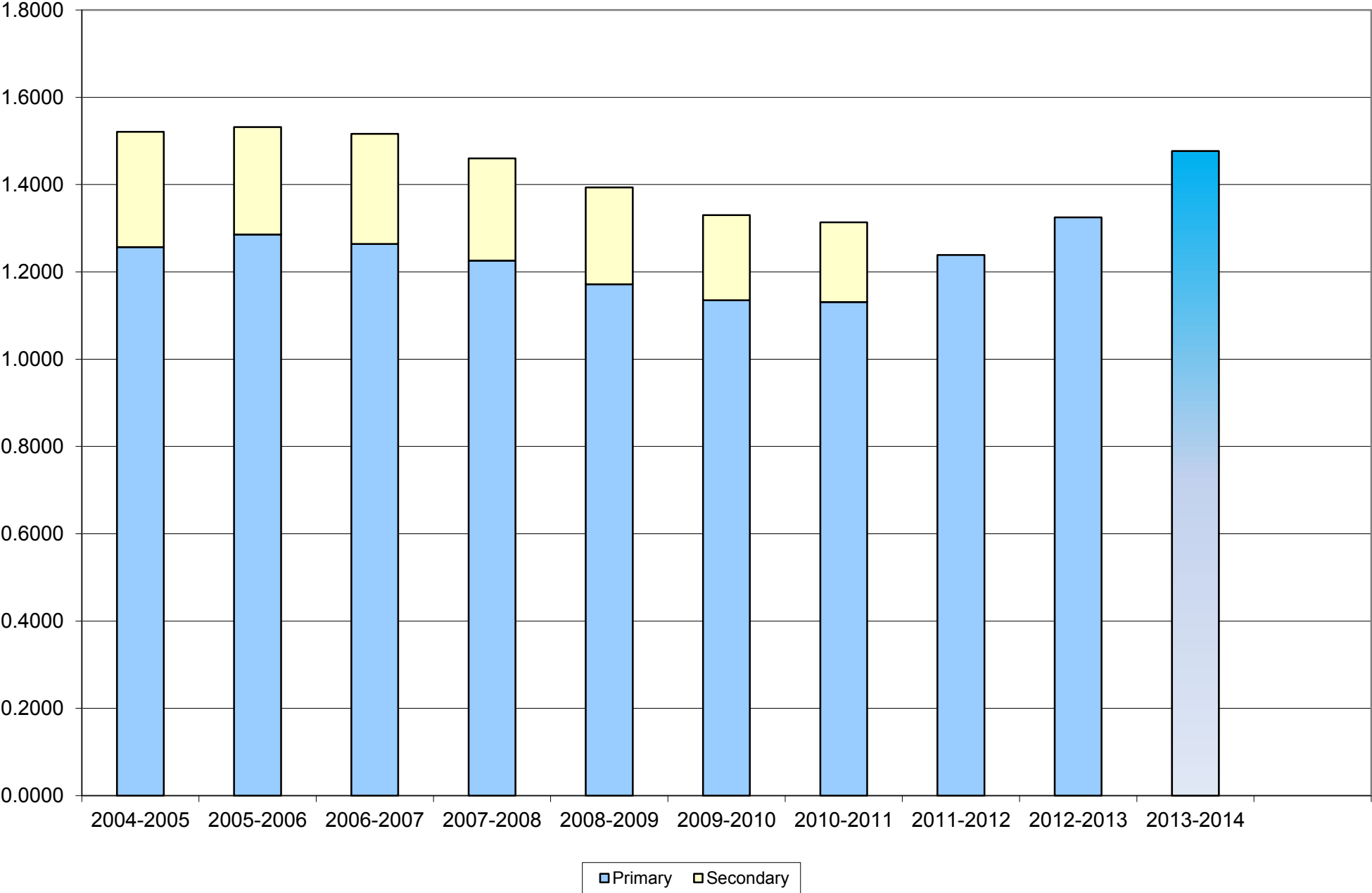
Estimate

Prior Year Primary Property Tax Levy	13,167,562
Current Year Net Assessed Valuation	903,351,854
Current Year Value of New Construction	11,766,280
Current Year Net Assessed Valuation minus new construction	891,585,574
Maximum Tax Rate Without a TNT Hearing	1.4769
Growth in Property Tax Levy Capacity from New Construction	173,773
Max Current Yr Primary Property Tax Levy W/O TNT Hearing	13,341,335
Proposed Current Year Primary Property Tax Levy	13,608,093
Prop Cur Yr Inc in Prim Prop Tax, Exclusive of New Construction	266,759
Proposed % Increase in Current Year Primary Property Tax Levy	2.00%
Proposed Current Year Primary Property Tax Rate	1.5064
Proposed Increase in Primary Property Tax Rate	0.0295
Prop Cur Yr Prim Prop Tax Levy on a Home Valued at \$100,000	150.64
Cur Yr Prim Prop Tax Levy on a \$100,000 Home if tax rate not inc	147.69
Prop Cur Yr Prim Prop Tax Levy increase on a Home Val at \$100,000	2.95
Maximum Current Year Levy	13,608,093
Maximum Current Year Rate	1.5064
Proposed Current Year Levy Below Maximum Levy	-
Proposed Current Year Rate Below Maximum Rate	-

Property Tax Rates



Property Tax Rates - No TNT Hearing



Arizona Community Colleges

<u>DISTRICT</u>	2011- 2012			2012- 2013		
	Primary	Secondary	Total	Primary	Secondary	Total
Cochise	\$ 1.6657	\$ -	\$ 1.6657	\$ 1.7329		\$ 1.7329
Coconino	\$ 0.3649	\$ 0.1085	\$ 0.4734	\$ 0.3875	\$ 0.1052	\$ 0.4927
Gila	\$ 0.6833		\$ 0.6833	\$ 0.7457		\$ 0.7457
Graham	\$ 2.1445	\$ -	\$ 2.1445	\$ 2.4123		\$ 2.4123
Maricopa	\$ 1.0123	\$ 0.1959	\$ 1.2082	\$ 1.1563	\$ 0.2215	\$ 1.3778
Mohave	\$ 0.9779	\$ -	\$ 0.9779	\$ 1.0951		\$ 1.0951
Navajo	\$ 1.2387	\$ -	\$ 1.2387	\$ 1.3515	\$ -	\$ 1.3515
Pima	\$ 1.0846	\$ 0.0248	\$ 1.1094	\$ 1.1484	\$ 0.0257	\$ 1.1741
Pinal	\$ 1.6070	\$ 0.2459	\$ 1.8529	\$ 1.6070	\$ 0.2459	\$ 1.8529
Santa Cruz	\$ 0.0690		\$ 0.0690	\$ 0.0699		\$ 0.0699
Yavapai	\$ 1.4270	\$ 0.1900	\$ 1.6170	\$ 1.6725	\$ 0.2150	\$ 1.8875
Yuma/La Paz	\$ 1.6164	\$ 0.3287	\$ 1.9451	\$ 1.6874	\$ 0.3470	\$ 2.0344
Average*	\$ 1.3139	\$ 0.1823	\$ 1.4962	\$ 1.4251	\$ 0.1934	\$ 1.6185

REQUEST TO APPROVE 2013-14 WAGE & SALARY RECOMMENDATION AND SALARY SCHEDULES

Recommendation:

Staff recommends increasing wages by three percent for the 2013-14 fiscal year. The recommendation includes providing a step to all employees on the faculty schedule, which equals a 3% increase, with no change to the schedule; increasing the overload/adjunct pay rates by 3%; providing a step to all employees on the non-exempt schedule and adjusting the base in the non-exempt schedule to assure that each employee in this class receive an increase of at least 3% as long as the employee is eligible for a step increase; providing a 3% increase to all exempt employees, with no change to the group minimum/maximum.

Summary:

Board approved budget assumptions for salary include the following criteria: a) incrementally increasing rates; b) consideration to competitive market conditions by maintaining a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions; c) consideration to salary recommendations received through the shared governance process.

All current salary schedules are included along with the recommended schedules.

Also included is a chart showing the 2012-13 salary changes along with the expected changes for 2013-14 at other Arizona community colleges and a graph detailing wage adjustments since 2004-05.

The expected budget impact of this recommendation has been factored in to the budget analysis and represents an annual increase of approximately \$360,000.

EMPLOYEE RELATED EXPENSES

ASRS Employee and employer ASRS contributions will increase from 11.14 percent to 11.54 percent. The institutional impact is expected to be an increase in expenditures of approximately \$45,000. The Alternate Contribution Rate (ACR) of 9.2 percent will be applied to all ASRS retirees who are functioning as employees through ASRS Return to Work (RTW) provisions. The ACR will continue to be split evenly with RTW employees. A graph is included with information on ASRS contribution rates since 2004-05 and estimated rates for 2014-15.



Health Insurance The Navajo County School Employee Trust continued to operate well in 2012, successfully managing double-digit increases in healthcare cost. Employer cost will remain unchanged and dependent coverage will continue to be offered as an option with the employee bearing the entire cost. Employees with basic coverage will not see any changes in the benefit plan with an increase in premiums of 2.8%. The premier plan will be discontinued.

A new plan option will be added: High Deductible Health Plan which will be combined with an employee Health Savings Account. The deductible will be \$2,500 for employee only coverage or \$5,000 for employees covering dependents. The District's annual cost savings of \$1,000 will be placed in the employee health savings account in July.

Cost information sheets for the current and upcoming year are included for comparison. Open enrollment for employees began April 8th and will continue through April 19th.

COST OF LIVING

In February 2013 compared to the prior 12 months, the all-items Consumer Price Index (CPI) increased 0.7 percent on a seasonally adjusted basis. The 12-month change has been 2.0 percent before seasonal adjustment.

The index for all items less food and energy rose has also risen 2.0 percent over the last 12 months. The food index has risen 1.6 percent over the last 12 months while the energy index has increased 2.3 percent.

The index for all items less food and energy decreased 0.2 percent in February. The gasoline index rose 9.1 percent in February to account for almost three-fourths of the seasonally adjusted all items index. Increases in the indexes for shelter, used cars and trucks, recreation, and medical care all rose in February. These increases more than offset declines in the indexes for new vehicles, apparel, airline fares, and tobacco.

The indexes for electricity, natural gas, and fuel oil also increased, leading to a 5.1 percent rise in the energy index. The index for food increased 0.1 percent in February.



**Northland Pioneer College
2012 - 2013 Faculty Salary Schedule**

Step	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1											
2											
3											
4											
5											
6											
7	\$40,866	\$41,602	\$42,350	\$43,113	\$43,889	\$44,679	\$45,483	\$46,302	\$47,135	\$47,984	\$48,847
8	\$42,092	\$42,850	\$43,621	\$44,406	\$45,206	\$46,019	\$46,847	\$47,691	\$48,549	\$49,424	\$50,312
9	\$43,355	\$44,136	\$44,929	\$45,739	\$46,562	\$47,400	\$48,253	\$49,122	\$50,006	\$50,906	\$51,822
10	\$44,656	\$45,460	\$46,277	\$47,111	\$47,959	\$48,822	\$49,701	\$50,595	\$51,506	\$52,433	\$53,376
11	\$45,995	\$46,823	\$47,665	\$48,524	\$49,397	\$50,287	\$51,192	\$52,113	\$53,051	\$54,006	\$54,978
12	\$47,375	\$48,228	\$49,095	\$49,980	\$50,879	\$51,795	\$52,727	\$53,677	\$54,642	\$55,627	\$56,627
13	\$48,796	\$49,675	\$50,568	\$51,479	\$52,406	\$53,349	\$54,309	\$55,287	\$56,282	\$57,295	\$58,326
14	\$50,260	\$51,165	\$52,085	\$53,024	\$53,978	\$54,950	\$55,938	\$56,946	\$57,970	\$59,014	\$60,076
15	\$51,768	\$52,700	\$53,648	\$54,614	\$55,597	\$56,598	\$57,617	\$58,654	\$59,709	\$60,785	\$61,878
16	\$53,321	\$54,281	\$55,257	\$56,253	\$57,265	\$58,296	\$59,345	\$60,414	\$61,500	\$62,608	\$63,734
17	\$54,921	\$55,910	\$56,915	\$57,940	\$58,983	\$60,045	\$61,125	\$62,226	\$63,345	\$64,486	\$65,646
18	\$56,568	\$57,587	\$58,622	\$59,678	\$60,753	\$61,846	\$62,959	\$64,093	\$65,246	\$66,421	\$67,616
19	\$58,266	\$59,315	\$60,381	\$61,469	\$62,575	\$63,702	\$64,848	\$66,016	\$67,203	\$68,414	\$69,644
20	\$60,014	\$61,094	\$62,192	\$63,313	\$64,452	\$65,613	\$66,793	\$67,996	\$69,219	\$70,466	\$71,733
21	\$61,814	\$62,927	\$64,058	\$65,212	\$66,386	\$67,581	\$68,797	\$70,036	\$71,296	\$72,580	\$73,885
22	\$63,668	\$64,815	\$65,980	\$67,169	\$68,378	\$69,608	\$70,861	\$72,137	\$73,435	\$74,758	\$76,102
23	\$65,578	\$66,759	\$67,959	\$69,184	\$70,429	\$71,697	\$72,987	\$74,301	\$75,638	\$77,000	\$78,385

Adjunct Faculty Rate/Load Unit

Level	Amt
Level 1	\$650
Level 2	\$670
Level 3	\$690

Substitute Rate

**Northland Pioneer College
Hourly Rate - Nonexempt Staff 2012-2013 Schedule**

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	
1	\$ 11.94	\$ 12.30	\$ 12.66	\$ 13.02	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	
2	\$ 12.30	\$ 12.66	\$ 13.02	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	
3	\$ 12.66	\$ 13.02	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	
4	\$ 13.02	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	
5	\$ 13.38	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	
6	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	
7	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	
8	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	
9	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	
10	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	
11	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	
12	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	
13	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	
14	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	
15	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	
16	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	
Level 1												
Level 2												
Level 3												

Hourly Rate - Technical and Skilled Craft 2012-2013 Schedule

Step	Grade >												
	1	2	3	4	5	6	7	8	9	10	11	12	
1	\$ 13.74	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	
2	\$ 14.10	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	
3	\$ 14.46	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	
4	\$ 14.82	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	
5	\$ 15.18	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	
6	\$ 15.54	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	
7	\$ 15.90	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	
8	\$ 16.26	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	
9	\$ 16.62	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	
10	\$ 16.98	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	
11	\$ 17.34	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	
12	\$ 17.70	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66	
13	\$ 18.06	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66	\$ 22.02	
14	\$ 18.42	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66	\$ 22.02	\$ 22.38	
15	\$ 18.78	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66	\$ 22.02	\$ 22.38	\$ 22.74	
16	\$ 19.14	\$ 19.50	\$ 19.86	\$ 20.22	\$ 20.58	\$ 20.94	\$ 21.30	\$ 21.66	\$ 22.02	\$ 22.38	\$ 22.74	\$ 23.10	
Level T1													
Level T2													
Level T3													

**Northland Pioneer College
Exempt Salary Range Chart 2012-2013**

12 Month Staff		
Group	Base	Max
B2	\$34,599	\$48,439
B1	\$37,549	\$52,570
C3	\$38,509	\$53,912
C2	\$42,168	\$59,035
C1	\$44,880	\$62,832
D3	\$50,074	\$70,103
D2	\$62,687	\$87,762
D1	\$81,605	\$110,167
E	\$103,073	\$139,149

11 Month Staff		
Group	Base	Max
B2	\$31,273	\$43,783
B1	\$33,940	\$47,516
C3	\$34,807	\$48,729
C2	\$38,114	\$53,359
C1	\$40,566	\$56,792

10 Month Staff		
Group	Base	Max
B2	\$28,611	\$40,055
B1	\$31,050	\$43,471
C3	\$31,844	\$44,581
C2	\$34,869	\$48,817
C1	\$37,112	\$51,957

Exempt Positions by Salary Group	
B2	Center Manager
B2	Financial Aid Advisor/Technician
B2	Information Services Manager
B2	Lead Technician for Technical Services
B2	Network Support Technician
B2	Technical Designer/Production Manager
B1	Associate Librarian
B1	Bookstore Manager
B1	Campus Manager
B1	Small Business Analyst
C3	Academic Advisor
C3	Carl Perkins Grant Manager
C3	Recruitment Advisor
C2	Apache Families First Coordinator
C2	Assistant to the President
C2	Biology Lab Manager
C2	Coordinator of High School Programs
C2	General Ledger Accountant
C2	Head Librarian
C2	Media Relations Coordinator
C2	Payroll Supervisor
C2	Student Account Coordinator
C1	ABE Special Sites Coordinator
C1	ADOC Program Coordinator
C1	Business & Industry Training Coordinator
C1	Coordinator of Community Education
C1	Coordinator of Student Services Info Systems
C1	Disabilities Resource & Access Coordinator
C1	Institutional Research Analyst
C1	System Analyst/Programmer
D3	Apache County Coordinator
D3	Director of Financial Aid
D3	Director of Small Business Development Center
D2	Controller
D2	Director of Developmental Services
D2	Director of Facilities & Vehicles
D2	Director of Human Resources
D2	Director of Institutional Effectiveness
D2	Director of Marketing & Public Relations
D2	Director of Public Safety
D2	Network & Systems Administrator
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Nursing & Allied Health
D1	Director of Financial Services
D1	Dean of Students
D1	Director of Information Services
E	Vice President for Administrative Services
E	Vice President for Learning & Student Services

**Northland Pioneer College
2013 - 2014 Faculty Salary Schedule PROPOSED**

Step	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1											
2											
3											
4											
5											
6											
7	\$40,866	\$41,602	\$42,350	\$43,113	\$43,889	\$44,679	\$45,483	\$46,302	\$47,135	\$47,984	\$48,847
8	\$42,092	\$42,850	\$43,621	\$44,406	\$45,206	\$46,019	\$46,847	\$47,691	\$48,549	\$49,424	\$50,312
9	\$43,355	\$44,136	\$44,929	\$45,739	\$46,562	\$47,400	\$48,253	\$49,122	\$50,006	\$50,906	\$51,822
10	\$44,656	\$45,460	\$46,277	\$47,111	\$47,959	\$48,822	\$49,701	\$50,595	\$51,506	\$52,433	\$53,376
11	\$45,995	\$46,823	\$47,665	\$48,524	\$49,397	\$50,287	\$51,192	\$52,113	\$53,051	\$54,006	\$54,978
12	\$47,375	\$48,228	\$49,095	\$49,980	\$50,879	\$51,795	\$52,727	\$53,677	\$54,642	\$55,627	\$56,627
13	\$48,796	\$49,675	\$50,568	\$51,479	\$52,406	\$53,349	\$54,309	\$55,287	\$56,282	\$57,295	\$58,326
14	\$50,260	\$51,165	\$52,085	\$53,024	\$53,978	\$54,950	\$55,938	\$56,946	\$57,970	\$59,014	\$60,076
15	\$51,768	\$52,700	\$53,648	\$54,614	\$55,597	\$56,598	\$57,617	\$58,654	\$59,709	\$60,785	\$61,878
16	\$53,321	\$54,281	\$55,257	\$56,253	\$57,265	\$58,296	\$59,345	\$60,414	\$61,500	\$62,608	\$63,734
17	\$54,921	\$55,910	\$56,915	\$57,940	\$58,983	\$60,045	\$61,125	\$62,226	\$63,345	\$64,486	\$65,646
18	\$56,568	\$57,587	\$58,622	\$59,678	\$60,753	\$61,846	\$62,959	\$64,093	\$65,246	\$66,421	\$67,616
19	\$58,266	\$59,315	\$60,381	\$61,469	\$62,575	\$63,702	\$64,848	\$66,016	\$67,203	\$68,414	\$69,644
20	\$60,014	\$61,094	\$62,192	\$63,313	\$64,452	\$65,613	\$66,793	\$67,996	\$69,219	\$70,466	\$71,733
21	\$61,814	\$62,927	\$64,058	\$65,212	\$66,386	\$67,581	\$68,797	\$70,036	\$71,296	\$72,580	\$73,885
22	\$63,668	\$64,815	\$65,980	\$67,169	\$68,378	\$69,608	\$70,861	\$72,137	\$73,435	\$74,758	\$76,102
23	\$65,578	\$66,759	\$67,959	\$69,184	\$70,429	\$71,697	\$72,987	\$74,301	\$75,638	\$77,000	\$78,385

