

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, a Public Hearing, and a Special Meeting, all open to the public on **May 21, 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 20th day of May 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 Public Hearing and Special Meeting Agenda

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

Date: May 21, 2013

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
<u>2013-2014 Proposed Budget Public Hearing</u>		
1.	Call to Order	Chair Handorf
2.	Presentation of Proposed 2013-2014 Budget	Vice President Hatch
3.	Call for Public Comment	Chair Handorf
4.	Adjournment	Chair Handorf
<u>Special Meeting</u>		
1.	Call to Order	Chair Handorf
2.	Request to Approve 2013-2014 Proposed Tax Levy (Action)	Vice President Hatch
3.	Request to Approve 2013-2014 Proposed Budget (Action)	Vice President Hatch
4.	Request to Adopt 2013-2016 Proposed Capital Budget (Action)	Vice President Hatch
5.	Adjournment	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.

PUBLIC HEARING FOR 2013-2014 PROPOSED BUDGET

Summary: The approved preliminary budget was posted on the NPC website immediately after the April 16, 2013 regular District Governing Board meeting. In accordance with statutory requirements, the preliminary budget was published on May 15, 2013 in the Holbrook Tribune along with a notice of the budget hearing. The preliminary budget and public hearing notice was also published on May 14 in the White Mountain Independent.

The official budget documents are attached with adjustments associated with levying the primary property tax at the Truth in Taxation Rate rather than the maximum allowable tax rate, which included reducing the general fund contingency line item. No other alterations were made to the preliminary budget. The 2013-14 proposed budget is aligned with the NPC 2013-2016 Strategic Plan approved by the District Governing Board. Extensive involvement at the department and executive level resulted in the proposed budget.

Staff anticipates the expenditure limit may be breached in FYE 2014, however carryforward funds will be used to cover the expected overage.

Staff will review the budget with the Board and the public. Staff will also be prepared to answer questions from the Board and the public. The budget can be reduced, but cannot be increased following the public hearing.



**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	\$ 25,432,135	\$ 24,199,362	\$ 1,232,773	5.1%
Unexpended Plant Fund	12,199,300	11,085,000	1,114,300	10.1%
Retirement of Indebtedness Plant Fund				
TOTAL	\$ 37,631,435	\$ 35,284,362	\$ 2,347,073	6.7%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$ 11,560 /FTSE	\$ 10,083 /FTSE	\$ 1,477 /FTSE	14.6%
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	\$ 13,341,335	\$ 13,167,562	\$ 173,773	1.3%
Secondary Tax Levy				
TOTAL LEVY	\$ 13,341,335	\$ 13,167,562	\$ 173,773	1.3%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.4769	1.3515	0.1254	9.3%
Secondary Tax Rate				
TOTAL RATE	1.4769	1.3515	0.1254	9.3%
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	13,341,335						13,341,335	13,167,562	1.3%
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	\$ 27,182,135	\$ 6,400,000	\$ 406,000	\$ 199,300	\$	\$	\$ 34,187,435	\$ 33,199,362	3.0%
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	\$ 28,069,435	\$ 8,678,000	\$ 573,000	\$ 12,265,300	\$	\$	\$ 49,585,735	\$ 47,294,362	4.8%

*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)	\$ 28,069,435	\$ 8,678,000	\$ 573,000	\$ 12,265,300	\$	\$	\$ 49,585,735	\$ 47,294,362	4.8%
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	1,524,148						1,524,148	1,506,032	1.2%
Total Expenditures and Other Outflows	\$ 25,432,135	\$ 7,000,000	\$ 556,000	\$ 12,199,300	\$	\$	\$ 45,187,435	\$ 41,784,362	8.1%

2013-14 Budget Public Hearings



Public Notice of Budget Hearings

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct a **Public Budget Hearing** for consideration of the proposed budget for the 2013–2014 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on Tuesday, **May 21, 2013** at 10:00 a.m. (M.S.T.)

A **Special Board Meeting** for the purpose of adopting the District's 2013–2014 budget shall be held immediately following the Budget Hearing at the same location.

Budget data conforms to mandates of law specified in A.R.S. §15-1461 concerning the advertisement and publication of budget information.

Dr. Jeanne Swarthout, President, Northland Pioneer College

Questions about the budget should be directed to

V. Blaine Hatch, Vice President for Administrative Services, (928) 524-7440.

PRELIMINARY 2014 BUDGET

As adopted by the District Governing Board, April 16, 2013

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 2013-14 PROPERTY TAX LEVY

Recommendation: Staff recommends approval of a 2013-2014 Primary Property Tax Levy of \$13,341,335.

Summary: As discussed at the April 16, 2013 regular board meeting, the proposed 2013-14 budget has been developed to include the recommended primary property tax at the Truth in Taxation (TNT) Rate of \$1.4769. The TNT Rate equates with the recommended property tax levy of \$13,341,335. The recommended levy and associated rate were used in budget hearing and posting notices. According to A.R.S. § 42-17107(A) a levy that is greater than the amount derived from the TNT Rate requires a Truth in Taxation Hearing and appropriate public notices.

Correspondence from the Property Tax Oversight Commission concerning the Levy Limit Worksheet and the Truth in Taxation rate are also included. Please note that the Truth in Taxation rate is 1.4769.

With a reduction in overall valuation the TNT rate does cause upward movement on the property tax rate. The total average property tax burden in Navajo County is expected to continue below average when compared to other Arizona counties. NPC's tax rate is also below the combined average property tax compared to other community college districts and is below the average rate for primary property taxes.

The District does not have outstanding general obligation bonds and will not levy a Secondary Property Tax.



PROPERTY TAX OVERSIGHT COMMISSION

Arizona Department of Revenue Building



April 30, 2013

Janice K. Brewer
Governor

John A. Greene
Chairman

Blaine Hatch
Vice President for Administrative Services
Northland Pioneer College
P.O. Box 610
Holbrook, AZ 86025

Lester Abrams Member	Jim Brodnax Member
Kevin McCarthy Member	Fred Stiles Member

RE: Truth in Taxation Hearing

Dear Mr. Hatch:

Attached is the 2013 levy limit worksheet with net assessed values certified by the County Assessor. Per A.R.S. § 42-17052(A), these values cannot be changed after February 10 without the approval of the Property Tax Oversight Commission. Therefore, the net assessed values of \$903,351,854 noted in Section C must be used when adopting a primary property tax levy and tax rate. Please note the maximum allowable tax rate and levy limit in Section D of the levy limit worksheet.

Per A.R.S. § 42-17107(A), if the proposed tax levy, excluding amounts that are attributable to new construction, is greater than the amount levied in the preceding tax year, a truth in taxation hearing must be held. If Northland Pioneer College intends to levy a tax rate greater than \$1.4769, a truth in taxation hearing must be held (truth in taxation rate = prior year actual levy of \$13,167,562 ÷ current year value of last year's property of \$8,915,856). If a truth in taxation hearing is required, forward to my attention a copy of the published truth in taxation notice, the Affidavit of Publication, and the result of the governing body's roll call to consider a motion to levy the increased property taxes.

If you have any questions regarding the 2013 Levy Limit Worksheet or the Truth in Taxation hearing requirements, please feel free to contact me at (602) 716-6436 or dteller@azdor.gov.

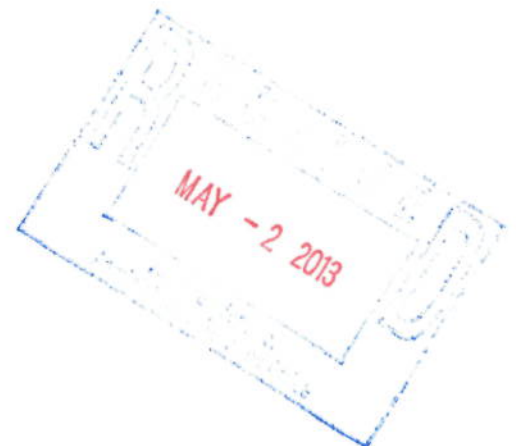
Thank you for your cooperation with the Commission.

Sincerely,

A handwritten signature in cursive script that reads "Darlene Teller".

Darlene Teller
PTOC Staff

cc: James Menlove, Finance Director, Navajo County



2013 LEVY LIMIT WORKSHEET

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
--

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
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

<i>Prior year actual levy (from line F.1 of the 2012 worksheet)</i>	\$13,167,562
<i>Divided by current values excluding new construction per line B.5</i>	\$8,915,856
Truth in Taxation Rate	1.4769

If the tax rate a political subdivision intends to levy is greater than the Truth in Taxation Rate noted above, a truth in taxation hearing must be held. (A.R.S. § 42-17107.A)

Note: Per A.R.S. § 42-17051.A, the values certified by the County Assessor cannot be changed after February 10 without the approval of the Property Tax Oversight Commission. Therefore, the total net assessed values per line C.4 must be used when adopting a primary property tax levy and tax rate.

If you have any questions regarding the Levy Limit Worksheet or the Truth in Taxation hearing requirements, contact Darlene Teller at (602) 716-6436 or dteller@azdor.gov.

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 PROPOSED BUDGET

Recommendation: Staff recommends approval of the 2013-2014 Proposed Budget as presented.

Summary: The preliminary budget as approved by the District Governing Board was posted on the NPC website and published on May 14, 2013 in the the White Mountain Independent and on May 15, 2013 in the Tribune-News. Each budget publication also included a notice of the budget hearing as required by Arizona state law. A notice of the hearings scheduled for May 21 was also published on the May 3 and May 10,2013 in the Tribune-News and posted on the NPC website.

The 2013-14 proposed budget is aligned with the NPC 2013-2016 Strategic Plan approved by the District Governing Board. The proposed budget reflects all components previously discussed by the Board. Extensive involvement at the department and executive level produced the proposed budget.

Staff anticipates the expenditure limit will be breached in FYE 2014, however carry-forward funds will bring the expenditures under the limit for expenditure limitation reporting purposes.

Staff will be prepared to respond to questions from the Board regarding the proposed budget. The proposed budget may be reduced, but cannot be increased following the various publications and the public hearing.



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 publication	Hatch/Ellison	3 May ✓ /x
20. Notice of TNT hearing second publication	Hatch/Ellison	10 May x
21. Notice of budget public hearing/ TNT hearing final publication	Hatch/Ellison	15 May ✓ /x
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

x Deleted

**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.

REQUEST TO APPROVE 2013-16 PROPOSED CAPITAL BUDGET

Recommendation: Staff recommends approval of the 2013-2016 Proposed Capital Budget as presented.

Summary: The capital budget as approved by the District Governing Board will guide capital project planning and development for the next three years. The first year of proposed capital budget is incorporated into the 2012-13 annual budget and includes adjustments to each of the years based on the NPC Strategic Plan approved by the District Governing Board. Extensive involvement at the department and executive level produced the proposed capital budget following the approved budget development calendar, assumptions and guidelines.

Funding has been identified as a combination of current fund balances and ongoing general fund operation revenues. Approval of this budget includes direction from the Board to reserve fund balances for future purposes. Staff does not anticipate the return of capital state aid to fund future capital needs.

All capital projects will follow set procurement processes. Board approval will be required to proceed as defined in purchasing policies and contracting requirements. Activities that meet the threshold for Board approval will be presented to the Board for review and discussion prior to implementation.

The 2013-16 proposed capital budget is the same as the preliminary capital budget approved during the regular Board meeting held on April 16, 2013.

Staff will be prepared answer questions from members of the Board about the 2013-16 proposed capital budget.



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

	FY1314 Budget	FY1415 Budget	FY1516 Budget
Fund Balance	10,066,000	8,000,000	-
Transfer from Operating Fund	2,000,000	2,000,000	2,000,000
State Funding - STEM	199,300	200,000	200,000
Annual Capital Funding	<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
Leases - Computers *	-	-	-
Leases - Fleet (5 yr lease)	12,015	-	-
	<u>212,015</u>	<u>200,000</u>	<u>200,000</u>
Annual Capital Requests			
Administrative Services	8,931,000	6,526,000	1,150,000
Student Services	55,000	55,000	55,000
IS	1,535,029	1,751,400	1,451,400
Instruction:			
Arts & Science	27,000	11,000	7,000
CTE	399,200	486,500	143,400
Nursing	81,905	164,000	30,000
Contingency	958,151	1,000,000	1,000,000
	<u>11,987,285</u>	<u>9,993,900</u>	<u>3,836,800</u>
Total Expenses	<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 Accessible 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 Accessible 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 Accessible Learning Opportunities	No	
FY1314	NURS	NURS	1375	5645	7,000	Sim Pads X2	Upgrade for existing vital sim mannequins	Pillar 1 - Advance High Quality Accessible 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 Accessible 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- Strenthen 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
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	WLD	1170	5645	11,300	Three- Band Saws	Replace worn machines as part of facility maintenance	6.2.3 Identify specific facility needs for existing and future programs throughout the district Supports HLC Core Components. 2ad,3c,4ac,5abcd	No
FY1415	CTE	WLD	1170	5645	13,500	Three-Victor torch Beveller	Replace worn machines as part of facility maintenance	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
				CTE Total	486,500				
FY1415	NURS	NURS	1375	5645	\$ 97,000	Sim Man	Needed for realistic training in lab environment	Pillar I - Advance High Quality Accessable Learning Opportunities	No
FY1415	NURS	NURS	1375	5645	\$ 7,000	Sim Pads X2	Upgrade for existing vital sim mannequins	Pillar I - Advance High Quality Accessable Learning Opportunities	No
FY1415	NURS	NURS	1375	5645	\$ 60,000	Sim Mom X2	Provides students with real life practice with OB experience	Pillar I - Advance High Quality Accessable Learning Opportunities	No
				Nursing Total	164,000				
FY1415	CTE	NATC	1025	5610	450,000	Resurface Driving Track	Driving track is in a current unsafe condition for defensive driving classes, needs to be releveled and resurfaced	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No
FY1415	CTE	NATC	1025	5605	30,000	classroom tables/chairs	replace current tables/chairs that are worn out in classrooms	Pillar 6 - Strengthen Facilities through Planning, Development and Renewal	No
FY1415	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	490,000				
				Total NPC Annual Capital (Excludes NATC)	10,193,900				

**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				

Governing Board Meeting Agenda

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

Date: May 21, 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. Financial Position	Vice President Hatch
	B. CASO	Margaret White
	C. NPC Faculty Association	Kenny Keith
	D. NPC Student Government Association	Melissa Luatua
	E. NPC Foundation	Lance Chugg
5.	Consent Agenda (Action)	Chair Handorf
	A. April 16, 2013 General Meeting Minutes	
6.	Old Business:	
	None	
7.	New Business:	
	A. Review of Procedure 2760 - Employee Grievance	President Swarhout
	B. Review of Procedure 2045 - Presidential Evaluation.....	President Swarhout
	C. Request to Approve Landscaping Contract for WMC..... (Action)	Vice President Hatch
	D. Request to Approve Purchase - PDC Skills Center Furniture (Action)	Vice President Hatch
	E. Request to Approve 2014-2015 Academic Calendar (Action)	Vice President Vest
	F. Request to Approve 3 rd Party Data/Network Service at Hopi Center..... (Action)	Director Bishop
	G. Request to Approve Purchase of Video Classroom System .(Action)	Director Bishop
	H. Request to Approve Active Directory Restructure Project ..(Action)	Director Bishop
8.	Standing Business:	
	A. Strategic Planning and Accreditation Steering Committee Report	Director Leslie Wasson
	B. Human Resources Update.....	Director Hokanson
	C. President's Report.....	President Swarhout
9.	Board Report/Summary of Current Events.....	Board Members
10.	Announcement of Next Regular Meeting..... June 18, 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.

