

# 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 20, 2014 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 19th day of May 2014, 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. KWKM RADIO
9. WHITE MOUNTAIN RADIO
10. NPC WEB SITE
11. NPC ADMINISTRATORS AND STAFF
12. NPC FACULTY ASSOCIATION PRESIDENT
13. NPC CLASSIFIED AND ADMINISTRATIVE SUPPORT ORGANIZATION PRESIDENT
14. NPC STUDENT GOVERNMENT ASSOCIATION PRESIDENT

# Governing Board Meeting Public Hearing and Special Meeting Agenda

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

**Date:** May 20, 2014

**Time:** 10:00 a.m.

## Truth in Taxation - Notice of Tax Increase Public Hearing

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order .....	Chair Handorf
2.	<a href="#">Truth in Taxation</a> Publication .....	Vice President Hatch
3.	Presentation of Proposed 2014-2015 Primary Property Tax .....	Vice President Hatch
4.	Call for Public Comment .....	Chair Handorf
5.	Adjournment ..... (Action)	Chair Handorf

## 2014-2015 Proposed Budget Public Hearing

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order .....	Chair Handorf
2.	Presentation of Proposed <a href="#">2014-2015 Budget</a> .....	Vice President Hatch
3.	Call for Public Comment .....	Chair Handorf
4.	Adjournment ..... (Action)	Chair Handorf

## Special Meeting

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order .....	Chair Handorf
2.	Request to Approve 2014-2015 <a href="#">Property Tax Increase</a> ..... (Action)	Vice President Hatch
3.	Request to Adopt 2014-2015 Proposed <a href="#">Budget</a> ..... (Action)	Vice President Hatch
4.	Request to Adopt 2014-2017 Proposed <a href="#">Capital Budget</a> ..... (Action)	Vice President Hatch
5.	Adjournment ..... (Action)	Chair Handorf



# Northland Pioneer College

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

## **PUBLIC HEARING FOR TRUTH IN TAXATION**

### **Summary:**

Prior to the May 20, 2014 District Governing Board special meeting, a public hearing will be held to review the Truth in Taxation notice associated with the proposed budget for fiscal year 2014-15.

Truth in Taxation notices were published three times in the Tribune-News and three times in the White Mountain Independent. State Statute requires the notice be “published twice in a newspaper of general circulation”. The College has posted the Truth in Taxation notice in these two newspapers for several years. A news release concerning the Truth in Taxation hearing and the budget hearing was also issued following the April 15, 2014 regular District Governing Board meeting and details were posted on the NPC website. A copy of each of these items is included.

Correspondence from the Property Tax Oversight Commission concerning the Levy Limit Worksheet and the Truth in Taxation hearing are also included. Please note that the Truth in Taxation – Notice of Tax Increase percentage change is the maximum allowable increase of 4%.

With a reduction in overall valuation the levy increase will cause upward movement on the property tax rate. A graph showing the property tax rates from FYE 2003 to present is included and will be discussed. The total average property tax burden in Navajo County is expected to continue in the bottom half compared to other Arizona counties. NPC’s tax rate is also in the bottom half compared to other community college districts and is below the average rate for primary property taxes. A table and graphs providing this comparative information.



# Truth in Taxation Hearing Notice of Tax Increase

In compliance with section 15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$545,193** or **4.0%**.

For example, the proposed tax increase will cause Navajo County Community College District's primary property taxes on a \$100,000 home to increase from **\$159.65** (total taxes that would be owed without the proposed tax increase) to **\$166.10** (total proposed taxes including the tax increase).

This proposed increase is exclusive of increased primary property taxes received from new construction. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 20, 2014** at 10:00 A.M. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.



# Truth in Taxation Hearing

## Notice of Tax Increase

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## **NPC schedules truth in taxation, budget hearings, May 20**

**HOLBROOK** — The Navajo County Community College District Governing Board will conduct Truth in Taxation and budget public hearings on the 2014–15 Northland Pioneer College budget and district primary property tax levy on Tuesday, May 20, starting at 10 A.M. (M.S.T.) in the Painted Desert Campus Tiponi Community Center Conference Room, 2251 E. Navajo Blvd. in Holbrook.

Economists have long held that investments in education are an important source of economic growth. One of NPC's important goals is to improve the communities it serves through investments in people, classrooms and equipment. Rather than a buy-now-pay-later approach, NPC has consistently saved taxpayer expenses related to long-term financing, which can increase the cost of a large project by more than 50 percent. NPC's savings are carefully invested today so that future needs of the college can be addressed without financing.

A recent perfect example of NPC's fiscal discipline is the new Holbrook Skills Center. Funds for the \$5 million facility were set aside over three years to allow this building to become a reality. If NPC had financed this project, the cost to Navajo County taxpayers would have increased by over \$2 million.

The Skills Center houses programs for Welding, Construction, Industrial Maintenance & Operations and NPC's new Mechatronics (*automated manufacturing technology*) program. All four programs produce highly-skilled and sought-after graduates whose median annual salary is well over \$48,000 per year. These graduates help boost our local and state economies and build a skilled labor force for Arizona.

NPC's prudent fiscal management includes planning for the future, reserving needed funds, setting aside resources for future needs, and watching expenses. NPC governing board members recognize the benefits of saving financial resources for the future needs of the college.

Under the state's Truth in Taxation (TNT) statutes, the district is requesting an increase in primary property taxes of \$545,193, or 4 percent. According to the TNT formula, the primary property tax for an owner-occupied residence with an assessed valuation of \$100,000 would increase \$6.45 per year, from \$159.65 to \$166.10. For the sixth year, NPC does not have a secondary tax rate, used to repay voter-approved capital improvement bonds.

Northland's proposed tax levy is at the maximum allowable under a proposition approved by voters in 2006. The college is expected to receive equalization state aid to supplement property tax collections from Navajo County taxpayers totaling nearly \$5.3 million, down 20 percent from the previous high. NPC receives equalization aid because the total Navajo County assessed property values are below average compared to other rural counties in the state. To retain this beneficial subsidy, state legislators expect Navajo County taxpayers to provide maximum support through the local property tax.

After the public hearings the governing board can decrease or accept the budget from the preliminary figures adopted on April 15. The budget data can be viewed or downloaded as a PDF from the college's Web site: [www.npc.edu/2015\\_budget\\_hearing](http://www.npc.edu/2015_budget_hearing).

Interested citizens are encouraged to attend the Truth in Taxation and budget hearings and make comments prior to formal adoption of the budget by the local governing board during a special meeting immediately after the public hearings.

Comments about the budget or proposed primary tax rate increase should be directed to Blaine Hatch, vice president for administrative services, at NPC's District Offices in Holbrook, 524-7440 or toll-free (800) 266-7845, ext. 7440.

*--- NPC - EXPANDING MINDS • TRANSFORMING LIVES ---*



Home > About NPC > Public Notices > Budgets > FY2015 Budget Hearing

## Fiscal Year 2015 Preliminary Budget

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct **Truth in Taxation** (per Arizona Revised Statutes, §15-1461.01) and **Budget Public Hearings** for consideration of the proposed budget for the 2014–2015 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 20, 2014** at 10:00 a.m. (M.S.T.).

A **Special Board Meeting** for the purpose of adopting the District's 2014–2015 budget shall be held immediately following the Budget Hearing at the same location.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §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.

### Truth in Taxation Hearing Notice of Tax Increase

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PRELIMINARY FISCAL BUDGET

# PROPERTY TAX OVERSIGHT COMMISSION

Arizona Department of Revenue Building



March 21, 2014

Janice K. Brewer  
Governor

David Raber  
Chairman

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

Jim Brodnax Member	Kevin McCarthy Member
Jeff Lindsey Member	Fred Stiles Member

RE: Truth in Taxation Hearing

Dear Mr. Hatch:

Attached is the 2014 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 total net assessed values of \$845,018,236 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 \$1.5965, a truth in taxation hearing must be held. *Truth in taxation rate = prior year actual levy of \$13,341,335 (per line F.1 of the 2013 worksheet) ÷ current year values excluding new construction ÷ 100 or \$8,356,711 (per line B.5 of the 2014 worksheet).*

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 2014 Levy Limit Worksheet or the Truth in Taxation hearing requirements, please feel free to contact me at (602) 716-6436 or [dteller@azdor.gov](mailto:dteller@azdor.gov). Thank you for your cooperation with the Commission.

Sincerely,

Darlene Teller  
PTOC Staff

cc: James Menlove, Finance Director, Navajo County

## 2014 LEVY LIMIT WORKSHEET

<b>NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE</b>
--------------------------------------------------

<b>MAXIMUM LEVY</b>	<b>2013</b>
A.1. Maximum Allowable Primary Tax Levy	\$13,608,093
A.2. A.1 multiplied by 1.02	\$13,880,255

<b>CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR</b>	<b>2014</b>
B.1. Centrally Assessed	\$268,659,489
B.2. Locally Assessed Real Property	\$550,232,462
B.3. Locally Assessed Personal Property	\$16,779,150
B.4. Total Assessed Value (B.1 through B.3)	\$835,671,101
B.5. B.4. divided by 100	\$8,356,711

<b>CURRENT YEAR NET ASSESSED VALUES</b>	<b>2014</b>
C.1. Centrally Assessed	\$274,277,258
C.2. Locally Assessed Real Property	\$553,959,727
C.3. Locally Assessed Personal Property	\$16,781,251
C.4. Total Assessed Value (C.1 through C.3)	<b>\$845,018,236</b>
C.5. C.4. divided by 100	\$8,450,182

<b>LEVY LIMIT CALCULATION</b>	<b>2014</b>
D.1. LINE A.2	\$13,880,255
D.2. LINE B.5	\$8,356,711
<b>D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)</b>	<b>1.6610</b>
D.4. LINE C.5	\$8,450,182
<b>D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT</b>	<b>\$14,035,753</b>
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
<b>D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)</b>	<b>\$14,035,753</b>

<i>Prior year actual levy (from line F.1 of the 2013 worksheet)</i>	\$13,341,335
<i>Divided by current values excluding new construction per line B.5</i>	\$8,356,711
<b>Truth in Taxation Rate</b>	<b>1.5965</b>

*If the proposed tax rate is greater than the Truth in Taxation Rate noted above, a truth in taxation hearing must be held. (see A.R.S. § 42-17107)*

**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.**

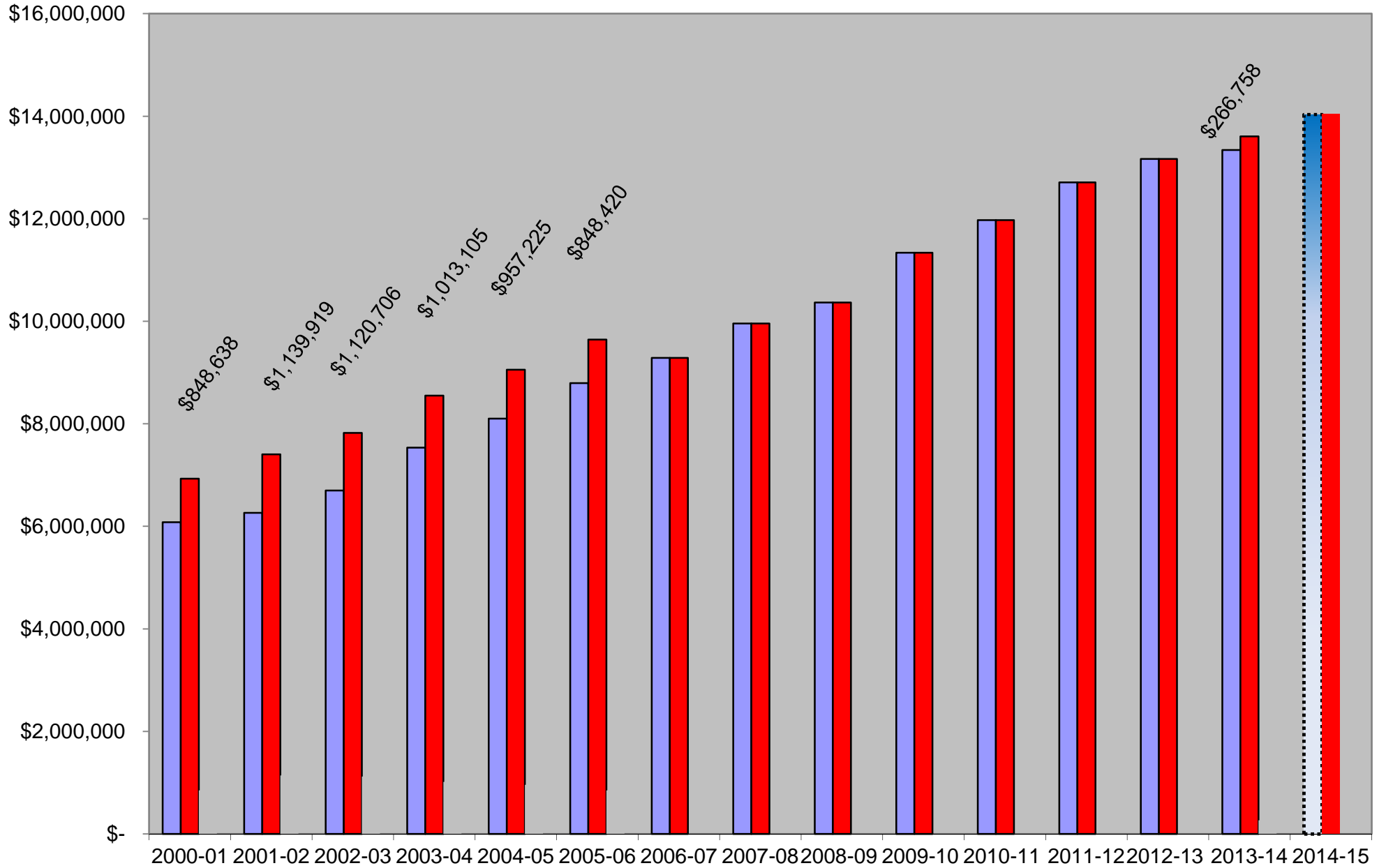
*If you have any questions regarding the Levy Limit Worksheet or the Truth in Taxation hearing requirements, contact Darlene Teller at (602) 716-6436 or dteller@azdor.gov.*