Adjunct Faculty Rate/Load Unit

Level	Amt
Level 1	\$670
Level 2	\$690
Level 3	\$710

Substitute Rate

**Northland Pioneer College
Hourly Rate - Nonexempt Staff 2013-2014 Schedule PROPOSED**

Step	Grade >										
	1	2	3	4	5	6	7	8	9	10	11
1	\$ 12.21	\$ 12.57	\$ 12.93	\$ 13.29	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81
2	\$ 12.57	\$ 12.93	\$ 13.29	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17
3	\$ 12.93	\$ 13.29	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53
4	\$ 13.29	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89
5	\$ 13.65	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25
6	\$ 14.01	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61
7	\$ 14.37	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97
8	\$ 14.73	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33
9	\$ 15.09	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69
10	\$ 15.45	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05
11	\$ 15.81	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41
12	\$ 16.17	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77
13	\$ 16.53	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77	\$ 20.13
14	\$ 16.89	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77	\$ 20.13	\$ 20.49
15	\$ 17.25	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77	\$ 20.13	\$ 20.49	\$ 20.85
16	\$ 17.61	\$ 17.97	\$ 18.33	\$ 18.69	\$ 19.05	\$ 19.41	\$ 19.77	\$ 20.13	\$ 20.49	\$ 20.85	\$ 21.21
Level 1											
			Level 2								
						Level 3					

Hourly Rate - Technical and Skilled Craft 2013-2014 Schedule

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$ 14.07	\$ 14.43	\$ 14.79	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03
2	\$ 14.43	\$ 14.79	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39
3	\$ 14.79	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75
4	\$ 15.15	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11
5	\$ 15.51	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47
6	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83
7	\$ 16.23	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19
8	\$ 16.59	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55
9	\$ 16.95	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91
10	\$ 17.31	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27
11	\$ 17.67	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63
12	\$ 18.03	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99
13	\$ 18.39	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35
14	\$ 18.75	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71
15	\$ 19.11	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71	\$ 23.07
16	\$ 19.47	\$ 19.83	\$ 20.19	\$ 20.55	\$ 20.91	\$ 21.27	\$ 21.63	\$ 21.99	\$ 22.35	\$ 22.71	\$ 23.07	\$ 23.43
Level T1												
			Level T2									
						Level T3						

**Northland Pioneer College
Exempt Salary Range Chart 2013-2014 PROPOSED**

12 Month Staff		
Group	Base	Max
B2	\$34,599	\$48,439
B1	\$37,549	\$52,570
C3	\$38,509	\$53,912
C2	\$42,168	\$59,035
C1	\$44,880	\$62,832
D3	\$50,074	\$70,103
D2	\$62,687	\$87,762
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B2	Financial Aid Advisor/Technician
B2	Information Services Manager
B2	Lead Technician for Technical Services
B2	Network Support Technician
B2	Technical Designer/Production Manager
B1	Associate Librarian
B1	Bookstore Manager
B1	Campus Manager
B1	Small Business Analyst
C3	Academic Advisor
C3	Carl Perkins Grant Manager
C3	Recruitment Advisor
C2	Apache Families First Coordinator
C2	Assistant to the President
C2	Biology Lab Manager
C2	Coordinator of High School Programs
C2	General Ledger Accountant
C2	Head Librarian
C2	Media Relations Coordinator
C2	Payroll Supervisor
C2	Student Account Coordinator
C1	ABE Special Sites Coordinator
C1	ADOC Program Coordinator
C1	Business & Industry Training Coordinator
C1	Coordinator of Community Education
C1	Coordinator of Student Services Info Systems
C1	Disabilities Resource & Access Coordinator
C1	Institutional Research Analyst
C1	System Analyst/Programmer
D3	Apache County Coordinator
D3	Director of Financial Aid
D3	Director of Small Business Development Center
D2	Controller
D2	Director of Developmental Services
D2	Director of Facilities & Vehicles
D2	Director of Human Resources
D2	Director of Institutional Effectiveness
D2	Director of Marketing & Public Relations
D2	Director of Public Safety
D2	Network & Systems Administrator
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Nursing & Allied Health
D1	Director of Financial Services
D1	Dean of Students
D1	Director of Information Services
E	Vice President for Administrative Services
E	Vice President for Learning & Student Services

Wage Comparison

2012-2013

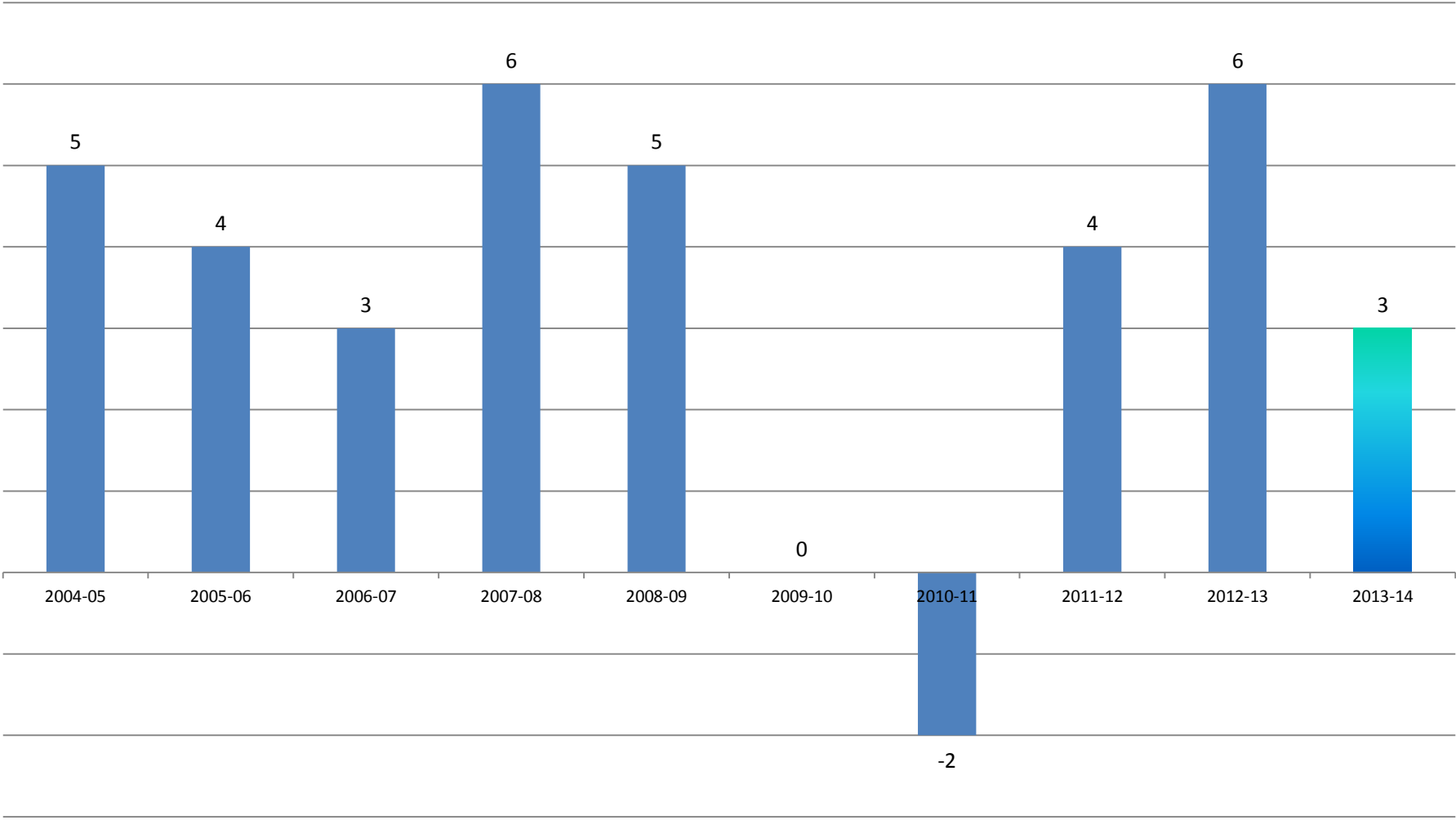
	Faculty	Classified Staff	Admin Staff
Average	3.1%	3.1%	3.1%
Arizona Western	3.0%	3.0%	3.0%
Central*	0.0%	0.0%	0.0%
Cochise	3.0%	3.0%	3.0%
Coconino	3.0%	3.0%	3.0%
Eastern	4.0%	4.0%	4.0%
Maricopa	2.0%	2.0%	2.0%
Mohave	2.5%	2.5%	2.5%
Northland	6.0%	6.0%	6.0%
Pima	4.0%	4.0%	4.0%
Yavapai	3.0%	3.0%	3.0%
NPC var from Average	3.0%	3.0%	3.0%

* Added 2 days additional leave

2013-2014 Proposed

	Faculty	Classified Staff	Admin Staff
Average	2.7%	3.0%	2.1%
A	3.0%	3.0%	3.0%
B	2.4%	\$ 1,500	\$ 1,500
C	4.0%	4.0%	4.0%
D	2.0%	2.0%	2.0%
Northland	3.0%	3.0%	3.0%
E	2.0%	2.0%	2.0%
F	2.4%	2.9%	2.1%
G	2.4%	2.4%	2.4%
H	3.2%	4.0%	\$ 1,000
I	2.5%	2.5%	2.5%
NPC var from Average	0.3%	0.0%	0.9%

Annual Percentage Change in Wages





Arizona State Retirement System

3300 North Central Avenue, Phoenix, AZ 85012

WWW.AZASRS.GOV

Fact Sheet

CONTRIBUTION RATES

Defined Benefit Plan

The Arizona State Retirement System, created in 1953, is a state agency providing a guaranteed life-long pension benefit, a long-term disability income plan, retiree health insurance and survivor benefits to its members.

Contribution rates are actuarially determined and approved by the ASRS Board of Trustees and are adjusted to ensure the plan remains fiscally sound and able to meet current and future obligations.

The ASRS is a match plan, meaning the contribution rate applies to employees and employers.

There are two portions to the ASRS contribution rate – the Retirement Pension & Health Insurance Benefit, and the Long Term Disability Income Plan. The Pension Plan contribution is a pre-tax deduction, and the Long-Term Disability deduction is post-tax.

	Fiscal 2012-13 (Effective July 1, 2012)		
	Retirement Pension & Health Insurance Benefit	Long Term Disability Income Plan	Total
Employee	10.90%	0.24%	11.14%
Employer	10.90%	0.24%	11.14%

	Fiscal 2013-14 (Effective July 1, 2013)		
	Retirement Pension & Health Insurance Benefit	Long Term Disability Income Plan	Total
Employee	11.30%	0.24%	11.54%
Employer	11.30%	0.24%	11.54%

NORTHLAND PIONEER COLLEGE

Insurance Costs for Employees

Effective July 1, 2012

Navajo County Schools Employee Benefits Trust Cost of Medical Insurance

2012-2013 Contribution Rates

Basic Plan (B-25)*

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$491	\$39	\$0
Employee & Spouse	\$982	\$84	\$536
Employee & Child (ren)	\$982	\$90	\$542
Employee & Family	\$1,089	\$123	\$682

Premier Plan (A-15)*

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$652	\$39	\$161
Employee & Spouse	\$1,271	\$84	\$825
Employee & Child (ren)	\$1,271	\$90	\$831
Employee & Family	\$1,406	\$123	\$999

**The cost of the Basic Plan for employee medical & dental insurance is an employee benefit and is deducted from the total monthly cost.*

VOLUNTARY DEDUCTION

Cost of Avesis Insurance Group ID 1056 Carrier #10790

Covered Group	Vision Cost
Employee Only	\$8.05
Employee & Spouse	\$15.13
Employee & Child (ren)	\$16.58
Employee & Family	\$20.93

For benefit questions call 1-800-828-9341

Locate an AVESIS Provider at www.avesis.com

NORTHLAND PIONEER COLLEGE

Insurance Costs for Employees

Effective July 1, 2013

Navajo County Schools Employee Benefits Trust Cost of Medical Insurance 2013-2014 Contribution Rates

Basic Plan (B-25)*

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$505	\$40	\$0
Employee & Spouse	\$1,010	\$86	\$551
Employee & Child (ren)	\$1,010	\$93	\$558
Employee & Family	\$1,120	\$126	\$701

High Deductible Health Plan**

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$505	\$40	\$0
Employee & Spouse	\$926	\$86	\$467
Employee & Child (ren)	\$926	\$93	\$474
Employee & Family	\$1,018	\$126	\$599

**The cost of the Basic Plan for employee medical & dental insurance is an employee benefit and is deducted from the total monthly cost.*

***The annual cost difference of the High Deductible Health Plan will be contributed to the employee Health Savings Account in July, 2013.*

VOLUNTARY DEDUCTION

Cost of Avesis Insurance Group ID 1056 Carrier #10790

Covered Group	Vision Cost
Employee Only	\$8.05
Employee & Spouse	\$15.13
Employee & Child (ren)	\$16.58
Employee & Family	\$20.93

For benefit questions call 1-800-828-9341

Locate an AVESIS Provider at www.avesis.com

REQUEST TO APPROVE 2013-14 PRELIMINARY BUDGET

Recommendation:

Staff recommends approval of the 2013-2014 Preliminary Budget as presented.

Summary:

The preliminary budget as approved by the District Governing Board will be published prior to the budget hearing according to statutory requirements. Notices about the budget hearing will be published on the NPC website, in the Holbrook Tribune and in the White Mountain Independent. A notice of the hearing scheduled for May 21 will also be published and sent as a news release to all area media outlets.

The preliminary budget includes operational and staffing adjustments based on the NPC Strategic Plan approved by the District Governing Board along with Board discussions throughout the budget development process. Extensive involvement at the department and executive level produced the attached budget proposal through the approved budget development calendar, assumptions and guidelines.

Adjustments to the revenue estimates discussed in the regular March 2013 Board meeting have been refined and several technical changes have been included on the attached official budget forms. The changes will be discussed during the Board meeting. The preliminary budget reflects the maximum primary property tax levy.

The State of Arizona FY 2013-14 budget has not been approved as of this writing; however, the community college system's recommendation to follow statutory formula is expected to be funded. The formulas for both operating state aid and equalization aid combine for a total increase of \$101,000. FY2013-14 will be the fifth year without any capital state aid. However, a fifty percent reintroduction of the funding is being considered specifically for STEM equipment funding.

Expenditure targets have also been modified as a result of the budget hearings and subsequent discussions. A three percent (3%) increase for all regular employee classes is also included in the preliminary budget.

Staff anticipates the expenditure limit may be breached in FYE 2014, but additional carry-forward balances will cover the excess.

Staff will review the budget with the Board and will also answer questions. The budget can be reduced, but cannot be increased at the Board meeting on May 21, 2013.



OFFICIAL BUDGET FORMS
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
FISCAL YEAR 2014

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2014
SUMMARY OF BUDGET DATA**

	Budget 2014	Budget 2013	Increase/Decrease From Budget 2013 To Budget 2014	
			Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$ 25,698,893	\$ 24,199,362	\$ 1,499,531	6.2%
Unexpended Plant Fund	12,199,300	11,085,000	1,114,300	10.1%
Retirement of Indebtedness Plant Fund				
TOTAL	\$ 37,898,193	\$ 35,284,362	\$ 2,613,831	7.4%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$ 11,681 /FTSE	\$ 10,083 /FTSE	\$ 1,598 /FTSE	15.9%
Unexpended Plant Fund	\$ 5,545 /FTSE	\$ 4,619 /FTSE	\$ 926 /FTSE	20.1%
Projected FTSE Count	2,200	2,400		
II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$ 14,006,000	\$ 13,536,000	\$ 470,000	3.5%
Retirement Costs	1,623,000	1,414,000	209,000	14.8%
Healthcare Costs	1,443,000	1,401,000	42,000	3.0%
Other Benefit Costs	1,310,000	1,278,000	32,000	2.5%
TOTAL	\$ 18,382,000	\$ 17,629,000	\$ 753,000	4.3%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$ 13,608,093	\$ 13,167,562	\$ 440,531	3.3%
Secondary Tax Levy				
TOTAL LEVY	\$ 13,608,093	\$ 13,167,562	\$ 440,531	3.3%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.5064	1.3515	0.1549	11.5%
Secondary Tax Rate				
TOTAL RATE	1.5064	1.3515	0.1549	11.5%
IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2014 PURSUANT TO A.R.S. §42-				\$ 13,608,093
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2013 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051				\$ _____

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2014
RESOURCES**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2014	Total All Funds 2014	Total All Funds 2013	% Increase/ Decrease
	General Fund 2014	Restricted Fund 2014	Auxiliary Fund 2014	Unexpended Plant Fund 2014	Retirement of Indebtedness 2014				
BEGINNING BALANCES-July 1*									
Restricted	\$	\$ 700,000	\$	\$	\$	\$	\$ 700,000	\$ 723,000	-3.2%
Unrestricted	31,593,000	978,000	17,000	10,066,000			42,654,000	37,630,000	13.4%
Total Beginning Balances	\$ 31,593,000	\$ 1,678,000	\$ 17,000	\$ 10,066,000	\$	\$	\$ 43,354,000	\$ 38,353,000	13.0%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$ 2,955,000	\$	\$	\$	\$	\$	\$ 2,955,000	\$ 3,500,000	-15.6%
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	
Student Fees	700,000						700,000	700,000	
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	
State Appropriations									
Maintenance Support	1,646,600						1,646,600	1,689,700	-2.6%
Equalization Aid	5,514,200						5,514,200	5,367,100	2.7%
Capital Support				199,300			199,300		--
Property Taxes									
Primary Tax Levy	13,608,093						13,608,093	13,167,562	3.3%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,600,000	6,000,000					7,600,000	6,600,000	15.2%
Sales and Services								350,000	-100.0%
Investment Income	125,000						125,000	125,000	
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		406,000				606,000	200,000	203.0%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$ 27,448,893	\$ 6,400,000	\$ 406,000	\$ 199,300	\$	\$	\$ 34,454,193	\$ 33,199,362	3.8%
TRANSFERS									
Transfers In		600,000	150,000	2,000,000			2,750,000	11,750,000	-76.6%
(Transfers Out)	(2,750,000)						(2,750,000)	(11,750,000)	-76.6%
Total Transfers	(2,750,000)	600,000	150,000	2,000,000					
Less:									
Governing Board Designations	(27,955,700)						(27,955,700)	(24,258,000)	15.2%
Total Resources Available for the Budget Year	\$ 28,336,193	\$ 8,678,000	\$ 573,000	\$ 12,265,300	\$	\$	\$ 49,852,493	\$ 47,294,362	5.4%

*These amounts exclude amounts not in spendable form (i.e., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2014
EXPENDITURES AND OTHER OUTFLOWS**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2014	Total All Funds 2014	Total All Funds 2013	% Increase/ Decrease
	General Fund 2014	Restricted Fund 2014	Auxiliary Fund 2014	Unexpended Plant Fund 2014	Retirement of Indebtedness 2014				
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (from Schedule B)	\$ 28,336,193	\$ 8,678,000	\$ 573,000	\$ 12,265,300	\$	\$	\$ 49,852,493	\$ 47,294,362	5.4%
EXPENDITURES AND OTHER OUTFLOWS									
Instruction	\$ 9,854,028	\$ 1,700,000	\$ 322,000	\$	\$	\$	\$ 11,876,028	\$ 10,206,024	16.4%
Public Service		10,000					10,000	10,000	
Academic Support	1,120,690						1,120,690	1,041,483	7.6%
Student Services	1,640,285	650,000					2,290,285	2,161,940	5.9%
Institutional Support (Administration)	9,262,670	40,000					9,302,670	7,566,702	22.9%
Operation and Maintenance of Plant	1,747,689						1,747,689	1,809,170	-3.4%
Scholarships	282,625	4,600,000					4,882,625	5,898,011	-17.2%
Auxiliary Enterprises			234,000				234,000	500,000	-53.2%
Capital Assets				12,199,300			12,199,300	10,932,000	11.6%
Debt Service-General Obligation Bonds									
Debt Service-Other Long Term Debt								153,000	-100.0%
Other Expenditures									
Contingency	1,790,906						1,790,906	1,506,032	18.9%
Total Expenditures and Other Outflows	\$ 25,698,893	\$ 7,000,000	\$ 556,000	\$ 12,199,300	\$	\$	\$ 45,454,193	\$ 41,784,362	8.8%

ECONOMIC ESTIMATES COMMISSION

Department of Revenue Building



Janice K. Brewer
Governor

John A. Greene
Chairman

Elliott D. Pollack
Member

Alan E. Maguire
Member

March 28, 2013

Community College Business Officials
State of Arizona

RE: Final FY 2013/14 Expenditure Limits

The final fiscal year 2013/14 expenditure limits for all community colleges are being supplied in accordance with Article IX, Section 21, Constitution of Arizona and A.R.S. § 41-563.