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period

July 1, 2012 to March 31, 2013

Budget Period Expired 75%

Tax Supported Funds				
General Unrestricted				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
Primary Tax Levy	13,167,562	389,534	9,044,339	69%
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		596,646	99%
Tuition and Fees	5,300,000	40,576	2,962,413	56%
Investment earnings	125,000	18,478	128,529	103%
Grants and Contracts	1,000,000	7,967	555,275	56%
Other Miscellaneous	200,000	20,497	126,375	63%
Transfers:	(11,750,000)	(961,442)	(8,804,564)	75%
TOTAL REVENUES	\$15,699,362	(\$484,390)	\$9,903,863	63%
EXPENDITURES				
Salaries and Wages	16,491,627	1,325,625	11,175,236	68%
Operating Expenditures	7,508,620	340,241	4,454,516	59%
Capital Expenditures	199,115	11,986	160,705	81%
TOTAL EXPENDITURES	\$24,199,362	\$1,677,852	\$15,790,457	65%
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	8,250,000	75%
TOTAL REVENUES	\$11,000,000	\$916,667	\$8,250,000	75%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	11,085,000	711,348	4,928,050	44%
TOTAL EXPENDITURES	\$11,085,000	\$711,348	\$4,928,050	44%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period July 1, 2012 to March 31, 2013

Budget Period Expired 75%

Restricted and Auxiliary Funds

	Restricted			
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	5,400,000	325,892	4,549,092	84%
Donations				
Transfers:	600,000		421,053	70%
TOTAL REVENUES	\$6,000,000	\$325,892	\$4,970,145	83%
EXPENDITURES				
Salaries and Wages	768,269	88,110	697,384	91%
Operating Expenditures	5,081,731	79,482	3,740,728	74%
Capital Expenditures	150,000	0	68,900	46%
TOTAL EXPENDITURES	\$6,000,000	\$167,592	\$4,507,012	75%

	Auxiliary			
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Sales and Services				
Bookstore	125,000	(27,058)	67,464	54%
Other	225,000	10,019	109,314	49%
Donations				
Transfers:	150,000	44,775	133,511	89%
TOTAL REVENUES	\$500,000	\$27,736	\$310,289	62%
EXPENDITURES				
Salaries and Wages	355,524	25,152	196,030	55%
Operating Expenditures	144,476	2,569	114,259	79%
Capital Expenditures				
TOTAL EXPENDITURES	\$500,000	\$27,721	\$310,289	62%

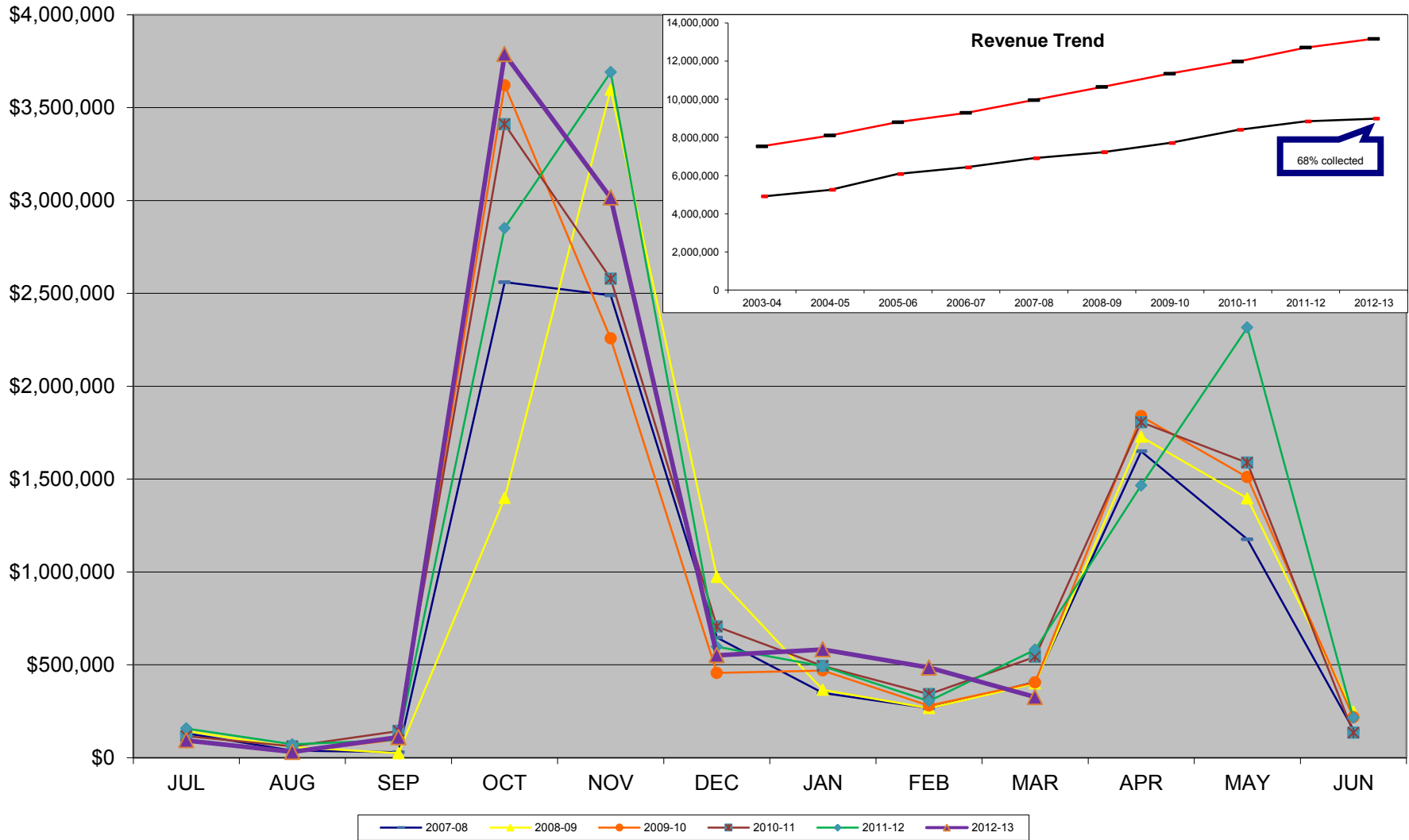
Cash Flows

Cash flows from all activities (YTD)	\$23,434,297
Cash used for all activities (YTD)	\$25,535,808
Net Cash for all activities (YTD)	(\$2,101,511)

Net Cash used for GF activities (YTD) \$5,886,594

Unrestricted Fund Balance available for GF operations: \$8,500,000 31% remaining

Monthly Primary Property Tax Receipts



Navajo County Community College District Governing Board Meeting Minutes

April 16, 2013 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

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, Wendy Shepard, Melissa Luatua, Stuart Bishop, Peggy Belknap, Bill Fee, Kenny Keith, Julie Wiessner, Beulah Bob-Pennypacker, Sharon Hokanson, Maderia Ellison, Margaret White, David Huish, Eric Henderson, Dave Roberts.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:00 a.m. Mr. Winslow led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None

Agenda Item 4: Reports

4.A. Alumni Award – Director Ann Hess

Director Ann Hess presented Ms. Amelia Flores for spring 2013 Alumni Award. Ms. Flores earned an AAS from NPC in 1997 while living in Parker, AZ. She earned her BS in Education from NAU and her Masters in Linguistics from U of A. Ms. Flores thanked the Board for the honor.

4.B. Financial Position – Vice President Hatch

Vice President Hatch summarized the financial position report to the Board. Mr. Lucero asked if the money being pulled from reserves to cover budgeted expenses gets replaced after the funding comes in. Vice President Hatch stated that there is \$8.5 Million of fund balance budgeted to be used to fund operations, primarily as a result of the large transfer to the capital fund for the construction project. \$3.7 Million has been used out of the budget that won't be replaced for general fund activity out of the budgeted \$8.5 Million. Mr. Matteson asked for clarification on grants and contracts as they are budgeted at \$5.4 Million, but appear to be coming in at a rate



that exceeds that amount. Vice President Hatch stated that at this point the College is on target in that area. Mr. Matteson asked if Pell Grants were also on track. Vice President Vest stated that the College is still awarding for spring, and that Pell Awards will be pretty much even with last year. Mr. Matteson asked if it was a direct pass through of funds and Vice President Hatch stated it was.

4.C. NPC CASO – Margaret White

CASO Vice President Margaret White addressed the Board and stated that candy bar fundraising is still being held for student scholarships. Ms. White handed to the Board a copy of the CASO newsletter. She summarized for the Board the objectives of CASO to include fostering collegial relationships among all NPC staff employees, providing opportunity for professional staff development, publishing accomplishments of organization and individual employees, being involved in community, and providing scholarships to NPC students. NPC Picnic on May 3, 2013. CASO picked three charities to donate non-food items to: First Step Workshop in Holbrook, Naomi House in Joe City, Friends of CASA.

4.D. Faculty Association– Kenny Keith

Kenny Keith, President of the Faculty Association, addressed the Board and stated that Skills USA is a United States career and technical student organization serving more than 320,000 high schools and college students and professional members involved in training programs in technical skill and service occupations including health occupations. NPC did well again this year, and brought home two gold, 13 silver, and a couple bronze. Automotive won a silver and a bronze. Cosmetology won 1 gold and 1 silver and gold medalist will compete this summer in Kansas City. Welding also won 1 silver in the post-secondary and 3 silvers in the high school fabrication competition. In job interviews welding took 1 gold, 1 silver and 1 bronze. In welding sculpture NPC won 1 silver and 1 bronze. Faculty put a lot of time into the event.

Brian Burson and Ryan Jones attended HLC Conference in Chicago and brought back a lot of information they will be sharing with the faculty association in the near future. Faculty Association will be awarding scholarships over the next month, and will have a new faculty president at next meeting.

Mr. Winslow suggested that Skills USA could be an opportunity to recruit non-NAVIT high school students. Mr. Matteson stated he wanted to call attention to the welding program and their artistic garbage cans in Show low and some nice artistic pieces in the library, the skill and quality of the work is impressive.

4.E. NPC Student Government Association- Wendy Shepard

Melissa Luatua introduced President of SGA, Wendy Shepard, who addressed the Board and stated SGA next meeting was rescheduled to April 26 as its date conflicted with the AZ university road trip. The SGA meeting on April 26 is on x7479 at 2:00pm. BYU field trip on April 4-6 was very well attended. The Outdoor Club went to Colossal Cave in Tucson. On April 22, Earth Day, SGA is planting trees in Show Low Park. SGA is assisting with commencement ceremonies by providing refreshments for students. There are three students that have expressed interest in the Study Abroad Program. Mr. Matteson asked what kind of support the college



provides for SGA trips. Wendy Shepard stated that SGA offers scholarships for the Costa Rica trip that helps with tuition, housing and some meals. The student has to provide airfare and some other expenses.

4.F. NPC Foundation- Lance Chugg

Lance Chugg addressed the Board and congratulated Amelia Flores for receiving Alumni Award. He stated that building repairs are going well but will take about a month to finish. The Foundation held a board meeting at beginning of the month. Bonnie Adams was re-elected as President, President elect is Jason Whiting, and Jane Lee was re-elected as Secretary. Also in attendance were several new board members, Connie Kakavas, and Glen Newhart. Pat Ceballos also attended. At the meeting they approved the budget for the year and are projecting to continue funding at same level as last year. There was an expressed need to expand cash flow. The foundation is working with Jeremy Raisor in career placement to put something together for commencement students.

Agenda Item 5: Consent Agenda

A. March 19, 2013 regular meeting minutes.

Mr. Peaches moved to approve the minutes. 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 Complete Budget Analysis

Vice President Hatch covered the budget analysis with the Board. Mr. Winslow asked at what point the Board will get involved in financial sustainability discussions as over the next few years it is clear the budget is not sustainable long-term. Vice President Hatch stated that this discussion will be tied to the Strategic Plan that will be discussed in the fall at which time the Board could address long-term financial plans.

7.B. 2013-2014 Primary Property Tax

Vice President Hatch covered property tax information with the Board. Mr. Matteson stated he is struggling with the need to publish and go to the maximum tax levy rate right now. The proper and prudent thing to do would be to go up to, and not exceed, the TNT limit. Vice President Hatch stated that there are a couple of items he was just made aware of on Friday. The Transwestern Pipeline is an entity that presently has property that is valued in Navajo County. They have requested an adjustment on their valuation which will be about \$47,000 reduction in ability to assess and a worst case scenario of \$193,000, but it will probably not affect 2013-2014.