## Truth in Taxation Analysis

Calculation for Truth in Taxation Hearing Notice pursuant to A.R.S. § 42-17107

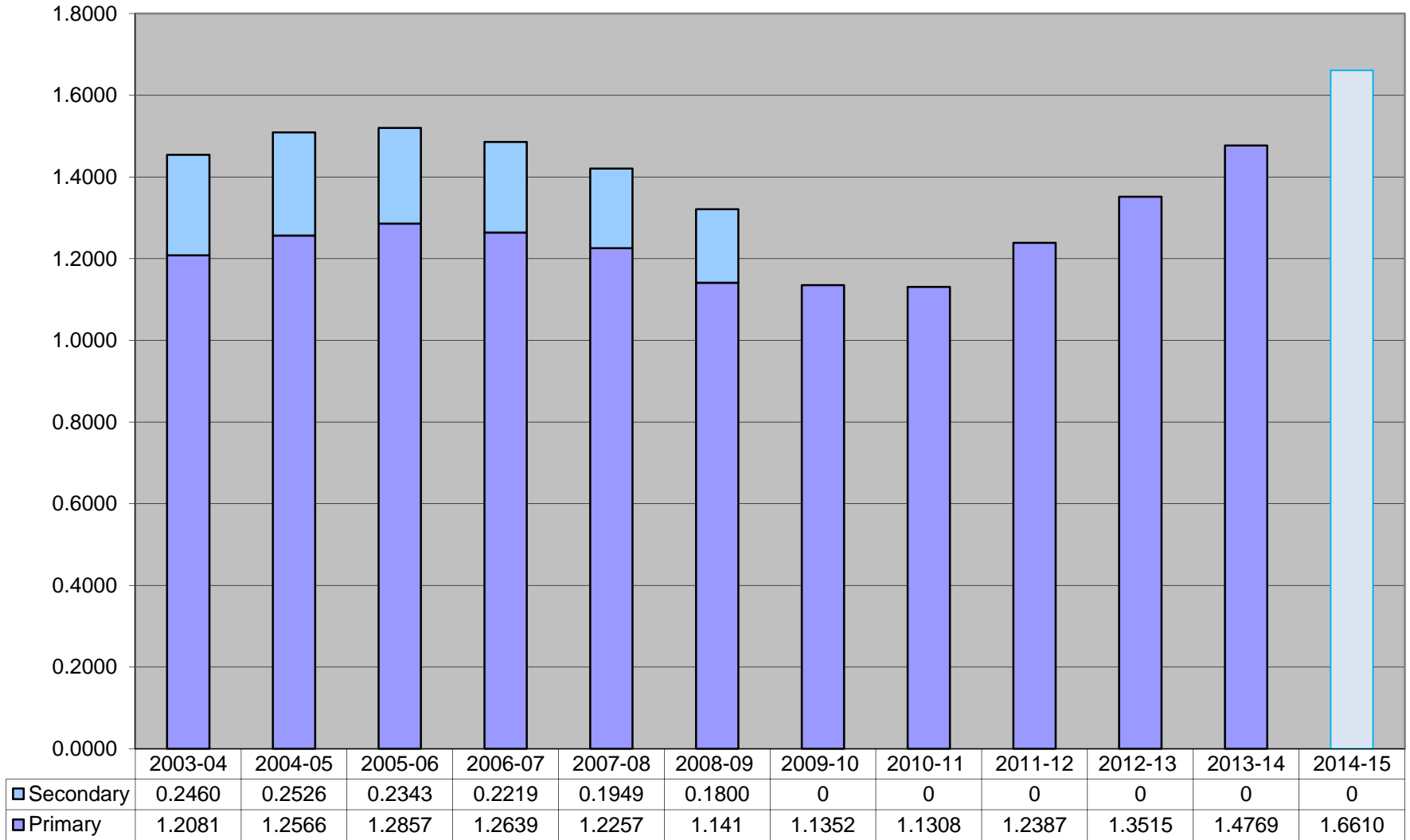
<b>Actual current primary property tax levy:</b> <i>(line F.1. actual levy from prior year's final levy limit worksheet)</i>	<b>\$ 13,341,335</b>
<b>Net assessed valuation:</b> <i>(line C.4. from current year's worksheet)</i>	<b>\$ 845,018,236</b>
<b>Value of new construction:</b>	<b>\$ 9,347,135</b>
<b>Net assessed value minus new construction:</b> <i>(line B.4. from current year's levy limit worksheet)</i>	<b>\$ 835,671,101</b>
<b>MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:</b>	<b>\$ 1.5965</b>
<b>Growth in property tax levy capacity associated with new construction:</b>	<b>\$ 149,226</b>
<b>MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:</b>	<b>\$ 13,490,716</b>
<b>Proposed primary property tax levy:</b>	<b>\$ 14,035,753</b>
<b>Proposed increase in primary property tax levy, exclusive of new construction</b>	<b>\$ 545,037</b>
<b>Proposed percentage increase in primary property tax levy:</b>	<b>4.04%</b>
<b>Proposed primary property tax rate:</b>	<b>\$ 1.6610</b>
<b>Proposed increase in primary property tax rate:</b>	<b>\$ 0.0645</b>
<b>Proposed primary property tax levy on a home valued at \$100,000</b>	<b>\$ 166.10</b>
<b>Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:</b>	<b>\$ 159.65</b>
<b>Proposed primary property tax levy increase on a home valued at \$100,000:</b>	<b>\$ 6.45</b>

# NPC Primary Maximum Property Tax Levy compared to Actual Levy



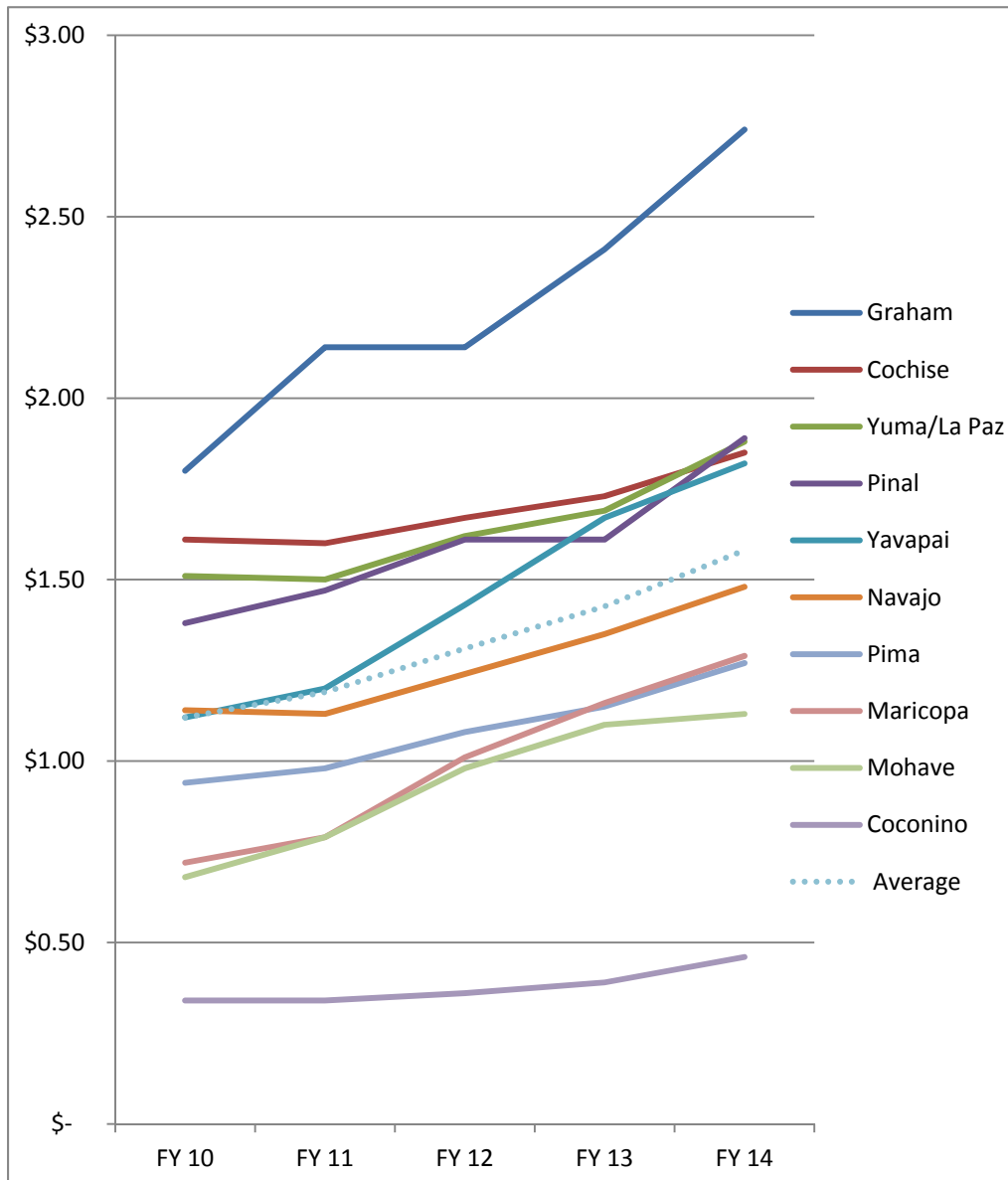


### NPC Historical Property Tax Rates



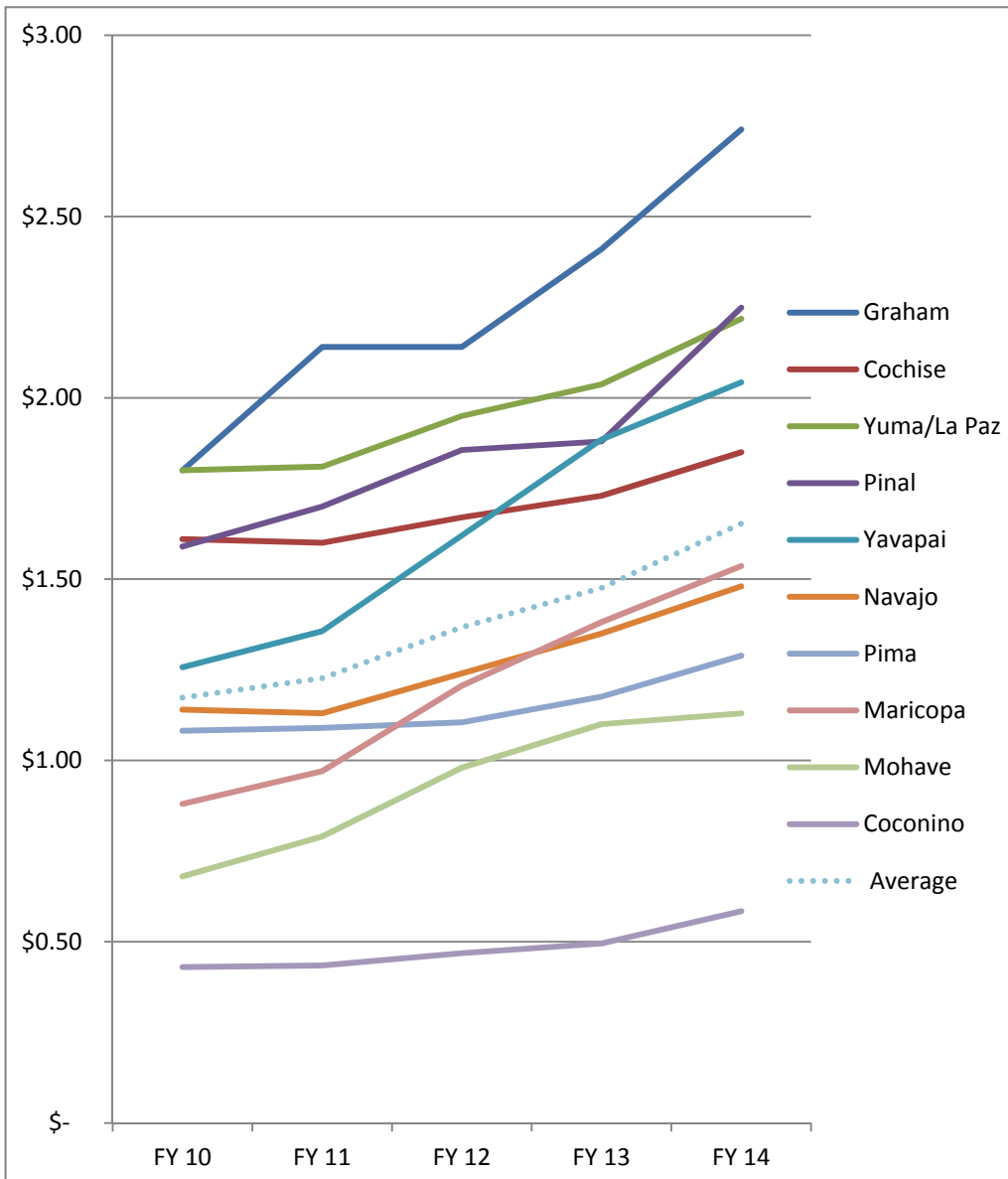
## Community College Primary Property Tax Rates

CC District	FY 10	FY 11	FY 12	FY 13	FY 14
Graham	\$ 1.80	\$ 2.14	\$ 2.14	\$ 2.41	\$ 2.74
Cochise	\$ 1.61	\$ 1.60	\$ 1.67	\$ 1.73	\$ 1.85
Yuma/La Paz	\$ 1.51	\$ 1.50	\$ 1.62	\$ 1.69	\$ 1.88
Pinal	\$ 1.38	\$ 1.47	\$ 1.61	\$ 1.61	\$ 1.89
Yavapai	\$ 1.12	\$ 1.20	\$ 1.43	\$ 1.67	\$ 1.82
Navajo	\$ 1.14	\$ 1.13	\$ 1.24	\$ 1.35	\$ 1.48
Pima	\$ 0.94	\$ 0.98	\$ 1.08	\$ 1.15	\$ 1.27
Maricopa	\$ 0.72	\$ 0.79	\$ 1.01	\$ 1.16	\$ 1.29
Mohave	\$ 0.68	\$ 0.79	\$ 0.98	\$ 1.10	\$ 1.13
Coconino	\$ 0.34	\$ 0.34	\$ 0.36	\$ 0.39	\$ 0.46
<b>Average</b>	<b>\$ 1.12</b>	<b>\$ 1.19</b>	<b>\$ 1.31</b>	<b>\$ 1.43</b>	<b>\$ 1.58</b>