The fiscal year 1979/80 base limits have been adjusted for changes in the population and the cost of living between 1978 and 2012. The formula is shown below.

$$\frac{\text{2013/14 Population (estimate)}}{\text{1979/80 Population}} \times \frac{\text{GDP Implicit Price Deflator 2012}}{\text{GDP Implicit Price Deflator 1978}} \times \text{FY 1979/80 Base Limit} = \text{Final FY 2013/14 Expenditure Limit}$$

Please contact Karshannon Gene in Economic Research and Analysis at (602) 716-6942 if you have any questions.

Sincerely,

ECONOMIC ESTIMATES COMMISSION


John A. Greene, Chairman

FINAL FY 2013/14 EXPENDITURE LIMITS: COMMUNITY COLLEGES

COMMUNITY COLLEGE DISTRICT	POPULATION**		POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	FINAL FY 2013/14 EXPENDITURE LIMITATION
	2013/14 (estimate)	1979/80				
COCHISE	9,000	2,156	4.1744	2.8527	\$6,038,815	\$71,911,314
COCONINO	2,100	1,000	2.1000	2.8527	\$2,459,758	\$14,735,451
GILA	950	905	1.0497	2.8527	\$1,948,412	\$5,834,553
GRAHAM	3,850	1,824	2.1107	2.8527	\$4,910,132	\$29,565,199
MARICOPA	94,350	27,299	3.4562	2.8527	\$52,841,755	\$520,983,713
MOHAVE	4,200	1,033	4.0658	2.8527	\$3,163,993	\$36,697,479
NAVAJO	2,200	1,566	1.4049	2.8527	\$3,716,543	\$14,894,360
PIMA	23,500	11,038	2.1290	2.8527	\$19,071,763	\$115,829,735
PINAL	5,770	2,452	2.3532	2.8527	\$7,534,121	\$50,575,442
SANTA CRUZ	320	700	0.4571	2.8527	\$1,507,059	\$1,965,323
YAVAPAI	4,175	1,568	2.6626	2.8527	\$5,759,613	\$43,747,725
YUMA/LA PAZ	5,750	1,952	2.9457	2.8527	\$6,215,322	\$52,228,002
TOTAL	156,165	53,493	2.9194		\$115,167,286	\$958,968,295

* SOURCE: (2012 GDP Implicit Price Deflator - Global Insight, March 2013)/(1978 GDP Implicit Price Deflator) = 115.382/40.447

** FTSE counts are provided by Community College Business Officials.

REQUEST TO APPROVE 2013-16 PRELIMINARY CAPITAL BUDGET

Recommendation

Staff recommends approval of the 2013-2016 Preliminary Capital Budget as presented.

Summary

The preliminary budget as approved by the District Governing Board will guide capital project planning for the next three years. The first year of preliminary capital budget is incorporated into the 2013-14 preliminary annual budget and includes adjustments to each of the years based on the NPC Strategic Plan approved by the District Governing Board along with Board discussions throughout the budget development process. Extensive involvement at the department and executive level produced the attached budget proposal following the approved budget development calendar, assumptions and guidelines.

Funding has been identified as a combination of current fund balances with a designation from the Board for reserving the fund balances for future purposes and from ongoing general fund operating revenues. Staff does not anticipate the return of capital state aid to fund future capital needs except as a possible STEM equipment allocation.

Staff will review the budget with the Board and will also answer questions.



**Northland Pioneer College
Capital Fund (50) Budget - Preliminary
FY1314 Budget Cycle**

	FY1213 Budget	FY1314 Budget	FY1415 Budget	FY1516 Budget
Fund Balance	8,585,000	10,066,000	8,000,000	-
Transfer from Operating Fund	2,500,000	2,000,000	2,000,000	2,000,000
State Funding - STEM		199,300	200,000	200,000
Annual Capital Funding	<u>11,085,000</u>	<u>12,265,300</u>	<u>10,200,000</u>	<u>2,200,000</u>
Annual Capital Requirements				
Building Maintenance *	200,000	200,000	200,000	200,000
Leases - Computers *	60,000	-	-	-
Leases - Fleet (5 yr lease)	10,000	12,015	-	-
	<u>270,000</u>	<u>212,015</u>	<u>200,000</u>	<u>200,000</u>
Annual Capital Requests				
Administrative Services	8,287,230	8,931,000	6,526,000	1,150,000
Student Services	76,720	55,000	55,000	55,000
IS	2,109,300	1,535,029	1,751,400	1,451,400
Instruction:				
Arts & Science	12,825	27,000	11,000	7,000
CTE	220,900	399,200	486,500	143,400
Nursing	35,850	81,905	164,000	30,000
Contingency	72,175	958,151	1,000,000	1,000,000
	<u>10,815,000</u>	<u>11,987,285</u>	<u>9,993,900</u>	<u>3,836,800</u>
Total Expenses	<u>11,085,000</u>	<u>12,199,300</u>	<u>10,193,900</u>	<u>4,036,800</u>

**Northland Pioneer College
Capital Budget Request
FY1314**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?	STEM ITEMS
FY1314	ADM SVC	CAMPUT/CTR	5130	5680	12,015	Navistar - Fleet 5 Yr Lease (8 months of lease remaining for FY1314)	Annual Capital Requirements			
FY1314	ADM SVC	MAINT	6100	5610	200,000	Annual Building Maintenance supplies were paid out of fund 00.	Annual Capital Requirements			
Total Annual Capital Requirements					212,015					-
FY1314	ADM SVC	VP Admin	5060		958,151	Contingency				
Contingency Total					958,151					-
FY1314	ADM SVC	MAINT	6100	5610	4,100,000	Deferred Maintenance	In addition to capital budget for ongoing maintenance an aggressive "catch-up" campaign is needed to begin to bring facilities up to standards college-wide. The requested budget will not allow for all outstanding projects to be completed.	Pillar 6 -Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	ADM SVC	MAINT	6100	5610	165,000	Replant Trees at WMC related to Parking Lot Expansion	City of Show Low Compliance Requirement	Pillar 6 -Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	ADM SVC	MAINT	6100	5640	4,500,000	WMC Skill Center or Expansion Phase I	Relocation of off campus facility use plus addition of new programs and classrooms.	Pillar 6 -Strengthen Facilities through Planning, Development and Renewal	Yes	
FY1314	ADM SVC	TRANS	5750	5645	11,000	On-car lathe	needed to resurface brakes on new vehicles in the fleet.	allow faculty and staff to travel in district safely and allows better maintenance of college vehicles. Pillar 6	No	
FY1314	ADM SVC	TRANS	5750	5645	5,000	Scanner	Diagnostic tool required to trouble shoot vehicle problems for NPC vrehicles newer than 2005	Keep vehicles in best operation order possible. Pillar 6	No	
FY1314	ADM SVC	TRANS	5750	5680	100,000	4 ea Minivans	Save fuel, replace 4 older vehicles,	Pillar 6, also allow students, faculty, and staff to move around district more effeciently	No	
FY1314	ADM SVC	TRANS	5750	5680	50,000	Service trucks, maintenance departmen	Replace older vehicles	Pillar 6. Allow maintenance staff to move around effectiently and safely	Yes, 1 Year	
Admin Services Total					8,931,000					-
FY1314	STUD SERV	LIBRARY	3500	5650	55,000	print, audio, video & electronic books	For student and faculty research and instruction. This was the amount in 2008-2009. The average cost of Humanities book is \$58.99; Sciences is \$\$58.09; Social Sciences \$66.32. We are trying to expand this portion of our collection. The costs vary such as "Effectual Entrepreneurship" \$155 one user at a time or \$232.50 for 3 simultaneous users. For print the cost is \$160. "Why They Die" is \$70.00 for 1 user at a time and same as print cost; no more than one user at a time.	HLC 2b The organization's resource base supports its educational programs and its plans for maintianing and strengthening their quality in the future. HLC 3d The organization's learning resources support student learning and effective teaching.	No	
Student Services Total					55,000					-
FY1314	IS	IS	5070	5104	200,000	Jenzabar (5 years) FY1314 - 17/18 Maintenance.	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1	No	
FY1314	IS	IS	5070	5105	20,400	Server Maintenance \$400 X 51 Servers	Yearly Maintenance Contract	Pillar 3.1.1	No	
FY1314	IS	IS	5070	5108	45,000	Jenzabar Consultants	Consultants to train and update NPC Servers	Pillar 3.1.1, 3.2.1, 3.2.2	No	

**Northland Pioneer College
Capital Budget Request
FY1314**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?	STEM ITEMS
FY1314	IS	IS	5070	5108	50,000	IS Professional Services - To Be Determined	Outside Consultant as needed	Pillar 3.1.1	No	
FY1314	IS	IS	5070	5201	20,000	Antivirus Software	New Purchase	Pillar 3.2.1	Unknown	
FY1314	IS	IS	5070	5201	35,000	Vmware Software	for 2 new Servers	Pillar 3.2.1	Unknown	
FY1314	IS	IS	5070	5600	225,000	6 End-points (6 years old) - Video Classrooms	Replace Aging Video Equip	Pillar 3.1.1, 3.2.1	No	
FY1314	IS	IS	5070	5600	20,000	4 smartboards and projectors All new locations	4 Smart Classrooms - NEW	Pillar 3.1.1, 3.2.1	No	
FY1314	IS	IS	5070	5600	50,000	10 Smartboards & Projectors	Lifecycle Replacement	Pillar 3.1.1, 3.2.1	No	
FY1314	IS	IS	5070	5600	10,000	Sound System for Smart Classrooms	Better Sound Quality for the Students	Pillar 3.1.1, 3.2.1	No	
FY1314	IS	IS	5070	5620	80,000	Server / Blade Cycle (end of life)	Update Aging Server/Blade Cycle	Pillar 3.1.1	No	
FY1314	IS	IS	5070	5620	50,000	20 Servers are at end of life in FY1314 - includes 1 server for CIS Dept	Update Aging Server	Pillar 3.1.1, 3.2.1	Yes	
FY1314	IS	IS	5070	5620	75,000	Replace old routers, switches and AP's over 6 years old	Update Aging Routers, Switches, and Aps	Pillar 3.1.1	No	
FY1314	IS	IS	5070	5630	425,000	Computer Cycle @ 4 years (300 computers)	Replace 25% of computers - 4 yr cycle	Pillar 3.1.1	No	
FY1314	IS	IS	5070	5630	35,000	Printers @ 3 year cycle	Replace 33% of printers - 3 year cycle	Pillar 3.1.1	No	
FY1314	IS	IS	5070	5630	35,000	(100) 19" HP Flat Screen Monitors	Replace aging monitors as needed.	Pillar 3.1.1	No	
FY1314	IS	IS/AUTO	5070	5645	9,000	ATO - CDX - Auto Online Trainers Upgrades	Automotive - Trainers	Pillar 3.1.1	No	
FY1314	IS	IS/CIS	5070	5201	30,000	CS6 Master Suite Software	CIS Labs - Upgrade	9980	Unknown	
FY1314	IS	IS/CIS	5070	5630	20,000	Computers, Monitors, Test Equip, Server, Smartboard - CIS Dept to expand A+ and N+ Programs Students take apart & rebuild computers.	New Computers, Monitors, Test Equip, Smartboard, Server - CIS	Pillar 3.1.1, 3.2.1	Unknown	
FY1314	IS	IS/CONST	5070	5600	5,000	1 Smartboard & Projector	For Construction - New	Pillar 3.1.1, 3.2.1	Unknown	
FY1314	IS	IS/CONST	5070	5630	18,000	15 Computers/Monitors	Construction Lab	Pillar 3.1.1, 3.2.1	Unknown	
FY1314	IS	IS/COSMO	5070	5201	10,629	Discovery Pro Software	COSMO	Pillar 3.2.1	Unknown	
FY1314	IS	IS/IMO	5070	5600	5,000	1 Smartboard & Projector	For IMO - New	Pillar 3.1.1, 3.2.1	Unknown	
FY1314	IS	IS/IMO	5070	5630	30,000	20 Desktop Computers	IMO for CBT Testing	Pillar 3.1.1, 3.2.1	Unknown	
FY1314	IS	IS/TLC	5070	5600	6,000	1 Smartboard & Projector & Doc Camera	LCC TLC Lab (LC110)	Pillar 3.1.1, 3.2.1	Unknown	
FY1314	IS	PAD	5700	5316	16,000	Konica Minolta Copier Lease Annual lease	Old Copier at end of life was replaced with new to continue professional production for our staff and students	Pillar 3.2.1	No	
FY1314	IS	PAD	5700	5645	10,000	Replacement of aged and broken equipment	To maintain a professional production for our staff and student.	Pillar 3.2.1	No	
				IS Total	1,535,029					-

**Northland Pioneer College
Capital Budget Request
FY1314**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?	STEM ITEMS
FY1314	ARTS	PER ARTS	10-8430	5645	\$ 9,000	Electric Winch System	The hand crank winch system is extremely cumbersome and time-consuming to operate	An electric winch system would allow for silently raising and lowering battens which may be beneficial for performances and community events in the PAC. 6.2.1 Improve availability and use of current facilities	Yes. 1 year	
					\$ 11,000					
					\$ 7,000					
			Arts & Science Total		27,000					-
FY1314	CTE	PDC SKILL CENTER		5605		Furniture for Skills Center Included in FY1213 Maintenance capital budget	Classrooms, tables, etc.		No	
FY1314	CTE	AJS	1205	5645	20,000	Fitness equipment	Weights and Cardio equipment, can be used for both the AJS and FRS classes	Pillar 1 - Advance High Quality Accessible Learning Opportunities	No	
FY1314	CTE	AJS	1205	5645	15,000	Wrestling Mats	Mats used for Defensive Tactics training, and physical fitness training. Safety issue to prevent injuries, required by AZPOST	Pillar 1 - Advance High Quality Accessible Learning Opportunities	No	
FY1314	CTE	AJS	1205	5645	10,000	Police Training equipment	RedMan suits, defensive tactics equipment	Pillar 1 - Advance High Quality Accessible Learning Opportunities	No	
FY1314	CTE	ATO	1110	5645	20,000	Two- Scanners	Keep to current industry standards	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	No	
FY1314	CTE	ATO	1110	5645	6,000	Oil and Coolant recovery system	To comply with EPA guidelines on oil disposal	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	No	
FY1314	CTE	CON	1135	5645	75,000	2 Cat Equipment Simulators	Equipment needed for level 4	Pillar 6- Strengthen Facilities through Planning, Development and Renewal	Yes, 2 Years	75,000
FY1314	CTE	CON	1135	5208	27,000	16 pieces of shop equipment: ie. table saw, compound miter saw, sander, drill press, and router	Equipment needed for level 4	Pillar 6- Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	CTE	FRS	1336	5645	55,000	Hydraulic Ventilation Prop	Provides a tool for realistic hands on training for FF I & II class, do not have anywhere to current train on this	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	CTE	FRS	1336	5208	4,000	Turn-outs	Replace Instructor turn-outs safety issue	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	CTE	FRS	1336	5645	7,800	Flashfire Training System	Simulator to show students live fire simulation for safety training	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No	