If the Board determines to levy a primary property tax that is below the maximum rate which doesn't require a Truth in Taxation Hearing, currently the College is levying \$13,167,562 with the addition of the \$11.8 million in new construction the Levy will go up as result. To retain same levy amount plus new construction the maximum tax rate would be \$1.4769, and would



bring in \$173,733 and the rate then would be set at \$13,341,335. The increase is 9.3% over the current tax rate but again would not require a Truth in Taxation hearing. Mr. Matteson stated that it was a delta of about \$268,000. Vice President Hatch stated \$266,759 would be what the College would not receive. Vice President Hatch did state that staff recommends levying at the maximum rate in order to demonstrate a continuing and consistent support of operations of the District by local taxpayers and also recognizing the value of the educational opportunity that's provided to our communities. Vice President Hatch referenced presented information detailing what other community colleges have done throughout the State in regards to a tax levy and stated NPC is significantly below the average when compared to other institutions' tax rates. Vice President Hatch stated that when the Board gets to agenda item to approve the preliminary budget, adjustments can be made at that point.

Mr. Winslow asked if there was a capital reserve. Vice President Hatch replied that when the Board adopts a capital plan the monies are then set aside. Mr. Winslow asked if there is a huge amount of deferred maintenance compared to other institutions. Vice President Hatch stated that currently the college is in good condition due to facilities being relatively newer. Mr. Matteson stated that the buildings are constructed of material that has long-life. Chair Handorf stated that a number of other community colleges dealing with deferred maintenance have decided they cannot wait any longer on State funding.

7.C. Request to Approve 2013-2014 Wage and Salary Recommendation and Salary Schedules

Vice President Hatch reviewed the proposed salary schedule with the Board and stated that staff is recommending a 3% increase for faculty and staff. Vice President Hatch handed to the Board an updated Exempt Salary Range Chart 2013-2014 position titles being the only change from the initial chart proposed.

Mr. Matteson moved to adopt the FY 2013-2014 Wage and Salary Recommendation and Salary Schedules. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

7.D. Request to Approve 2013-2014 Preliminary Budget

Vice President Hatch summarized the 2013-2014 Preliminary Budget for the Board and stated staff recommends approval of budget as proposed. Mr. Winslow asked why retirement indebtedness fund was blank. Vice President Hatch stated that the retirement indebtedness plant fund includes long-term debt, and although the College has short-term activity, it has no long-term general obligation bonds. Mr. Matteson asked if the \$49 million represents the maximum tax levy. Vice President Hatch stated it includes the maximum tax levy but it also includes all the other resources available, including current fund balances or current reserves. Mr. Matteson asked if the College did not go to the maximum levy then \$49,852,493 would be reduced by \$266,000 which would be about a 5% increase, instead of 5.4%. Vice President stated that was the case.

If maximum tax levy is not approved, Vice President Hatch stated that he would recommend an adjustment be made in contingency; changing \$1.8 million to \$1.55 million. Mr. Winslow asked if the reason the expenditure limitation is millions of dollars less than the resources it will be spent on it because of exclusions. Vice President Hatch stated that there are a number of items



that can be excluded from expenditure limits; all capital expenditures, all debt service, even short-term debt service as well as other thing. That exclusion typically has been in the \$15-16 million range in the last several years of what is countable as expenditure limit expenses.

Mr. Matteson moved to approve the 2013-2014 Preliminary Budget except not to go to maximum tax levy, but instead to go the TNT levy and the \$266,000 change would show up on contingency budget. Mr. Lucero seconded. Chair Handorf asked if this motion would change the cash reserve item yet to be voted on as well as other fiscal items. Vice President Hatch stated that the cash reserve policy proposal would not be changed due to this motion. Vice President Hatch clarified that on the summary page instead of \$13,608,093 that would be \$13,341,335. The differential then instead of \$440,531, would be \$173,733 and the percentage would also be reduced. Mr. Matteson stated that was correct. The rate would change from 1.5064 to 1.4739, and that differential then would drop and the percentage change would drop to 9.3%. On the resources page the change would be made just in the one line on the primary property tax, dropping that from the current number to \$13,341,335, and then on the expenditure the contingency line dropping from \$1,790,906 by the difference of \$268,000 or so. Mr. Matteson stated that was his motion. Mr. Matteson stated that he felt raising the max levy would give the College a black eye in the community given the present economic environment, but he is supportive of a reasonable contingency fund.

Mr. Winslow asked if the motion as stated passes is the Board setting the tax rate. Vice President Hatch stated that if the motion passes then the College would not post truth in taxation hearing notices and would not schedule a truth in taxation hearing. What that would mean is the maximum the Board could levy would be \$1.4739, but at the May meeting the Board could decide to levy something less, but would not be able to levy more. Mr. Winslow asked Vice President Hatch of any long-term impact if the motion passes. Vice President Hatch stated that the net impact to this budget would be relatively minimal since changing the contingency line \$266,000 would not change plans for the upcoming year. What it means in the future is that the Governor's Office and JLBC understands the College's position and it wouldn't be held against the College, but it means the \$266,000 is money that will never be collected and will not be available to the College in the future. Long-term planning of institution will not be affected, but it will mean that at some point the College will continue to have a requirement to retain equalization funding the College will need to demonstrate it is doing everything possible locally and the State will make up the difference and when that point comes the College may have just as much of a challenge given economic conditions that exists in the county and people may not be happy when the increase returns.

Mr. Lucero asked if the contingency fund built in every budget has ever been fully expended. Vice President Hatch stated that it had not. President Swarthout stated that at some point if equalization is going to be part of the College's funding formula the College is going to be pressured to go to maximum tax levy. Mr. Matteson stated that that point was not now.

The vote was passed by a majority, with one dissenting vote.



7.E. Request to Approve 2013-2016 Preliminary Capital Budget

Vice President Hatch reviewed the 2013-2016 Preliminary Capital Budget with the Board. Staff recommends the Board approve budget as presented. Mr. Matteson asked if the mechatronic equipment purchase was included in the presented capital budget. Vice President Hatch stated that because the mechatronics purchase is grant funded it is not included. Mr. Matteson asked what the basis of the cost estimates were. Vice President Hatch stated that budget managers made recommendations as a budget development team after working through details. Mr. Matteson asked about the \$600,000 in the budget to repave the NATC track. Vice President Hatch stated that NATC improvements are not included in the totals for the College capital budget. Mr. Winslow asked if every project listed as being able to be postponed was included in the budget. Vice President Hatch stated that even if it was listed as able to be postponed it was included. Mr. Winslow asked if some of the proposals were enrollment driven. Vice President Hatch stated they were.

Mr. Lucero moved to approve the 2013-2016 Preliminary Capital Budget. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

Chair Handorf called for a break at 12:00 p.m., the Board reconvened at 12:15 p.m.

7.F. Request to Approve Cash Reserve Policy

Vice President Hatch reviewed the proposed cash reserve policy with the Board and stated that Higher Learning Commission criteria reinforces the idea that cash reserves are important. Mr. Matteson asked what the current cash reserve was. Vice President Hatch stated estimated fund balance as of July 1 of \$31,593,000. Total expenditures are \$25,698,893. Six months of expenditures would be around \$13 million. Fund balances in the plant fund are estimated at just over \$10 million dollars and much of the \$28 million is capital related and could be moved to a designation in the capital fund as opposed to general fund which will impact future capital fund availability.

Mr. Peaches moved to approve the Cash Reserve Policy as presented. Mr. Winslow seconded the motion. *The vote was unanimous in the affirmative.*

7.G. Request to Accept the Audited Annual Budgeted Expenditure Limitation Report

Vice President Hatch reviewed the audit report with the Board and stated that staff recommends the Board accept the Expenditure Limitation Report. Mr. Matteson asked if the \$499,000 would be carried forward. Vice President Hatch stated it would not as the Expenditure Limitation Report deals with revenues, and only revenues that aren't expended can be carried forward. Chair Handorf asked if the College was addressing the findings in the audit. Vice President Hatch stated it was.

Mr. Lucero moved to accept the Audited Annual Budgeted Expenditure Limitation Report. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.H. Request to Approve Interagency Service Agreement

Vice President Hatch stated that new legislation requires entities have information on website



Navajo Community College District Governing Board Meeting – 4/16/13 – Page 6 of 10

Northland Pioneer College

Post Office Box 610 • Holbrook, AZ 86025 • (928) 524-7311 • Fax (928) 524-7312 • www.npc.edu

regarding expenditures over \$5,000 and remain there for three years. Staff recommends the board approve the agreement. Mr. Winslow asked what impact this mandate has on staff. Vice President Hatch stated it's taken a significant amount of staff time. A retired IS employee was brought back to help with this process. Mr. Winslow asked if it would result in permanent new staff hours once up and running. Vice President Hatch stated it was not anticipated. Mr. Lucero asked if it was cheaper to do it in this manner. Vice President Hatch stated there was a \$3,000 initial set up fee and will cost \$2,000 a year but feels it is the least expensive route.

Mr. Matteson moved to approve the Interagency Service Agreement and authorize President Swarthout as signator. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

7.I. Request to Approve Line Extension Agreement and Utility Easement

Vice President Hatch stated that site improvements at PDC in regards to the Skills Center construction project APS has agreed to extend underground electrical facilities and upgrade overhead facilities. The College will provide the distribution lines, the conduits, service line, and earth work. There will be no advance payment to APS but there will be an offset to the College's standard charges when the Skills Center starts using electricity. Also, connected with the line extension agreement, a recommendation and requirement of the agreement, is to convey a utility easement to APS. The easement is approximately 235 linear yards and is underground.

Mr. Matteson moved to approve the Line Extension Agreement and Utility Easement. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

7.J. Request to Approve Purchase of Amatrol Mechatronics Learning System from Klein Educational Systems

Vice President Hatch summarized the purchase proposal from grant funding with the Board and stated that staff recommends the Board approve the purchase. The cost of the purchase is \$2.33 under budget. Mr. Matteson asked how the bid could be a sole source. Kenny Keith stated that he researched Amatrol and tried to find other comparable suppliers but was not able to find any other companies that provide a system that meets all the needs. Vice President Hatch stated that this bid qualifies as a sole source criteria according to College procedures. Mr. Lucero asked if there were any penalties if the system was not available in August. Kenny Keith stated that the project is currently 120 days out and Amatrol has guaranteed it will be here in 90 days. Mr. Lucero clarified that the guarantee was not in writing and suggested that a guarantee be obtained in writing. Mr. Winslow asked if the bid had met federal bid requirements. President Swarthout stated the feds had signed off on the purchase. Mr. Lucero asked if the funding is provided ahead of time or reimbursed. Vice President Hatch stated it was reimbursed. Dean Peggy Belknap stated that there is a contingency curriculum plan to start the program without the equipment if the equipment does not arrive on time or the building is not finished on schedule. Mr. Winslow asked what possible penalties for the College there would be if the building is not ready. Peggy Belknap stated it would be just the difficulty of storing the equipment, that there is no penalty from the feds.



Mr. Lucero moved to approve the Purchase of Amatrol Mechatronics Learning System from Klein Educational Systems. Mr. Winslow seconded the motion. *The vote was unanimous in the affirmative.*

7.K. Request to Approve a Change in Terms of Employment, Faculty in Heavy Equipment
Vice President Hatch covered procedure 2720 with the Board and stated staff recommends a reduction in force due to the cancelation of the Heavy Equipment Program in Apache County. In August of 2012 the program cancellation was approved by the District Governing Board.

Mr. Matteson moved to approve the Change in Terms of Employment, Faculty in Heavy Equipment. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. Enrollment Report

Vice President Vest reviewed the enrollment report with the Board, stating there were no significant changes in enrollment data as presented in the fall. The reason overall FTSE declined is largely due to law enforcement academy enrollment being counted in the fall and not in the spring. There is a fairly significant difference between FTSE decline and headcount decline, which reflects the same number of students taking fewer classes. The three other rural colleges like NPC FTSE is down on average 7.3%, NPC's FTSE is down 6.4%. Programs such as welding, cosmetology, automotive, nursing and allied health that leads to direct employment FTSE is stable or growing. It is in the area of general education courses that there is larger decline. Mr. Winslow asked if the Board could get information on total number of high school seniors in the District and a recruitment coordinator report. Vice President Vest stated he has recently seen reports on "college age" students and our region of the State is projected to shrink in this demographic.

8.B. NATC Update

Director of Public Safety Education, Stuart Bishop, addressed the Board and stated his position is responsible for the fire science program, administration of justice program, and is also director at NATC, the North East Arizona Training Center. NATC is also known as the Jake Flake Emergency Services Institute. NATC was formed in 2002 on 20 acres, 10.25 of it is paved. Current partners include the College, Northeast Arizona Fire Chief's Association, Northeast Arizona Police Association, Navajo County, Town of Taylor. The NATC board consists of Vice President Hatch, Vice President Vest, and Dean Peggy Belknap. All equipment is donated. NATC also has a six story burn tower, a mobile flash chamber that was purchased with a Carl Perkins Grant, and a confined space rescue trailer.

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

Director Wasson stated the annual Higher Learning Commission conference was held in Chicago. Eight staff members were sent to help prepare the College for new accreditation requirements. Director Wasson stated that a subcommittee is going through the documents and reports to submit for accreditation bid. Chair Handorf asked what things the College is doing that is new to other institutions. One of the things discussed was what are general principles



when managing big changes like the new pathways; data that will be needed and begin to collect it, communicating about the changes and what things need to change in order to maintain success. President Swarthout stated that NPC is much more up-to-date on accreditation changes than other institutions.

8.D. Human Resources Update – Sharon Hokanson

Director Sharon Hokanson reviewed the Human Resources Update with the Board and stated that there is a new New Dual Enrollment Specialist, Barbara Aikans. Faculty in Philosophy offer is currently being made. Database Administrator interview will be tomorrow. Audio/Video Support Tech position interviews were held last Friday and will be making an offer. Groundskeeper III closed with several applications. Faculty in Industrial Maintenance and Operations Position is currently open. Mr. Matteson asked if there was much interest in faculty in Industrial Maintenance and Operations. Kenny Keith stated he has had quite a few people inquire about the Industrial Maintenance and Operations position.

8.E. President’s Report – President Swarthout

President Swarthout stated she will be attending Town Hall next week in Tucson and the Higher Learning Commission site visit will be at the same time. The College has participated in an All Arizona Activity for a tribal summit for colleges and universities with Native American associations. Five NPC staff are on each established committee to help study the problem of retention and enrollment. Outstanding Grad Luncheon is next week. Upcoming musical and play opens Thursday. Mr. Matteson asked how the basketball discussion went. President Swarthout stated she has heard nothing.