## Community College TOTAL Property Tax Rates

CC District	FY 10	FY 11	FY 12	FY 13	FY 14
Graham	\$ 1.80	\$ 2.14	\$ 2.14	\$ 2.41	\$ 2.74
Cochise	\$ 1.61	\$ 1.60	\$ 1.67	\$ 1.73	\$ 1.85
Yuma/La Paz	\$ 1.80	\$ 1.81	\$ 1.95	\$ 2.04	\$ 2.22
Pinal	\$ 1.59	\$ 1.70	\$ 1.86	\$ 1.88	\$ 2.25
Yavapai	\$ 1.26	\$ 1.36	\$ 1.62	\$ 1.89	\$ 2.04
Navajo	\$ 1.14	\$ 1.13	\$ 1.24	\$ 1.35	\$ 1.48
Pima	\$ 1.08	\$ 1.09	\$ 1.10	\$ 1.18	\$ 1.29
Maricopa	\$ 0.88	\$ 0.97	\$ 1.21	\$ 1.38	\$ 1.54
Mohave	\$ 0.68	\$ 0.79	\$ 0.98	\$ 1.10	\$ 1.13
Coconino	\$ 0.43	\$ 0.43	\$ 0.47	\$ 0.50	\$ 0.58
<b>Average</b>	<b>\$ 1.17</b>	<b>\$ 1.23</b>	<b>\$ 1.37</b>	<b>\$ 1.48</b>	<b>\$ 1.65</b>



## **PUBLIC HEARING FOR 2014-2015 PROPOSED BUDGET**

### **Summary:**

The approved preliminary budget was posted on the NPC website immediately after the April 15, 2014 regular District Governing Board meeting. In accordance with statutory requirements, the preliminary budget was published on May 14, 2014 in the Holbrook Tribune along with a notice of the budget hearing. The preliminary budget and public hearing notice was also published on May 13, 2014 in the White Mountain Independent.

The official budget documents are attached. No alterations were made to the preliminary budget. The 2014-15 proposed budget is aligned with the NPC 2014-2017 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 will be breached in FYE 2015, however carryforward funds will be used to cover the expected overage. The current available carryforward amounts to just over \$29 million.

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



**OFFICIAL BUDGET FORMS  
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
FISCAL YEAR 2015**

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2015  
SUMMARY OF BUDGET DATA**

	<b>Budget 2015</b>	<b>Budget 2014</b>	<b>Increase/Decrease From Budget 2014 To Budget 2015</b>	
			<b>Amount</b>	<b>%</b>
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
A. Expenditures:				
Current General Fund	\$ 25,827,253	\$ 25,432,135	\$ 395,118	1.6%
Unexpended Plant Fund	<u>7,775,400</u>	<u>12,199,300</u>	<u>(4,423,900)</u>	<u>-36.3%</u>
Retirement of Indebtedness Plant Fund				
TOTAL	<u>\$ 33,602,653</u>	<u>\$ 37,631,435</u>	<u>\$ (4,028,782)</u>	<u>-10.7%</u>
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$ 12,914 /FTSE	\$ 11,560 /FTSE	\$ 1,354 /FTSE	11.7%
Unexpended Plant Fund	\$ 3,888 /FTSE	\$ 5,545 /FTSE	\$ (1,657) /FTSE	-29.9%
Projected FTSE Count	<u>2,000</u>	<u>2,200</u>		
<b>II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$ 14,555,000	\$ 14,006,000	\$ 549,000	3.9%
Retirement Costs	<u>1,579,000</u>	<u>1,623,000</u>	<u>(44,000)</u>	<u>-2.7%</u>
Healthcare Costs	<u>1,528,000</u>	<u>1,443,000</u>	<u>85,000</u>	<u>5.9%</u>
Other Benefit Costs	<u>1,337,000</u>	<u>1,310,000</u>	<u>27,000</u>	<u>2.1%</u>
TOTAL	<u>\$ 18,999,000</u>	<u>\$ 18,382,000</u>	<u>\$ 617,000</u>	<u>3.4%</u>
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
A. Amount Levied:				
Primary Tax Levy	\$ 14,035,753	\$ 13,341,335	\$ 694,418	5.2%
Secondary Tax Levy				
TOTAL LEVY	<u>\$ 14,035,753</u>	<u>\$ 13,341,335</u>	<u>\$ 694,418</u>	<u>5.2%</u>
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	<u>1.6610</u>	<u>1.4769</u>	<u>0.1841</u>	<u>12.5%</u>
Secondary Tax Rate				
TOTAL RATE	<u>1.6610</u>	<u>1.4769</u>	<u>0.1841</u>	<u>12.5%</u>
<b>IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2015 PURSUANT TO A.R.S. §42-17051</b>			\$ 14,035,753	
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2014 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051</b>			\$ _____	

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2015  
RESOURCES**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2015	Total All Funds 2015	Total All Funds 2014	% Increase/ Decrease
	General Fund 2015	Restricted Fund 2015	Auxiliary Fund 2015	Unexpended Plant Fund 2015	Retirement of Indebtedness 2015				
<b>BEGINNING BALANCES-July 1*</b>									
Restricted	\$	700,000	\$	\$	\$	\$	700,000	\$ 700,000	
Unrestricted	32,000,000	900,000		13,400,000			46,300,000	42,654,000	8.5%
Total Beginning Balances	\$ 32,000,000	\$ 1,600,000	\$	\$ 13,400,000	\$	\$	\$ 47,000,000	\$ 43,354,000	8.4%
<b>REVENUES AND OTHER INFLOWS</b>									
Student Tuition and Fees									
General Tuition	\$ 2,700,000	\$	\$	\$	\$	\$	2,700,000	2,955,000	-8.6%
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	1,618,200						1,618,200	1,646,600	-1.7%
Equalization Aid	5,283,300						5,283,300	5,514,200	-4.2%
Capital Support				375,400			375,400	199,300	88.4%
Property Taxes									
Primary Tax Levy	14,035,753						14,035,753	13,341,335	5.2%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,800,000	6,000,000					7,800,000	7,600,000	2.6%
Sales and Services									
Investment Income	140,000						140,000	125,000	12.0%
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		500,000				700,000	606,000	15.5%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$ 27,577,253	\$ 6,400,000	\$ 500,000	\$ 375,400	\$	\$	\$ 34,852,653	\$ 34,187,435	1.9%
<b>TRANSFERS</b>									
Transfers In		600,000	150,000	2,000,000			2,750,000	2,750,000	
(Transfers Out)	(2,750,000)						(2,750,000)	(2,750,000)	
Total Transfers	(2,750,000)	600,000	150,000	2,000,000					
Less:									
Governing Board Designations	(18,086,373)	(1,600,000)					(19,686,373)	(27,955,700)	-29.6%
Policy 1924 - Cash Reserve	(12,913,627)						(12,913,627)		--
Policy 1926 - Future Capital Reserve				(8,000,000)			(8,000,000)		--
<b>Total Resources Available for the Budget Year</b>	\$ 25,827,253	\$ 7,000,000	\$ 650,000	\$ 7,775,400	\$	\$	\$ 41,252,653	\$ 49,585,735	-16.8%

\*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 2015  
EXPENDITURES AND OTHER OUTFLOWS**

**TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR** (from Schedule B)

**EXPENDITURES AND OTHER OUTFLOWS**

Instruction  
Public Service  
Academic Support  
Student Services  
Institutional Support (Administration)  
Operation and Maintenance of Plant  
Scholarships  
Auxiliary Enterprises  
Capital Assets  
Debt Service-General Obligation Bonds  
Debt Service-Other Long Term Debt  
Other Expenditures  
Contingency  
  
Total Expenditures and Other Outflows

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2015	Total All Funds 2015	Total All Funds 2014	% Increase/Decrease
	General Fund 2015	Restricted Fund 2015	Auxiliary Fund 2015	Unexpended Plant Fund 2015	Retirement of Indebtedness 2015				
\$ 25,827,253	\$ 7,000,000	\$ 650,000	\$ 7,775,400	\$	\$	\$ 41,252,653	\$ 49,585,735	-16.8%	
\$ 10,042,781	\$ 1,700,000	\$ 445,000	\$	\$	\$	\$ 12,187,781	\$ 11,876,028	2.6%	
	20,000					20,000	10,000	100.0%	
1,124,279						1,124,279	1,120,690	0.3%	
1,775,677	650,000					2,425,677	2,290,285	5.9%	
9,167,951	30,000					9,197,951	9,302,670	-1.1%	
1,650,068						1,650,068	1,747,689	-5.6%	
614,625	4,600,000					5,214,625	4,882,625	6.8%	
		205,000				205,000	234,000	-12.4%	
			7,775,400			7,775,400	12,199,300	-36.3%	
1,451,872						1,451,872	1,524,148	-4.7%	
\$ 25,827,253	\$ 7,000,000	\$ 650,000	\$ 7,775,400	\$	\$	\$ 41,252,653	\$ 45,187,435	-8.7%	





NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2015  
SUMMARY OF BUDGET DATA — SCHEDULE A

# Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

Notice is hereby given to the residents and tax-payers of the Navajo County Community College District that the District Governing Board will conduct **Truth in Taxation** (per Arizona Revised Statutes, §15-1461.01) and **Budget Public Hearings** for consideration of the proposed budget for the 2014–2015 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 20, 2014** at 10:00 a.m. (M.S.T.)

A **Special Board Meeting** for the purpose of adopting the District's 2014–2015 budget shall be held immediately following the Budget Hearing at the same location.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §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.

The budget is posted for public review on the college's website,  
[www.npc.edu/2015\\_budget\\_hearing](http://www.npc.edu/2015_budget_hearing).

				Increase/Decrease From Budget 2014 to Budget 2015			
				Budget 2015	Budget 2014	Amount	%
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>							
A. Expenditures:							
Current General Fund	\$25,827,253	\$25,432,135	\$395,118	1.6%			
Unexpended Plant Fund	7,775,400	12,199,300	(4,423,900)	-36.3%			
Retirement of Indebtedness Fund	-0-	-0-	-0-	-0-			
<b>TOTAL</b>	<b>\$33,602,653</b>	<b>\$37,631,435</b>	<b>(\$4,028,782)</b>	<b>-10.7%</b>			
B. Expenditures Per Full-Time Student Equivalent (FTSE)							
Current General Fund	\$12,914/FTSE	\$11,560/FTSE	\$1,354/FTSE	11.7%			
Unexpended Plant Fund	\$3,888/FTSE	\$5,545/FTSE	(\$1,657)/FTSE	-29.9%			
Projected FTSE Count	2,000	2,200					
<b>II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>							
Employee Salaries and Hourly Costs	\$14,555,000	\$14,006,000	\$549,000	3.9%			
Retirement Costs	1,579,000	1,623,000	(44,000)	-2.7%			
Healthcare Costs	1,528,000	1,443,000	85,000	5.9%			
Other Benefit Costs	1,337,000	1,310,000	27,000	2.1%			
<b>TOTAL</b>	<b>\$18,999,000</b>	<b>\$18,382,000</b>	<b>\$617,000</b>	<b>3.4%</b>			
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>							
A. Amount Levied:							
Primary Tax Levy	\$14,035,753	\$13,341,335	\$694,418	5.2%			
Secondary Tax Levy	-0-	-0-	-0-	-0-			
<b>TOTAL LEVY</b>	<b>\$14,035,753</b>	<b>\$13,341,335</b>	<b>\$694,418</b>	<b>5.2%</b>			
B. Rates Per \$100 Net Assessed Valuation:							
Primary Tax Rate	1.6610	1.4769	0.1841	12.5%			
Secondary Tax Rate	-0-	-0-	-0-	-0-			
<b>TOTAL RATE</b>	<b>1.6610</b>	<b>1.4769</b>	<b>0.1841</b>	<b>12.5%</b>			
<b>IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2014 PURSUANT TO A.R.S. §42-17051</b>				\$14,035,753			
<b>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.</b>				-0-			

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2015  
RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2015	Total All Funds 2015	Total All Funds 2014	% Increase/Decrease
	General Fund 2015	Restricted Fund 2015	Auxiliary Fund 2015	Unexpended Plant Fund 2015	Retirement of Indebtedness 2015				
<b>BEGINNING BALANCES – JULY 1</b> (Excludes amounts not in spendable form (i.e. prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.)									
Restricted		\$700,000					\$700,000	\$700,000	
Unrestricted	\$32,000,000	900,000		\$13,400,000			46,300,000	42,654,000	8.5%
<b>Total Beginning Balances</b>	<b>\$32,000,000</b>	<b>\$1,600,000</b>		<b>\$13,400,000</b>			<b>\$47,000,000</b>	<b>\$43,354,000</b>	<b>8.4%</b>
<b>REVENUES AND OTHER INFLOWS</b>									
Student Tuition and Fees									
General Tuition	\$2,700,000						\$2,700,000	\$2,955,000	-8.6%
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 Reimbursements or Waivers	1,000,000						1,000,000	1,000,000	
State Appropriations									
Maintenance Support	1,618,200						1,618,200	1,646,600	-1.7%
Equalization Aid	5,283,300						5,283,300	5,514,200	-4.2%
Capital Support				375,400			375,400	199,300	88.4%
Property Taxes									
Primary Tax Levy	14,035,753						14,035,753	13,341,335	5.2%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,800,000	6,000,000					7,800,000	7,600,000	2.6%
Sales and Services									
Investment Income	140,000						140,000	125,000	12.0%
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		500,000				700,000	606,000	15.5%
Proceeds from Sale of Bonds									
<b>Total Revenues and Other Inflows</b>	<b>\$27,577,253</b>	<b>\$6,400,000</b>	<b>\$500,000</b>	<b>\$375,400</b>			<b>\$34,852,653</b>	<b>\$34,187,435</b>	<b>1.9%</b>
<b>TRANSFERS</b>									
Transfers In		600,000	150,000	2,000,000			2,750,000	2,750,000	
(Transfers Out)	(2,750,000)						(2,750,000)	(2,750,000)	
<b>Total Transfers</b>	<b>(\$2,750,000)</b>	<b>\$600,000</b>	<b>\$150,000</b>	<b>\$2,000,000</b>					
Less:									
Governing Board Designations	(18,086,373)	(\$1,600,000)					(19,686,373)	(27,955,700)	-29.6%
Policy 1924 – Cash Reserves	(12,913,627)						(12,913,627)		
Policy 1926 – Future Capital Reserves				(8,000,000)			(8,000,000)		
<b>Total Resources Available for Budget Year</b>	<b>\$25,827,253</b>	<b>\$7,000,000</b>	<b>\$650,000</b>	<b>\$7,775,400</b>			<b>\$41,252,653</b>	<b>\$49,585,735</b>	<b>-16.8%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2015  
EXPENDITURES AND OTHER OUTFLOWS — SCHEDULE C