**Northland Pioneer College
Capital Budget Request
FY1314**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?	STEM ITEMS
FY1314	CTE	IMO	1155	5645	40,000	Training Props for NCCER site test	Equipment needed for the online testing/performance testing. Monitored and proctored in a controlled environment.	Pillar 6- Strengthen Facilities through Planning, Development and Renewal	Yes 14/15	40,000
FY1314	CTE	IMO	1155	5645	75,000	Robotics and Automation Systems	Equipment needed for level 1 and 2	Pillar 6- Strengthen Facilities through Planning, Development and Renewal	No	75,000
FY1314	CTE	WLD	1170	5645	29,400	Six (two for each shop)-All process welding machines	Replace worn machines as part of facility maintenance	Supports HLC Core Components 2ad, 3c, 4ac, 5abcd	No	
FY1314	CTE	WLD	1170	5645	3,000	Two - Magnetic Particle testing units	Provide new and different technology to students for non-destructive testing methods	Pillar 6- Strengthen Facilities through Planning, Development and Renewal	Yes, 1 Year	
FY1314	CTE	WLD	1170	5645	12,000	Replacement Filters for Ventilations Systems	Past due for updating Ventilation at 3 locations (once every 5 years)	Supports HLC Core Components 2ad, 3c, 4ac, 5abcd	No	
				CTE Total	399,200					190,000
FY1314	NURS	NURS	1375	5645	39,280	Sim Med Disp System	Provides students with real life practice	Pillar 1 - Advance High Quality Accessable Learning Opportunities	Yes ,1 Year	
FY1314	NURS	NURS	1375	5645	10,625	NLN Scenarios, 2 vol.	To use with simulators, enhance lab skills	Pillar 1 - Advance High Quality Accessable Learning Opportunities	No	
FY1314	NURS	NURS	1375	5645	25,000	Simulated EMR	Provide real life documentations opportunities for students prior to clinical	Pillar 1 - Advance High Quality Accessable Learning Opportunities	No	
FY1314	NURS	NURS	1375	5645	7,000	Sim Pads X2	Upgrade for existing vital sim mannequins	Pillar 1 - Advance High Quality Accessable Learning Opportunities	Yes ,1 Year	7,000
				Nursing Total	81,905					7,000
FY1314	CTE	NATC	1025	5610	25,000	Install Natural Gas Lines	allow for controlled live fire training	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	CTE	NATC	1025	5610	200,000	New "dirty" classroom	large open classroom building to include showers/restrooms/lockers for students involved in training	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	CTE	NATC	1025	5610	50,000	Building needs to be stabilized	floors are sagging, walls are cracking, doors won't close properly	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	CTE	NATC	1025	5610	30,000	roof needs to be resealed	sealant on roof is cracking, needs to be recoated to prevent leaks	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	CTE	NATC	1025	5610	20,000	Burn Tower needs Annual Inspection/repairs	NFPA requirements for live fire burn room inspection	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	CTE	NATC	1025	5645	5,000	Traffic Pylons	replace worn out pylones (traffic cones) for Driver Training, can be used for both AJS and FRS classes	Pillar 1 - Advance High Quality Accessable Learning Opportunities	Yes	
FY1314	CTE	NATC	1025	5610	10,000	Training Props	purchased material to build "training props" within each level of the burn tower	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No	
FY1314	CTE/IS	NATC/IS	5070	5105	10,000	New WAN Connection (NATC)	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1	Yes	
				NATC Total	350,000					-
				Total NPC Annual Capital	12,199,300					197,000

**Northland Pioneer College
Capital Budget Request
FY1415**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?
FY1415	ADM SVC	MAINT	6100	5610	200,000	Annual Building Maintenance supplies were paid out of fund 00.	Annual Capital Requirements		
Total Annual Capital Requirements					200,000				
FY1415	ADM SVC	VP Admin	5060		1,000,000	Contingency			
Contingency Total					1,000,000				
FY1415	ADM SVC	MAINT	6100	5610	3,200,000	Deferred Maintenance	In addition to capital budget for ongoing maintenance an aggressive "catch-up" campaign is needed to begin to bring facilities up to standards college-wide. The requested budget will not allow for all outstanding projects to be completed.	Pillar 6 -Strengthen Facilities through Planning, Development and Renewal	No
FY1415	ADM SVC	MAINT	6100	5610	3,000,000	WMC Expansion - Phase 2	Relocation of off campus facility use plus addition of new programs and classrooms.	Pillar 6 -Strengthen Facilities through Planning, Development and Renewal	Yes
FY1415	ADM SVC	TRANS	5750	5645	\$ 11,000	Tire Changing machine and balancer	Replace worn out machine	allow faculty and staff to travel in district safely and allows better maintenance of college vehicles. Pillar 6	No
FY1415	ADM SVC	TRANS	5750	5645	\$ 5,000	Floor jacks and misc. auto equipment	Replace worn out equipment	Keep vehicles in best operation order possible. Pillar 6	No
FY1415	ADM SVC	TRANS	5750	5680	\$ 225,000	10 new vehicles	Save fuel, replace older vehicles in fleet	Pillar 6, also allow students, faculty, and staff to move around district more effeciently	No
FY1415	ADM SVC	TRANS	5750	5680	\$ 50,000	Service trucks, maintenance departmen	Replace older vehicles	Pillar 6. Allow maintenance staff to move around effeciently and safely	No
FY1415	ADM SVC	TRANS	5750	5680	\$ 35,000	cab and chassis	Replace older vehicle- hard to get parts	Pillar 6. Needed in the maintenance department to keep buildings and grounds in to condition.	Maybe, if current vehicle is still operable.
Admin Services Total					6,526,000				
FY1415	STUD SERV	LIBRARY	3500	5650	\$ 55,000	print, audio, video &	For student and faculty research and instruction. This was the amount in 2008-2009. The average cost of Humanities book is \$58.99; Sciences is \$58.09; Social Sciences \$66.32	HLC 2b The organization's resource base supports its educational programs and its plans for maintianing and strengthening their quality in the future.	No
Student Services Total					55,000				
FY1415	IS	IS	5070	5104	200,000	Jenzabar (5 years) FY1314 - 17/18 Maintenance.	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1	No
FY1415	IS	IS	5070	5105	225,000	WAN Not due until 2/2014 <i>then</i> 2/1/14-6/30/14 is \$15,000 <i>then</i> 7/1/14 - 6/30/19 \$225,000	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1	No
FY1415	IS	IS	5070	5105	20,400	Server Maintenance \$400 X 51 Servers	Yearly Maintenance Contract	Pillar 3.1.1	No
FY1415	IS	IS	5070	5108	45,000	Jenzabar Consultants	Consultants to train and update NPC Servers	Pillar 3.1.1, 3.2.1, 3.2.2	No

**Northland Pioneer College
Capital Budget Request
FY1415**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?
FY1415	IS	IS	5070	5108	50,000	IS Professional Services - To Be Determined	Outside Consultant as needed	Pillar 3.1.1	No
FY1415	IS	IS	5070	5201	20,000	Antivirus Software	New Purchase	Pillar 3.2.1	Unknown
FY1415	IS	IS	5070	5201	35,000	Vmware Software	for 2 new Servers	Pillar 3.2.1	Unknown
FY1415	IS	IS	5070	5600	240,000	6 End-points (6 years old) - Video Classrooms	Replace Aging Video Equip	Pillar 3.1.1, 3.2.1	No
FY1415	IS	IS	5070	5600	20,000	4 smartboards and projectors	4 Smart Classrooms - NEW	Pillar 3.1.1, 3.2.1	No
FY1415	IS	IS	5070	5600	50,000	10 Smartboards & Projectors	Lifecycle Replacement	Pillar 3.1.1, 3.2.1	No
FY1415	IS	IS	5070	5600	5,000	Sound system for Smart Classrooms	Better Sound Quality for the Students	Pillar 3.1.1, 3.2.1	No
FY1415	IS	IS	5070	5620	200,000	Blade Cycle (end of life)	Update Aging Server/Blade Cycle	Pillar 3.1.1	No
FY1415	IS	IS	5070	5620	55,000	20 Servers are at end of life in FY1314 - includes 1 server for CIS Dept	Update Aging Server	Pillar 3.1.1, 3.2.1	Yes
FY1415	IS	IS	5070	5620	65,000	Replace old routers, switches and AP's over 6 years old	Update Aging Routers, Switches, and Aps	Pillar 3.1.1	No
FY1415	IS	IS	5070	5620	10,000	Network Operations Center for monitoring network devices, systems, virtualization and storage	Monitoring station to cover all campuses and centers	Pillar 3.1.1	No
FY1415	IS	IS	5070	5630	425,000	Computer Cycle @ 4 years (300 computers)	Replace 25% of computers - 4 yr cycle	Pillar 3.1.1	No
FY1415	IS	IS	5070	5630	35,000	Printers @ 3 year cycle	Replace 33% of printers - 3 year cycle	Pillar 3.1.1	No
FY1415	IS	IS	5070	5630	35,000	(100) 19" HP Flat Screen Monitors	Replace aging monitors as needed.	Pillar 3.1.1	No
FY1415	IS	PAD	5700	5316	16,000	Konica Minolta Copier Lease Annual lease	Old Copier at end of life was replaced with new to continue professional production for our staff and students	Pillar 3.2.1	No
				IS Total	1,751,400				
FY1415	ARTS	PER ARTS	10-8430	5645	\$ 11,000	Curtain/Track System	Installing a curtain and track system in the Music Room would allow for better acoustics for student music recitals	Allowing for smaller student musical performances would benefit the performing arts program's growth 1.1.4 Create adequate support services to enhance student success AND 1.2.5 Promote increased student involvement in the fine and performing arts:	Yes, 2 years
			Arts & Science Total		11,000				
FY1415	CTE	AJS	1205	5645	10,000	Fitness equipment	Weights and Cardio equipment, can be used for both the AJS and FRS classes	Pillar 1 - Advance Hig Quality Accessible Learning Opportunities	No
FY1415	CTE	ATO	1110	5645	30,000	Three- Scanners Possibly do 2 vs 3 scanners	Keep to current industry standards	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	No

**Northland Pioneer College
Capital Budget Request
FY1415**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?
FY1415	CTE	ATO	1110	5645	10,000	Twin Post Hoist	Needed to accommodate volume of students & vehicles being worked on.	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	Yes, 1 Year
FY1415	CTE	ATO	1110	5645	15,000	Computer Numeric Router			
FY1415	CTE	CON	1135	5208	500	Chain Saw	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	1,500	Tile Saw	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	2,000	Paint Sprayer	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	10,000	Man Lift	Equipment needed for level 4	1.1.1	Yes, 1 Year
FY1415	CTE	CON	1135	5208	2,000	Solar Panel	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	300	Replacement Tools	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	500	Light Plant	Equipment needed for level 4	1.1.1	Yes, 2 Years
FY1415	CTE	CON	1135	5208	500	Grinders	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	4,000	Confined Space Retrieval	Equipment needed for level 4	1.1.1	Yes, 1 Year
FY1415	CTE	CON	1135	5208	500	Wheel Barrows	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	1,000	Safety Cabinet	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	4,000	Plumbing Supplies	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	2,000	HVAC Supplies	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	4,000	Electrical Supplies	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	2,000	Flooring Supplies	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	4,200	Roofing Supplies	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	3,000	Carpentry Supplies	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	4,000	Masonry/Concrete Supplies	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	1,500	Safety Equipment	Equipment needed for level 4	1.1.1	No
FY1415	CTE	CON	1135	5208	35,000	2 Cat Equipment Simulators	Equipment needed for level 4	1.1.1	No
FY1415	CTE	FRS	1336	5610	125,000	Mobile Flash Chamber	Add additional Flash Chamber for live Fire Training	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No
FY1415	CTE	IMO	1155	5645	150,000	CNC Machine Tool/Operator Certification	Software and Equipment to teach CNC machining	Pillar 6- Strengthen Facilities through Planning, Development and Renewal	No
FY1415	CTE	WLD	1170	5645	32,000	Six (two for each shop)-All process welding machines	Replace worn machines as part of facility maintenance	• Establish planned maintenance and replacement cycle as appropriate	No
FY1415	CTE	WLD	1170	5645	7,200	Three -1G Pipe rollers	Provide new and different technology to welding students	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	Yes, 1 Year

**Northland Pioneer College
Capital Budget Request
FY1516**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?
FY1516	ADM SVC	MAINT	6100	5610	200,000	Annual Building Maintenance supplies were paid out of fund 00.			
Total Annual Capital Requirements					200,000				
FY1516	ADM SVC	VP Admin	5060		1,000,000	Contingency			
Contingency Total					1,000,000				
FY1516	ADM SVC	MAINT	6100	5610	1,000,000	Deferred Maintenance	In addition to capital budget for ongoing maintenance an aggressive "catch-up" campaign is needed to begin to bring facilities up to standards college-wide. The requested budget will not allow for all outstanding projects to be completed.	Pillar 6 -Strengthen Facilities through Planning, Development and Renewal	No
FY1516	ADM SVC	TRANS	5750	5680	150,000	Yearly Vehicle Replacement	Save fuel, replace older vehicles,	Pillar 6, also allow students, faculty, and staff to move around district more effeciently	No
Admin Services Total					1,150,000				
FY1516	STUD SERV	LIBRARY	3500	5650	\$ 55,000	print, audio, video &	For student and faculty research and instruction. This was the amount in 2008-2009. The average cost of Humanities book is \$58.99; Sciences is \$58.09; Social Sciences \$66.32	HLC 2b The organization's resource base supports its educational programs and its plans for maintianing and strengthening their quality in the future.	No
Student Services Total					55,000				
FY1516	IS	IS	5070	5104	200,000	Jenzabar (5 years) FY1314 - 17/18 Maintenance.	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1	No
FY1516	IS	IS	5070	5105	20,400	Server Maintenance \$400 X 51 Servers	Yearly Maintenance Contract	Pillar 3.1.1	No
FY1516	IS	IS	5070	5108	45,000	Jenzabar Consultants	Consultants to train and update NPC Servers	Pillar 3.1.1, 3.2.1, 3.2.2	No
FY1516	IS	IS	5070	5108	50,000	IS Professional Services - To Be Determined	Outside Consultant as needed	Pillar 3.1.1	No
FY1516	IS	IS	5070	5201	20,000	Antivirus Software	New Purchase	Pillar 3.2.1	Unknown
FY1516	IS	IS	5070	5201	35,000	Vmware Software	for 2 new Servers	Pillar 3.2.1	Unknown
FY1516	IS	IS	5070	5600	265,000	6 End-points (6 years old) - Video Classrooms	Replace Aging Video Equip	Pillar 3.1.1, 3.2.1	No
FY1516	IS	IS	5070	5600	20,000	4 smartboards and projectors	4 Smart Classrooms - NEW	Pillar 3.1.1, 3.2.1	No
FY1516	IS	IS	5070	5600	50,000	10 Smartboards & Projectors	Lifecycle Replacement	Pillar 3.1.1, 3.2.1	No
FY1516	IS	IS	5070	5600	5,000	Sound System for Smart Classrooms	Better Sound Quality for the Students	Pillar 3.1.1, 3.2.1	No
FY1516	IS	IS	5070	5620	80,000	Server / Blade Cycle (end of life)	Update Aging Server/Blade Cycle	Pillar 3.1.1	No
FY1516	IS	IS	5070	5620	75,000	20 Servers are at end of life in FY1314 - includes 1 server for CIS Dept	Update Aging Server	Pillar 3.1.1, 3.2.1	Yes
FY1516	IS	IS	5070	5620	65,000	Replace old routers, switches and AP's over 6 years old	Update Aging Routers, Switches, and Aps	Pillar 3.1.1	No

**Northland Pioneer College
Capital Budget Request
FY1516**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?
FY1516	IS	IS	5070	5620	10,000	Network Operations Center for monitoring network devices, systems, virtualization and storage	Monitoring station to cover all campuses and centers	Pillar 3.1.1	No
FY1516	IS	IS	5070	5630	425,000	Computer Cycle @ 4 years (300 computers)	Replace 25% of computers - 4 yr cycle	Pillar 3.1.1	No
FY1516	IS	IS	5070	5630	35,000	Printers @ 3 year cycle	Replace 33% of printers - 3 year cycle	Pillar 3.1.1	No
FY1516	IS	IS	5070	5630	35,000	(100) 19" HP Flat Screen Monitors (\$300 ea)	Replace aging monitors as needed.	Pillar 3.1.1	No
FY1516	IS	PAD	5700	5316	16,000	Konica Minolta Copier Lease Annual lease	Old Copier at end of life was replaced with new to continue professional production for our staff and students	Pillar 3.2.1	No
				IS Total	1,451,400				
FY1516	ARTS	PER ARTS	10-8430	5645	\$ 7,000	Curtains for PAC	There are still accoustical problems in the PAC mainstage theatre that additional curtains might help alleviate	The PAC main space is used for both the Performing Arts program and booked community events 6.2.1 Improve availability and use of current facilities	Yes, 3 years
				Arts & Science Total	7,000				
FY1516	CTE	AJS	1205	5645	10,000	Fitness equipment	Weights and Cardio equipment, can be used for both the AJS and FRS classes	Pillar 1 - Advance Hig Quality Accessible Learning Opportunities	No
FY1516	CTE	ATO	1110	5645	30,000	Three- Scanners	Keep to current industry standards	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	Yes, 1 Year
FY1516	CTE	ATO	1110	5645	9,000	CDX-Auto Online trainers	Needed to update current Teaching trainer equipment	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	No
FY1516	CTE	CON	1135	5208	12,500	Consumable Supplies	Equipment needed for level 4	1.1.1	No
FY1516	CTE	CON	1135	5208	2,000	Replacement Tools	Equipment needed for level 4	1.1.1	No
FY1516	CTE	CON	1135	5645	35,000	2 Cat Equipment Simulators	Equipment needed for level 4	1.1.1	Yes, 1 Year
FY1516	CTE	WLD	1170	5645	32,000	Six (two for each shop)-All process welding machines	Replace worn machines as part of facility maintenance	• Establish planned maintenance and replacement cycle as appropriate	No

**Northland Pioneer College
Capital Budget Request
FY1516**

Sorted by Division

Year	Div	Dept	Dept #	Object Code	Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Can Request Be Postponed? How long?
FY1516	CTE	WLD	1170	5645	6,600	Three- Air Compressors	Replace worn machines as part of facility maintenance (every 10 years)	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	No
FY1516	CTE	WLD	1170	5645	6,300	Three- Watts Pipe Beveller	Replace worn machines as part of facility maintenance (every 10 years)	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	No
				CTE Total	143,400				
FY1516	NURS	NURS	1375	5645	\$ 30,000	Sim Junior X2	Provides realistic lab skills to improve pediatric education and outcomes	Pillar I - Advance High Quality Accessable Learning Opportunities	Yes, 1 Year
				Nursing Total	30,000				
FY1516	CTE/IS	NATC/IS	5070	5630	50,000	Computers in Classrooms	NATC New Computers	Pillar 3.1.1, 3.2.1	Unknown
FY1516	CTE/IS	NATC/IS	5070	5105	10,000	New WAN Connection (NATC)	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1	Yes
				NATC Total	60,000				
				Total NPC Annual Capital (Excludes NATC)	4,036,800				

REQUEST TO APPROVE CASH RESERVE POLICY

Recommendation:

Staff recommends approval of the cash reserve policy as presented and discussed.

Summary:

The objective of a policy for cash reserves is to provide adequate resources for cash flow and contingency purposes while maintaining reasonable tax and tuition rates.

Best practices in higher education finance do not designate an ideal level of cash reserves and no specific level of cash or reserves are required by Arizona State Statutes.

The need for adequate reserves is reinforced by the standards of the Higher Learning Commission which require that accredited institutions maintain adequate financial resources to ensure the institution supports the mission and maintains financial stability. The Higher Learning Commission now uses certain financial ratios to track institutional health. The model that has been adopted by HLC uses the concept of a Composite Financial Index (CFI), which is intended to give a quick snapshot of overall financial health. One of the key components of the CFI is the Primary reserve ratio equals Expendable Net Assets divided by Total Expenses.

HLC believes that well-managed institutions should use their mission to drive success and financial metrics to determine affordability.

CASH RESERVE POLICY

The Board recognizes the importance of maintaining adequate reserves in order to ensure financial and operational stability and has established the following cash reserve policy.

Northland Pioneer College will maintain actual June 30 general fund unrestricted and unallocated cash levels equal to at least six (6) months of budgeted general fund annual expenses. If these cash reserves fall below this level, the President shall present an action plan to the Board that will fully correct the shortfall within one year.



REQUEST TO ACCEPT THE AUDITED ANNUAL BUDGETED EXPENDITURE LIMITATION REPORT

Recommendation:

Staff recommends acceptance of the audited 2011-12 Annual Budgeted Expenditure Limitation Report (ABELR).