Agenda Item 9: Board Report/Summary of Current Event

Last Friday in September will be AZDGB. Executive Director interviews for ACCCC are upcoming.

Agenda Item 10: Announcement of Next Regular Meeting: May 21, 2013.

Agenda Item 11: Adjournment

The meeting was adjourned at 1:38 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
Chairman

Daniel Peaches
Board Secretary

DRAFT



REVIEW OF PROCEDURE 2760 - EMPLOYEE GRIEVANCE

Summary: In order to simplify and clarify a cumbersome Employee Grievance process, the college attorney proposed a new Procedure 2760. The revision to Procedure 2760 was reviewed by the employees of the college, following Procedure 2100. The new Procedure 2760 is presented to the District Governing Board for information only. A similar revision for the Student Grievance Procedure 2605 is currently being reviewed for comment by the Student Government Association.



Procedure 2760

0



Like

Grievance

PURPOSE AND SCOPE

Employees should make every effort to resolve conflicts with other employees informally. When such efforts fail, employees are required to follow established College procedures for resolving conflicts before resorting to other means, such as the court system.

This Procedure provides a method for dealing with problems that an employee may have with the actions or inactions of other employees. This Procedure also applies to problems that an employee may have with an employment condition, such as health or safety issues. This procedure does not apply to instances where a more specific procedure is applicable, including student grievances ([Procedure 2605 \(/procedure-2605\)](#)), appeals of grades ([Procedure 2666 \(/procedure-2666\)](#)), employee discipline (Procedures [2755 \(/procedure-2755\)](#) and [2762 \(/procedure-2762\)](#)), disputes over evaluations ([Procedure 2970 \(/procedure-2970\)](#)) and reductions in force ([Procedure 2720 \(/Procedure 2720\)](#)). Nothing in this procedure is intended to limit the Administration's ability to investigate possible problems without regard to whether a grievance has been submitted.

INITIATING A GRIEVANCE

An employee with a grievance shall first attempt to resolve the grievance informally. If that cannot be done, or if informal attempts to resolve the grievance would be futile, the employee shall submit a statement of grievance to the Director of Human Resources. The statement shall:

State that the employee is invoking the grievance procedure.

Provides the employee's name, department and job position.

Identify the nature of the grievance, including the names of any individuals whose actions or inaction are relevant to the grievance.

State what action the employee wants to have taken to resolve the grievance.

Identify the steps that have been taken to resolve the grievance informally and the outcome of such efforts. If the employee believes that informal attempts to resolve the grievance would be futile, the employee shall explain why.

Grievances should be submitted promptly. Undue delay in submitting a grievance may result in dismissal of the grievance.

INVESTIGATION OF THE GRIEVANCE

The Director of Human Resources shall determine how best to investigate the grievance. The Director of Human Resources may investigate the grievance personally. The Director of Human

Resources may instead assign the investigation to an employee who has sufficient authority over the individuals or the condition involved to resolve the grievance if it is found to be meritorious, or take such other approach to investigating the grievance as may be appropriate.

If the Director of Human Resources determines that the employee has made insufficient efforts to resolve the grievance informally, the Director of Human Resources may decline to investigate the grievance until such efforts have been made.

If the employee with a grievance or an employee against whom a grievance is brought reports directly to the President, the Director of Human Resources shall refer the grievance to the President. The President shall determine how best to investigate the grievance. The President may investigate the grievance personally or delegate the investigation to a suitable individual.

If the grievance concerns conduct of the President, it shall be referred to the Governing Board. The Governing Board may itself investigate the grievance. It may instead delegate the investigation to a suitable individual.

Attempts to resolve the grievance informally should continue, unless such efforts would be futile, while the investigation is being conducted. If such efforts succeed, the grievance shall be withdrawn.

DECISION

Whoever investigates the grievance shall render a written decision within thirty days after the statement of grievance has been filed. If unusual circumstances make compliance with that deadline impractical, a decision shall be rendered as soon as possible, but in no event more than sixty days after the statement of grievance has been filed.

The written decision shall state the reasons for the decision. It shall be shared with the employee who brought the grievance and with any employee whose conduct was the subject of the grievance.

APPEAL OF THE DECISION

An employee who is dissatisfied with the decision rendered in connection with a grievance may appeal. Those who may appeal include both the employee who brought the grievance and any employee who was the subject of the grievance. The appeal shall be in writing. It shall attach the decision that has been rendered on the grievance and explain why the appealing party is dissatisfied with the decision.

Appeals shall be taken as follows:

If the decision has been rendered by the Director of Human Resources, or by someone to whom the investigation has been assigned by the Director of Human Resources, the appeal shall be directed to the President.

If the decision has been rendered by someone to whom the investigation has been

assigned by the President, the appeal shall be directed to the President.

If the decision has been rendered personally by the President, the appeal shall be directed to the Governing Board.

If the reasons for the decision that is being appealed have not been clearly or sufficiently stated in the decision, the individual by whom the decision was made may be directed to state the reasons for the decision in more detail before the appeal is decided.

The President or the Governing Board shall render a written decision on the appeal as promptly as possible. That decision shall be final.

CONFIDENTIALITY

All information relating to a grievance shall be kept confidential to the extent allowed by law. Records pertaining to a grievance shall not be placed in any employee's personnel file. If the investigation of or decision regarding a grievance indicates that employee discipline may be appropriate, the procedures for imposing such discipline shall be followed.

NO REPRISALS

No reprisals shall be taken against any employee for bringing a grievance or for cooperating with the investigation of a grievance.

[Based on [Policy #1591 \(/npc-policy-1500#Policy1591\)](#); rev 5/03/13]

REVIEW OF PROCEDURE 2045 – PRESIDENTIAL EVALUATION

Summary: Procedure 2045 requires that the District Governing Board review the performance of the president beginning at the May meeting. The review procedure and evaluation forms are provided for board members today but are also available in NPC's policies and procedures. Traditionally we've started the evaluation process in May and concluded at the June board meeting. As part of the performance evaluation, the president will provide a self-evaluation based on the previous year's goals, a summary of college progress for the year and performance goals for the next year.



Procedure 2045

0



Like

Procedure for review of Northland Pioneer College's President by the District Governing Board

At the May District Governing Board Meeting of each year, the District Governing Board will conduct a formal review of the President's performance. Every two years (even numbered years), the President's performance evaluation will include a review by the entire college staff. The review will include an evaluation of the President's performance for the just-ended year and preliminarily approves proposed the President's goals and priorities for the coming year.

All District Governing Board members participate in this process. Confidentiality of the process will be determined by the President and the Chair of the Board prior to the performance review meeting. The Chair of the Governing Board and others selected by the Chair review the evaluation with the President and reach agreement on the president's goals and priorities relevant to his/her performance and the overall quality improvement of the college for the coming year. Additionally the District Governing Board identifies professional development activities for the president as deemed appropriate and fiscally responsible.

Confidential copies of the Evaluation Report are available to all Board members.

[Downloadable PDF \(/sites/files/shared/administration/Procedure2045 Evaluation.pdf\)](/sites/files/shared/administration/Procedure2045%20Evaluation.pdf)

The Process:

1. The President prepares a summary report of the College's performance in the past year and a self-assessment of his/her leadership.
2. The President proposes goals and priorities for the coming year for comment and affirmation.
3. The President may include additional explanatory information to give evaluators a broader context on which to base their judgments.
4. The following are the key tasks upon which the President is evaluated
 - a. Institutional Agenda
 - b. Academic Leadership
 - c. General Management and Planning
 - d. Fiscal Management and Budgeting
 - e. Internal Relationships (staff/personnel)
 - f. External Relationships
 - g. Modeling the Vision and Values of Northland Pioneer College
 - h. Relationships with the District Governing Board

5. Evaluation Format

- a. The evaluation format consists of both quantitative and qualitative responses
- b. The rating scale is from 1-5 with 5 being outstanding, 4 excellent, 3 good, 2 marginal and 1 unsatisfactory. UO is used for not observed.
- c. District Governing Board members shall provide their individual evaluations to the Chair of the Board.
- d. There are twenty-six scaled items in the President's performance review. If six or more of the scaled items are rated as marginal or below in the President's performance, the President will be placed on a probationary status for one year with specific direction from the Board to remediate performance in all areas rated marginal or below.
- e. The District Governing Board may terminate the President's contract with the college at any point it deems performance unacceptable.

Northland Pioneer College President's Evaluation

1. Northland Pioneer College Governance

A. *Vision, Mission and Value Statements*

1. The President has communicated and promoted the vision, mission and values of Northland Pioneer College in a manner that encourages citizens, students, faculty and staff to become committed to the vision, mission and values.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

B. *District Goals*

1. The President through his/her leadership fosters programs and services which promote the accomplishments of the District's goals.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

C. *Executive Duties and Responsibilities*

1. Treatment of People

The President has promoted conditions that are humane, fair, dignified and non-discriminatory.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

2. Financial Planning

The President has provided leadership in developing and promoting financial planning and budgeting practices during the last fiscal year which have furthered District's goals, priorities and fiscal integrity by showing a generally acceptable level of foresight.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

3. Financial Condition

The President has avoided, during the last fiscal period, fiscal jeopardy and material deviation of actual expenditures from the approved budget.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

4. Communication and Counsel to the Board

The President has kept the Board informed, on a timely and continuous basis, regarding the organization and its interests during the past fiscal year.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

5. Asset Protection

The President has ensured that, during the past fiscal year, assets have been protected and maintained by avoiding unnecessary risks.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

6. Staff Compensation and Benefits

The President has maintained fiscal integrity and public image with respect to employment compensation and benefits by adherence to salary schedules and plans and ensured application of personnel procedures in a consistent manner.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

7. Service Outside the College

The President represents the College on state, national and community associations and organizations to discuss issues of mutual concerns, coordinate activities and/or ensure the College's best interest is being served.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

2. Specific District-wide Policies and Procedures

A. Academic Leadership

1. The extent to which the President fosters appropriate leadership behavior to the Senior Administration and other College administrators.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

B. Personnel Management

1. The President has seen to it that hiring policies and procedures developed are fair, effective and non-discriminatory.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

2. The President has supervised and managed the Senior Administrative team in such a manner as to promote competency and accountability in their ranks.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

3. The President has practiced a supervisory style, along with appropriate administrative structures, that encourages effectiveness.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

4. The President has prudently taken corrective personnel actions with the Senior Administration when appropriate.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

5. The President has promoted the collegial and collaborative relationships with employee groups.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

6. The President has practiced professional behavior which serves as a role model for the wider district/community.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

7. The President has promoted and supported staff and faculty development.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

C. *Facilities Management*

1. The extent to which the President ensures the College keeps physical facilities and the district office in a clean and safe status with a view toward long-term maintenance, replacement and expansion.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

D. *President-Board Relations*

1. The extent to which the President follows Board policies.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

2. The President's written and oral presentations to the Board express substance, clarity and precision.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

3. The President has publicly supported the Board in an appropriate manner.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()
Marginal=2 () Unsatisfactory=1

4. The President has developed and promoted a trusting relationship with the Board.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()

Marginal=2 () Unsatisfactory=1

E. *Service to Students*

1. The extent to which the President supports and promotes recruitment of a diverse student population.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()

Marginal=2 () Unsatisfactory=1

F. *Community Relations*

1. The President has developed and promoted effective working relationships with community groups, including business and industry.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()

Marginal=2 () Unsatisfactory=1

2. The President has increased community support of college programs.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()

Marginal=2 () Unsatisfactory=1

3. The President interacts and responds to students, employees and persons from the community in a common-sense, fair, dignified manner, to determine appropriate resolution of issues to maintain positive relations pertaining to relevant community concerns.

() Outstanding=5 () Excellent=4 () Satisfactory=3 ()

Marginal=2 () Unsatisfactory=1

4. Please provide comments that can assist the President in improving his/her performance.

[Based on [Policy #1070 \(/npc-policy-1000#Policy1070\)](#) ; 3/2010]

REQUEST TO APPROVE LANDSCAPING CONTRACT FOR WHITE MOUNTAIN CAMPUS

Recommendation: Staff recommends approval to award a contract for the White Mountain Campus landscape and irrigation improvements project to It's Magic Landscape and Design in the amount of \$125,714.07.

Summary: Staff issued a request for bids to providing landscape and irrigation improvements at the White Mountain Campus (WMC) in Show Low. The project is associated with two previously completed projects at WMC: 1) site improvements that addressed parking expansion and roadway design; 2) Aspen Center canopy addition. The project includes restoration of areas directly impacted by these two projects and an agreement with the City of Show Low to replace trees removed as part of the site improvement project.

The 2013-14 capital budget includes funds for the project, which was originally estimated at a cost of approximately \$147,000. The project supports Pillar 6 of the Strategic Plan: Pillar 6 -Strengthen Facilities through Planning, Development and Renewal.

Only one bid was received, although several potential bidders attended a pre-bid meeting. A recommendation from DLR Group is included.



April 26, 2013



Architecture Engineering Planning Interiors

6225 North 24th Street
Suite 250
Phoenix, AZ 85016

o: 602/381-8580
f: 602/956-8358

Mr. V. Blaine Hatch
Vice President for Administrative Services
Northland Pioneer College
2251 E. Navajo Boulevard
Holbrook, Arizona 86025

**Re: Northland Pioneer College, White Mountain Campus,
Landscape and Irrigation Improvements
NPC Bid Identification AS#13-04
DLR Group Project No. 30-12127-00**

Dear Mr. Hatch:

We have reviewed the Bids submitted on April 25, 2013 for the White Mountain Campus Landscape and Irrigation Improvements. One (1) Bid was received from It's Magic Landscape and Design in the amount of \$125,714.07. DLR Group's estimate for the project was \$147,039.28 including a contingency of \$13,367.21.

It's Magic Landscape and Design's Bid Form and Bid Bond appear to be in order. It's Magic Landscape and Design's Non-Collusion Affidavit, Copy of Contractor's License, Bid Security and Qualification Statement were enclosed with the Bid and are in order.

Based on our review of the information available, we see no reason for the District not to award the Contract to It's Magic Landscape and Design.

Sincerely,

DLR Group

A handwritten signature in black ink that reads 'Stanley D. Axthelm'.