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2015	Total All Funds 2015	Total All Funds 2014	% Increase/Decrease
	General Fund 2015	Restricted Fund 2015	Auxiliary Fund 2015	Unexpended Plant Fund 2015	Retirement of Indebtedness 2015				
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR</b>									
(from Schedule B)	\$25,827,253	\$7,000,000	\$650,000	\$7,775,400			\$41,252,653	\$49,585,735	-16.8%
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	\$10,042,781	\$1,700,000	\$455,000				\$12,197,781	\$11,876,028	2.6%
Public Service		20,000					20,000	10,000	100.0%
Academic Support	1,124,279						1,124,279	1,120,690	0.3%
Student Services	1,775,677	650,000					2,425,677	2,290,285	5.9%
Institutional Support (Administration)	9,167,951	30,000					9,197,951	9,302,670	-1.1%
Operation and Maintenance of Plant	1,650,068						1,650,068	1,747,689	-5.6%
Scholarships	614,625	4,600,000					5,214,625	4,882,625	6.8%
Auxiliary Enterprises			205,000				205,000	234,000	-12.4%
Capital Assets				7,775,400			7,775,400	12,199,300	-36.3%
Debt Service – General Obligation Bonds									
Debt Service – Other Long Term Debt									
Other Expenditures									
Contingency	1,451,872						1,451,872	1,524,148	-4.7%
<b>Total Expenditures and Other Outflows</b>	<b>\$25,827,253</b>	<b>\$7,000,000</b>	<b>\$650,000</b>	<b>\$7,775,400</b>			<b>\$41,252,653</b>	<b>\$45,187,435</b>	<b>-8.7%</b>



Home > About NPC > Public Notices > Budgets > FY2015 Budget Hearing

## Fiscal Year 2015 Preliminary Budget

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct **Truth in Taxation** (per Arizona Revised Statutes, §15-1461.01) and **Budget Public Hearings** for consideration of the proposed budget for the 2014–2015 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 20, 2014** at 10:00 a.m. (M.S.T.).

A **Special Board Meeting** for the purpose of adopting the District's 2014–2015 budget shall be held immediately following the Budget Hearing at the same location.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §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.

### Truth in Taxation Hearing Notice of Tax Increase

In compliance with section 15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$545,193** or **4.0%**.

For example, the proposed tax increase will cause Navajo County Community College District's primary property taxes on a \$100,000 home to increase from **\$159.65** (total taxes that would be owed without the proposed tax increase) to **\$166.10** (total proposed taxes including the tax increase).

This proposed increase is exclusive of increased primary property taxes received from new construction. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 20, 2014** at 10:00 a.m. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.

#### PRELIMINARY FY2015 BUDGET

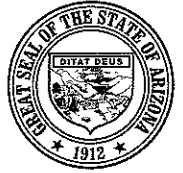
As adopted by the District Governing Board, April 15, 2014

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Navajo County Community College District  
Northland Pioneer College  
Budget for Fiscal Year 2015

# ECONOMIC ESTIMATES COMMISSION

Department of Revenue Building



Janice K. Brewer  
Governor

David Raber  
Chairman

Elliott D. Pollack  
Member

Alan E. Maguire  
Member

March 28, 2014

Community College Business Officials  
State of Arizona

## RE: Final FY 2014/15 Expenditure Limits

The final fiscal year 2014/15 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 2013. The formula is shown below.

$$\frac{\text{2014/15 Population (estimate)}}{\text{1979/80 Population}} \times \frac{\text{GDP Implicit Price Deflator 2013}}{\text{GDP Implicit Price Deflator 1978}} \times \text{FY 1979/80 Base Limit} = \text{Final FY 2014/15 Expenditure Limit}$$

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

Sincerely,

ECONOMIC ESTIMATES COMMISSION

David Raber, Chairman

**FINAL FY 2014/15 EXPENDITURE LIMITS: COMMUNITY COLLEGES**

COMMUNITY COLLEGE DISTRICT	POPULATION**		POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	FINAL FY 2014/15 EXPENDITURE LIMITATION
	2014/15 (estimate)	1979/80				
COCHISE	7,900	2,156	3.6642	2.8257	\$6,038,815	<b>\$62,525,638</b>
COCONINO	2,100	1,000	2.1000	2.8257	\$2,459,758	<b>\$14,596,198</b>
GILA	950	905	1.0497	2.8257	\$1,948,412	<b>\$5,779,415</b>
GRAHAM	3,350	1,329	2.5207	2.8257	\$4,508,230	<b>\$32,111,010</b>
MARICOPA	88,500	27,299	3.2419	2.8257	\$52,841,755	<b>\$484,062,944</b>
MOHAVE	3,200	1,033	3.0978	2.8257	\$3,163,993	<b>\$27,695,757</b>
NAVAJO	2,000	1,566	1.2771	2.8257	\$3,716,543	<b>\$13,412,368</b>
PIMA	23,000	11,038	2.0837	2.8257	\$19,071,763	<b>\$112,293,950</b>
PINAL	5,500	2,452	2.2431	2.8257	\$7,534,121	<b>\$47,753,245</b>
SANTA CRUZ	325	700	0.4643	2.8257	\$1,507,059	<b>\$1,977,168</b>
YAVAPAI	4,050	1,568	2.5829	2.8257	\$5,759,613	<b>\$42,036,867</b>
YUMA/LA PAZ	5,767	1,952	2.9544	2.8257	\$6,215,322	<b>\$51,887,392</b>
<b>TOTAL</b>	<b>146,642</b>	<b>52,998</b>	<b>2.7669</b>		<b>\$114,765,384</b>	<b>\$896,131,953</b>

\* SOURCE: (2013 GDP Implicit Price Deflator - Global Insight, March 2013)/(1978 GDP Implicit Price Deflator) = 106.487/37.685

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

## REQUEST TO APPROVE 2014-2015 PROPERTY TAX LEVY

### **Recommendation:**

Staff recommends approval of a 2014-2015 Primary Property Tax Levy of \$14,035,753.

### **Summary:**

As discussed at the April 15, 2014 regular board meeting, the proposed 2014-15 budget has been developed to include the recommended maximum primary property tax rate of \$1.6610. The maximum rate equates with the recommended property tax levy of \$14,035,753. The recommended levy and associated rate were used in the Truth in Taxation (TNT) and 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 have been received.

With a reduction in overall property valuation the maximum primary property tax rate does cause a greater upward movement on the property tax rate. The total average property tax burden in Navajo County is expected to continue to be 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.



## REQUEST TO APPROVE 2014-2015 PROPOSED BUDGET

**Recommendation:**

Staff recommends approval of the 2014-2015 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 13, 2014 in the the White Mountain Independent and on May 14, 2014 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 20 was also published in the May 14, 2014 edition of the Tribune-News and posted on the NPC website.

The 2014-15 proposed budget is aligned with the NPC 2014-2017 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 2015, 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.



# STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2014 – 2015

APPROVED NOVEMBER 19, 2013

ACTIVITY	RESOURCE	DUE BY
1. Receive and approve budget calendar	DGB	✓19 November
2. Receive proposed three-year strategic plan	DGB	✓19 November
3. College Council review of wage/salary recommendations	✓ERC-*FA-✓CASO	*13 December
4. Approve three-year strategic plan	DGB	✓17 December
5. Receive and approve budget assumptions & overview	DGB	✓17 December
6. Review approved strategic plan and current year budget	Budget Managers	*20 December
7. Distribute materials for departmental operational & capital	Director Fin Svcs	✓3 January
8. College President receives wage & salary recommendation	College Council	✓4 January
9. Receive departmental operational & capital requests	Executive Team	✓3 February
10. Executive review of operational & capital budget	Executive Team	✓10 February
11. Receive introductory budget analysis	DGB	✓18 February
12. Receive wage and salary recommendation	DGB	✓18 February
13. Receive tuition and fee schedules	DGB	✓18 February
14. Budget hearings	SPASC co-chairs Director Fin Svcs Budget Managers	✓3 March
15. Receive preliminary budget analysis	DGB	✓18 March
16. Approve tuition and fee schedules	DGB	✓18 March
17. Approve salary schedules	DGB	✓18 March
18. Receive complete budget analysis	DGB	✓16 April
19. Approve budget publication	DGB	✓16 April
20. Adopt tentative current budget & three-year capital budget	DGB	✓16 April
21. Publish notice of budget public hearing/TNT hearing	VP Adm Svcs	✓2 May
22. Notice of TNT hearing second publication	VP Adm Svcs	✓9 May
23. Publish notice of budget public hearing/TNT hearing	VP Adm Svcs	✓14 May
24. Public hearing conducted for taxpayers	DGB	20 May
25. Final current budget and three-year capital budget adopted	DGB	20 May
26. Notify PTOC of primary property tax levy	VP Adm Svcs	21 May
27. Submit Tax levy to Navajo County	VP Adm Svcs	21 May



**Northland Pioneer College  
Budget Development Assumptions  
FY 2014-15**

**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 breached. Carry-forward is available to address short-term issues and expenditures will not be restricted by statutory limitations

**REVENUE ASSUMPTIONS**

- Overall revenues are expected to remain flat compared to current fiscal year
- State funding expected to be decreased in FY14-15 by approximately \$260,000
- Tuition and general fees will be set at a rate that
  - (A) Gives consideration to the impact on students, student enrollment, and student retention rates
  - (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
- Primary property tax will be levied at the maximum rate, which is 4% 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 4% increase in the current tax rate of \$1.4769/\$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** through operational plans developed at the division or departmental level. Any budget amounts that are higher than FY13-14 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 3, 2014.**



- SALARY SCHEDULES will be developed with
  - (A) Incrementally increasing rates
  - (B) Consideration to competitive market conditions with the goal to maintain 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 major changes expected in plan benefit structure or options
  - (B) Consideration on impacts from 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 (2014 – 2017)
- GRANT funding will continue to be identified and pursued
- AUXILIARY fund activities will be maintained
- Other

**Budget Development Assumptions  
FY 2014-15**

**Budget Categories & Targets:**

Revenues	<ul style="list-style-type: none"> <li>• Budget will be prepared by Administrative Services.</li> </ul>
Salaries/Wages & Benefits	<ul style="list-style-type: none"> <li>• Budget will be prepared by Administrative Services <b>except</b> for the following that budget managers will <b><u>include in budget request:</u></b> <ul style="list-style-type: none"> <li>○ Adjunct Salaries,</li> <li>○ Overload,</li> <li>○ Temporary Salaries,</li> <li>○ Lab Aids, and</li> <li>○ Substitute Salaries.</li> </ul> </li> </ul>
Operating Expenditures	<ul style="list-style-type: none"> <li>• Funding expected to remain level in FY 14-15.</li> <li>• Budget requests should reflect only those items identified in division or departmental operational plans.</li> <li>• Any new programs/services must demonstrate linkage to the adopted strategic plan.</li> </ul>
Capital Expenditures	<ul style="list-style-type: none"> <li>• All requests for funding will be linked to revenues from the operational budget, grant funds, or reserved funds.</li> <li>• Minimal state funding for STEM is expected to continue.</li> </ul>

## REQUEST TO APPROVE 2014-2017 PROPOSED CAPITAL BUDGET

### **Recommendation:**

Staff recommends approval of the 2014-2017 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 2014-15 annual budget and includes adjustments to each of the years based on the 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 with a specific designation from the Board for reserving the fund balances for future purposes and from ongoing general fund operating revenues. Staff anticipates the STEM funding will be used primarily for capital equipment purchases and has included this revenue source for future planning. Staff does not expect any additional funds will be provided by the state to fund capital equipment needs beyond the STEM allocation.

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 2014-17 proposed capital budget is the same as the preliminary capital budget approved during the regular Board meeting held on April 15, 2014.

Staff will be prepared answer questions from members of the Board about the 2014-17 proposed capital budget.