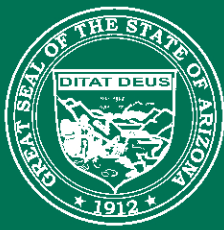
Summary:

The Annual Budgeted Expenditure Limitation Report (ABELR) for the fiscal year ending 2012 incorporates reconciling adjustments approved at the January District Governing Board meeting.

The 2012 ABELR has been audited by the Office of the Auditor General and a copy of the audited report has previously been provided to the District Governing Board. The audited report is also included with this document. The report indicates expenditures for the fiscal year were \$499,937 below the statutory expenditure limitation of \$16,251,916, with \$4,056,808 carried forward to future years.

The amounts carried forward will provide additional flexibility in addressing expected upcoming expenditure limitation issues.





A REPORT
TO THE
ARIZONA LEGISLATURE

Financial Audit Division

Expenditure Limitation Report

Navajo County Community College District

(Northland Pioneer College)

Year Ended June 30, 2012



Debra K. Davenport
Auditor General

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Navajo County Community College District
(Northland Pioneer College)
Report on Audit of Annual Budgeted Expenditure Limitation Report
Year Ended June 30, 2012

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DEBRA K. DAVENPORT, CPA
AUDITOR GENERAL

STATE OF ARIZONA
OFFICE OF THE
AUDITOR GENERAL

MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

Independent Auditors' Report

Members of the Arizona State Legislature

The Governing Board of
Navajo County Community College District

We have audited the accompanying Annual Budgeted Expenditure Limitation Report of Navajo County Community College District for the year ended June 30, 2012. This report is the responsibility of the District's management. Our responsibility is to express an opinion on this report based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the report. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall report presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying Annual Budgeted Expenditure Limitation Report was prepared for the purpose of complying with the uniform expenditure reporting system as discussed in Note 1, and is not intended to be a presentation in conformity with U.S. generally accepted accounting principles.

In our opinion, the Annual Budgeted Expenditure Limitation Report of Navajo County Community College District for the year ended June 30, 2012, referred to above presents fairly, in all material respects, the information required by the uniform expenditure reporting system on the basis of accounting described in Note 1.

This report is intended solely for the information and use of the members of the Arizona State Legislature, the Governing Board, management, and others within the District and for filing with the Auditor General of the State of Arizona, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.

Jay Zsorey, CPA
Financial Audit Director

March 13, 2013

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Navajo County Community College District
(Northland Pioneer College)
Annual Budgeted Expenditure Limitation Report—Part I
Year Ended June 30, 2012

1. Economic Estimates Commission expenditure limitation	\$16,251,916
2. Total amount subject to the expenditure limitation (from Part II, Line C)	\$16,124,287
3. Less expenditures of monies received pursuant to Arizona Revised Statutes (A.R.S.) §15-1472 (workforce development)	<u>372,308</u>
4. Adjusted amount subject to the expenditure limitation	<u>15,751,979</u>
5. Amount under the expenditure limitation	<u>\$ 499,937</u>

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the uniform expenditure reporting system.

Signature of Chief Fiscal Officer: _____

Name and Title: V. Blaine Hatch, Vice President for Administrative Services

Telephone Number: (928) 524-7440 Date: March 13, 2013

See accompanying notes to report.

Navajo County Community College District
(Northland Pioneer College)
Annual Budgeted Expenditure Limitation Report—Part II
Year Ended June 30, 2012

Description	Current Funds			Plant Funds	
	Unrestricted		Restricted	Unexpended	Total
	General	Auxiliary Enterprises			
A. Total budgeted expenditures	\$ 18,249,477	\$ 408,272	\$ 5,507,512	\$ 3,207,611	\$ 27,372,872
B. Less exclusions claimed:					
Dividends, interest, and gains on the sale or redemption of investment securities	136,283				136,283
Grants and aid from the federal government (Note 2)			4,805,573		4,805,573
Grants, aid, contributions, or gifts from a private agency, organization, or individual, except amounts received in lieu of taxes			360,370		360,370
Amounts accumulated for the purchase of land, and the purchase or construction of buildings or improvements (Note 3)				1,748,385	1,748,385
Contracts with other political subdivisions (Note 2)	2,987,197	6,000	341,569		3,334,766
Tuition and fees (Note 4)	863,208				863,208
Total exclusions claimed	<u>3,986,688</u>	<u>6,000</u>	<u>5,507,512</u>	<u>1,748,385</u>	<u>11,248,585</u>
C. Amounts subject to the expenditure limitation	<u>\$ 14,262,789</u>	<u>\$ 402,272</u>	<u>\$ -</u>	<u>\$ 1,459,226</u>	<u>\$ 16,124,287</u>

See accompanying notes to report.

Navajo County Community College District
(Northland Pioneer College)
Notes to Annual Budgeted Expenditure Limitation Report
Year Ended June 30, 2012

Note 1 - Summary of Significant Accounting Policies

The Annual Budgeted Expenditure Limitation Report is presented on the basis of accounting prescribed by the uniform expenditure reporting system, as required by Arizona Revised Statutes (A.R.S.) §41-1279.07, which excludes expenditures of certain revenues specified in the Arizona Constitution, Article IX, §21, from the total budgeted expenditures.

The information reported in both the report and the financial statements is derived from the same underlying accounting data. However, the formats of the report and the financial statements differ. The report presents budgeted expenditures, exclusions, and amounts subject to the limitation by fund type as required by A.R.S. §41-1279.07. The financial statements present the net assets, changes in net assets, and cash flows in accordance with U.S. generally accepted accounting principles.

In accordance with the reporting requirements, a note to the report is presented below for any exclusion reported in the Total column on Part II that cannot be traced directly to an amount reported in the annual financial statements.

Note 2 - The following schedule presents revenues from which exclusions have been claimed for grants and aid from the federal government and contracts with other political subdivisions:

Statement of Revenues, Expenses, and Changes in Net Assets—Primary Government:		Annual Budgeted Expenditure Limitation Report:	
Government contracts	\$2,638,049	Grants and aid from the federal government	\$4,805,573
Government grants	<u>5,502,290</u>	Contracts with other political subdivisions	<u>3,334,766</u>
Total	<u>\$8,140,339</u>	Total	<u>\$8,140,339</u>

Navajo County Community College District
(Northland Pioneer College)
Notes to Annual Budgeted Expenditure Limitation Report
Year Ended June 30, 2012

Note 3 - Of the \$2,996,632 reported as acquisition and construction of capital assets on the Statement of Cash Flows—Primary Government, \$1,748,385 was expended from amounts authorized and accumulated for the purchase of land and the purchase or construction of buildings or improvements and was, therefore, claimed as an exclusion.

Note 4 - The District does not budget tuition and fees revenues net of scholarship allowances. Of the gross tuition and fees of \$4,920,016 reported on the Statement of Revenues, Expenses, and Changes in Net Assets—Primary Government, only \$863,208 was expended and claimed as an exclusion. The remaining \$4,056,808 has been carried forward to future years.



REQUEST TO APPROVE INTERAGENCY SERVICE AGREEMENT WITH THE ARIZONA DEPARTMENT OF ADMINISTRATION – GENERAL ACCOUNTING OFFICE

Recommendation:

Staff recommends approval of the Interagency Agreement with the Arizona Department of Administration-General Accounting Office for OpenBooks website hosting and publication of data and authorizing Dr. Swarthout to sign the agreement.

Summary:

Arizona State law requires all local governments to establish and maintain an official internet website that is accessible to the public at no cost and that contains a comprehensive reporting of all revenues and expenditures over five thousand dollars of local monies in the same manner and consistent with the requirements for the State of Arizona. This has commonly been referred to as the “Transparency” law. The Arizona Department of Administration-General Accounting Office (ADOA-GAO) has offered to host and publish the required data using the OpenBooks website.

The database will include the information as prescribed in the comprehensive annual financial report made by the Arizona Office of the Auditor General. A link to this data will be displayed in a prominent place on the NPC internet website. The data will be provided to ADOA-GOA and updated every three months. The data will be retained and accessible online for at least three fiscal years.

The cost of the service is \$2,000 for an initial one-time set-up fee plus an annual fee of \$3,000 for the first calendar year. The annual fee is expected to decline in future years. The term of the agreement is five years and can be terminated with a sixty-day notice. The agreement has been reviewed by legal counsel and been approved as to form.



ARIZONA OPENBOOKS INTERAGENCY SERVICE AGREEMENT

Janice K. Brewer
Governor



Brian C. McNeil
Director

ARIZONA DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING OFFICE
100 NORTH FIFTEENTH AVENUE • SUITE 302
PHOENIX, ARIZONA 85007

ADOA-GAO OPENBOOKS INTERAGENCY SERVICE AGREEMENT Number

In accordance with Arizona Revised Statutes, Sections (A.R.S. §§) 41-703 and 41-711, this Agreement is entered into by and between **Local Government Name**, a **Local Governmental** body (hereinafter referred to as "**LOCAL GOVERNMENT**"), and the **Arizona Department of Administration, General Accounting Office** (hereinafter referred to as "**ADOA-GAO**"), governing the hosting and publication of **LOCAL GOVERNMENT** data on **ADOA-GAO's** website established under A.R.S. § 41-725 and called **OpenBooks.az.gov**, Arizona's official financial transparency web site hereinafter "**OPENBOOKS**"), and shall be effective as indicated in Section 1 - Term of Agreement.

1. Term of Agreement

This Agreement shall be effective upon **the date the last party signs this Agreement through December 31, 2017**. This Agreement may be terminated in accordance with Section 4.

2. Scope of Services

The **LOCAL GOVERNMENT** is requesting that **ADOA-GAO** provide **LOCAL GOVERNMENT** data hosting, publication and support services (**SERVICES**) in connection with the **LOCAL GOVERNMENT** having its financial data published on **OPENBOOKS** managed by **ADOA-GAO**.

To effectively provide these **SERVICES** both **ADOA-GAO** and the **LOCAL GOVERNMENT** agree to perform their respective responsibilities set forth in **SCHEDULE A** attached to this agreement.

3. Fees

LOCAL GOVERNMENT shall pay **ADOA-GAO** an **INITIAL SETUP FEE** of two thousand dollars (\$2,000) in advance of the first calendar year of **SERVICES** and an **ANNUAL FEE FOR OPERATING COSTS** for each calendar year **SERVICES** are to be provided. The **ANNUAL FEE FOR OPERATING COSTS** for the calendar year ending

GAOISA Number

December 31, 2013, is three thousand dollars (\$3,000), payable in advance. Each subsequent year's **ANNUAL FEE FOR OPERATING COSTS**, also payable in advance, shall be in the amount communicated by **ADOA-GAO** to the **LOCAL GOVERNMENT** by way of an Amendment **not later than ninety (90) days before the beginning of the year to which it applies**.

4. Termination

Either party may terminate this Agreement upon sixty (60) calendar days written notice to the other party. If the termination is initiated by **ADOA-GAO**, **ADOA-GAO** shall refund to the **LOCAL GOVERNMENT** any unamortized **ANNUAL FEE FOR OPERATING COSTS** at the time the termination becomes effective. If the termination is initiated by the **LOCAL GOVERNMENT**, no refund shall be forthcoming.

If a termination is initiated by the **LOCAL GOVERNMENT** and, with the prior consent of the **LOCAL GOVERNMENT**, the **ADOA-GAO** has acquired capital equipment or resources necessary to fulfill the **ADOA-GAO's** responsibilities to the **LOCAL GOVERNMENT** as set forth in the Scope of Services, the **LOCAL GOVERNMENT** shall be responsible to reimburse the **ADOA-GAO** for any unamortized or unrecovered costs on or before the date the contract is terminated.

This agreement may be terminated by either party in accordance with A.R.S. § 38-511.

5. Force Majeure

- (a) Either party shall be excused for delay or failure to perform its obligations under this Agreement, in whole or in part, when and to the extent that such delay or failure is a result of causes beyond the control and without the fault or negligence of the party unable to perform. Such causes include, without limitation, acts of God, acts of the public enemy, acts of the United States government, fires, floods, epidemics, quarantine restrictions, or embargoes.
- (b) The party whose performance is so affected shall promptly notify the other party of all pertinent facts and take all reasonable steps, promptly and diligently, to prevent such causes if it is feasible to do so, or to minimize or eliminate the effect thereof.
- (c) It is understood and agreed that settlement of strikes or other labor disputes shall be at the sole discretion of the party encountering the strike or other dispute and that the inability of **ADOA-GAO** or its Subcontractors to meet the requirements of this Agreement as a result of labor strikes or disputes shall not be deemed to be a Force Majeure.

6. Indemnification

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to

GAOISA Number

as "**CLAIMS**") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such **CLAIMS**, which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

7. Confidentiality

- (a) A.R.S. § 41-725, which is incorporated by reference, defines certain information as confidential and not to be released to the public by way of publication on **OPENBOOKS**. By virtue of this Agreement, **ADOA-GAO** and **LOCAL GOVERNMENT**, their employees, and agents may have access to certain confidential and/or proprietary information of the other party, as defined below. **ADOA-GAO** and **LOCAL GOVERNMENT** agree to use Confidential Information received from the other Party only as expressly permitted in the Agreement and in furtherance of the purposes expressed in the Agreement. Neither **ADOA-GAO** nor **LOCAL GOVERNMENT** will disclose to any third party the other party's Confidential Information, in whole or in part, except as otherwise herein provided.
- (b) **LOCAL GOVERNMENT** may provide, intentionally or otherwise, confidential data as described in A.R.S. § 41-725, the Health Insurance Portability and Accountability Act or other relevant federal or state laws or local ordinances, ostensibly for posting on **OPENBOOKS**. **ADOA-GAO** is not responsible for reviewing **LOCAL GOVERNMENT** data for confidentiality purposes and is held harmless by **LOCAL GOVERNMENT** for any damages arising from **ADOA-GAO's** posting such confidential information on **OPENBOOKS**.

8. Limitation of Liability

ADOA-GAO shall under no circumstances be liable for:

- (a) Posting or displaying on **OPENBOOKS** confidential, sensitive, incorrect, inaccurate, misleading, libelous, pejorative information provided by **LOCAL GOVERNMENT**.
- (b) Providing access in response to the **LOCAL GOVERNMENT's** direction to any Entity Administrator or Entity User.
- (c) Failure to revoke access to any Entity Administrator or Entity User at the request of the **LOCAL GOVERNMENT** provided that the revocation is effected within three (3) business days.

9. Miscellaneous

It is mutually agreed by the parties that:

- (a) In the event of a dispute, the parties agree to use arbitration to the extent

GAOISA Number

required by A.R.S. § 12-1518. The laws of the State of Arizona shall govern any interpretation of this Agreement and venue shall be in Maricopa County, Arizona.

- (b) This Agreement shall be governed and interpreted by the laws of the State of Arizona. Purchases made in furtherance of this Agreement are subject to the Arizona Procurement Code (A.R.S. § 41-2501, et seq.) and the administrative rules promulgated thereunder (AAC R2-7-101, et seq.).
- (c) Any amendments to this Agreement must be in writing and signed by both parties.
- (d) All requests for additional services shall be in writing and signed by both parties and subject to current established **ADOA-GAO** billing rates.
- (e) Additional capital equipment or other resources to be acquired by the **ADOA-GAO** to fulfill its responsibilities to the **LOCAL GOVERNMENT** as set forth in the Scope of Services and for which the **LOCAL GOVERNMENT** may be required to reimburse the **ADOA-GAO** shall be agreed to in writing by the **LOCAL GOVERNMENT**.
- (f) **ADOA-GAO** reserves the right, at its sole reasonable discretion, to deny access as Entity Administrator or Entity User.
- (g) This agreement is subject to the provisions of A.R.S. § 38-511.
- (h) The parties to this agreement certify compliance with the requirements in A.R.S. §§ 35-391.06 and 35-393.06.
- (i) All notices pertaining to this Agreement shall be addressed or faxed to the parties respectively as follows:

ADOA-GAO:	
Arizona Department of Administration General Accounting Office (GAO) 100 N. 15th Avenue, Suite 302 Phoenix, AZ 85007	ATTN: Jennifer Verhelst Systems Support & Projects Manager Phone Number: 602-542-6227 Email: jennifer.verhelst@azdoa.gov
LOCAL GOVERNMENT:	
Local Government Name Local Government Department Local Government Address Local Government City, State, Zip	ATTN: Title Phone Number: Email:

THIS AGREEMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE UNDERSTANDING BETWEEN THE PARTIES, AND IT SUPERSEDES ALL PROPOSALS, ORAL OR WRITTEN, AND ALL OTHER DOCUMENTS OR COMMUNICATIONS BETWEEN THE PARTIES RELATIVE TO THE SUBJECT MATTER HEREIN COVERED, UNLESS SUCH DOCUMENTS OR COMMUNICATIONS ARE SPECIFICALLY INCLUDED BY REFERENCE.

IN WITNESS WHEREOF, the parties have executed this Agreement:

LOCAL GOVERNMENT:

Local Government Name

ADOA:

Arizona Department of Administration

By: _____
Name or Name/Title

By: _____
Brian C. McNeil, Director

Date: _____

Date: _____

Print ISA

SERVICE AGREEMENT GAOISA Number

Between the Arizona Department of Administration General Accounting Office
And LOCAL GOVERNMENT

SCHEDULE A

Roles and Responsibilities

The respective roles of ADOA-GAO and a LOCAL GOVERNMENT related to that service are outlined in the section below.

ADOA-GAO Responsibilities:

- Provide consultation with the LOCAL GOVERNMENT project team member concerning the requirements of the A.R.S. § 42-725, confidentiality issues, file layout and overall process.
- Provide main point of contact for all communications related to the project.
- Prepare and provide LOCAL GOVERNMENT timely written notice of any ISA ADDENDUM.
- Confirm and communicate schedules.
- Notify the appropriate contacts of issues that require resolution.
- Coordinate the change process.
- Oversee content and maintenance of the OpenBooks.az.gov website (PROD).
- Provide an LOCAL GOVERNMENT User Guide on the use of the Administrative Tool and the Secure Account Service (SAS) Login Utility.
- Define LOCAL GOVERNMENT's system roles (Entity Administrator and Entity User).
- Authorize and maintain LOCAL GOVERNMENT's access to the system via SAS.
- Evaluate and grant or deny LOCAL GOVERNMENT requests for access to or roles in OPENBOOKS; activate and deactivate accounts.
- Provide and maintain technological infrastructure.
- Host and maintain Transparency Application Databases containing the State of Arizona and LOCAL GOVERNMENT data.
- Provide diagnosis of and initialize efforts to correct issues/problems with OPENBOOKS software application, Transparency Application Database, OpenBooks.az.gov website and technology infrastructure within three (3) business days of the discovery of such problems.
- Maintain two Transparency Application databases (PROD and TEST).
- Delete LOCAL GOVERNMENT incorrect postings within three (3) business days of receiving notification by email from LOCAL GOVERNMENT.
- Comply with all laws, statutes, ordinances, rules and regulations applicable to any Arizona State government body or authority;
- Diligently complete SERVICES.

ADOA-GAO Does NOT Have the Responsibility to:

- Defend LOCAL GOVERNMENT's compliance with A.R.S. § 41-725 subsections (C) through (E).
- Respond to the LOCAL GOVERNMENT's constituency about the LOCAL GOVERNMENT's data or the use of OPENBOOKS.