Stan Axthelm
Senior Associate

cc: Mr. David Huish, NPC
Ms. Terrie Shevat, NPC
Tom O'Neil, DLR Group

REQUEST TO APPROVE PURCHASE – PDC SKILLS CENTER FURNISHINGS

Recommendation: Staff recommends approval to purchase furnishings for the Painted Desert Campus Skills Center from Arizona Furnishings for a total amount of \$54,135.62.

Summary: Staff has researched pricing and obtained quotes for the furnishings required for the new Skills Center located on the Painted Desert Campus (PDC). The proposed vendor, Arizona Furnishings, has provided Arizona State contract pricing for this purchase. (Contract ADSP013-040690) Arizona Furnishings is a leading and experienced provider of classroom and office furniture to schools and businesses throughout the state.

The proposed purchase includes computer workstations, filing cases, book cases, chairs, tables, lockers and other required items to outfit the new skills center facility. The quoted price of \$49,657.38 includes shipping; transaction privilege sales tax will be \$4,478.24.

The 2013-14 capital budget includes funds for the purchase, which supports Pillar 6 of the Strategic Plan: Pillar 6 -Strengthen Facilities through Planning, Development and Renewal.



REQUEST TO APPROVE THE 2014-2015 ACADEMIC CALENDAR DATES

Recommendation: Staff recommend adoption of the 2014-2015 academic calendar dates as presented. The recommended calendar has been reviewed and unanimously approved by both Instructional Council and executive staff. One concern was expressed by a college employee during an open review period.

Summary: Instructional Council recommends approval of the 2014-2015 academic calendar dates as presented. The proposed dates incorporate the changes already approved for the 2013-2014 academic calendar. We are requesting approval now so that the college may begin schedule planning a year in advance and all educational partners have NPC calendar dates as they begin their own calendar planning.

For review purposes, the primary changes to the 2013-2014 academic calendar were as follows:

- The fall semester will begin and end one week earlier, thus 9-month faculty will also report back one week earlier
- Due to the earlier fall start, an extra week will exist between fall and spring semesters
- The spring semester will end one week earlier, creating a two week gap between spring and summer compared to the current one week gap
- Presidents Day is dropped as a date on which the college is closed to allow the spring semester to conclude one week earlier; the college holiday has been replaced with a third “personal day” for each college employee.



11th First Day
back for faculty
18th First day of
class

AUGUST 2014							
W	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
1	17	18	19	20	21	22	23
2	24	25	26	27	28	29	30
3	31						

SEPTEMBER 2014							
W	S	M	T	W	Th	F	S
3		1	2	3	4	5	6
4	7	8	9	10	11	12	13
5	14	15	16	17	18	19	20
6	21	22	23	24	25	26	27
7	28	29	30				

1st- Labor Day

OCTOBER 2014							
W	S	M	T	W	Th	F	S
7				1	2	3	4
8	5	6	7	8	9	10	11
9	12	13	14	15	16	17	18
10	19	20	21	22	23	24	25
11	26	27	28	29	30	31	

NOVEMBER 2014							
W	S	M	T	W	Th	F	S
11							1
12	2	3	4	5	6	7	8
13	9	10	11	12	13	14	15
14	16	17	18	19	20	21	22
15	23	24	25	26	27	28	29
16	30						

11th-Veterans Day
27th-Thanksgiving

6th Last day of
Fall
11th Grades Due
25th-Xmas

DECEMBER 2014							
W	S	M	T	W	Th	F	S
16		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

JANUARY 2015							
W	S	M	T	W	Th	F	S
					1	2	3
	4	5	6	7	8	9	10
1	11	12	13	14	15	16	17
2	18	19	20	21	22	23	24
3	25	26	27	28	29	30	31

1st-New Year's Day
5th Faculty return
12th First day of spring semester
19th MLK Day

FEBRUARY 2015							
W	S	M	T	W	Th	F	S
4	1	2	3	4	5	6	7
5	8	9	10	11	12	13	14
6	15	16	17	18	19	20	21
7	22	23	24	25	26	27	28

MARCH 2015							
W	S	M	T	W	Th	F	S
8	1	2	3	4	5	6	7
9	8	9	10	11	12	13	14
10	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
11	29	30	31				

23 – 27 Spring Break

APRIL 2015							
W	S	M	T	W	Th	F	S
11				1	2	3	4
12	5	6	7	8	9	10	11
13	12	13	14	15	16	17	18
14	19	20	21	22	23	24	25
15	26	27	28	29	30		

MAY 2015							
W	S	M	T	W	Th	F	S
15						1	2
16	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

8th-Last day of semester
9th -Commencement
11th-Grades due
25th Memorial Day

1st First day of
Summer School

JUNE 2015							
W	S	M	T	W	Th	F	S
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30				

JULY 2015							
W	S	M	T	W	Th	F	S
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
	27	28	29	30	31		

4th-Independence Day
24th-Last Day of Summer
29th Grades due

REQUEST TO APPROVE 3rd PARTY DATA/NETWORK SERVICE

Recommendation: Staff recommends approval to enter into a five-year contract in the amount of \$125,700 with Froniter Communications for a 40 Mbps point-to-point connection between the Painted Desert Campus and the Hopi Center.

Summary: The proposed contract with Frontier Communications for 40 Mbps of connectivity will replace the existing 10 Mbps connection provided by CellularOne. Funding for this project will be comprised of current operational expenses for the existing 10 Mbps link as well as Title III funds related to Project EAGLE.

Project EAGLE outlines the college moving from 10 Mbps to 15 Mbps of connectivity at the Hopi Center. The college has worked to obtain more competitive pricing by switching vendors, while also increasing network capacity from 10 Mbps to 40 Mbps. The combined operating budget contribution along with the Title III funds will still result in a cost savings while increasing service capacity to the Hopi Center.





This is Schedule Number 1 to the Frontier Services Agreement dated May 13, 2013 ("FSA") by and between Northland Pioneer College ("Customer") and Frontier Communications of America, Inc. on behalf of itself and its affiliates ("Frontier"). Customer orders and Frontier agrees to provide the Services and Equipment identified in the Schedule below.

Schedule Date: May 13, 2013

Service Term: 60 mo

Primary Service Location:

Street Address: 2251 Navajo Blvd.
 City, State, Zip: Holbrook, AZ 86025

Terminating Service Location:

Street Address: Hwy 264, Milepost 397
 City, State, Zip: Keams Canyon, AZ 86034

Service	# Lines/Circuits/ Channels	Charges		Total (NRC + MRC x Term)
		NRC	MRC	
DS1		\$	\$	\$
DS3		\$	\$	\$
OC3		\$	\$	\$
Other: Ethernet Point to Point	40Mb	\$0.00	\$2,095.00	\$2,095.00
Other:		\$	\$	\$
Grand Total:				\$125,700.00

Interstate / Intrastate Pricing Certification: Customer certifies that its dedicated point-to-point traffic over such Services:

will be more than 10% interstate in nature; OR will be 10% or less interstate in nature.

The term "interstate in nature" means that the traffic originates in one state and terminates in another state or outside the United States, regardless of how it is routed.

This Schedule is not effective and pricing, dates and terms are subject to change until signed by both parties, and may not be effective until approved by the FCC and/or applicable State Commission. This Schedule and any of the provisions hereof may not be modified in any manner except by mutual written agreement. The above rates do not include any taxes, fees or surcharges applicable to the Service. This Schedule, and all terms and conditions of the FSA, is the entire agreement between the parties with respect to the Services described herein, and supersedes any and all prior or contemporaneous agreements, representations, statements, negotiations, and undertakings written or oral with respect to the subject matter hereof.

Frontier Communications of America, Inc.	Northland Pioneer College
<i>Frontier's Signature:</i>	<i>Customer's Signature:</i>
Printed Name: Bryan Baker	Printed Name:
Title: Account Manager	Title:
Date:	Date:

This Agreement is made this 13th day of May, 2013, ("Effective Date") by and between **Frontier Communications of America, Inc.** on behalf of the incumbent local exchange carrier and service affiliates which provide services to the customer service addresses identified in the Schedules attached hereto (referred to herein as "**Frontier**"), and **Northland Pioneer College**, whose address is PO Box 610 Holbrook, AZ 86025 (referred to herein as "**Customer**").

1. Provision of Services and Equipment

a. Frontier will provide and the Customer agrees to purchase communications services, maintenance and installation services (collectively "Services"), and lease or purchase equipment ("Equipment"), as further described in this Agreement and/or in the Schedules issued by Frontier and executed by Customer. Each Schedule is incorporated herein by reference and made a part hereof.

b. Customer acknowledges that certain Services may be regulated and governed by tariff or price schedule filed with the Federal Communications Commission and/or the state public utilities commission. In the event of any inconsistencies between this Agreement and an applicable tariff, the tariff shall control except with respect to pricing, termination charges or cancellation charges for which this Agreement shall control.

c. Frontier will provide, maintain and repair the Frontier owned facilities and equipment used to provide the Services, up to and including the point at which the facilities and equipment are made available for interconnection to Customer's premises equipment or inside wiring. Customer shall provide Frontier reasonable access to Customer's premises during normal business hours for the purpose of installing, inspecting, testing, rearranging, repairing or removing any Service and/or equipment, including obtaining approvals, permits or licenses from third parties as necessary. Customer will provide all reasonable information and authorizations required by Frontier for the purpose of installing Services and/or Equipment, performing routine network grooming, maintenance, upgrades, and addressing emergencies, including but not limited to design layout records of any Customer or third party network elements to be connected to the Services and Letters of Agency allowing Frontier to act on the Customer's behalf related to the Services and auxiliary third party services. Customer will cooperate in good faith and follow through with any coordination efforts required in a timely manner.

d. Only authorized agents and representatives of Frontier may perform maintenance work. Any repair, alteration, configuration or servicing of Frontier's facilities or equipment by Customer or third parties without the written consent of Frontier is a default of this Agreement and cause for termination at Frontier's option.

e. If Frontier is unable to commence performance of its maintenance obligations hereunder due to circumstances within Customer's control, any related costs incurred by Frontier, including but not limited to travel at normal rate and overtime labor rate expenses, will be reimbursed by Customer. Customer will reimburse Frontier for all costs incurred for maintenance and repair if: (i) the equipment is altered, maintained or repaired by any party other than Frontier, without Frontier' prior written consent, (ii) the malfunction is the result of mishandling, abuse, misuse, improper operation, improper storage, or improper installation by anyone other than Frontier (including use in conjunction with equipment electrically or mechanically incompatible); and (iii) if the problem originated from a source unrelated to the Equipment.

f. Customer will provide (i) suitable building facilities (including but not limited to space, circuitry, power, backup power, and surge protectors) for the installation, operation, and maintenance of the Equipment in accordance with manufacturer's documentation and Frontier's installation standards, more fully described in the applicable Schedule; and (ii) a well-lighted and safe working area that complies with all local safety standards and regulations.

g. The Services may be connected with the services or facilities of other carriers. Frontier may, when authorized by Customer and agreed to by Frontier, act as Customer's agent for ordering facilities

provided by other carriers to allow such connection of Customer's locations to Frontier's network or to the network of an underlying carrier or service.

h. Customer is responsible for all charges billed by other carriers. Frontier shall not be responsible for the installation, operation, repair or maintenance or performance of equipment, facilities, software or service not provided directly by Frontier. Customer is responsible to provide equipment compatible with the Service and Frontier's network and facilities, and any wiring required to extend a communications termination and/or demarcation at the Customer premises. Customer will provide suitable building facilities for the provision of Services in accordance with local codes, including but not limited to ducting, conduit, structural borings, etc. for cable and conductors in floors, ceilings and walls; electrical service with suitable terminals and power surge protection devices; and metallic grounds with sufficient slack in the equipment room, installed in conformity with the National Electrical Code and local codes, and Frontier's installation standards. With respect to each Customer-designated location, Customer is responsible for taking all steps necessary to interconnect the Service at such location.

i. Customer is solely responsible for the selection, implementation and maintenance of security features for protection against unauthorized or fraudulent use of the Services and related equipment. Customer is solely responsible for ensuring that all of Customer's data files are adequately duplicated and documented at all times. Frontier and its contractors are not responsible or liable for data loss for any reason.

j. Frontier will manage its network in Frontier's sole discretion, and reserves the right to substitute, change or rearrange any equipment or facilities used in delivering Services. Frontier will endeavor to provide reasonable notice prior to any scheduled maintenance, planned enhancements or upgrades, which may result in a degradation or disruption in Service. Frontier reserves the right to suspend Service for emergency maintenance to Frontier's network without notice to Customer. Customer shall designate a primary contact for receipt of such notice.

k. Customer represents and warrants that its use of the Service and Equipment will comply and conform with all applicable federal, state and local laws, administrative and regulatory requirements and any other authorities having jurisdiction over the subject matter of this Agreement and it will be responsible for applying for, obtaining and maintaining all registrations and certifications which may be required by such authorities with respect to such use.

l. Customer and its employees shall be the only permitted end-user of the Services and Equipment. Customer shall not resell or bundle the Services or equipment, nor permit any third party to access the Services or Equipment in exchange for compensation of any kind.

2. Term

The term of this Agreement shall commence as of the **Effective Date** and shall continue through the Service Term and any Extended Service Term (as defined below) with respect to any Service or lease of equipment pursuant to this Agreement. Customer shall purchase the Services and lease or purchase the Equipment identified in each Schedule, for the period of time stated in the Schedule if applicable (the "**Service Term**"). Unless otherwise stated in the Schedule, the Service Term and billing for the Service, will begin upon the earlier of (i) Customer's use of the applicable Service(s) or (ii) five (5) days following Frontier's installation of such Service(s), and such date is deemed the commencement of the applicable Service Term. If neither

party provides the other with written notice of its intent to terminate at least sixty (60) days prior to expiration, the Service Term shall automatically renew for additional one-year periods (each an “**Extended Service Term**”), subject to the terms and conditions of this Agreement and at the then applicable one-year term rate, excluding promotional rates.