**Northland Pioneer College  
Capital Fund (50) Budget  
FY1415 Budget Cycle**

	<b>FY1314 Budget</b>	<b>FY1415 Budget</b>	<b>FY1516 Budget</b>	<b>FY1617 Budget</b>
<b>Fund Balance</b>	10,066,000	5,400,000	7,300,000	5,500,000
<b>Transfer from Operating Fund</b>	2,000,000	2,000,000	2,000,000	2,000,000
<b>State Funding - STEM</b>	199,300	375,400	200,000	200,000
<b>Annual Capital Funding</b>	12,265,300	7,775,400	9,500,000	7,700,000
<b>Annual Capital Requirements</b>				
Building Maintenance	200,000	200,000	200,000	750,000
Leases - Fleet (5 yr lease)	12,015	-	-	-
<b>Total - Annual Requirements</b>	212,015	200,000	200,000	750,000
<b>Annual Capital Requests</b>				
Administrative Services	8,931,000	4,306,000	5,150,000	4,160,000
Student Services	55,000	55,000	55,000	55,000
IS	1,722,565	1,610,000	1,700,000	1,178,000
Instruction:				
Arts & Science	27,000	-	-	-
CTE	399,200	471,000	1,056,000	605,000
Nursing	50,000	155,000	245,000	3,000
<b>Total - Annual Requests</b>	11,184,765	6,597,000	8,206,000	6,001,000
<b>Contingency</b>	802,520	978,400	1,094,000	949,000
<b>Total Expenses</b>	12,199,300	7,775,400	9,500,000	7,700,000

**Northland Pioneer College  
Capital Budget  
FY 2014-15 to FY 2016-17**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?
ANN REQMNT	ADM SVC MAINT	200,000	200,000	750,000	Annual Building Maintenance	Annual Capital Requirements	
<b>ANN REQMNT</b>		<b>200,000</b>	<b>200,000</b>	<b>750,000</b>			
CONTINGENCY	VP Admin	978,400	1,094,000	949,000	Contingency		
<b>CONTINGENCY</b>		<b>978,400</b>	<b>1,094,000</b>	<b>949,000</b>			
ADM SVC	HR	-		10,000	Fingerprint and background check equipment and software	Implement background screening	Pillar3. Priority 2.
ADM SVC	TRANS	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
ADM SVC	TRANS	5,000	-	-	Floor jacks and misc. auto equipment	Replace worn out equipment	Keep vehicles in best operation order possible. Pillar 6
ADM SVC	TRANS	40,000	150,000	150,000	Annual Vehicle Replacement FY1415 - 10 new vehicles	Save fuel, replace older vehicles in fleet	Pillar 6, also allow students, faculty, and staff to move around district more effeciently
ADM SVC	TRANS	50,000	-	-	Service trucks, maintenance department	Replace older vehicles	Pillar 6. Allow maintenance staff to move around effectiently and safely
ADM SVC	TRANS	-	-	-	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.
ADM SVC	MAINT	3,200,000	1,000,000	-	Annual 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

**Northland Pioneer College  
Capital Budget  
FY 2014-15 to FY 2016-17**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?
ADM SVC	MAINT	1,000,000	4,000,000	4,000,000	WMC Expansion Preliminary Work FY1415 Phase I FY15/16 Phase II FY16/17	Relocation of off campus facility use plus addition of new programs and classrooms.	Pillar 6 -Strengthen Facilities through Planning, Development and Renewal
<b>ADM SVC</b>		<b>4,306,000</b>	<b>5,150,000</b>	<b>4,160,000</b>			
STUD SERV	LIBRARY	55,000	55,000	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 maintaining and strengthening their quality in the future.
<b>STUD SERV</b>		<b>55,000</b>	<b>55,000</b>	<b>55,000</b>			
IS	IS	190,000	205,000	225,000	Jenzabar Maintenance.	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1
IS	IS	30,000	30,000	30,000	Jenzabar Consultants	Consultant training/update NPC Servers	Pillar 3.1.1, 3.2.1, 3.2.2
IS	IS	12,500	-	-	Jenzabar University	Fulfill contractual agreement for training	Pillar 3.1.1
IS	IS	50,000	50,000	50,000	IS Professional Services	Outside Consultant as needed	Pillar 3.1.1
IS	IS	10,000	-	-	Tower Camera Replacement Install	Existing cameras are not operating correctly	Pillar 3.3.1
IS	IS	25,000	-	-	Retention Management Software Consulting (Project Code 0525)	Software to assist with Student Success/Completion Quality Initiative	Pillar 3.1.1, 3.2.1, Pillar 1.1
IS	IS	35,000	35,000	35,000	Vmware Software	2 New Servers	Pillar 3.2.1
IS	IS	65,000	-	-	Retention Management Software Product (Project Code 0525)	Software to assist with Student Success/Completion Quality Initiative	Pillar 3.1.1, 3.2.1, Pillar 1.1
IS	IS	48,000	48,000	48,000	8 Smartboards and Projectors	8 Smart Classrooms - NEW	Pillar 3.1.1, 3.2.1, Pillar 1.1
IS	IS	60,000	60,000	60,000	10 Smartboards & Projectors	Lifecycle Replacement	Pillar 3.1.1, 3.2.1
IS	CTE	7,500	-	-	Smartboard and Desktop	WMC Auto	Pillar 3.1.1, 3.2.1, Pillar 1.1
IS	CTE	7,500	-	-	Smartboard and Desktop	WMC Welding	Pillar 3.1.1, 3.2.1, Pillar 1.1
IS	CTE	22,500	-	-	(3) Smartboard and Desktop	PDC Skills Center (MET, WLD, Testing)	Pillar 3.1.1, 3.2.1, Pillar 1.1
IS	CTE	20,000	-	-	20 New Computers	Skills Center Computer Lab	Pillar 3.1.1, 3.2.1, Pillar 1.1

**Northland Pioneer College  
Capital Budget  
FY 2014-15 to FY 2016-17**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?
IS	NURSING	17,000	-	-	New Model Classroom Setup	PC110 and LC104 at WMC	Pillar 3.1.1, 3.2.1, Pillar 1.1
IS	IS	120,000	180,000	180,000	Server Replacements	Update Aging Server/Blade Cycle	Pillar 3.1.1
IS	IS	300,000	200,000	200,000	Replace old routers, switches and AP's over 6 years old	Update Aging Routers, Switches, and Aps	Pillar 3.1.1
IS	IS	95,000	500,000	-	Upgrade WAN Links FY14/15 Phase I and FY15/16 Phase II	Upgrade WAN radio links for increased capacity from PDC to Hermosa, Hermosa to Dry Lake, and Dry Lake to WMC	Pillar 3.3.1
IS	IS	25,000	-	-	Cameras on Towers (equipment)	To install cameras on towers for safety of towers, security, weather observation	Pillar 3.3.1
IS	CTE	21,000	-	-	CNC Router & Wireless	Update System to Support Laptops and more students	Pillar 3.1.1
IS	IS	150,000	150,000	150,000	Computers @ 4 years	Replace aging computers	Pillar 3.1.1
IS	IS	35,000	35,000	35,000	Printers @ 3 years	Replace aging printers	Pillar 3.1.1
IS	IS	30,000	30,000	30,000	Monitors @ 4 years	Replace aging monitors	Pillar 3.1.1
IS	IS	40,000	60,000	60,000	iPads	Replace some laptops with iPads to allow traveling staff to remain connected	Pillar 3.1.1
IS	IS/HR	-	30,000	-	Integrated Photo ID/Data Card for students and employees	IS/HR will work together to establish a system and process to generate student/employee data cards and IDs	Pillar 3.3.1, 3.3.2
IS	CTE	35,000	-	-	22 New Rugged Laptops	To be current with industry standards	Pillar 3.1.1, Pillar 1.1
IS	CTE	-	12,000	-	10 New Laptops	For projected enrollment Mechatronics Elearning (IMO/MET)	Pillar 3.1.1, Pillar 1.1
IS	NURSING	20,000	-	-	20 Replacement Computers	M5 Lab at WMC	Pillar 3.1.1, Pillar 1.1
IS	CTE	9,000	-	-	ATO - CDX - Auto Online Trainers	Trainers for Automotive program at WMC	Pillar 3.1.1, Pillar 1.1

**Northland Pioneer College  
Capital Budget  
FY 2014-15 to FY 2016-17**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?
IS	CTE	5,000	-	-	Exploration of MOS Testing Site	Such a site will bring in money via fees to the college. Advisory board concurred with the community need. Currently only 2 testing sites in the state of AZ and nothing close to our area.	Pillar 1.3, 1.4
IS	IS	50,000	-	-	HEAT Maintenance	5 year Maintenance Contract	Pillar 3.1.1, 3.2.1
IS	IS	45,000	45,000	45,000	NOLIJ Web Maintenance	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1
IS	PAD	20,000	20,000	20,000	Konica Minolta Copier Lease	Old Copier at end of life was replaced with new to continue professional production for our staff and students	Pillar 3.2.1
IS	PAD	10,000	10,000	10,000	Replacement of aging and broken equipment	To maintain a professional print production for staff and students	Pillar 3.1.1
<b>IS</b>		<b>1,610,000</b>	<b>1,700,000</b>	<b>1,178,000</b>			
CTE	ATO	-	-	30,000	Standup Parts Washer	Keep to current industry standards	6.2.3 Identify specific facility needs for existing
CTE	ATO	15,000	20,000	22,000	Three- Scanners	Keep to current industry standards	6.2.3 Identify specific facility needs for existing
CTE	ATO	-	12,000	-	CDX-Auto Online trainers	Needed to update current Teaching trainer equipment	6.2.3 Identify specific facility needs for existing
CTE	ATO	-	15,000	-	Alignment Machine	Keep to current industry standards	6.2.3 Identify specific facility needs for existing
CTE	ATO	15,000	-	-	Computer Numeric Router	Keep to current industry standards	6.2.3 Identify specific facility needs for existing
CTE	ATO	15,000	-	-	RoadForce Tire Balancer	Keep to current industry standards	6.2.3 Identify specific facility needs for existing
CTE	ATO	15,000	-	-	4 top and bottom toolboxes w/Tools	Keep up with the amount of students	6.2.3 Identify specific facility needs for existing
CTE	ATO	5,000	-	-	5 Rotating Engine Stands	Keep to current industry standards	6.2.3 Identify specific facility needs for existing
CTE	BUS	5,000	20,000	-	Implementation of MOS Testing Site	Such a site will bring in money via fees to the	6.2.3 Identify specific facility needs for existing
CTE	CON	10,000	-	-	Man Lift	Equipment needed for level 4	1.1.1
CTE	CON	35,000	-	-	Forklift	Equipment needed for level 4	1.1.1

20 May 2014 DGB Packet



**Northland Pioneer College  
Capital Budget  
FY 2014-15 to FY 2016-17**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?
CTE	CON	-	35,000	35,000	2 Cat Equipment Simulators	Equipment needed for level 4	1.1.1
CTE	IMO	65,000	-	-	Steam Learning System	Hands-on learning for installation, maintenance,	Pillar 6- Strengthen Facilities through Planning,
CTE	IMO/MET	-	60,000	-	Hydraulic Troubleshooting Learning System	Needed learning system for Mechatronics hands-on	Pillar 6 - Strengthen Facilities through Planning,
CTE	IMO/MET	-	-	37,000	FANUC Robot	Enhance learning with industry recognized robotics	Pillar 6- Strengthen Facilities through Planning,
CTE	IMO/MET	-	-	150,000	CNC Machine Tool/Operator Certification	Software and Equipment to teach CNC machining	Pillar 6- Strengthen Facilities through Planning,
CTE	WLD	32,000	32,000	-	Welding Machines	Replace worn machines as part of facility maintenance	• Establish planned maintenance and
CTE	WLD	12,000	-	-	Three -1G Pipe rollers	Provide new and different technology to welding	6.2.3 Identify specific facility needs for existing
CTE	WLD	18,000	-	-	Three- Band Saws	Replace worn machines as part of facility maintenance	6.2.3 Identify specific facility needs for existing
CTE	WLD	9,000	-	-	Three-Watts Pipe Bevellers	Replace worn machines as part of facility maintenance	6.2.3 Identify specific facility needs for existing
CTE	WLD	-	13,000	-	Clamping/Welding Table W/Hardware	Provide new and different technology to welding	6.2.3 Identify specific facility needs for existing
CTE	WLD	-	6,000	-	One Metal Brake	Provide new and different technology to welding	
CTE	WLD	-	6,000	-	Two- Air Compressors	Replace worn machines as part of facility maintenance (	6.2.3 Identify specific facility needs for existing
CTE	WLD	-	12,000	-	Three- Track OFC Beveller	Replace worn machines as part of facility maintenance (	6.2.3 Identify specific facility needs for existing
CTE	WLD	-	-	60,000	Three-- IronWorkers	Replace worn machines as part of facility maintenance	6.2.3 Identify specific facility needs for existing
CTE	WLD	-	-	20,000	Three- Millhogs	Replace worn machines as part of facility maintenance	6.2.3 Identify specific facility needs for existing
CTE	WLD	-	-	26,000	2-Cutting/Weld Table W/Hardwear	Provide new and different technology to welding	6.2.3 Identify specific facility needs for existing
CTE	AJS	-	300,000	-	Repave Driving Course Only	Track is worn out from use, needs to be repaved	Pillar 6 - Strengthen Facilities through Planning,
CTE	AJS	10,000	10,000	10,000	Fitness equipment	Weights and Cardio equipment, can be used for	Pillar 1 - Advance Hig Quality Accessible
CTE	AJS	-	-	15,000	Wrestling Mats	Replace Mats used for Defensive Tactics training,	Pillar 1 - Advance High Quality Accessible
CTE	FRS	-	500,000	-	Replace Modular Classroom Building at NA	Building is falling apart, unable to level it properly	Pillar 6 - Strengthen Facilities through Planning,
CTE	FRS	125,000	-	125,000	Mobile Flash Chamber	Add additional Flash Chamber for live Fire	Pillar 6 - Strengthen Facilities through Planning,