SCHEDULE A (Continued on Next Page)

SERVICE AGREEMENT GAOISA Number

SCHEDULE A (Continued from Preceding Page)

LOCAL GOVERNMENT Responsibilities:

- Provide ADOA-GAO with required information for posting to OPENBOOKS in accordance with A.R.S. § 41-725 subsections (C) through (E).
- Accept and properly execute the ISA and any annual ADDENDUM or Amendment prepared by ADOA-GAO in a timely manner, but no more than ninety (90) days.
- The LOCAL GOVERNMENT chief executive officer shall designate, using the processes and forms prescribed by ADOA-GAO, one or more Entity Administrators.
- The Entity Administrator shall designate, using the processes and from prescribed by the ADOA-GAO, one or more Entity Users.
- The LOCAL GOVERNMENT Entity Administrator(s) and User(s) shall be authorized to interface and liaise with ADOA-GAO personnel.
- Obtain administrative login access via SAS.
- Request and maintain authorized user roles for Entity Administrator and Entity User.
- Notify ADOA-GAO of any Administrator or User changes within 48 hours of such changes.
- Adhere to the data specification (file layout).
- Adhere to the guidance in the LOCAL GOVERNMENT User Guide.
- Adhere to State of Arizona Security requirements.
- Review data to assure compliance with confidentiality requirements, including those in A.R.S. § 41-725.
- Make payments in accordance the ISA and any Amendments.
- Upload the LOCAL GOVERNMENT data into the system as directed.
- Update and administer content data.
- Take reasonable measures to maintain the timeliness and accuracy of the LOCAL GOVERNMENT data presented on OpenBooks.az.gov.
- Notify ADOA-GAO of any required file deletions as soon as practicable.
- Cooperate with ADOA-GAO in the identification, diagnosis and resolution of issues/problems with the OPENBOOKS software application, Transparency Application Database, OpenBooks.az.gov website, and technology infrastructure.

SCHEDULE A (Remainder of Page Intentionally Left Blank)

REQUEST TO APPROVE LINE EXTENSION AGREEMENT AND UTILITY EASEMENT

Recommendation:

Staff recommends approval of a line extension agreement with Arizona Public Service and the utility easement as described.

Summary:

In connection with the site improvements related to the construction of a skill center on the Painted Desert Campus in Holbrook, staff recommends approval of a line extension agreement with Arizona Public Service (APS). APS agrees to extend underground electrical facilities and upgrade existing overhead facilities. NPC agrees to provide the distribution line, including conduits, and service line earthwork. Advance payment to APS is not required as added electrical services are expected to offset the standard charges and labor costs.

Also connected to this project is a recommendation to convey a utility easement to APS. The easement encompasses approximately 235 linear yards.



REQUEST TO APPROVE THE PURCHASE OF AMATROL MECHATRONICS LEARNING SYSTEM FROM KLEIN EDUCATIONAL SYSTEMS

Recommendation:

Staff recommend approval to purchase the Mechatronics Learning System from Klein Educational Systems for \$499,997.67.

Summary:

As part of the Arizona Sun Corridor Get Into Energy Consortium Trade Adjustment Assistance Community College Career Training Grant (ASC GIEC TAACCCT) from the Department of Labor, Northland Pioneer College will establish a Mechatronics lab and training program. The major capitol expenditure is for the purchase of Mechatronics laboratory equipment to be installed in the new Skills Center at a cost of \$499,997.67.

The purchase will be made by Northland Pioneer College and the money reimbursed by the Department of Labor (DOL). Memoranda of understanding have been completed among the Consortium members so the funds for reimbursement are now available. In order to be able to implement the Mechatronics program in the Fall of 2013 it's necessary to order the equipment from Klein Educational Systems by April 15, 2013. This allows Amatrol time to build, deliver and install the equipment in the new Skills Center by early August. The curriculum for the NPC Mechatronics program has been developed and approved, the faculty and staff related to the grant will be hired and trained and the program will be able to go into operation in the Fall. The purchase of equipment also includes the training for participating faculty in the use of the equipment and implementation of the curriculum.



**Mechatronics and Advanced Industrial Maintenance Program
Quotation for Northland Pioneer College**

Qty	Item	Description	Unit Cost	Total
Section 1: Level 1 Mechatronics				
Electrical				
1	950-PR1	Print Reading 1 Learning System Requires computer with Windows XP or higher. Recommended table 82-610 Mobile Technology Workstation or equivalent. 2-student learning system supplied. Includes: (1) M12207 Student Curriculum - Interactive PC-Based Multimedia; (1) C12207 Teacher Assessment Guide.	\$1,564.00	\$1,564.00
1	T7017A	AC / DC Electrical Learning System Requires computer with Windows XP or higher. Recommended table 82-610 Mobile Technology Workstation or equivalent. Includes: (1) Workstation with AC/DC Power Supply; (1) Output Device Component Set; (1) Input Device Component Set; (1) Instrumentation Package; (1) Transformer Module; (1) Capacitor/Inductor Set; (1) BB227 Student Learning Activity Packet Set; (1) CB227 Teacher's Assessment Guide; (1) DB227 Installation Manual.	\$5,874.00	\$5,874.00
1	950-ELF1	Electrical Fabrication 1 Learning System Requires 33504 Consumables Package, and electrical power. Recommended table 82-610 Mobile Technology Workstation or equivalent. 2-student learning system supplied. Includes: (1) T7021 Electrical Fabrication Unit; (1) 33565 Hand Tool Package; (1) 33567 Electrical Package; (1) 33566 Electrical Consumable Package; (1) B12204 Student Learning Activity Packet; (1) C12204 Teacher's Assessment Guide; (1) D12204 Installation Guide.	\$3,520.00	\$3,520.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	33504	Residential/Commercial Wiring Consumable Supplies 2 students working as a pair. Includes: (2) Incandescent Lamps 25 W; (30) Wire Ties; (1) PVC Electrical Tape; (500) Black Wire 14 GA; (500) White Wire 14 GA; (500) Green Wire 14 GA; (20) Quick Connect Spade (green); (1) 81-piece Terminal Kit.	\$480.00	\$480.00
1	90-EC1A	Electric Relay Control Learning System Requires compressed air. Recommended table 82-610 Mobile Technology Workstation or equivalent. Includes: (1) Control Console; (1)24 VDC Power Supply; (1) Relay Control Components; (1) Electro-Pneumatic Component Set; (1) Electric Motor; (1) B16727 Student Learning Activity Packet Set; (1) C16727 Teacher's Assessment Guide; (1) D16727 Installation Guide.	\$3,774.00	\$3,774.00
1	90-CT1	Computer Control 1 Learning System Adds to 90-EC1-A Relay Control Unit or other similar I/O Application. Requires 82-704W PLC Programming Software for SLC500/MicroLogix. Also requires 16019 24 VDC Power Supply if not used with 90-EC1-A. Includes: (1) Enclosure; (1) MicroLogix 1000 Programmable Controller -10 Inputs, 24 VDC; -6 Outputs, 24 VDC; (1) Plug-in I/O Interface; (1) B763 Student Learning Activity Packet Set; (1) B773 Teacher's Assessment Guide.	\$3,220.00	\$3,220.00
1	82-704W	PLC Programming Software for SLC500/MicroLogix - EDUCATION ONLY RSLogix software for A-B MicroLogix 1000 and SLC-500 PLCs. For purchase by education users only. Allows off-line/on-line programming of ladder diagrams. Includes: One seat license (supports 1 user at a time) and user manuals. Requires Windows XP or higher.	\$1,238.00	\$1,238.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	85-MT5	Electric Motor Control Learning System Additional Requirements: EL613-43 Prony Brake, 41202 Hand Tool Package, Compressed air (50 psi), 3-phase 208 VAC power. Includes: (1) Manual Fault Insertion System with 35 faults total for 10 modules; (1) Interface to 890-FTS-1 Automatic Fault Insertion System; (1) Workstation Console, slide-in guides, table-top; (1) 17401 Learning Activity Packet Set; (1) 17400 Teacher's Assessment Guide; (1) 17301 Installation Guide.	\$10,697.00	\$10,697.00
1	EL613-43	Prony Brake Includes hub, brake unit and coolant unit.	\$820.00	\$820.00
1	41202	Hand Tool Package - Motor Control Adds to 85-MT5 and 950-PT1. Includes: (1) 16" Hand Box; (1) Combination Wrench; (1) Screwdriver Set; (1) Allen Wrench Set; (1) Dead Blow Hammer; (1) Fuse Puller; (1) Adjustable Wrench.	\$458.00	\$458.00
5	82-610	Mobile Technology Workstation, Type 1 - 6 Foot Includes: (1) Welded Steel Frame; (1) White Laminated Work Surface; (1) Dimensions: 30H x 30W x 72L inches ; (4) Casters.	\$1,292.00	\$6,460.00
Mechanical				
1	950-MES1	Measurement Tools 1 Learning System (Quality Assurance) Requires computer. Recommended table 82-610 Mobile Technology Workstation or equivalent. Includes: (1) 91-400 Measurement Tools Level 1; (1) 91-401 Measurement Tools Level 2; (1) 91-410-B Digital Caliper; (1) 91-202 Parts Package; (1) 91-501 Data Management Software; (1) 91-500-A Amatrol SPC Software; (1) 91-601-B Computer Interface; (1) Table-top Workstation; (1) B19017 Student Learning Activity Packet Set; (1) C19017 Teacher's Assessment Guide; (1) D19017 Installation Guide.	\$6,577.00	\$6,577.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	950-MPF1	Mechanical Fabrication 1 Learning System 2-student learning system supplied. Includes: (1) Workstation; (1) Construction Panel; (1) Fabrication Parts Kit; (1) Mechanical Parts Kit; (1) Skill Component Set; (1) Pneumatic Kit; (1) Fabrication Tools Kit; (1) Mechanical Fabrication Component Set; (1) Fabrication Parts Set; (1) Mechanical Tools Kit; (1) Hardware Kit; (1) Bolt Stretch Kit; (1) B19004 Student Learning Activity Packet Sets; (1) C19004 Teacher's Assessment Guides; (1) D19004 Installation Guides.	\$8,585.00	\$8,585.00
1	950-ME1	Mechanical Drives 1 Learning System - Full Bench Requires 41210 Hand Tool Package Accommodates two (2) students. Includes: (1) Mobile Workstation; (1) Motor Control Unit; (1) Constant Speed Drive Motor; (1) Variable Speed Motor; (1) Lockout/Tagout Package; (1) Shaft Panel 1; (1) Shaft Panel 2; (1) Belt Drive Panel 1; (1) Gear Drive Panel 1; (1) Chain Drive Panel 1; (1) Prony Brake; (1) Digital Tachometer; (1) Alignment/Measurement Package; (1) Indicator Package Level 1; (1) Multi-Drawer Storage Unit; (1) B502 Student Learning Activity Packet Set; (1) B512 Teacher's Assessment Guide; (1) 18417 Installation Guide.	\$14,172.00	\$14,172.00
1	41210	Hand Tool Package 1 - Mechanical Adds to 950-ME1, 950-ME1-SB, 94-ME-1, and 96- MEC2. Includes: (1) Socket Set; (1) Torque Wrench; (2) Combination Wrench; (1) Screwdriver Set; (1) 6" Rule; (1) Allen Wrench Set; (10) Corrosion Inhibiting Wrap; (1) 6" Dial Calipers; (1) Feeler Gauge; (1) Dead Blow Hammer; (1) Leather Gloves; (1) Wax Crayon and Holder; (1) Magnifier; (1) Nylon String; (1) Oil; (1) Keyway Punch; (1) Rubber Gloves; (1) Spring Scale; (1) Tape Measure; (1) Threadlocker; (1) 3-Drawer Tool Box; (1) Utility Knife; (2) Wire Brush Sets; (1) Masking Tape; (1) Scissors.	\$1,235.00	\$1,235.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	95-ME2	Mechanical Drives 2 Learning System Requires either the 950-ME1 Mechanical Drives 1 Learning System - Full Bench or the 950-ME1-SB Mechanical Drives 1 Learning System - Short Bench. Also requires 18588 Viscosimeter. Includes: (1) Coupling Panel 1; (1) Belt Drive Panel 2; (1) Belt Drive Panel 3; (1) Lubrication Package; (1) Chain Drive Panel 2; (1) Indicator Package Level 2; (1) B503 Student Learning Activity Packet Set; (1) B513 Teacher's Assessment Guide.	\$6,709.00	\$6,709.00
1	18588	Viscosimeter Required for 95-ME2 Mechanical Drives Learning System	\$658.00	\$658.00
1	82-610	Mobile Technology Workstation, Type 1 - 6 Foot Includes: (1) Welded Steel Frame; (1) White Laminated Work Surface; (1) Dimensions: 30H x 30W x 72L inches ; (4) Casters.	\$1,292.00	\$1,292.00
Fluid Power				
1	850-P1	Controls Technology Learning System - Basic Pneumatics Requires a pneumatic power supply or conditioned (dry and filtered) shop air. Includes: (1) 850-CTB-B Controls Technology Bench; (1) 85-BPAV Basic Pneu. Actuator/Valve Panel; (1) 85-BPIP Basic Pneu. Instrumentation Panel; (1) 85-PHF Pneumatic Hose and Fittings Package; (1) B834 Student Learning Activity Packet Set; (1) B844 Teacher's Assessment Guide; (1) 16144 Installation Manual.	\$5,493.00	\$5,493.00
1	85-IP	Intermediate Pneumatics Learning System Adds to basic pneumatics systems (850-P1, 850-C1, or 85-BP). Requires 41221 Hand Tool Package. Includes: (1) 85-IP-H Intermediate Pneumatic Module; (1) B835 Intermediate Student Learning Activity Packet Set; (1) B845 Intermediate Pneu. Teacher's Assessment Guide; (1) 16144 Installation Guide.	\$2,712.00	\$2,712.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	41221	Hand Tool Package - Pneumatic Systems Adds to 85-IP, 94-FPS-2, 94-FLS-1, and 96-PNE2 Learning Systems. Includes: (1) 16" Hand Box, (1) Strap Wrench; (1) Combination Wrench; (1) Screwdriver Set, (1) Feeler Gauge; (1) Grease; (1) Magnifier; (1) Oil; (1) Pick Set; (1) Can; (1) Spanner Wrench; (1) Tweezers, (1) Adjustable Wrench; (1) Syringe.	\$663.00	\$663.00

Amatrol All and Oxygen Ed AME21 eLearning Lease - Education Campus

1	206-WLAC	eLearning Lease - Education Campus Available to post-secondary and secondary organizations only. Requires user administrator to assign student access and high speed web access via a computer. For specific computer requirements (content usage), see amatrolelearning.com "System Requirements."	\$26,539.00	\$26,539.00
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Includes: Unlimited access to combined Amatrol All and AME21 eLearning libraries for a single education campus. The access period is 12 months with the lease timeline starting simultaneously for all users on the order date or an alternate date specified on the order.

50 License Print CDs for Section 1 Learning Systems

1	JB227	50-Copy CD Print License, 50-Copy CD Print License, AC/DC Electrical Systems (T7017)	\$935.00	\$935.00
1	J12204	50-Copy CD Print License, Electrical Fabrication 1 (950-ELF1, 96-ELF1)	\$468.00	\$468.00
1	J16727	50-Copy CD Print License, Electric Relay Control (90-EC1-A)	\$468.00	\$468.00
1	PCD-B763	50-Copy CD Print License - Computer Control 1 (96-CT1)	\$624.00	\$624.00
1	J17401	50-Copy CD Print License, Electric Motor Control Systems (85-MT5)	\$1,558.00	\$1,558.00
1	J19017	50-Copy CD Print License, Measurement Tools 1 (950-MES1)	\$1,558.00	\$1,558.00
1	PCD-B502	50-Copy CD Print License, Mechanical Drives System 1 (950-ME1)	\$1,091.00	\$1,091.00
1	PCD-B503	50-Copy CD Print License, Mechanical Drives System 2 (95-ME2)	\$1,091.00	\$1,091.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	PCD-B834	50-Copy CD Print License, Basic Pneumatics (85-BP)	\$624.00	\$624.00
1	JB835	50-Copy CD Print License, Intermediate Pneumatics (85-IP)	\$468.00	\$468.00
Section 1 Total				\$121,625.00

Section 2: Mechatronics Learning Systems for Allen Bradley Compact Logix

7	870-MPC-AB5300	Mechatronics Learning System for AB Compact Logix Requires one 87-M series (stations 1-7) Mechatronic Station, 82-800 RS Logix 5000 PLC Programming Software for each station, PC with Windows 2000 or higher. Includes: (1) Allen-Bradley AB5300 Programmable Controller with MPI port; (1) PLC Portable Mounting Console; (1) 24 VDC Power Supply; (1) Master Control Relay; (1) 72007 Student Learning Activity Packet Set; (1) 72008 Teacher's Assessment Guide; and (1) 72009 Installation Guide.	\$8,206.00	\$57,442.00
1	87-MS1	Pick and Place Feeding Station Requires one of the 870-MPC series Mechatronic Learning Systems and compressed air. Includes: (1) Mobile Workstation with slotted worksurface; (1) Operator Station; (1) Powered Feed Module; (1) Pick and Place Robot; (1) Finished Parts Storage Module (1) Parts Set; (1) Pneumatic Distribution Module; (1) Electrical Distribution Module; (1) Electro-pneumatic Valve Manifold; and (1) Digital I/O Interface Module.	\$10,870.00	\$10,870.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	87-MS2	Gauging Station Requires one of the 870-MPC series Mechatronic Learning Systems and compressed air. Includes: (1) Mobile Workstation with slotted worksurface; (1) Operator Station; (1) Traverse Shuttle (1) Ultrasonic Measurement Module; (1) Proximity Gauging Module; (1) Part Transfer Module; (1) Part Reject Module; (1) Finished Parts Storage Module; (1) Parts Set; (1) Pneumatic Distribution Module; (1) Electrical Distribution Module; (1) Electro-pneumatic Valve Manifold; and (1) Digital I/O Interface Module.	\$11,666.00	\$11,666.00
1	87-MS3	Orientation-Processing Station Requires one of the 870-MPC series Mechatronic Learning Systems and compressed air. Includes: (1) Mobile Workstation with slotted worksurface; (1) Operator Station; (1) 8-Station Rotary Index Table; (1) Pick and Place Pneumatic Robot; (1) Fiber Optic Gauging Module; (1) Part Transfer Module; (1) Finished Parts Storage Module; (1) Pneumatic Distribution Module; (1) Electrical Distribution Module; (1) Electro- pneumatic Valve Manifold; and (1) Digital I/O Interface Module.	\$12,716.00	\$12,716.00
1	87-MS4	Sorting-Buffering Station Requires one of the 870-MPC series Mechatronic Learning Systems and compressed air. Includes: (1) Mobile Workstation with slotted worksurface; (1) Operator Station; (1) Belt Conveyor Module; (1) Part Sorting Module; (1) Buffer Module; (1) Proximity Sensing Module;(1) Parts Set; (1) Pneumatic Distribution Module; (1) Electrical Distribution Module; (1) Electro-pneumatic Valve Manifold; and (1) Digital I/O Interface Module.	\$9,404.00	\$9,404.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	87-MS5-P2	Servo Robotic Assembly Station-Pegasus Requires one of the 870-MPC series Mechatronic Learning Systems, and compressed air. Includes: (2) Mobile Workstations with slotted worksurfaces; (1) Pegasus II Servo Robot with teach pendant; (1) Operator Station; (1) Spool Insertion Module; (1) Screw Feed Module; (1) Spring/ Knob Feed Module; (1) Screw/ Knob Engagement Module; (1) Assembly Shuttle Module; (1) Finished Parts Storage Module; (1) Parts Presentation Module; (1) Parts Set; (1) Pneumatic Distribution Module; (1) Electrical Distribution Module; (1) Electro-pneumatic Valve Manifold; and (1) Digital I/O Interface Module.	\$30,612.00	\$30,612.00
1	87-MS6	Torque Assembly Station Requires one of the 870-MPC series Mechatronic Learning Systems and compressed air. Includes: (1) Mobile Workstation with slotted worksurface; (1) Operator Station; (1) Screw Torque Module; (1) Part Clamp Module; (1) Electric Traverse Module; (1) Pneumatic Distribution Module; (1) Electrical Distribution Module; (1) Electro-pneumatic Valve Manifold; and (1) Digital I/O Interface Module.	\$9,520.00	\$9,520.00
1	87-MS7	Inventory Storage Station Requires one of the 870-MPC series Mechatronic Learning Systems and compressed air. Includes: (1) Mobile Workstation with slotted worksurface; (1) Operator Station; (1) Programmable Position Pneumatic Robot; (1) 4- Channel Parts Storage Module; (1) Parts Presentation Module; (1) Pneumatic Distribution Module; (1) Electrical Distribution Module; (1) Electro-pneumatic Valve Manifold; and (1) Digital I/O Interface Module.	\$11,424.00	\$11,424.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	82-800-7	RS Logix 5000 PLC Programming Software- 7 Seats RSLogix software for A-B Control Logix PLC's to allow off-line/on-line programming of ladder diagrams. Requires Windows 2000 or higher.	\$19,257.00	\$19,257.00
1	J72007	50-Copy CD Print License, Allen-Bradley Mechatronics (870-MPC-AB5300)	\$1,558.00	\$1,558.00
1	90-START-4	Start-Up and Installation - 870 Mechatronics Note: Estimate Only Requires specific customer location quotation by Amatrol.	\$7,000.00	\$7,000.00

For Mechatronics systems performed by factory-trained technician. Includes travel expenses, meals, hotel and per diem - anywhere in North America. The technician shall assemble, connect and ready the system for use. The system will then be demonstrated to customer personnel as a final acceptance. The customer shall be expected to supply all utilities and connections to the machines; truck unloading, uncrating and location of all shipments to room where system is to be set up; and assistance to the Amatrol technician, when necessary, for lifting of equipment.