3. Payment

a. Customer shall pay all charges set forth in the attached Schedules and in applicable tariffs during the Service Term. Frontier will invoice Customer monthly for all monthly recurring charges (“MRC”) and usage based charges. In addition, the first invoice(s) may include non-recurring charges (“NRC”), as applicable.

b. In addition to the applicable charges set forth in the tariffs and Schedules, Customer shall pay any and all federal, state or local sales, use, privilege, gross receipts, utility, value added, excise or other taxes (exclusive of taxes based on the net income of Frontier or its affiliates), or any charges in lieu thereof, and any applicable surcharges or fees, including but not limited to Primary Interexchange Carrier Charge (“**PICC**”), Federal Pre-Subscribed Line Charge (“**FEPS**”), Carrier Cost Recovery Surcharge, E-911, Universal Service and Local Number Portability surcharges related to the Services, in the amounts applicable at the time of billing. Customer shall also be responsible for third party charges.

c. All payments shall be due within thirty (30) days of the invoice date and late payments shall be subject to a late payment fee of the lesser of one and one-half percent (1.5%) per month or the maximum allowed by law. The late payment fee referred to above will be in addition to and not in lieu of any other remedies Frontier may have hereunder or under the law as a result of Customer’s failure to pay. In the event Customer disputes any invoiced amount, Customer will pay all charges not disputed, and notify Frontier of the dispute in writing, providing an explanation of the basis for the dispute. If Frontier does not receive notice of a payment dispute by Customer within ninety (90) calendar days after the date of an invoice, such invoice will be final and not subject to further challenge. For the purpose of computing partial month charges, a month will consist of thirty (30) calendar days. Frontier reserves the right to suspend or terminate any or all Services or terminate the provision, lease, installation or repair of any or all equipment subject to this Agreement immediately if Customer is overdue more than thirty (30) days for payments that have not been disputed in good faith.

4. Cancellation and Early Termination Charges

a. If Customer cancels any Schedule, in whole or in part, prior to installation or delivery, Customer shall pay a cancellation charge equal to one month of the applicable MRC, plus the total costs and expenditures of Frontier in connection with such Schedule prior to Frontier’s receipt of notice of cancellation, including, but not limited to, Frontier’s applicable installation charges.

b. Following installation, Customer may terminate a Schedule, in whole or in part, by providing at least thirty (30) days prior written notice to Frontier. If Customer terminates a Schedule, in whole or in part, or Frontier terminates any Schedule, in whole or in part, pursuant to Section 8.a. hereof then, unless otherwise specifically provided in the applicable Schedule, Customer shall immediately pay Frontier a cancellation charge equal to all unpaid amounts applicable to the terminated portion of the Schedule through the date of termination, plus the monthly recurring charges and all related taxes and surcharges multiplied by the number of months remaining in the applicable minimum term commitment, if any. Partial months shall be prorated.

c. It is agreed that Frontier’s damages in the event of early termination will be difficult or impossible to ascertain. The charges identified in this Section 4 are intended, therefore, to establish liquidated damages in the event of termination and are not intended as a penalty.

5. Limitation of Liability and Warranty Provisions

a. The liability of Frontier and its affiliates related to this Agreement shall in no event exceed the limitations of liability set forth in the applicable tariffs or regulatory rule or order, or, if there is no applicable tariff provision, rule or order, the total amount paid for the applicable Service, Maintenance Service or equipment during the prior 12 months. In cases of a Service Outage, liability shall be limited to 1/720 of the monthly recurring charge for each hour of the Service Outage. A “**Service Outage**” is an interruption in Service caused by a failure of Frontier’s equipment or facilities, excluding degradation or disruption due to maintenance or an event outside Frontier’s complete control. Notwithstanding the above, Frontier will not be liable to Customer for interruptions in Services caused by failure of hardware or software, failure of communications services, power outages, or other interruptions not within the complete control of Frontier. In addition, there will be no credits, reductions or set-offs against charges for Services, or for downtime of Services, except as expressly set forth herein.

b. IN NO EVENT WILL FRONTIER OR ITS AFFILIATES BE LIABLE FOR ANY LOST PROFITS OR BUSINESS OPPORTUNITIES, OR FOR ANY OTHER SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY THEREOF. FRONTIER AND ITS AFFILIATES SHALL NOT BE LIABLE FOR ANY LOSS, COST, CLAIM OR EXPENSE EXPERIENCED OR INCURRED BY CUSTOMER OR THIRD PARTIES RESULTING FROM THE USE OF THE SERVICES OR EQUIPMENT PROVIDED HEREUNDER, INCLUDING, FRAUD BY THIRD PARTIES.

c. Frontier warrants that its equipment and facilities will be maintained in good working order. **THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND FRONTIER DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO ITS FACILITIES, TRANSMISSION EQUIPMENT, DATA AND SERVICES INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE OR FUNCTION.**

d. This Agreement shall not be construed as granting a license with respect to any patent, copyright, trade name, trademark, service mark, trade secret or any other intellectual property, now or hereafter owned, controlled or licensable by Frontier. Customer agrees that Frontier has not made, and that there does not exist, any warranty, express or implied, that the use by Customer of Frontier’s Services and/or the Equipment provided under this Agreement will not give rise to a claim of infringement, misuse, or misappropriation of any intellectual property right.

e. Customer agrees that the Services and Equipment, and Frontier’s performance hereunder are subject to the terms, conditions and restrictions contained in any applicable agreements (including software or other intellectual property license agreements) between Frontier and Frontier’s vendors.

f. No action, regardless of form, arising out of this Agreement or the Schedules may be brought more than two (2) years after the cause of action has arisen or charges have been billed whichever is earlier. The parties hereby waive the right to invoke any different limitation on the bringing of actions provided under state law.

6. Indemnification

Customer shall indemnify, defend and hold Frontier and its affiliates, and their respective directors, officers, employees, successors, assigns and agents, harmless from and against any and all claims, loss, damage, cost or expense (including reasonable attorneys’ fees) to the extent arising out or relating to any claim, action or proceeding brought by any third party based upon: (i) Customer’s breach of this Agreement; (ii) Customer’s negligence or willful misconduct in the performance of its obligations under this Agreement; (iii) use of the Equipment or Services by third parties, including employees,

contractors or agents; (iv) any infringement or misappropriation of any patent, copyright, trademark, trade secret or other proprietary right arising from Customer's or any other person's use of the Equipment or Services or content transmitted to or from the Customer's location using the Equipment or Service; (v) any bodily injury (including illness or death) or property damage caused by the Customer or associated with the Equipment or Service; or (vi) Customer's failure to maintain an adequate and safe environment free from any liens, or permitting unauthorized repairs. The obligations under this Section 6 are independent of any other obligation under this Agreement.

7. Confidentiality

a. Both parties agree that all terms and conditions set forth in this Agreement shall be considered confidential, and that details of the terms of this Agreement, shall not be disclosed to third parties, other than affiliates, employees, agents or contractors who have a need to know such information in the scope of their employment or engagement, without the prior written consent of the other party, unless required by law.

b. Customer and Frontier may disclose to each other information that is confidential in nature. In order to receive confidential treatment, all such information (hereafter "Information") shall be either (i) clearly marked as confidential if written, or clearly identified as confidential if oral or (ii) reasonably understood by the recipient, based on the nature of the Information or the circumstances of disclosure, to be confidential or proprietary to the discloser. Except as required by law or regulation, Customer and Frontier agree not to disclose any Information to any third party and to keep Information in a secure place available only to employees, affiliates, contractors or agents who are subject to obligations of confidentiality no less restrictive than those set forth herein, and who need to know the Information for purposes of the business dealing between Customer and Frontier, and to use Information only in connection with such business dealings. This Section is enforceable by injunction.

c. Information will lose its confidential status if obtained legitimately from a third party without restriction or upon the expiration of six (6) years from delivery of each item of Information. Information shall remain the property of the disclosing party and shall be returned to such party on request or upon termination of the business dealing between Customer and Frontier.

d. Notwithstanding anything herein to the contrary, Frontier shall have the right to include Customer's name in a public list of current customers who use Frontier's services, provided Frontier does not make any representation with respect to Customer and does not attribute any endorsements to Customer, without Customer's prior written consent. In addition, Frontier may publicly identify Customer as a new customer of Frontier or an existing customer obtaining expanded or additional services from Frontier, as the case may be.

8. Default

a. **Breach by Customer:** If Customer fails to make any payment when due and such failure continues for five (5) days after notice, or fails to comply with any other term or condition of this Agreement or any Schedule, and such failure continues for thirty (30) days after notice, then Frontier shall have the right either to suspend the Schedule, or any portion thereof, until the default is remedied or to terminate this Agreement or any Schedule in whole or in part. Notwithstanding the above, in the following circumstances Frontier may immediately suspend Services and, after (i) giving notice to Customer with an opportunity to respond appropriate to the circumstances and (ii) Customer's failure to respond, Frontier may terminate any or all Services, remove Equipment from Customer's premises and immediately repossess Equipment:

- 1) In the event of unauthorized, unlawful or improper use or abuse of the facilities, equipment, or Service, or
- 2) If, in the sole judgment of Frontier, Customer's use of the facilities, equipment, or Service has or will have an adverse affect

on the business of Frontier or the efficiency of Frontier's personnel, network, property or service; or

- 3) A court or other governmental authority having jurisdiction issues an order prohibiting Frontier from furnishing the Equipment or Services to Customer.

In addition, Frontier shall have the right to take immediate action, including termination of the Schedule and severing of the connection to its network without notice to Customer when injury or damage to Frontier personnel, network, property or service is occurring, or is likely to occur.

b. **Breach by Frontier:** If Frontier has not remedied any breach within thirty (30) days after Frontier's receipt of written notice from Customer of such breach, Customer may terminate the Service which is the subject of such breach. This is Customer's exclusive remedy for a breach by Frontier.

9. Force Majeure

In no event will Frontier or its affiliates be liable for any delay in performance directly or indirectly caused by events beyond their control, including, but not limited to: acts or omissions of Customer, its agents, employees or contractors; acts of God; acts of the public enemy; acts of the United States, a state or other political subdivision; fire, floods or other natural disasters; accidents; wars; labor disputes or shortages; and inability to obtain material, power, equipment or transportation.

10. Assignment

This Agreement may not be assigned by either party without the other party's prior written consent, which consent shall not be unreasonably withheld or delayed, except that Frontier may assign this Agreement to any successor to the business of Frontier by merger, consolidation or sale of assets or to any corporation controlling, controlled by or under common control with Frontier. Frontier may subcontract portions of the work to be performed hereunder, but shall remain fully liable to Customer for the workmanlike performance thereof.

11. Work Site Conditions

a. If asbestos, or material containing asbestos, or any other hazardous or toxic materials are discovered during work pursuant to this Agreement, Frontier will suspend its work for a reasonable period of time to permit Customer to engage a qualified firm to remove and dispose of the asbestos or other toxic or hazardous materials from the site. Such suspension may result in an equitable adjustment to the charges pursuant to the related Schedule based on any increase in costs incurred by Frontier.

b. Customer agrees to release, indemnify, defend and hold harmless Frontier from and against any damages, losses, claims, demands or lawsuits arising out of or relating to the presence, removal or disposal of asbestos or any other hazardous or toxic material from the premises.

12. Title and Risk of Loss

a. Risk of loss or damage for equipment and facilities provided pursuant to this Agreement and/or used by Frontier to provide the Services shall pass to Customer at time of delivery to Customer.

b. Unless expressly sold to Customer, any equipment installed at Customer's premises in connection with the Services remains the personal property of Frontier or Frontier's assignee, notwithstanding that it may be or become attached to or embedded in realty, and upon termination of this Agreement or any applicable Service or Equipment lease, such equipment shall be returned to Frontier in the same condition as installed, normal wear and tear excepted. Customer will not tamper with, remove or conceal any Frontier identifying plates, tags or labels. In the event of Customer's failure to comply with this Section, Customer will be billed for and pay to Frontier an amount equal to the retail value of such equipment.

c. Customer will reimburse Frontier for any loss of, or damage to, any Frontier facilities or equipment in or on Customer's premises or property resulting from theft, willful injury, or any other cause whatsoever, other than any loss or damage resulting from either a natural disaster or the negligence or willful misconduct of Frontier or its agents.

13. Competition

Customer recognizes the availability of competitive alternatives for receiving the services and Equipment provided under this Agreement either now or in the future, and has freely elected to enter into this Agreement in order to receive the benefits it offers.

14. Government Regulation

To the extent that any Service(s) provided hereunder are subject to the jurisdiction of the Federal Communications Commission ("FCC") or any state public utilities commission or other regulatory agency, this Agreement shall at all times be subject to changes, modifications, orders and rulings by the FCC and/or state public utilities commission or other regulatory agency. Frontier reserves the right to suspend, modify or terminate any Service without liability where any statute, regulation and/or ruling, including modifications thereto, by any regulatory agency (including the FCC), legislative body or court of competent jurisdiction, (i) prohibits, restricts or otherwise prevents Frontier from furnishing such Service, or (ii) has a material negative impact on Frontier's performance hereunder or the benefits provided by this Agreement. If provision of any Service pursuant to this Agreement is subject to advance approval of the FCC and/or any state public utilities commission, this Agreement shall not become effective with respect to such Service after receipt by Frontier of written notice of such approval.

15. Governing Law

This Agreement shall be governed by and construed according to the laws of the State in which services or Equipment are being provided hereunder without regard to its conflicts of laws provisions. Any related litigation may be brought in any State or Federal courts of competent jurisdiction within such State. Customer and Frontier consent to personal jurisdiction in such courts.

16. No Waiver

If either party fails, at any time, to enforce any right or remedy available to it under this Agreement, that failure shall not be construed to be a waiver of the right or remedy with respect to any other breach or failure by the other party.

17. Severability

A declaration by any court, or other binding legal source, that any provision of this Agreement or any Schedule is illegal and void, will not affect the legality and enforceability of any other provisions of this Agreement, unless the provisions are mutually dependent.

18. Notice

All notices provided pursuant to this Agreement will be in writing and delivered by registered or certified US Mail, postage prepaid, or by commercial overnight delivery service, or by facsimile, or by regular mail and shall be deemed delivered either on the date of return receipt acknowledgment (in the case of certified US Mail), or on the next day after the sending of the notice if sent overnight mail, or three (3) days after mailing if by regular mail to the address of the party designated to receive such notice.