**Northland Pioneer College  
Capital Budget  
FY 2014-15 to FY 2016-17**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?
CTE	FRS	10,000	-	-	Purchase conex container	more storage needed to secure NPC property at	Pillar 6 - Strengthen Facilities through Planning,
CTE	FRS	-	10,000	-	fire hoses and other misc. fire equipment	Fire equipment is worn out from being used in various	Pillar 1 - Advance High Quality Accessible
CTE	FRS	-	5,000	-	Classroom tables	replace worn out tables in classrooms	Pillar 6 - Strengthen Facilities through Planning,
CTE	FRS	75,000		75,000	Purchase used firetruck.	replace current Fire Engine being used to instruct	Pillar 1 - Advance High Quality Accessible
<b>CTE</b>		<b>471,000</b>	<b>1,056,000</b>	<b>605,000</b>			
NURS	NURS	-	-	-	Sim Med Disp System	Provides students with real life practice	Pillar I - Advance High Quality Accessible Learning Opportunities
NURS	NURS	125,000	125,000	-	Sim Man	Needed for realistic training in lab environment	Pillar I - Advance High Quality Accessible Learning Opportunities
NURS	NURS	30,000	-	-	Sim Mom X1 at LCC	Provides students with real life practice with OB experience	Pillar I - Advance High Quality Accessible Learning Opportunities
NURS	NURS	-	30,000	-	Sim Junior X2	Provides realistic lab skills to improve pediatric education and outcomes	Pillar I - Advance High Quality Accessible Learning Opportunities
NURS	NURS	-	90,000	-	Sim Baby X2	Provides realistic lab skills to improve obstetric/pediatric education and outcomes	Pillar I - Advance High Quality Accessible Learning Opportunities
NURS	NURS	-	-	3,000	Birthing Bed	Provides realistic lab skills to improve obstetric education and outcomes	Pillar I - Advance High Quality Accessible Learning Opportunities
<b>NURS</b>		<b>155,000</b>	<b>245,000</b>	<b>3,000</b>			
		<b>7,775,400</b>	<b>9,500,000</b>	<b>7,700,000</b>			

# Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center

2251 East Navajo Boulevard, Holbrook, Arizona

**Date:** May 20, 2014

**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.	<a href="#">Financial Position</a> .....	Vice President Hatch
B.	CASO .....	Margaret White
C.	NPC Faculty Association .....	Cyndi Hutton
D.	NPC Student Government Association .....	Dean Hinton-Rivera
5.	Consent Agenda ..... (Action)	Chair Handorf
A.	April 15, 2014 DGB <a href="#">Minutes</a>	
6.	Old Business: None	
7.	New Business:	
A.	Request to Approve <a href="#">Emeritus Faculty Status</a> – Curtis Casey (Action)	Vice President Vest
B.	Presentation of Emeritus Faculty Status – <a href="#">Curtis Casey</a> .....	Vice President Vest
C.	Presentation of Emeritus Faculty Status – <a href="#">Tom Nagle</a> .....	Vice President Vest
D.	Request to Approve Addition to 2014-2015 <a href="#">Fee Schedule</a> ... (Action)	Vice President Hatch
E.	Request to Approve NATC <a href="#">Concrete Barriers</a> Purchase ..... (Action)	Vice President Hatch
F.	Request to Approve <a href="#">Pavement Improvement</a> Contract..... (Action)	Vice President Hatch
G.	Request to Approve Purchase of <a href="#">Mechatronic Learning Sys.</a> (Action)	Vice President Hatch
H.	Request to Approve <a href="#">Ienzabar</a> Annual Maintenance Contract(Action)	Director Bishop
I.	Request to Approve <a href="#">Computer Purchase</a> .....	Director Bishop
J.	Information Item: <a href="#">Board Self-Assessment</a> .....	President Swarthout
K.	Information Item: <a href="#">WIA Community Garden</a> Contract Program.....	Vice President Vest
8.	Standing Business:	
A.	Strategic Planning and Accreditation Steering Committee Report ....	Vice President Vest
B.	<a href="#">Human Resources</a> Update.....	Director Hokanson
C.	President’s Report.....	President Swarthout
9.	Board Report/Summary of Current Events.....	Board Members
10.	Board Retreat at SCC PAC 124 10:00 a.m. - June 10, 2014 .....	Chair Handorf
	Board Announcement of Next Regular Meeting - June 17, 2014 .....	
11.	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.



## Northland Pioneer College

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period

July 1, 2013 to March 31, 2014

Budget Period Expired 75%

Tax Supported Funds				
General Unrestricted				
Current Month				
Budget	Actual	Y-T-D Actual	%	
<b>REVENUES</b>				
Primary Tax Levy	13,341,335	500,575	9,185,697	69%
State Aid:				
Maintenance and Operations	1,646,600		1,234,950	75%
Equalization	5,514,200		4,135,650	75%
Tuition and Fees	4,755,000	31,530	3,452,454	73%
Investment earnings	125,000	10,229	96,186	77%
Grants and Contracts	1,600,000	786,172	1,098,161	69%
Other Miscellaneous	200,000	12,981	155,185	78%
Transfers:	(2,750,000)	(166,667)	(2,002,298)	73%
<b>TOTAL REVENUES</b>	<b>\$24,432,135</b>	<b>\$1,174,821</b>	<b>\$17,355,985</b>	<b>71%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	17,067,805	1,360,913	11,203,487	66%
Operating Expenditures	6,587,182	302,424	3,456,671	52%
Capital Expenditures	253,000	18,907	100,911	40%
<b>TOTAL EXPENDITURES</b>	<b>\$23,907,987</b>	<b>\$1,682,244</b>	<b>\$14,761,069</b>	<b>62%</b>
Unrestricted Plant				
Current Month				
Budget	Actual	Y-T-D Actual	%	
<b>REVENUES</b>				
State Aid:				
Capital	199,300		91,950	46%
Other Miscellaneous				
Transfers:	2,000,000	166,667	1,500,000	75%
<b>TOTAL REVENUES</b>	<b>\$2,199,300</b>	<b>\$166,667</b>	<b>\$1,591,950</b>	<b>72%</b>
<b>EXPENDITURES</b>				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	12,199,300	102,516	2,255,033	18%
<b>TOTAL EXPENDITURES</b>	<b>\$12,199,300</b>	<b>\$102,516</b>	<b>\$2,255,033</b>	<b>18%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 For the period July 1, 2013 to 41,729

Budget Period Expired 75%

**Restricted and Auxiliary Funds**

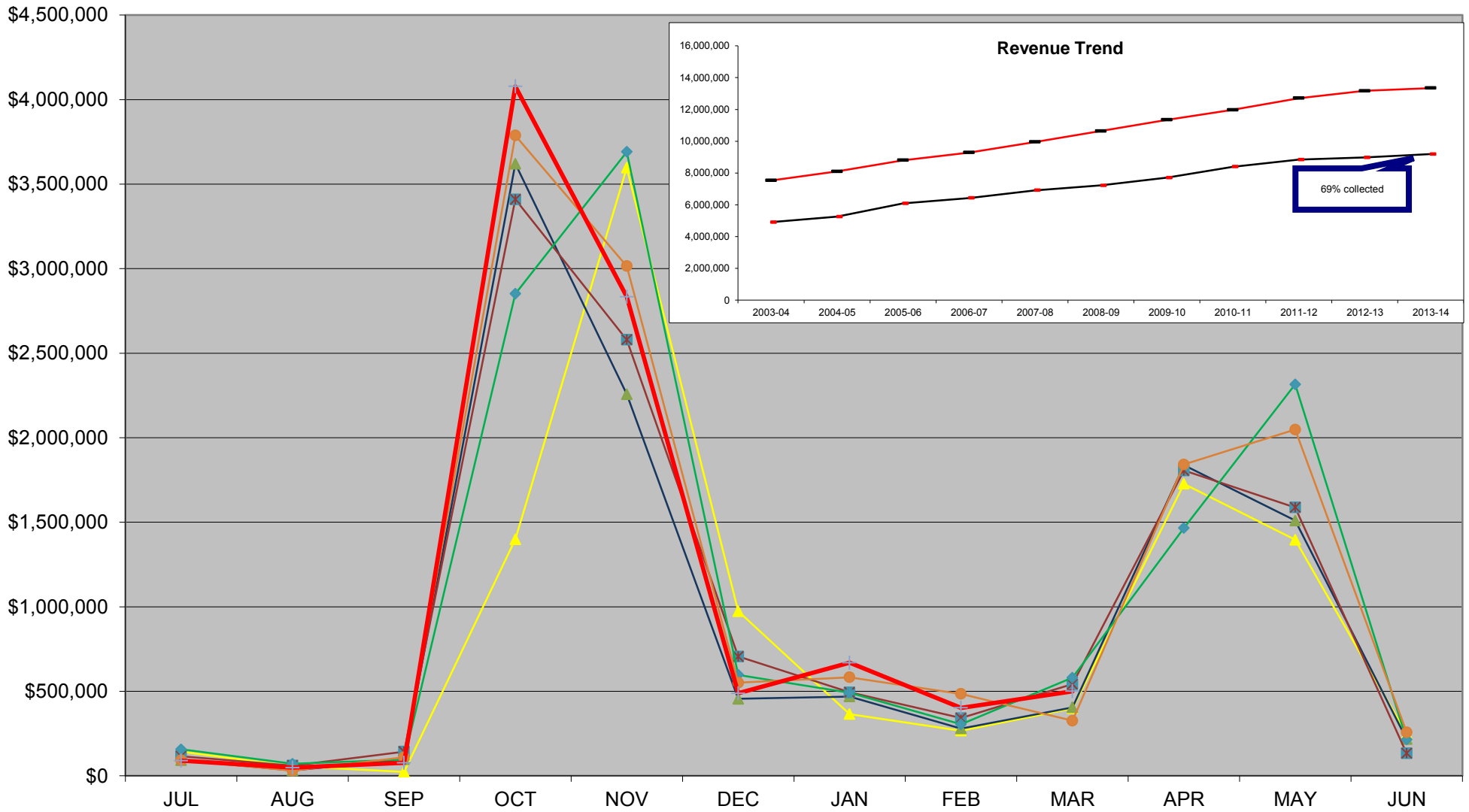
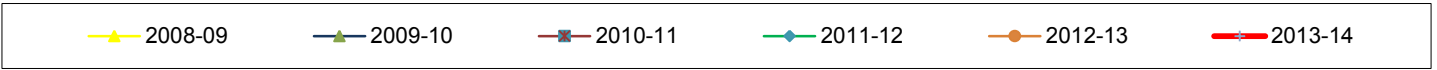
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,400,000	248,005	4,511,161	70%
Donations				
Transfers:	600,000		390,147	65%
<b>TOTAL REVENUES</b>	<b>\$7,000,000</b>	<b>\$248,005</b>	<b>\$4,901,308</b>	<b>70%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	935,960	103,592	865,244	92%
Operating Expenditures	5,914,040	18,461	3,302,956	56%
Capital Expenditures	150,000		300,788	201%
<b>TOTAL EXPENDITURES</b>	<b>\$7,000,000</b>	<b>\$122,053</b>	<b>\$4,468,988</b>	<b>64%</b>

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services				
Bookstore	100,000	171	73,867	74%
Other	306,000	5,194	153,849	50%
Donations				
Transfers:	150,000		112,151	75%
<b>TOTAL REVENUES</b>	<b>\$556,000</b>	<b>\$5,365</b>	<b>\$339,867</b>	<b>61%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	377,903	33,289	186,311	49%
Operating Expenditures	178,097	8,459	181,153	102%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$556,000</b>	<b>\$41,748</b>	<b>\$367,464</b>	<b>66%</b>

**Cash Flows**

Cash flows from all activities (YTD) .....	\$24,189,110
Cash used for all activities (YTD) .....	<b>\$21,852,554</b>
Net Cash for all activities (YTD) .....	\$2,336,556

### Monthly Primary Property Tax Receipts



# Navajo County Community College District Governing Board Meeting Minutes

April 15, 2014 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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

**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:** Margaret White, Ann Hess, Everett Robinson, Nick Worth, Kyle Nowell, Lauren Sedillo, Stuart Bishop, Sharon Hokanson, Matt Weber, Jake Hinton-Rivera, Bill Fee, Beulah Bob-Pennypacker, John Spadaccini.

## **Agenda Item 1: Call to Order and Pledge of Allegiance**

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

## **Agenda Item 2: Adoption of Agenda**

### **Chair moved old business to end 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: Report**

### **4.A. Financial Position – Vice President Hatch**

Vice President Hatch reviewed the Financial Report with the Board.

Mr. Winslow asked if under the Restricted Fund the \$150,000 capital expense was grant funding. Vice President Hatch stated that capital expenses in the Restricted Fund are generally grant funded equipment, most likely Perkins. Chair Handorf asked why the grant revenue was lower this year. Vice President Hatch stated grants and contracts section in the General Fund is where the College receives partnership revenues such as Apache County and NAVIT, and these accounts are billed twice a year; although Apache County is currently in arrears on their payment. Mr. Winslow asked if over \$12 million has been budgeted in capital but only \$2 million had been spent to date, was there an anticipated \$10 million expenditure going to take place in the next two months. Vice President Hatch stated the College would not be spending that amount. This under spending was merely a lagging in some scheduled projects. Vice President Hatch stated the expenditures would be closer to \$3 million by year's end. Mr. Lucero



asked if the additional budget would be spent next year. Vice President Hatch stated it most likely would.

#### **4.B. NPC CASO – Margaret White**

Margaret White addressed the Board and stated CASO textbook scholarship have awarded \$935 to four staff applicants who are currently taking classes for professional development. This year there is some leftover in this scholarship for summer school, and will be dispersing an additional \$300 for textbooks. The College Picnic is this Friday. Margaret White invited the Board to attend. CASO will be having a joint retreat with the faculty association next week and Stuart Bishop will be presenting on safety. Presently there are 35 attendees registered. The candy sales for student scholarships are still going well. Five CASO representatives will be serving on College Council in the upcoming year; Vicki Bessinger, Susan Olsen, Shawntel Skousen, Ina Sommers, and Margaret White.

#### **4.C. Faculty Association – Cyndi Hutton**

None.

#### **4.D. NPC Student Government Association**

Kyle Nowell, SGA President introduced the SGA Vice President, Stirling West. Kyle stated the recent SGA talent show had a great turn out. Winners were Joshua Bell, Alisa Davis, Jessie Reeck, and Ashley Nudson. The laptop scholarship was approved again for this upcoming year, and also a traveling scholarship was approved to pay for costs of traveling for students in outlying areas. The annual Costa Rica trip is coming up and applications are due on the 30<sup>th</sup> of April. SGA Vice President Stirling West stated the 5<sup>th</sup> Annual SGA Basketball Tournament will be taking at Holbrook High School gymnasium on May 3, and 4. April 28 is the deadline to sign up. As far as membership, a Hopi Student will be joining SGA. Mr. Winslow stated he was glad to hear Hopi will be represented in SGA.