Section 2 Total \$181,469.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
Section 3: Instrumentation				
1	T5552	Level / Flow Process Control Learning System Operates as a stand-alone training system in discrete on/off mode. Optional connection kit 33278 required to connect 2 systems. Requires T5552-C1-A PID Controller Module, 82-610 Table, compressed air (100psi), 110 VAC 15A electrical, water source, and 41205 hand tool package. Includes: (1) Table-top Workstation; (1) Control Panel; (2) Liquid tanks; (1) Centrifugal Pump/Motor; (1) Piping Network with valves; (1) Instrumentation; (1) PLC Interface (1) BB270 Student Learning Activity Packet Set; (1) CB270 Teacher's Assessment Guide; (1) DB270 Installation Guide.	\$17,509.00	\$17,509.00
1	T5552-C1-A	PID Controller Module Adds to T5552 to provide analog control of process system. Include: (1) Honeywell PID Controller; (1) Mounting Panel; (1) Plug-in I/O Connections	\$2,839.00	\$2,839.00
1	82-610	Mobile Technology Workstation, Type 1 - 6 Foot Includes: (1) Welded Steel Frame; (1) White Laminated Work Surface; (1) Dimensions: 30H x 30W x 72L inches ; (4) Casters.	\$1,292.00	\$1,292.00
1	41205	Hand Tool Package - Process Control Adds to T5552, T5553, and 950-PC1 Learning Systems. Includes: (1) Screwdriver Set; (1) Garden Hose; (1) Allen Wrench Set; (1) Digital Meter; (1) Adjustable Wrench.	\$549.00	\$549.00
1	T5552-F1	Smart Flow Transmitter Learning System Adds to T5552. Requires either T5552-F1A, T5552-F1B, or T5552-F1C flow transducer. Includes: (1) Rosemount Smart Differential Pressure Transmitter with Digital Display; (1) Manifold System for pressure equalization; (1) 33256 Student Learning Activity Packet.	\$4,663.00	\$4,663.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	T5552-F1A	Pitot Tube Flow Transducer Adds to T5552-F1 to provide measurement of liquid flow rate using static and dynamic fluid pressures.	\$1,420.00	\$1,420.00
1	T5552-F1B	Venturi Flow Transducer Adds to T5552-F1 to provide measurement of liquid flow rate using the pressure drop across a convergent section and the throat of the tube.	\$947.00	\$947.00
1	T5552-F1C	Orifice Plate Flow Transducer Adds to T5552-F1 to provide measurement of liquid flow rate using pressure differential across the orifice.	\$474.00	\$474.00
1	T5552-L1	Ultrasonic Liquid Level Learning System Adds to T5552. Includes: (1) Ultrasonic transducer; (1) Transmitter, 4-20 ma; (1) 33255 Student Learning Activity Packet.	\$1,177.00	\$1,177.00
1	T5553	Temperature Process Control Learning System Optional connection kit 33278 required to connect 2 systems. Requires one controller module, either the T5553-C1-A Single-Loop PID Controller Module or the T5553-C2-A Dual-Loop PID Controller Module. Also requires 82-610 Table, compressed air (100psi), 208/120 VAC 3-phase 5-wire, 15A electrical power, and water source. Includes: (1) Table-top Workstation; (1) Control Panel (1) Instrumentation; (1) PLC Interface; (1) Heating Loop; (1) Process Temperature Control Loop; (1) 33301 Student Learning Activity Packet Set; (1) 33311 Teacher's Assessment Guide; (1) 33321 Installation Guide.	\$22,503.00	\$22,503.00
1	82-610	Mobile Technology Workstation, Type 1 - 6 Foot Includes: (1) Welded Steel Frame; (1) White Laminated Work Surface; (1) Dimensions: 30H x 30W x 72L inches ; (4) Casters.	\$1,292.00	\$1,292.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	T5553-C2-A	PID Controller Module-Dual Loop Adds to T5553 to provide analog control of process system. Also supports advanced control methods such as ratio, feed forward, and cascade control. Includes: (1) Honeywell PID Controller; (1) Mounting Panel; (1) Plug-in I/O Connections.	\$4,131.00	\$4,131.00
1	T5553-R1-A	Three-Channel Data Acquisition Learning System Adds to T5553 to provide data acquisition of 3 user selectable connections. Requires T5553. Includes: (1) Panel Mount; (1) Paperless Trend Recorder; (1) Data Storage-Internal & Flash Drive; (1) 33302 Student Learning Activity Packet Set; (1) 33312 Teacher's Assessment Guide; (1) 33322 Installation Guide.	\$4,480.00	\$4,480.00
1	T5553-T1	Two-Channel Temperature Transmitter Module Adds to T5553 to provide two additional temperature transmitter channels. Requires T5553. Includes: (1) Two-channel Temperature Transmitter; (1) Mounting Panel; (1) Plug-in I/O connections.	\$1,578.00	\$1,578.00
1	33278	Process Control Connection Kit Connects any 2 Amatrol process control learning systems: T5552, T5553, T5554. One kit required to connect 2 systems, 2 kits required to connect all 3 systems.	\$324.00	\$324.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	890-AB5500B	PLC Troubleshooting Learning System-AB ControlLogix Requires 890-PEC-B Workstation, (5) Standard 890 series Application Stations, 89-DWS Discrete Wiring Application Station, and 82-800 RS Logix 5000 PLC Programming Software, and PC. Includes: (1) Allen Bradley PLC with Control Logix 5000 processor, (32) 24 VDC Discrete Inputs, (32) 24 VDC Discrete Outputs, and PC Programming Cable; (1) I/O Connector Kit; (1) Fault Insertion Engineering Integration and Connector Kit; (1) 40660 Student Learning Activity Packet Set; (1) 40670 Teacher's Assessment Guide; (1) 40680 Installation Guide.	\$15,909.00	\$15,909.00
1	890-PEC-B	Programmable Controller Troubleshooting Workstation Requires PLC with (32) 24 VDC inputs, (32) 24 VDC outputs, Application Stations (89-IOS, 89-OS-PDS, 89-BCD, 89-EP, 89-EMT), PC with Windows XP or higher and standard height PCI Bus, and fault kit. PLC should be installed at factory by Amatrol personnel. Includes: (1) Mobile Workstation;(1) PLC Mounting Console; (1) Fault Troubleshooting System with 30-fault capability with purchase of fault connector kit; (1) Start/Stop Power Station with master control relay and power on indicator; (1) Application Station Mounting Module with quick-connect mounting of two application stations with field device faults; (1) PC-Based Fault Control Software, FaultPro; (1) Fault Control, I/O PC Card, PCI Bus.	\$9,981.00	\$9,981.00
1	89-IOS	I/O Simulator Application Station	\$1,870.00	\$1,870.00
1	89-OS-PDS	Operator Application Station with Programmable Display Includes: (1) Operator Application station (1) Programmable display.	\$2,989.00	\$2,989.00
1	89-EMT	Electro-Mechanical Application Station	\$2,481.00	\$2,481.00
1	89-EP	Electro-Pneumatic Application Station Requires compressed air source.	\$2,631.00	\$2,631.00

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
1	89-BCD-B	BCD/LED Application Station	\$1,558.00	\$1,558.00
1	82-800	RS Logix 5000 PLC Programming Software-Single Seat RSLogix software for A-B Control Logix PLC's to allow off-line/on-line programming of ladder diagrams. Includes RSLinx Professional Connectivity Software.	\$2,751.00	\$2,751.00
1	89-DWS	Discrete Wiring Application Station Adds to 890-ABXX and 890-S7XX PLC Troubleshooting Learning Systems. Requires 17251 Wiring Toolkit and 17247 DC Wiring Consumables Kit. Includes: (1) Limit switch; (1) Inductive sensor; (2) 24V terminal wiring blocks; (2) Common terminal wiring blocks; (1) Input terminal block; (1) Output terminal block; (1) Solenoid valve; (1) Motor starter; (1) 24VDC power connection.	\$1,224.00	\$1,224.00
1	17251	Wiring Toolkit Includes: (1) 3/16 in. Cabinet Tip Screw Driver; (1) #2 Philips Screw Driver; (1) Combination Wire Cutter/Stripper; (1) 1/8 in. Cabinet Tip Screw Driver; (1) #1 Philips Screw Driver	\$138.00	\$138.00
1	17247	DC Wiring Consumables Kit Includes: (1) 1,000 ft. 16 GA. Blue Wire Roll; (1) 1,000 ft. 16 GA. Blue/White Wire Roll	\$1,983.00	\$1,983.00
1	JB270	50-Copy CD Print License, Process Control (T5552)	\$1,558.00	\$1,558.00
1	J33301	50-Copy CD Print License, Temperature Process Control (T5553)	\$1,870.00	\$1,870.00
Section 3 Total			\$112,121.00	

Mechatronics and Advanced Industrial Maintenance Program Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
Section 4: Class Management, Skill Assessment and Workplace Skills				
1	94-CMS-2	SkillACE Class Management System Requires Computer with Windows 2000 or higher; Optional Customer Supplied PDA with PocketPC Operating System. Includes: (1) Teacher Station Seat for Single PC Install Only; Unlimited Student Station Seats for PCs; (1) SkillACE Database for Server or Individual PC; (1) Program Software with Outcomes Templates, Dynamic Quizzes, Project-Grading Module, Reports, and Flexible Grading Module; (1) 11404 Quick Reference Guide; (1) 11401 User Manual. Note: Templates are provided for all current equipment and software versions.	\$4,731.00	\$4,731.00
			Section 4 Total	\$4,731.00

Mechatronics and Advanced Industrial Maintenance Program
Quotation for Northland Pioneer College

Qty	Item	Description	Unit Cost	Total
Section 5: Installation and Training				
1	INST	Installation Services Not including Mechatronics Start-up. Estimate is based on 10 days onsite installation. KES requires site readiness confirmation prior to installation. Does not include installation or configuration of non KES supplied equipment, electrical work or removal of packaging debris.	\$8,000.00	\$8,000.00
1	94-TRAIN	Teacher Training Includes free course tuition at Amatrol Designated Classes on all purchased learning systems for up to 3 instructors from a single organization per year. Attendees are responsible for the class administrative fee as well as their own travel and living expenses. Please see Amatrol.com for the current class and administrative fee schedule. Any customer who has purchased Amatrol's learning systems can request fee-based training should the free, designated class schedules not align with their needs. Contact Amatrol at Training@amatrol.com or (812) 288-8285 for an estimate.		No Charge

Sub Total	\$447,203.00
Sales Tax @8.95%	\$40,024.67
Estimated Shipping Charges	\$12,770.00
Delivered Total	\$499,997.67

PLEASE NOTE: NEW KES ADDRESS INFORMATION

Make Purchase Orders out to:

Klein Educational Systems, Inc.

2125 Garden Highway Sacramento, CA 95833

800-698-3249

Fax Purchase orders to: 916-993-9607 or email to debra@kleineducational.com

Prices Valid for 60 Days Terms Net 30 Days Delivery 120 Days ARO



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KLEIN EDUCATIONAL SYSTEMS
2125 GARDEN HIGHWAY
SACRAMENTO, CA 95833

Use Tax _____ 1099 _____

NPC IDENTIFICATION NUMBER _____

REQUISITION

PO NUMBER _____

Will SFA
ORIGINATOR / BUDGET MANAGER Date 4/4/13

Mark J. Bell
BUDGET MANAGER / DEAN / DIRECTOR Date 4/4/13

Will SFA
VICE PRESIDENT (Required for Purchases \$10,000 & Above) Date 4/4/13

PRESIDENT (Required for Purchases \$25,000 & Above) Date / /

BUSINESS OFFICE Date / /

BOARD APPROVAL (Required for \$50,000 & Above) Date / /

GIVE FULL AND COMPLETE PARTICULARS FOR EACH ITEM REQUESTED

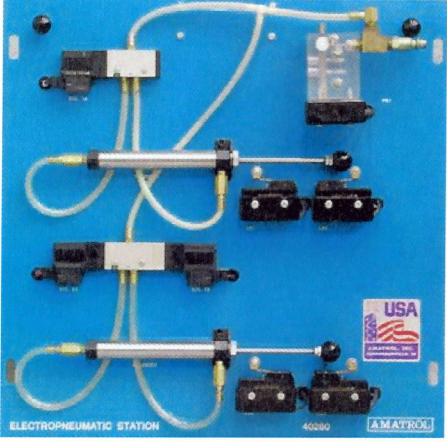
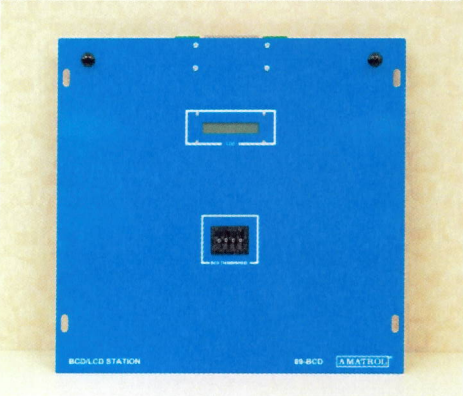
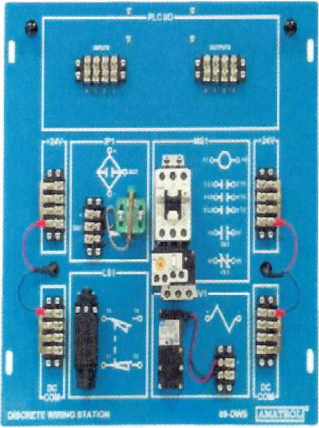
QTY	DETAILED DESCRIPTION	UNIT PRICE	AMOUNT	ACCOUNT NUMBER
1	MECHATRONICS AND ADVANCED PROGRAM LEARNING SYSTEM.			20-1543-5645-0543
	THIS IS A TURN-KEY PROGRAM CONSISTING OF HARDWARE, CURRICULUM, AND TRAINING FOR THE MECHATRONICS PROGRAM FUNDED BY THE ASC-CIEC GRANT THROUGH THE US DEPARTMENT OF LABOR.			
	ATTACHED: SOLE SOURCE JUSTIFICATION ITEMIZED BID			
	SUB TOTAL		499,997.67	
	SALES / USE TAX			
	FREIGHT			
	TOTAL		\$499,997.67	

COMMENTS/SPECIAL INSTRUCTIONS:

All vendors for service, equipment rentals, and leases must have a W-9 compliance form on file with the Business Office. If the vendor is not listed on the 1099 listing, a completed W-9 form must be attached to the requisition.