19. Independent Contractor Relationship

Each party understands and agrees that it and its personnel are not employees of the other party, and that each party is an independent contractor hereunder for all purposes and at all times.

20. Dispute Resolution

Except as otherwise specifically provided in or permitted by this Agreement, all disputes, differences of opinion or controversies arising in connection with this Agreement shall first be resolved through good faith negotiation to arrive at an agreeable resolution. If, after negotiating in good faith for a period of ninety (90) calendar days, or any agreed further period, the parties are unable to resolve the dispute, then the parties may seek resolution by exercising any rights or remedies available to either party at law or in equity. Customer and Frontier agree that we each may bring claims against the other only in an individual capacity and not as a plaintiff or class member in any purported class, representative, or private attorney general proceeding.

21. Entire Agreement.

This Agreement, together with any applicable Schedule, constitutes the entire agreement between the parties pertaining to the subject matter herein and supersedes all prior oral and written proposals, correspondence and memoranda with respect thereto. This Agreement may not be modified, amended or supplemented except by written agreement signed by an authorized representative of each party. Notwithstanding anything otherwise stated, a Customer purchase order document (whether signed by one or both parties) shall be construed solely as evidence of Customer's internal business processes, and the terms and conditions contained thereon shall be void and of no effect or application toward this Agreement between the parties.

Frontier Communications of America, Inc.:	CUSTOMER: Northland Pioneer College
Signature: _____	Signature: _____
Printed Name: <u>Bryan Baker</u>	Printed Name: _____
Title: <u>Account Manager</u>	Title: _____
Date: _____	Date: _____
Contractual Notice: Frontier Communications 180 S. Clinton Avenue, 7 th Floor Rochester, NY 14646-0700 Attn: Associate General Counsel	Contractual Notice: _____ Attn: _____ Maintenance Notifications: _____ Billing Contact: _____

REQUEST TO APPROVE THE PURCHASE OF VIDEO CLASSROOM SYSTEMS

Recommendation: Staff recommends approval to purchase video system equipment from OneVision Solutions at a price of \$309,358.84 (not inclusive on any applicable taxes) in order to upgrade 12 video classrooms.

Summary: As part of the replacement plan to ensure high quality and reliable video classroom systems, staff recommends the purchase of 12 Polycom video classroom systems. These classroom systems will replace aging equipment and also provide a standardized classroom environment for distance education. Seven of the nine Video 1 classroom systems will be replaced along with the five Video 2 classroom systems. Two Video 1 classroom systems were replaced by Apache County for the Springerville and St. John's centers in August 2011.

A portion of the purchase price will include vendor installation of four of these classroom systems. The remaining eight classroom systems will be installed by NPC staff members.

The attached quote from OneVision Solutions in the amount of \$309,358.84 does not include sales/use tax. An estimate of taxes for this purchase is \$28,000.

This quote from OneVision Solutions uses GSA contract GS-35F-0511T.

This recommendation is consistent with NPC's current Strategic Plan and has the support of NPC's Instructional Council.





U.S. General Services Administration



909 Lake Carolyn Parkway | Suite 1800 | Irving, TX 75039
PH 972.714.0540 | F 972.580.8435
Technical Assistance Center 877.866.9800
www.onevisionsolutions.com

Albany, NY . Anchorage, AK . Austin, TX . Boston, MA . Columbus, OH . Houston, TX . Indianapolis, IN
Little Rock, AR . Lewiston, ID . Pittsburgh, PA . Portland, OR . San Antonio, TX . Seattle, WA . Tallahassee, FL

Customer Information

Customer: Northland Pioneer College
Contact Name: Jared Turley
Street:
City, State, Zip: Holbrook, AZ
Phone:
Email: jared.turley@npc.edu

Quote Information

Date: 553-003
Quote Number: DJM523-002
Prepared By: D.McDaid
Phone: 972-714-0541
Email: dmcdaid@onevisionsolutions.com
Contract: Polycom GSA GS-35F-0511T (Hardware)

Table with 7 columns: PART #, DESCRIPTION, MSRP, QTY, EACH, EXTENDED PRICE. Rows include equipment like HDX 8000-720, HDX MPPlus, HDX Ceiling Microphone, and Polycom Touch Control, followed by professional services like directResponse maintenance and OVS-Install.

Quote Total: \$ 309,358.84

Delivery: One Vision Solutions will make every effort to delivery the equipment within the shortest possible lead time. All items will ship directly from the manufacturer to Northland Pioneer College. To ensure the quickest delivery, One Vision Solutions will have this order processed within 2 business days from the time of PO receipt. One Vision Solutions will assign the project to a specific OVS Project Manager who will provide NPC estimated delivery schedules, ship date confirmation, and freight tracking information.

Table with 2 columns for terms and conditions. Left column: Pricing (Sales tax may not be included, Pricing valid for 30 days). Right column: Terms (Net 30 Days upon receipt of invoice). Includes signature lines for Northland Pioneer College and OneVision Solutions, and fields for Print Name, Date, and Purchase Order #.

REQUEST TO APPROVE ACTIVE DIRECTORY RESTRUCTURING PROJECT SOW

Recommendation: Staff recommends approval to proceed with a statement of work from QCM Technologies that outlines an Active Directory Restructuring Project in the amount of \$49,130.00 and a supporting software purchase in the amount of \$20,187.92 from from SHI.

Summary: NPC utilizes a Microsoft product, Active Directory, to manage our domain network. The current implementation is not efficient and is in need of restructuring. Restructuring this service will allow Information Services staff to better manage our network and system resources, provide better service to employees and students, and allow for better security and access configurations. This project will also help increase the efficiency and success of future technology projects at NPC.

QCM Technologies will provide the design, management, and implementation of all activities outlined in the statement of work to accomplish the goals of this project. In order to finish this project during the summer, a set of software products, QUEST Migration Manager for Active Directory and Exchange, will need to be purchased to expedite moving systems, users, and mailboxes to the new domain.

This project will start immediately upon the approval of the District Governing Board and QCM will be finished on or before June 30, 2013.

The QCM Statement of Work is quoted under Mohave Contract 08L-QCM-0128. The Quest Migration Manager software from SHI is quoted under WSCA State Contract SPD 20-000-00-003B and State of Arizona WSCA Software Contract ADSPO11-007500.

The total cost of this project, which consists of the Statement of Work and software purchase, is \$69,317.92.

This recommendation is consistent with NPC's current Strategic Plan.





QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

Statement of Work

Active Directory Restructuring Project

Prepared for:

Northland Pioneer College

May 13, 2013

The information in this Statement of Work shall not be disclosed outside the Northland Pioneer College (NPC) organization and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the Statement of Work, provided that if a contract is awarded to QCM as a result of or in connection with the submission of this Statement of Work, Northland Pioneer College shall have the right to duplicate, use or disclose the information to the extent provided by this Statement of Work. This restriction does not limit the right of Northland Pioneer College to use information contained in the Statement of Work if it is obtained from another source without restriction.

All Rates for this Statement of Work come from Mohave Contract (08L-QCM-0128)



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

General Information

Client Name:	Northland Pioneer College	Revision Date:	05/13/2013
Street Address:		Revision No:	V1.1
City, State, Zip:		MES/Plant Order No:	
Client Contact:	Eric Bishop	QCM Architect	Steven Thraen
Phone No.:		Phone No.:	480-556-6000
Fax No.:		Fax No.:	480-556-6023
E-mail Address:		E-mail Address:	sthraen@qcmtech.com
QCM Account Executive:	Pat Paxton	QCM Principal Consultant	Ron Buie
Estimated Start Date	TBD	Estimated Completion Date	TBD
		Estimated Price:	340 Hours: \$49,130.00 Mohave #08L-QCM-0128

Statement of Work

QCM Technologies, Inc has been engaged to assist NPC in the Active Directory Restructuring Project. Specifically, move all of the resources in domain “The_Commons” to the primary domain “NPC”. This will consolidate the Active Directory environment into a single AD domain architecture.

Summary of Work and Supporting Background Information

The project will consist of the move of all users, workstations, servers, printers, mailboxes, and all other domain connected systems from the “The_Commons” domain/forest to the “NPC” domain/forest. There are several benefits to be gained by having a single domain architecture:

- **Single foundation:** Having a single directory service or Global Catalog (GC) means a single foundation for all other directory-aware services, including messaging and monitoring.
- **Single management infrastructure:** Having a single management infrastructure means there is just one infrastructure for all other directory services tasks, such as software deployment, inventory, and object management sharing and delegation (such as for user accounts).
- **Single Group Policy container (GPC):** With a single GPC, management polices need to be defined only once, and can be used throughout the entire enterprise. Attempting to manage multiple Group Policy Objects (GPO’s) with the exact settings, across multiple forests is an enormous task and not recommended.
- **Security:** Having only one domain means better security through a single security policy. With multiple domains and forests, each has its own security

- policy. Enforcing a single organization-wide security policy makes the entire environment more secure.
- **Backup and recovery:** Having a single domain means better resiliency and faster recovery.
 - **Required Resources:** Multiple domains/forests require more resources to operate. Each domain/forest requires multiple domain controllers. Currently in the domain “The_Commons” there are 8 domain controllers. After the migration there will be no need for several of these domain controllers. This saves on management, maintenance, and licensing costs for years to come.
 - **Faster deployment of company initiatives:** Initiatives in an organization with just a single domain and shared account database solutions need only be deployed once, which means company-wide deployments are much faster than if the organization has multiple domains.

The move will be completed using a combination of special software applications designed to migrate systems, users, and mailboxes between domains. Some of this software is offered by Microsoft and some will be purchased by NPC. This will allow the project to be completed much faster and with less downtime and fewer issues. After the move is completed, “The_Commons” domain will be removed. All equipment and resources remaining can be repurposed for use in the “NPC” domain if desired. The only items expected to be remaining are servers that only serve as domain controllers. These can be demoted and joined to the “NPC” domain if necessary.

Details of Work

The follow processes will be completed during this engagement:

- Create a detailed plan that will outline all steps of the project.
- Assess the current state of both domains. Verify AD replication and trust relationships are working properly. Test permissions and access.
- Assess the environment and inventory all live systems. Match all live systems to the provided list. Gather info about the network including bandwidth between AD Sites.
- Create checklists for the different phases based on the assessment and inventory.
- Prepare Lab environment for testing of migration processes for delicate systems. NPC will provide adequate virtual space for duplicate copies of some systems deemed necessary for testing prior to migration.
- Prepare both domains for migration. This would include all servers, software, workstations, and users. See the attached spreadsheet provided by NPC. All applications must be reviewed and steps created for the individual moves of all of these applications.
- Install and configure Migration software and test moves.



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

- Exchange mailboxes will be migrated with the Active Directory accounts migration. The end users workstations will be migrated during this time also.
- Migrate all File Servers, Print Servers, and Application Servers.
- Modify scripts and group policies as necessary for all migrated activities.
- Modify settings for network or SAN Equipment as necessary.
- Remove old domain.

QCM will use some of their own resources, but will also work with NPC resources to perform some of the tasks required. QCM will also provide knowledge transfer and mentoring to NPC designated IT staff. QCM will provide the appropriate Technical Resources to assist NPC in resolving issues and any other IT related duties as defined by NPC.

The Statement of Work includes the following subsections:

- Key Assumptions
- Responsibilities
- Charges

Changes to this Statement of Work will be processed in accordance with the procedure described in the section, "Project Change Control Procedure." The investigation and the implementation of changes may result in modifications to the Estimated Schedule, Charges, or other terms of this Statement of Work.

The following are incorporated in and made part of this Statement of Work:

- "Project Change Control Procedure"

Project Change Control Procedure

A Project Change Request (PCR) will be the vehicle for communicating changes to the Statement of Work. The PCR must describe the change; the rationale for the change and the effect the change will have on the project.

The designated Project Manager of the requesting party will review the proposed change and determine whether to submit the request to the other party.

Both Project Managers will review the proposed change and approve it for further investigation or reject it. QCM will specify any charges for such investigation. If the investigation is authorized, the Project Managers will sign the PCR that will constitute approval for the investigation charges. QCM will invoice for any such charges. The investigation will determine the effect that the implementation of the PCR will have on price, schedule and other terms and conditions of this Statement of Work.

A written Change Authorization and/or Project Change Request (PCR) must be signed by both parties to authorize implementation of the investigated changes.



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

Key Assumptions

This Statement of Work and QCM's estimates to perform this Statement of Work are based on the following key assumptions. Deviations that arise during the proposed project will be managed through the procedure described in Appendix A, "Project Change Control Procedure."

- NPC will be required to purchase Software tools and licenses to assist in the migration process.
- Work will be best effort based on current technology and hardware/software compatibility.
- QCM may perform the work at NPC and/or QCM facilities.
- NPC will provide QCM with the appropriate level of remote and local access relevant to the tasks assigned.
- QCM services will be performed Monday through Friday during normal business hours, exclusive of holidays, normal vacations, and sick leave, unless NPC and QCM mutually agree to other hours for performing services.
- All relevant NPC staff will be available during the effort period. It is understood that most of the NPC Staff will be out on Fridays but NPC will provide support if QCM must gain local facility access during this time.
- NPC will work with QCM and provide any information necessary to assist QCM in completing the project.
- Travel outside of the Phoenix Metropolitan area may be required.



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

QCM Responsibilities

The specific services to be provided under this Statement of Work are described in this section. QCM and NPC responsibilities are shown below.

Description

The QCM engineers will perform the work outlined by this Statement of Work and as requested by the NPC IT Team during the phases of this project. QCM will also include any recommendations for improvements or gains in efficiency. The majority of the work will be performed remotely by multiple QCM Engineers. Some onsite work will be required during the major migration days and as needed during other processes.



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

NPC Responsibilities

The responsibilities listed in this section are in addition to those responsibilities specified in the *Agreement* and are to be provided by NPC at no charge to QCM.

NPC Project Manager

Prior to the start of this Statement of Work under the *Agreement*, NPC will designate a person, called the NPC Project Manager, to whom all QCM communications will be addressed and who has the authority to act for NPC in all aspects of the technical SOW.

The NPC Project Manager's responsibilities include:

- Serve as the interface between QCM and all NPC departments, organizations and sites participating in this project.
- Coordination with the QCM designated Project Manager, administer Project Change Control.
- Attend project status calls or meetings.
- Help resolve project issues and escalate issues within the NPC organization, as necessary.