#### **4.E. Enrollment report**

Vice President Vest stated he was cautiously optimistic that there was a modest enrollment recovery this spring. The FTSE count for spring is up 2.3%, and only one of two community colleges in the state will report an increase in spring. Many community colleges will have a double digit decline with a system average of at least 4.7%, although final numbers will not be reported until the annual enrollment numbers come out. Vice President Vest reviewed the enrollment report with the Board.

NAVIT enrollment was down 20% this semester. It is hopeful that upcoming new programs will help increase NAVIT enrollment. Whiteriver has had an increase due to contract training and some positive work by academic advisors and the center manager in student recruitment. The College has met with high school guidance counselors, CTE directors, and dual enrollment contacts last Thursday and did a presentation on the scholarships the Board has recently approved. Another presentation to the Navapache superintendents will be next week. The potential impact is 75-80 FTE if the College Bound scholarship is fully utilized.





### **Agenda Item 5: Consent Agenda**

- A. March 18, 2014 regular meeting minutes.
- B. Curriculum Change for Business Associate of Applied Science Degree in Entrepreneurship
- C. Curriculum Modification of the Medical Assistant Program

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

### **Agenda Item 6: Old Business**

None.

### **Agenda Item 7: New Business**

#### ***7.A. Initiate President's Evaluation Process – NPC Procedure 2045***

President Swarthout stated the president's evaluation is coming up. In the procedure it is slated for May but because May is a busy session it will most likely be done in June. This year, as in every even numbered year, a 360 evaluation process will take place. The Chair will organize the 360 evaluations as well as Board evaluations. The president will bring a self-evaluation to the Board using the same form the Board uses. She will provide a fairly brief summary of goals from last year along with their outcomes. She will also present a set of new goals for the upcoming fiscal year. If there are other aspects any of the board members feel need added, please contact Lisa Jayne and they will be included in the process.

President Swarthout reminded the Board the president's evaluation will be done in executive session. President Swarthout stated the form does stand in need of revision. Board Handorf stated that an evaluation of Board members might be helpful as she has noticed it is a best practice of other community college boards. President Swarthout stated she would pull some examples of board evaluation tools.

#### ***7.B. Review of Budget Analysis***

Vice President Hatch reviewed with the Board the budget development process to date. Due to the spread-out nature of the district the College will do more advertising of the upcoming budget hearings than required. Mr. Matteson asked if the operating expense increase included the new building at PDC. Vice President Hatch stated it did. Mr. Matteson asked if the NATC building operating costs are also included. Vice President Hatch stated that the operating costs are largely handled by NATC, only instruction components are covered by NPC and those are included in the budget. Mr. Winslow asked for examples of tuition and fee waivers and other adjustments. Vice President Hatch stated it includes what is waived in tuition for dual enrollment, ADOC, NAVIT, New Mexico tuition waiver, WICHE WUE tuition waiver, instructional awards, return of funds, bank service fees, prior period adjustments, provisions for bad debts. Between tuition and fees the college is budgeting to waive about \$865,000 just on dual enrollment. Mr. Winslow asked if the tuition reductions, the two tuition discounts and two scholarships will be tracked with a cost benefit analysis. Vice President Hatch stated that it will be tracked in several different ways. The \$250,000 budgeted scholarship items will require an application process and



so will know exactly in what is being spent in those two categories. Summer tuition discount will be across all enrollment and should be easy to evaluate, although will require some subjective analysis. TLC reduction will be tracked specific for TLC based on number of people enrolled.

Chair Handorf asked how much the College is appropriating through the Contingency Fund. Vice President Hatch stated currently it is about \$1.4 million, which is a slight decrease from the prior year. The expenditure limit will be breached in 2014-2015. This will be a short-term breach. Presently colleges are working on legislative options to address the expenditure limits. There is sufficient carry forward to carry the College through 2014 and 2015. Mr. Lucero asked when the drop dead point for the expenditure limit will occur. Vice President Hatch stated it is around three years, perhaps in 2016. Mr. Lucero asked how much the expenditure limit will affect the college. Vice President Hatch stated that in 2013-2014 the College will probably be in the \$2-3 million range over the expenditure limit, and in 2014-2015 it will probably double due to enrollment being down. The College currently has about \$25 million in carryover funds.

### ***7.C. 2014-2015 Primary Property Tax- First Read***

Vice President Hatch stated that the preliminary budget does include property taxes levied at maximum, which according to Truth in Taxation (TNT) laws, is a 4% increase over the current year. However, because valuations are going down that is a different percentage increase in both the levy and the rate. Mr. Lucero asked what the actual amount is. Vice President Hatch stated that stage budget forms are showing a current levy of \$13,341,000. The budget includes the maximum levy which is \$14,035,000, which is a 5.2% increase. The difference between the 4% and 5.2% is new construction. Mr. Lucero asked with valuation declines what the actual percentage is. Vice President Hatch stated currently the rate is \$1.4769, and would go to \$1.66, which is an \$0.18 increase or 12.5%.

Vice President Hatch stated that currently the total assessed valuation for 2014 for all of Navajo County is \$845,000,000. That is 6.5% lower than it was in 2013, so TNT assumes that everybody's valuation went down 6%. Because of that the \$1.47 doesn't cost you as much because valuation went down. In order to pay the same dollar amount that rate has to go up to capture the difference. Mr. Lucero asked when the valuations go up, if the levy automatically adjusts down. Vice President Hatch stated, yes that is an automatic process. The College cannot, according to State law, assess more than an annual TNT 2% increase.

Vice President Hatch reviewed with the Board instances in the past 10 years when rates decreased due to valuation increasing. Mr. Lucero asked how much revenue would be generated at just under the TNT rate at \$1.59 levy. Vice President Hatch stated it would bring in \$149,000 in new monies, compared to \$694,000. Just going to the TNT rate the College would not receive about \$545,000 of property tax.

Vice President Hatch reviewed the TNT notice with the Board. Staff recommendation would be to post the notice in the newspaper on May 2, 9, and 14<sup>th</sup> in both the Holbrook Tribune and the White Mountain Independent. A news release is put out that provides information about what



Navajo Community College District Governing Board meeting – 4/15/14 – Page 4 of 7

# **Northland Pioneer College**

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the benefits are, and cost of bonding. There was further discussion by the board on the tax levy increase.

**7.D. Request to Approve 2014-2015 Preliminary Budget**

Vice President Hatch stated staff recommends approval of the 2014-2015 Preliminary Budget. The actual action item for the property tax levy does not occur until May. At that time reductions to the budget can take place, although no additions can be made to the preliminary budget after approved. Vice President Hatch reviewed the preliminary budget with the Board.

*Mr. Matteson moved to approve the 2014-2015 Preliminary Budget as presented. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

**7.E. Request to Approve 2014-2017 Preliminary Capital Budget**

Vice President Hatch stated staff recommends approval of the 2014-2017 Preliminary Capital Budget as presented. Most, if not all of the components presented last year have been rolled forward or continued. Vice President Hatch reviewed the preliminary capital budget and answered item specific questions from the Board.

*Mr. Matteson moved to approve the 2014-2015 Preliminary Capital Budget. Mr. Winslow seconded the motion. **Mr. Lucero abstained. The vote passed with a majority vote.***

**7.F. Request to Approve Contract for Tiponi Restroom Remodel.**

Vice President Hatch stated staff recommends approval of award of a contract to Point Companies for \$128,552. Vice President Hatch stated when the restrooms were designed it was to support a different function than it is currently being used for. There were five respondents to the request for bid.

*Mr. Matteson moved to approve the contract for Point Companies for the Tiponi restroom remodel in the amount of \$128,552. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***

**7.G. Request to Approve NATC Design/Build Contract**

Vice President Hatch stated staff recommends approval of the design/build contract with DW Lusk Contracting and SPS Architects for a 50' x 60' 3,000 sf. classroom. The funds for this facility come from State of Arizona appropriation for construction of a public safety training facility. There is \$430,000 of state funds available. The contract with DW Lusk is a guaranteed maximum price not to exceed \$300,000. Lusk has provided a proposed project budget. Mr. Matteson recused himself. NATC Board recommends approval of the contract for DW Lusk Contracting.

*Mr. Winslow made a motion to approve the proposed NATC Design/Build Contract with DW Lusk Contracting in the amount not to exceed \$300,000. Mr. Peaches seconded. **Mr. Lucero dissented. The vote passed with a majority vote. Mr. Matteson abstained.***



**7.H. Request to Approve Resolution Calling for Election of DGB Members**

President Swarthout stated staff recommends approval of the resolution calling for election of DGB Members. Mr. Winslow stated that the wording in the resolution should exchange “position” for “terms” as a term expires, not the position.

*Mr. Winslow moved to approve the resolution, with the recommended wording change, calling for election of DGB Members. Mr. Matteson seconded the motion. **The vote was unanimous in the affirmative.***

**Agenda Item 8: Standing Business**

**8.A. Strategic Planning and Accreditation Steering Committee Report**

Director Leslie Wasson stated the Higher Learning Commission annual conference was attended by staff this weekend. Several sessions were attended that discussed best practices in strategic planning. The Quality Initiative team has begun discussions on project ideas. Once the QI team has settled on an idea, it will be formally proposed after it is reviewed and refined. The College will be moving ahead with HLC assurance whereby exhibits of evidence of continued quality of operations will be gathered and submitted.

Vice President Vest stated that while at the HLC annual conference staff heard how as of this year the nationally accumulated student loan debt load is \$1.1 trillion, including private and government loans. It has surpassed credit card debt as the second largest debt load in the United States. He thanked the Board and the College on behalf of students in Navajo County for keeping tuition low and staying away from the student loan business in lieu of saddling NPC students with a portion of that debt.

**8.B. Human Resources Update – Director Sharon Hokanson**

Director Sharon Hokanson summarized the Human Resources report with the Board.

**8.C. President’s Report – President Swarthout**

President Swarthout stated that Leonard and Alice Graham, two huge supporters of the College and original Foundation Board members, died last week. The College hopes to acknowledge the work they did and the contribution they made. This Friday is the annual NPC picnic. At the AC4 meeting presidents will discuss provisional colleges. The Higher Learning Commission is rolling out a new student survey that the commission will administer to all students in year 10 to inform peer reviewers. Data will be held by the Commission, and the US Department of Education will have access to this data. There is some paranoia amidst the colleges about this. NPC is 5-6 years away from year 10. Staff did get to meet the College’s new liaison at the HLC annual conference.

**Agenda Item 9: Board Report/Summary of Current Event**

White Mountain Chorale is May 3. The concert will be raising funds for Blue Ridge student scholarships.

**Agenda Item 10: Announcement of Next Regular Meeting: May 20, 2014.**



Navajo Community College District Governing Board meeting – 4/15/14 – Page 6 of 7  
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**Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:55 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

DRAFT



## REQUEST TO APPROVE EMERITUS STATUS FOR CURTIS CASEY

### **Recommendation:**

The instructional administration recommends the District Governing Board status award emeritus status to retiring faculty Curtis Casey.

### **Summary:**

Per Procedure 2776, any member of the college community may recommend the Board approve emeritus status for a faculty member who lacks the 15 years of service required for automatic conferral. Professor Casey arrived at NPC in the fall of 1999 and thus is one year short of the required minimum. However, we feel that Professor Casey's contributions to the college community merit awarding him emeritus status. Professor Casey led the development of the college's welding program, recruiting both students and both other current full time faculty. His leadership in forging a working relationship with NAVIT has strengthened the entire career and technical education division. He has been instrumental in NPC's participation in SkillsUSA and has helped hundreds of graduates move on to professional careers in a range of industries. Professor Casey has also played a key leadership role among NPC faculty and the college as a whole. He will be greatly missed. There is no one on the faculty at NPC, regardless of number of years of service, who is more deserving of emeritus status.





## FACULTY CURTIS CASEY

Molding Molten Metal Manipulators involves more than teaching “them how to weld, but also how to work,” explains NPC/NAVIT welding instructor and program co-chair **Curtis Casey**. Since he accepted the challenge in the fall of 1999 to convert a weak “hobby” welding program into one of the region’s top professional welding training programs, an estimated 500-700 students have benefitted from his passion and expertise gained from over 30 years of welding and inspection experience. “Many of them stay in contact, and a few I consider friends,” Casey said.

He encourages his students to be observant, apply proper safety measures in the shop and in life, to be comfortable speaking in public, and to be ready to “sell the skills they have acquired” to potential employers. “In the real world, it is the theory learned from textbooks that makes them a more valuable employee.” Casey knows first-hand because for the past 13 years both his name and NPC’s appear on the textbook’s acknowledgements pages.

“Our students use a curriculum developed by the National Center for Construction Education and Research (NCCER) that is reviewed by industry peers and educators every six months and revised every five years to ensure employers that students throughout the country who complete the training have the same basic fundamentals skills.” Casey is considered a “subject matter expert” for NCCER’s Welding Level I, II and III curricula. “We are in the process of my third revision, which will be published in 2015.” Casey is also a welding curricula consultant for Pearson Publishing and is an American Welding Society (AWS) Certified Welding Inspector/Educator. He is a frequent presenter at regional Career and Technical Education (CTE) and Tech Prep conferences.

Casey was born in Mesa, and his family moved to the White Mountains, where he graduated from Blue Ridge High School. He served a six-year enlistment in the U.S. Navy’s nuclear program, where he received his welding training, did inspections and studied welding engineering. Upon discharge, he completed his welding technology degree at Maricopa Tech in Phoenix and pursued his AWS certification on his own while operating his own business in Lakeside.

He started teaching for NPC as an adjunct instructor in August 1995. In 1997 and again in 1999 he participated in nine-month sabbaticals to teach welding at MIT (Manukau Institute of Technology) in Auckland, New Zealand. It was after the second sabbatical that Casey confronted then CTE Dean Ben Carr to either shut down the welding program or allow him to push it to be one of the top career training programs. Fortunately, NPC students have now benefitted from Casey’s expertise as the welding program has expanded from Show Low to include St. Johns and Holbrook. High school welding and agricultural science instructors needing continuing education credits have also benefitted from the “Taste of Welding” summer workshops created by Casey and fellow NPC instructors Frank Pinnell and Randy Hoskins.