MPR-Rev. 2/11-Forms/BusinessOffice/Requisition

DISTRIBUTION: BUSINESS OFFICE - White & Yellow; BUDGET MANAGER / DEAN / DIRECTOR / REQUISITIONER Page 103

<p>89-EP</p>	<p>Electro-Pneumatic Application Station</p>	
<p>89-BCD-B</p>	<p>BCD/LED Application Station</p>	
<p>89-DWS</p>	<p>Discrete Wiring Application Station</p>	



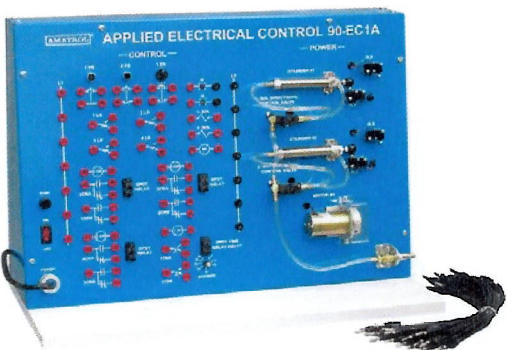
Mobile Technology Workstation



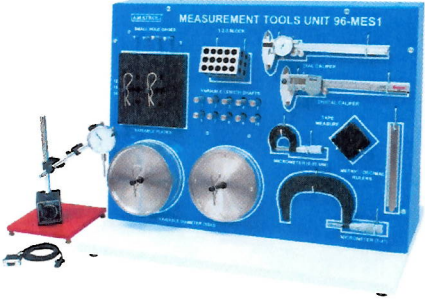
82-610




Mobile Technology
Workstation


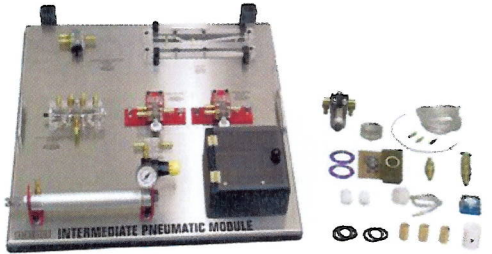
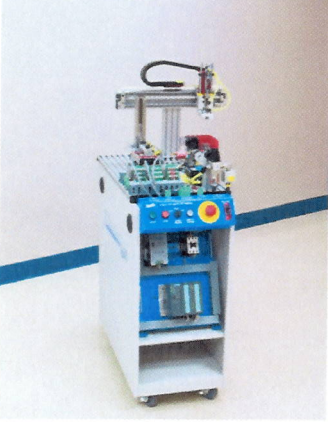






Companion Document to Northland Pioneer College Mechatronics and Advanced Industrial Maintenance Program Quote dated 9/21/12


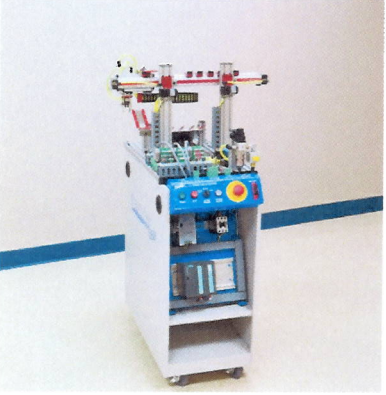

Item #	Description	
Section 1: Level 1 Mechatronics		
Electronics		
950-PR1	Print Reading 1 Learning System	No Photo Available
T7017-A	AC / DC Electrical Learning System	
950-ELF1	Electrical Fabrication 1 Learning System	
90-EC1-A	Electric Relay Control Learning System	



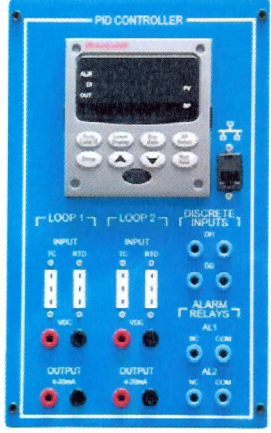
<p>90-CT1</p>	<p>Computer Control 1 Learning System</p>	
<p>85-MT5</p>	<p>Electric Motor Control Learning System</p>	
<p>Mechanical 950-MES1</p>	<p>Measurement Tools 1 Learning System (Quality Assurance)</p>	

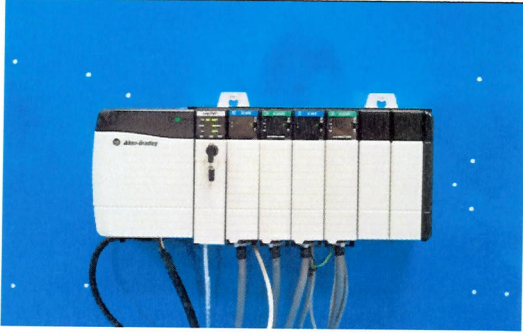

<p>950-MPF1</p>	<p>Mechanical Fabrication 1 Learning System</p>	 <p>A blue metal workbench with a red vise on the right side. On the bench, there is a blue tool cabinet with various tools hanging from it, a red vise, and other mechanical components. The cabinet has 'MECHANICAL FABRICATION' and '950-MPF1' printed on it.</p>
<p>950-ME1</p>	<p>Mechanical Drives 1 Learning System - Full Bench</p>	 <p>A blue metal rolling cart with two shelves. The top shelf holds a large white control panel with various gauges and switches, labeled 'MECHANICAL DRIVE SYSTEMS' and '950-ME1'. The bottom shelf holds various mechanical components, tools, and a red toolbox.</p>
<p>95-ME2</p>	<p>Mechanical Drives 2 Learning System</p>	 <p>A collection of various mechanical parts and tools arranged on a white background. The parts include gears, belts, pulleys, shafts, and bearings. There are also some tools and a document visible in the top right corner.</p>

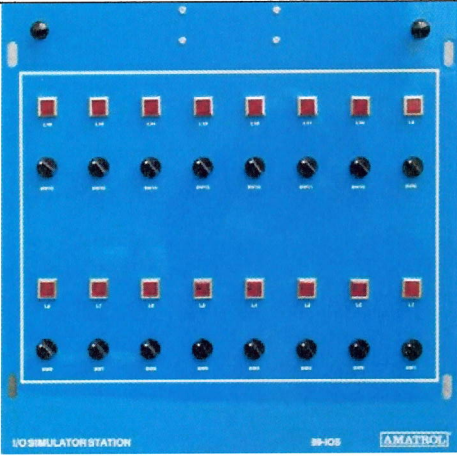

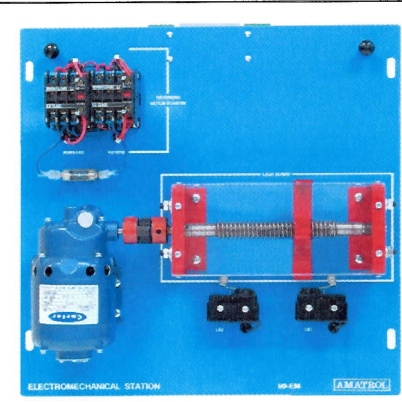
<p>850-P1</p>	<p>Controls Technology Learning System - Basic Pneumatics</p>	
<p>85-IP</p>	<p>Intermediate Pneumatics Learning System</p>	
<p>Mechatronics – Allen Bradley Control Logix</p>		
<p>87-MS1</p>	<p>Pick and Place Feeding Station</p>	

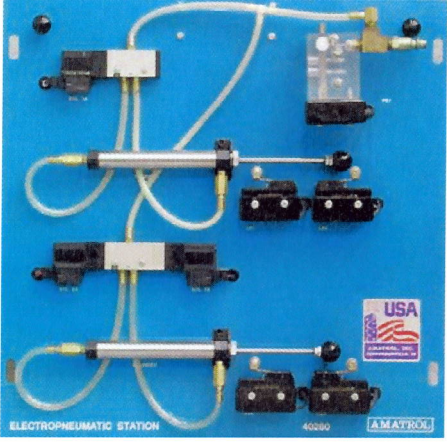
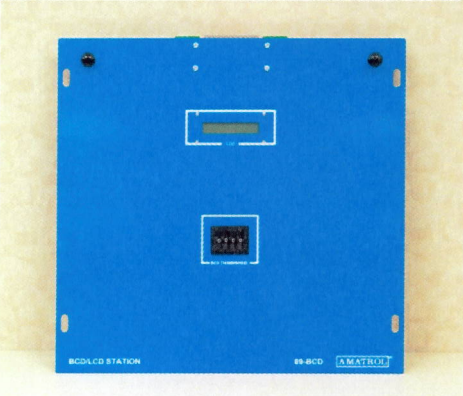
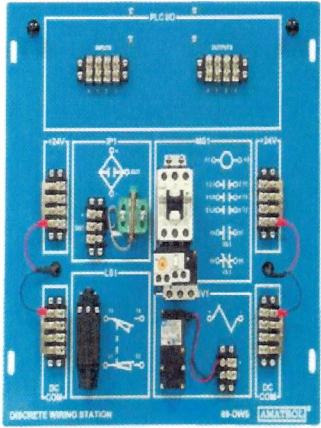
87-MS2	Gauging Station	
87-MS3	Orientation-Processing Station	
87-MS4	Sorting-Buffering Station	
87-MS5-P2	Servo Robotic Assembly Station-Pegasus	

87-MS6	Torque Assembly Station	
87-MS7	Inventory Storage Station	
Instrumentation		
T5552	Level / Flow Process Control Learning System	

<p>T5552-C1-A</p>	<p>PID Controller Module</p>	 <p>A blue rectangular PID controller module. It features a central digital display and several control buttons. Below the display, there are two main sections: 'ANALOG INPUT' with terminals for 'I', 'V', 'G', and '0', and 'CURRENT OUTPUT' with terminals for 'I', 'V', 'G', and '0'. At the bottom, there is an 'ALARM RELAY' section with terminals for 'VDC', 'NC', 'COM', and 'NO'.</p>
<p>T5553</p>	<p>Temperature Process Control Learning System</p>	 <p>A complex laboratory setup for temperature process control. It includes a blue control panel with a digital display and various control knobs. The system is connected to a thermal process unit, which consists of a white tank, a heating element, and various pipes and valves. The entire setup is mounted on a blue base.</p>
<p>T5553-C2-A</p>	<p>PID Controller Module-Dual Loop</p>	 <p>A blue rectangular PID controller module designed for dual-loop control. It features a central digital display and control buttons. Below the display, there are two main sections: 'LOOP 1' and 'LOOP 2', each with its own 'INPUT' and 'OUTPUT' terminals. To the right, there are 'DISCRETE INPUTS' and 'ALARM RELAYS' (AL1 and AL2) with terminals for 'VDC', 'NC', 'COM', and 'NO'.</p>

T5554	Analytical Process Control Learning System	 <p>The image shows a blue metal frame housing an analytical process control system. At the top, a control panel features several digital displays and buttons. Below the panel, there are two large white cylindrical tanks connected by a network of pipes, valves, and sensors. The system is designed for laboratory-scale process control experiments.</p>
890-AB5500-B	PLC Troubleshooting Learning System-AB ControlLogix	 <p>The image displays a rack-mounted PLC (Programmable Logic Controller) system. It consists of a central white control module with a black front panel, flanked by several expansion modules. The entire unit is mounted on a blue metal rack. Cables are connected to the bottom of the modules.</p>
890-PEC-B	Programmable Controller Troubleshooting Workstation	 <p>The image shows a workstation for PLC troubleshooting. It includes a blue metal cart with a laptop computer mounted on top. The laptop screen displays a software interface with various data fields and graphs. To the right of the laptop, there is a separate monitor displaying a detailed software interface with multiple windows and data tables. A blue control panel is also visible on the cart.</p>

<p>89-IOS</p>	<p>I/O Simulator Application Station</p>	 <p>The image shows a blue rectangular panel labeled 'I/O SIMULATOR STATION' and '89-105' with the 'AMATECH' logo. It features a grid of 24 red square indicator lights arranged in two rows of 12. Below each light is a black rotary knob. The panel has four mounting screws at the corners.</p>
<p>89-OS-PDS</p>	<p>Operator Application Station with Programmable Display</p>	 <p>The image shows a blue rectangular panel labeled 'OPERATOR STATION' and '89-08' with the 'AMATECH' logo. It features a central black programmable display. Below the display are three red square indicator lights, a green pushbutton, a red pushbutton, and two black rotary knobs. The panel has four mounting screws at the corners.</p>
<p>89-EMT</p>	<p>Electro-Mechanical Application Station</p>	 <p>The image shows a blue rectangular panel labeled 'ELECTROMECHANICAL STATION' and '89-108' with the 'AMATECH' logo. It features a blue motor on the left, a red and black solenoid assembly in the center, and two black rotary knobs at the bottom. The panel has four mounting screws at the corners.</p>

<p>89-EP</p>	<p>Electro-Pneumatic Application Station</p>	 <p>The image shows an electro-pneumatic application station on a blue PCB. It features two solenoid valves, two pneumatic cylinders, and various air lines and fittings. A small 'USA' logo and the 'AMATROL' logo are visible in the bottom right corner of the PCB. The text 'ELECTROPNEUMATIC STATION' and '40200' are printed at the bottom of the board.</p>
<p>89-BCD-B</p>	<p>BCD/LED Application Station</p>	 <p>The image shows a BCD/LED application station on a blue PCB. It features a small rectangular display window and a multi-pin connector. The text 'BCD/LED STATION' and '89-BCD' are printed at the bottom of the board, along with the 'AMATROL' logo.</p>
<p>89-DWS</p>	<p>Discrete Wiring Application Station</p>	 <p>The image shows a discrete wiring application station on a blue PCB. It features a complex wiring diagram with various electronic components, including resistors, capacitors, and integrated circuits. The text 'DISCRETE WIRING STATION' and '89-DWS' are printed at the bottom of the board, along with the 'AMATROL' logo.</p>

Mobile Technology Workstation

82-610

Mobile Technology
Workstation



REQUEST TO APPROVE CHANGE IN TERMS OF EMPLOYMENT

Recommendation:

Staff recommends a reduction in force affecting the Faculty in Heavy Equipment Operations effective May 31, 2013.

Summary:

Staff has determined that a change in terms of employment is necessary and recommends a reduction in force. The reduction in force will affect the Faculty in Heavy Equipment Operations Reginald Tenney.

This recommendation is required in order to reduce costs. Courses in Heavy Equipment Operations have experience high costs. Combined with low enrollment, the cost to deliver Heavy Equipment Operations courses is not viable. A prior reduction in force for the Heavy Equipment Operations program in Apache County was approved by the District Governing Board in August 2012. The step-wise approach was recommended to address the disruption to students during the current academic year.

The reduction in force will take effect on May 31, 2013. Mr. Tenney has been notified of the recommendation to change the terms of his employment and has been made aware of the process outlined in NPC Procedure 2720 – Changes in Terms of Employment, which is also attached. Under the terms of the procedure governing this action, the Board may allow a reasonable opportunity for public comment concerning the recommendation.



Procedure 2720

Changes in terms of employment

A. Purpose

A change in terms of employment may consist of a reduction in force, a reduction in work hours, a reduction in compensation and/or a furlough. Such changes may be necessitated by a variety of circumstances, including but not limited to changes in or decreases to work requirements, reorganization, a decline in enrollment, elimination of educational or administrative services or programs, reduced funding or financial constraints.

B. Applicability

This procedure applies to all employees except for student employees, temporary employees, or probationary employees.

C. Procedure

1. If the President determines that a change in terms of employment is necessary, the President shall make a written recommendation for such a change to the Board. The recommendation shall identify the employees who would be affected by the recommended change in terms of employment. The President's recommendation should be designed to achieve any necessary savings with as little disruption to the College's mission as possible.
2. The change in terms of employment that is recommended by the President shall take effect on the date proposed by the President, which shall be at least ninety (90) days after the recommendation is submitted by the President to the Board, unless the Board rejects or modifies the recommendation prior to its effective date.
3. Employees who would be affected by the proposed change in terms of employment shall be given prompt notice of the President's recommendation. Those employees may submit written comments concerning the recommendation to the Board. Such comments should be submitted no later than ten (10) days prior to the meeting at which the Board is to consider the President's recommendation.
4. The Board shall consider the President's recommendation at a public meeting. The Board may allow a reasonable opportunity for public comment concerning the President's recommendation. The Board shall approve, modify or reject the President's recommendation within ninety (90) days from the date it is submitted to the Board by the President.

D. Procedures Applicable to a Reduction in Force

1. When a change in terms of employment consists of a reduction in force, during a one (1) year period from the date when an employee's employment was terminated, affected

employees shall be considered on layoff status. Such employees shall be offered reemployment if suitable positions become available. If positions become available that could be filled by more than one employee on layoff status, the President shall determine the order in which reemployment will be offered. An individual who is offered reemployment will have ten (10) working days within which to accept or decline the offer. To be entitled to an offer of reemployment, the affected employee must inform the College's Human Resources Department of his or her availability for work. The employee must also keep the Human Resources Department apprised of his or her current mailing address throughout the one (1) year period. Written notice of any offers of reemployment shall be sent to the most current address on file for the employee with the College's Human Resources Department. After one (1) year following the effective date of a layoff, the employee will have no further hiring priority rights.

2. Layoff status will impact the benefits of affected employees in the following ways:
 - a. Retirement service credit is not accrued during the layoff period.
 - b. Health benefits are covered to the extent permitted under COBRA regulations. If the employee elects to continue health coverage, he or she must pay the entire premium for the insurance, which will include both the employee's and the College's portion of the premium.
 - c. Annual or any other leave benefits are not accrued during the layoff period. Annual leave or any other leave benefits due at the beginning of the layoff period will be paid to the affected employee at normal paycheck distribution time following the date of layoff.
 - d. Sick leave is not accrued during the layoff period, but sick leave hours that have already accrued at the time the employee is placed on layoff status will be retained. Sick leave benefits may not be used during the layoff period.
 - e. Employees on layoff status and their eligible dependents may continue to participate in the employee tuition waiver program during the one (1) year period.
3. The Human Resources Department will assist employees on layoff status in finding new employment by providing outplacement counseling and services for three (3) months following the layoff.

Based on Policy # 1595 ; Effective July 1, 2011

FTSE COMPARISON, SPRING 2012 VS SPRING 2013

	Total		NAVIT FTSE		Dual FTSE		Reg FTSE	
	2013	2012	2013	2012	2013	2012	2013	2012
Little Colorado	170	172.2	16.9	16.5	14.1	8.5	138.9	147.2
Painted Desert	183.5	191.5	33.2	26.2	48.5	53.7	101.8	111.6
Silver Creek	161.9	167.8	30.9	31.4	47.3	43.5	82.6	92.8
White Mountain	533.4	588.9	79.7	97.1	122.7	125.1	331.1	366.7
Subtotal	1048.4	1120.4	160.7	171.2	232.6	230.8	654.4	718.3
ALU	1.2	0.3	0.0	0.0	0.0	0.0	1.2	0.3
CDA	54.1	59.0	0.0	0.0	0.0	0.0	54.1	59.0
DOC	24.4	31.3	0.0	0.0	0.0	0.0	24.4	31.3
Hopi	58.1	51.0	0.0	0.0	8.5	4.4	49.6	46.6
Internet	195.1	179.1	0.0	0.0	0.0	0.0	195.1	179.1
Kayenta	24.3	36.4	0.0	0.0	0.0	0.0	24.3	36.4
Springerville-Eagar	70	96.0	14.5	11.1	27.3	38.1	28.4	46.7
St Johns	90.9	95.9	45.1	43.5	16.8	21.0	29.1	31.3
Whiteriver	71.3	81.3	0.0	0.0	14.5	6.6	56.9	74.7
Apache Co Misc	52.1	57.8	0.0	0.0	41.0	40.4	11.1	17.3
Navajo Co Misc	8.1	6.1	0.0	0.0	5.0	0.0	3.1	6.1
Subtotal	648.7	694.1	59.6	54.6	113	110.5	477.1	529.0
TOTAL (headcount)	1698(3954)	1815(4004)	220.3	225.9	345.6	341.3	1131.5	1247.3

Total Enrollment percentage change, Spring 2012-Spring 2013:

-6.4% (statewide average, Fall 2012, -6.2%)

Total Headcount percentage change, Spring 2011-Spring 2012:

-1.3% (3954 vs. 4004)

Selected subgroups	Spring 2013	Spring 2012	Spring 2011	Spring 2010
"Community Ed" FTSE	0	0	0	52
Headcount in Plateau credit range	881	891	990	1075
Headcount of Pell funding recipients	920 (estimate)	933	923	981
Headcount of first-time late registrations	578	648	783	1165
Full time/Part time headcount	755/3199	852/3152	896/3105	925/3790*
Average # of credits enrolled per student	6.43	6.79	7.01	

***NOTE: Spring 2010 Part time student count included vast majority of "community ed" enrollees**

Human Resources UPDATE
DGB-April 16, 2013

FILLED

1. **Dual Enrollment Operations Specialist – Barbara Akins starts April 15, 2013; Barbara received her AA from Northland Pioneer College.**

OPEN

1. **Faculty in Philosophy – First review November 15, 2012; 34 applicants**
2. **Database Administrator – open until filled; 6 applicants**
3. **Audio/Video Support Technician – Closed February 28, 2013; 13 applicants**
4. **Groundskeeper III – Closed March 15, 2013; 36 applicants**
5. **Faculty in Industrial Maintenance and Operations – Closes April 19, 2013;**