Additional Responsibilities

NPC agrees to assume responsibility for providing the following information and/or services as part of the Statement of Work:

- Understand key assumptions in section key assumptions
- Provide the appropriate personnel and other resources as needed to perform project activities.
- Permit posting of any notification required by applicable law for Services provided at your locations.

Office Space and Other Facilities

- Provide suitable office space, office supplies, furniture, telephone and other facilities equivalent to those provided to NPC employees for the QCM project team while working on NPC premises.
- Provide clerical, reproduction, and typing services for project staff while working on NPC premises.
- Provide machine time, related services, and supplies for project planning, tracking, documentation, and reporting activities.
- Provide security clearance and building access for QCM project personnel. Most of the work involved in this project will be performed during normal working hours (8:00am to 5:00pm). However, on some occasions NPC may need to provide access to facilities outside of these hour where agreed by both parties.



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

Security and Laws

- NPC is solely responsible for the actual content of any data file, selection and implementation of controls on its access and use, and security of the stored data.
- NPC will identify and make the interpretation of any applicable federal, state and local laws, regulations and statutes and ensure that deliverables of the project meet those requirements.

Support for Application Migrations

- NPC Technicians will coordinate support activities for the application vendors when support is necessary.
- NPC Technicians will assist in testing all aspects of the migration. For example, when we need to test user, workstation, and mailbox moves, NPC Technicians will assist in testing by logging on to the systems, testing access to user shares, testing access to email.
- NPC Technicians will assist QCM in making any necessary modifications to printers during the migration. For example, if current printers have DNS settings, this entry must be changed to a DNS server in the "NPC" domain.
- NPC Technicians will assist in the migration and testing of the Unity systems and their interaction with Active Directory and Exchange.
- NPC Technicians will be required to assist on the installation and configuration of the special applications as listed on the spreadsheet shown at the end of this document. Vendor support on these applications will also be used when available.



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

Charges

The work performed in this SOW will be at a not to exceed price of \$49,130.00 based 340 hours at the ND8, ND8A & NS8A Mohave (contract# 08L-QCM-0128) Member Rates for Services.

The standard QCM Technical Resource rates are listed in the Pricing Details table. Any additional work can be arranged by merely requesting QCM to provide a Technical resource via Wally Christofferson or Steven Thraen.

Labor/Repair rates (Amount Per Hour)	Discount off			Description of Work
	Non-Mohave Price	Non-Mohave Price	Mohave	
\$105.00	15.00%	\$89.25	ND1	Depot/Phone
\$157.50	15.00%	\$133.88	ND1A	Workstation Support
\$135.00	15.00%	\$114.75	NS1	Depot / Phone After Hours
\$202.50	15.00%	\$172.13	NS1A	On Site
\$105.00	15.00%	\$89.25	ND2	On Site After Hours
\$157.50	15.00%	\$133.88	ND2A	Network
\$135.00	15.00%	\$114.75	NS2	Connectivity and
\$202.50	15.00%	\$172.13	NS2A	Midrange Printer
\$130.00	15.00%	\$110.50	ND3	Connectivity
\$195.00	15.00%	\$165.75	ND3A	Depot/Phone
\$160.00	15.00%	\$136.00	NS3	Server Support
\$240.00	15.00%	\$204.00	NS3A	Depot / Phone After Hours
\$150.00	15.00%	\$127.50	ND4	On Site
\$225.00	15.00%	\$191.25	ND4A	On Site After Hours
\$180.00	15.00%	\$153.00	NS4	Communications Support
\$270.00	15.00%	\$229.50	NS4A	Depot/Phone
\$215.00	15.00%	\$182.75	ND5	Depot / Phone After Hours
\$322.50	15.00%	\$274.13	ND5A	On Site
\$250.00	15.00%	\$212.50	NS5	Consulting Training
\$375.00	15.00%	\$318.75	NS5A	On Site After Hours
\$105.00	15.00%	\$89.25	ND6	Depot/Phone
\$157.50	15.00%	\$133.88	ND6A	Mid Range Operator Support
\$145.00	15.00%	\$123.25	NS6	Depot / Phone After Hours
\$217.50	15.00%	\$184.88	NS6A	On Site
\$150.00	15.00%	\$127.50	ND7	On Site After Hours
\$225.00	15.00%	\$191.25	ND7A	Mid Range System Support
\$195.00	15.00%	\$165.75	NS7	Depot/Phone
\$292.50	15.00%	\$248.63	NS7A	Depot / Phone After Hours
\$170.00	15.00%	\$144.50	ND8	On Site
\$255.00	15.00%	\$216.75	ND8A	On Site After Hours
\$225.00	15.00%	\$191.25	NS8	Consulting Level Installation / Implementation
\$337.50	15.00%	\$286.88	NS8A	Depot/Phone
\$175.00	15.00%	\$148.75	MMXD	Depot/Phone
\$262.50	15.00%	\$223.13	MMXDA	Depot / Phone After Hours
\$250.00	15.00%	\$212.50	MMXS	On Site
\$375.00	15.00%	\$318.75	MMXA	On Site After Hours
Consumable Shop Supplies & Materials	Tapes for the Tape drives are included. See pricing in the storage section			
Travel Time/per hour	1/2 the highest rate of the service being performed			
Travel/Mileage Costs			\$0.445	
Lodging/Meals & Incidental Expenses (Not higher than state rates)			See Attached	
Restock Fees (not higher than 15%)			0.00%	



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

Additional Terms and Conditions:

BILLING DETAILS

All Services will be billed on a Time and Materials Basis unless specified in a separate specific Project SOW. There will be a minimum of 1/2 hour billed for any work and all rates are portal to portal for on-site visits. Travel time outside of the Phoenix Metropolitan area will be billed at a pre-negotiated rate.

QCM BILLING AND TERMS

QCM will bill monthly and all invoices are due upon receipt. Any payment not made when due shall be subject to a service charge at the rate of one and one-half percent (1 1/2) per month. Invoices are payable as printed on the invoice. Applicable federal, state and local taxes are not included in the indicated charges.

NON-SOLICITATION

Customer acknowledges that personnel to be provided by QCM represent a significant investment in recruiting and training, and the loss of such personnel would be detrimental to QCM's current and future business and profits. In consideration of the foregoing, Customer agrees that for the term of this agreement and for a period of one year after this termination, customer will not directly or indirectly: Recruit, hire, engage or attempt to recruit, hire, engage or discuss employment with, or otherwise utilize the services in any capacity on any person who shall have been an agent or consultant to QCM Technologies, Inc. at any time during the time of this Agreement.

CONFIDENTIAL INFORMATION - Covenant Not to Disclose

With respect to the other party's Confidential Information, the recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize or disclose such Confidential Information in any periods or entity, except to its own employees having a "need to Know" (and who are themselves bound by a similar nondisclosure restrictions), and to such other recipients as the other party may approve in a form acceptable to the owner of such information

WARRANTIES

QMC represents and warrants to Customer that all services provide hereunder will be performed to the best of its ability in a good and workmanlike manner

Approval to proceed:

Northland Pioneer College

QCM Technologies, Inc.

BY: _____

BY: _____

(AUTHORIZED SIGNATURE)

(AUTHORIZED SIGNATURE)

TITLE: _____

TITLE: _____



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

<u>Server</u>	<u>Type</u>	<u>Location</u>	<u>OS</u>	<u>App 1</u>	<u>App 2</u>	<u>App 3</u>	<u>App 4</u>	<u>App 5</u>	<u>App 6</u>	<u>App 7</u>
PSAD2	Physical	PDC	Server 2003 R2 Enterprise SP2	DC	DNS	CA	WINS	FS	IIS	ACS Agent
PSAD	Physical	PDC	Server 2008 R2 Enterprise SP1	DC	DNS	DHCP	FS			
PSDATA	Physical	PDC	Server 2003 R2 Standard SP2	FS	WSUS	IIS	McAfee ePO	SQL	HP ACU	
PSADA01	Physical	PDC	Server 2003 Standard SP2	FS						
PSARGOS	Physical	PDC	Server 2003 R2 Standard SP2	Evisions Argos						
PSMONITOR	Physical	PDC	Server 2008 R2							
EXDC00	Physical	PDC	Server 2003 R2 Standard SP2	DC	DNS					
PSCOMMSERV E	Physical	PDC	Server 2008 R2 Enterprise SP1	CommVault	SQL	FS	IIS			
PSALTIRIS	Physical	PDC	Server 2003							
PSDATA2	Physical	PDC	Server 2003 Standard SP1 (Appliance)	FS						
PSBRIDGIT	Physical	PDC	Server 2003 Standard SP2	Bridgit						
PSBACKUP	Physical	PDC	Server 2003							
PSSSV1	Physical	PDC	Server 2008 R2 Enterprise SP1	Datacore						
Chemoventory	Virtual	PDC	Linux Ubuntu							
PSCX	Virtual	PDC	Linux Suse							
PSEAGLEONEV	Virtual	PDC	Server 2008 R2 Enterprise SP1	Jenzabar ICS	AD-LDS	DFS	IIS			
PSEAGLETWOV	Virtual	PDC	Server 2008 R2 Enterprise SP1	Jenzabar ICS FrontRange HEAT	AD-LDS	DFS	IIS			
PSHEATHMC1	Virtual	PDC	Server 2003							
PXCHEM-DEV	Virtual	PDC	Linux Ubuntu							
PXEXCH1	Virtual	PDC	Server 2008 R2 Enterprise SP1	Exchange 2010						
PXEXCH2	Virtual	PDC	Server 2008 R2 Enterprise SP1	Exchange 2010						
PXFTP	Virtual	PDC	Server 2008 Datacenter SP2	FTP	IIS					
PXJICSSQLV	Virtual	PDC	Server 2008 R2 Enterprise SP1	SQL	FS					
PXNEFSISAPS	Virtual	PDC	Server 2008 Datacenter SP2	Nefsis APS						
PXNEFSISVCS	Virtual	PDC	Server 2008 Datacenter SP2	Nefsis VCS	IIS					



QCM Technologies, Inc.

8070 E. Morgan Trail, Suite Number 110, Scottsdale, AZ 85258

Phone 480-556-6000 Fax 480-556-6023 www.qcmtech.com

PXTECHWEB	Virtual	PDC	Linux Ubuntu					
NPC-EDU	Physical	PDC	Linux Ubuntu					
FACULTY	Physical	PDC	Linux Ubuntu					
WSNURSETEST	Physical	WMC	Server 2003 R2 Standard SP2	TABE	HESI - Reach	Inspiration 9	FS	Print
WSADOBECON			Server 2003 R2 Enterprise SP2	Adobe				
NECT	Physical	WMC	(64-bit)	Connect	SQL			
WSCOMMSERVE	Physical	WMC	Server 2008 R2 Enterprise SP1	CommVault	SQL	FS	IIS	
WSSSV1	Physical	WMC	Server 2008 R2 Enterprise SP1	Datacore				
PSHEATSQL1	Virtual	WMC	Server 2008 Datacenter SP1	FrontRange	SQL	FS		
WSPRINT	Virtual	WMC	Server 2003 R2 Standard SP2	HP WebJet	HP DSS	SQL	Print	
WSUTIL01	Virtual	WMC	Server 2003 R2 Datacenter SP2					
			(64-bit)	IIS				
WXAD1	Virtual	WMC	Server 2008 R2 Enterprise SP1	DC	DNS	DAG Witness		
WXEXCH1	Virtual	WMC	Server 2008 R2 Enterprise SP1	Exchange 2010				
WXEXCH2	Virtual	WMC	Server 2008 R2 Enterprise SP1	Exchange 2010				
WXFORUM	Virtual	WMC	Linux Ubuntu	vBulletin				
			Server 2008 R2 Enterprise SP1					
WXJICS	Virtual	WMC	(64-bit)	Jenzabar ICS	AD-LDS	IIS		
WXMOODLE	Virtual	WMC	Linux Ubuntu	Moodle				
				SolarWinds				
WXROVEIT	Virtual	WMC	Server 2008 R2	MA	IIS			
					HESI - Reach	FS		
LSFILE	Physical	LCC	Server 2003 R2 Standard SP2	TABE				
LSAD1	Physical	LCC	Server 2003	DC	DNS	DHCP	FS	
SSAD1	Physical	SCC	Server 2003	DC	DNS	DHCP		
CSAD1	Physical	HOP	Server 2003	DC	DNS	DHCP		
RSAD	Physical	WRV	Server 2008 R2	DC	DNS	DHCP		

Human Resources UPDATE
DGB-May 21, 2013

FILLED

- 1. Faculty in Philosophy – Bryan Russell starts August 12. Bryan received his Bachelor of Arts from Saint Mary’s College and he has 2 Master of Arts degrees. One from Georgia State University and the other from St. John’s College**
- 2. Audio/Video Support Technician – Jared Turley began a new position as Audio/Video Support Technician on May 1st. He was previously an IS Support Technician here at NPC.**
- 3. Grounds Keeper III – Rico Baca started in this position on May 20th. He has been part-owner in a grounds keeping business and has worked at River Run Golf Course.**

OPEN

- 1. Faculty in Industrial Maintenance and Operations – Closed April 19, 2013; 6 applicants**
- 2. Faculty in Mechatronics/Industrial Maintenance and Operations – Closed May 17, 2013; 1 applicant**
- 3. Systems Analyst - Closes June 9, 2013; 1 applicant**
- 4. Database Administrator – Closes June 9, 2013; 1 applicant**
- 5. Network and Systems Administrator – Closes June 9, 2013; 1 applicant**
- 6. Data Analyst – Closes May 30, 2013**
- 7. Assistant to the Campus Manager – WMC – Closed May 15, 2013; 34 applicants**
- 8. Assistant to the Campus Manager – LCC – Closed May 17, 2013; 2 applicants**
- 9. Learning Assistant – PDC – Closed April 30, 2013; 1 applicant**
- 10. Learning Assistant – WMC – Closed April 30, 2013; 4 applicants**
- 11. Accounting Clerk – Closes May 21, 2013; 1 applicant**
- 12. Marketing Writer – Closes June 13, 2013**
- 13. Systems Technician – Closes June 9, 2013; 3 applicants**
- 14. Career Coach – Closes June 14, 2013;**