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NPC communities are also benefitting. If you drive along the Deuce of Clubs in Show Low, you'll find some cool-looking trashcan enclosures that look like artwork, fabricated by welding and metal art students. "We are in the process of fabricating 12 more for the city," noted Casey. Welding students have also fabricated tee signs for the disc golf course at Mountain Meadows Park in Lakeside, with the Show Low City Park and Show Low Bluffs

courses also expressing interest in the signs. Welding students also made signage for the City of Holbrook and bicycle racks for Petrified Forest National Park as they give back to the community.

In nominating Casey for emeritus status, current CTE Dean Peggy Belknap cited his contributions, as well as his "academic standards, ethics, commitments and respect he displays to his students. He has been a sponsor for SkillsUSA and assisted countless students in winning medals statewide and nationally. I am sure the college and Curtis himself will never know the true impact he has had on all the students' lives he has touched."

"I say that when you can't wait for the weekend to get over with so you can get back to work, then you're in the right profession," said Casey. "This is how I've felt here at NPC, it was never really a 'job' but rather what I found to be my passion. With NPC, it was the students, fellow faculty, administration, and our community constituents that made this a dream job for me," he adds.

"There are too many people to mention who have impacted my life while here, but I have to thank Randy and Frank for the unwavering synergy that was ever present when we got together to talk about the welding program. I couldn't have asked for better support from administration than what Peggy Belknap, Mark Vest and Dr. Jeanne Swarthout, as well as Matt Weber and Lisa Aragon of NAVIT, have provided to the welding program. Who knows the rewards a teacher receives unless one teaches. This has been priceless. Thank you NPC, thank you!!" he concluded.

Casey is keeping his retirement plans private. Just be sure to wave as he roars past on his road bike or remember his contributions to student success as you turn on a light switch, your disc hits its mark, park your bike at Petrified Forest, or toss some litter into a trash container. Chances are an NPC welding graduate works at the power generating facility or fabricated the device using skills learned under Casey's guidance.



## FACULTY TOM NAGLE

After 19 years in an NPC classroom, Tom Nagle is leaving a relationship that has benefitted literally thousands of business and computer science students since he started teaching for NPC in 1995 as a full-time faculty member assigned to the Apache County centers. His tenure included 9 years as chair of the business department and two stints as interim Career & Technical Education Dean.

Tom knows how to end a relationship gracefully – he used his psychology degree from Northern Arizona University and 10 years of research to author *I Think We Need to Talk: Life, Love and Relationships*, published in September 2012, described as “your user and repair guide for healthy, present-day relationships.” He interviewed hundreds of men and women gathering information on what makes a good relationship and what doesn’t work.

“It is my pleasure to wish Tom Nagle all the very best as he moves into this new chapter in his life,” noted Dean of Career of Technical Education Peggy Belknap. “I know I am joined by a multitude of students who have appreciated Tom’s influence as an instructor and mentor. May his new adventures bring him much fulfillment and happiness.”

Born in Germany of military parents, Tom moved frequently as a child. He graduated early from Silver City, N.M. High School and attended Pima Community College in Tucson before transferring to NAU, where he earned his bachelor of science in psychology with a minor in business. Very active in college, during his senior year, he served as Vice President of the Associated Students of NAU.

His first teaching job was at the BIA school in Tuba City, but the lure of the stronger employment market in San Diego drew him to the ocean-front community, where he served with the Job Corp and as a personnel manager for a major medical manufacturer. He also used the time to complete his master’s degree in business administration from National University. For several years he was self-employed as a “head hunter.” A desire to return to family, who had settled in Flagstaff, and to slow down his pace of life, brought him to contact NPC about possible openings.

Throughout his NPC career, Tom focused on two primary needs for business students – upgrading skills for those already employed and providing entry-level skills for those wanting to enter the job market or start their own business.

Now ready for a new relationship built around retirement, Tom plans to write another book – probably focusing on personal finance, contribute to his blog and just “get out there” and do some traveling.



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## REQUEST TO APPROVE NURSING COURSE FEE

**Recommendation:**

Staff recommends approval of the \$200 course fee for Nursing 123–Paramedic to RN.

**Summary:**

The Nursing and Allied Health division is proposing the addition of a course fee to the new paramedic to RN bridge course, NUR 123. The fee will cover the cost of instructional supplies in the lab portion of the course: consumables (gloves, needles, IV catheters, Foley catheters, alcohol wipes, etc.), paper products, and printing.



## REQUEST TO APPROVE CONCRETE BARRIER PURCHASE FOR NATC

### **Recommendation:**

Staff recommends approval to purchase concrete barriers for the NATC facility from Reidhead Sand and Rock for a total amount not to exceed \$5,000.

### **Summary:**

The Northeast Arizona Training Center (NATC) is located in Taylor, AZ and consists of a 20 acre parcel of land that is used primarily for the training of Emergency Services personnel. The property currently has a six story burn tower; large metal garage building(40' X 40'), with restroom; along with a modular classroom and office building. Construction of an enclosed metal classroom building (50' x 60') with locker room/shower capabilities is in process.

It has been determined that the addition of concrete barriers will enhance safety at the site. The barriers will help protect buildings and building occupants; they will help direct drivers to enter the driving track appropriately; and will allow concurrent fire and police training exercises. A total of about 350 feet of barriers will be added in the locations shown on the attached aerial map of the facility.

Funds for this project will be drawn from the appropriation received from the State of Arizona for the construction of a public safety training facility. The current remaining balance of the appropriation is approximately \$130,000.

This purchase supports Pillar 6 of the strategic plan: Strengthen Facilities through Planning, Development and Renewal by addressing the priority two goals to include safety features in current facilities and improve availability and use of current facilities.





Paper Mill Rd

Imagery ©2014 Google, Map data ©2014 Google 200 ft



## REQUEST TO APPROVE PAYMENT IMPROVEMENT CONTRACT

### **Recommendation:**

Staff recommends approval of a contract for pavement improvements with ACE Asphalt of Arizona for a total price of \$194,484.36.

### **Summary:**

Multiple pavement improvement projects have been identified as part of the ongoing plan to maintain parking facilities. Staff requested pavement improvement services quotations through a Mohave Educational Services Cooperative (MESC) contract awarded to ACE Asphalt of Arizona (MESC Contract Number 10A-ACE-0316). After review of current market pricing, staff believes the MESC contract is at or below current market pricing. This is a budgeted project through the facilities maintenance section of 2012-16 capital budget. Funds are available for the project. This improvement project supports Pillar 6 of the strategic plan: Strengthen Facilities through Planning, Development and Renewal by addressing the priority two goals to improve availability and use of current facilities and to respond to current needs.

Painted Desert Campus: Asphalt repair (remove and replace); remove and replace wheel stops; clean and apply a heavy grade slurry seal; and restripe all pavement markings. Includes approximately 12,208 square yards of existing pavement surface.

Silver Creek Campus: Asphalt repair (including skin patch areas and remove and replace areas); remove and replace wheel stops; clean and apply a heavy grade slurry seal; and restripe all pavement markings. Includes approximately 11,738 square yards of existing pavement surface.

Little Colorado Campus: Remove and re-pin wheel stops; clean and apply a heavy grade slurry seal; and restripe all pavement markings. Includes approximately 5,687 square yards of existing pavement surface.

Hopi Center: Remove and re-pin wheel stops; clean and apply a heavy grade slurry seal; and restripe all pavement markings. Includes approximately 3,579 square yards of existing pavement surface.

Whiteriver Center: Remove and re-pin wheel stops; clean and apply a heavy grade slurry seal; and restripe all pavement markings. Includes approximately 4,052 square yards of existing pavement surface.



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

### **Recommendation:**

Staff recommends approval to purchase Mechatronics Learning Systems from Klein Educational Systems for a total price of \$107,569.31 and designate Klein Educational Systems as a sole source provider.

### **Summary:**

As part of the Arizona Sun Corridor Get Into Energy Consortium Trade Adjustment Assistance Community College Career Training Grant (ASC GIEC TAACCCT) from the U.S. Department of Labor, Northland Pioneer College established a Mechatronics lab and training program. Two additional Mechatronics learning systems are scheduled to be added at a total cost of \$107,569.31. The additional learning systems “hydraulic trouble-shooting” and “steam” are shown and briefly described on the following page.

The planned acquisition of this equipment is included in the approved capital budget for the current year and funds are available. The U.S. Department of Labor will reimburse the entire purchase price. The purchase of equipment also includes the training for participating faculty.

Klein Educational Systems provided the original learning systems. No other vendor provides an Amatrol integrated system.

This equipment purchase supports Pillar 6 of the strategic plan: Strengthen Facilities through Planning, Development and Renewal by addressing the priority one goal to implement effective facility resources to improve student success.





950-HT1



Optional Online eBooks

## Learning Topics

Troubleshooting  
Techniques

System Status  
Measurement Methods

System Tuning

Flushing

Startup/Shutdown  
Procedures

Pilot-Operated DCVs

Counterbalance Valves

Unloader Valves

Subplate-Mounted  
Valves

Dial-Type Flow  
Control Valves

JIC Tie Rod Cylinders

Motor Drains

Multi-Stage Pumps

Hi-Lo Pump Systems

Pressure-Compensated  
Pumps

## Related Fluid Power Products

[Basic Hydraulics  
Learning System -  
850-H1](#)

[Basic Pneumatics  
Learning System -  
850-P1](#)

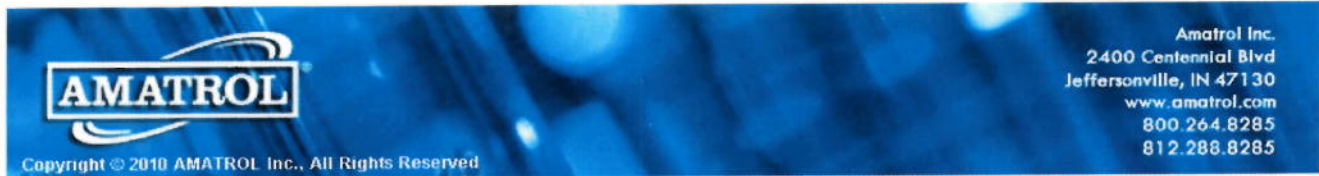
## Hydraulic Troubleshooting Learning System – 950-HT1

The 950-HT1 Hydraulic Troubleshooting System teaches hydraulic troubleshooting like no other product by providing a hands-on learning station that models a real world hydraulically-powered machine and includes over 40 faults that can be inserted into the system. The 950-HT1 is the first product to offer a realistic troubleshooting experience for students because the faults are inserted throughout the system, including the hydraulic, mechanical and electrical components.

The 950-HT1 is set up like a real machine with realistic loads, pressures, and heavy-duty hydraulic components, just like students will see on the job! This feature also makes the 950-HT1 an excellent system for teaching advanced hydraulics, system tuning, installation, and maintenance.

The 950-HT1 System consists of a mobile workstation, with hydraulic power unit, (4) machine application panels, PLC control, fault insertion system, troubleshooting and servicing package, student learning materials for both theory and lab, and teacher's guide. Hydraulic application panels include: power unit controls, rotary load, compression load, and overrunning load.





950-SH1



Optional Online eBooks

## Learning Topics

- Steam Systems Science
- Boilers
- Air and Condensate Control
- Pressure Control
- Temperature Control
- Condensate Recovery Systems
- Steam Systems Performance
- Thermal Expansion
- Internal Energy and Enthalpy
- Blowdown
- Strainers
- Heat Exchangers
- Globe Valves

## Steam Systems 1 Learning System - 950-SH1

Amatrol's Steam Systems 1 Learning System (950-SH1) introduces learners to the operation, installation, maintenance, and repair of steam systems and their application in paper mills, commercial and residential settings, power companies, and even nuclear submarines.

Amatrol's exceptionally thorough curriculum covers a comprehensive range of steam system topics, including both practical applications such as how to operate a boiler and theoretical knowledge like the coefficient of volume and thermal expansion.

The 950-SH1 includes an electric boiler, blowdown separator, condensate feedwater system, heat exchanger, strainer, and steam trap. This learning system also comes with a welded steel mobile workstation (32-in W x 82-in H x 92- in L) with 4" square welded steel tubing and heavy duty casters. Amatrol supplies these industrial-grade, top-flight components in order to give the learner an opportunity to work with real-world mechanisms and gain experience they would normally only acquire on the job.

### World-Class Steam Systems Curriculum

## Related Thermal Products

[Air Conditioning/Heat Pump Troubleshooting Learning System - T7082A](#)

[Environmental Applications Learning System - T7083](#)

[Geothermal Troubleshooting Learning System with](#)



Amatrol's world-class curriculum infuses the scientific theory of steam and how it's harnessed for practical applications so learners can practice on the 950-SH1 Learning System. The 950-SH1 explains important concepts like internal energy, specific heat capacity, and flash steam, as well as important calculation for steam power, such as calculating the change in enthalpy caused by phase change. Learners can then see how this theoretical material applies to tasks like the startup, shutdown, and blowdown of a boiler; the operation of an OS&Y valve; and how to test a steam trap.

### **Steam Safety Precautions**

Amatrol's 950-SH1 also provides learners with a thorough understanding of the dangers of working with steam systems and the safety precautions that can prevent injury. The 950-SH1's curriculum teaches ten basic safety rules for working around steam systems, such as the appropriate choice in clothing to avoid burns, what safety components are present on a steam system, and the dangers of opening and closing valves without knowing their function. The 950-SH1 also covers maximum allowable working pressure (MAWP) and how safety relief gauges can keep a user safe when pressure builds in a steam system.

### **Industrial-Grade Steam Components for Real-World Experience**

The 950-SH1 features an electric boiler that is an ASME coded pressure vessel rated at 100 psig that can attain 50 psig steam pressure and 51 lbs./hr flow rate. The boiler also features low water cutoff/level control, steam pressure gauge, and both automatic and manual reset operating controls. The 950-SH1's condensate feedwater system features a 9 gallon condensate tank, turbine type condensate pump, and a 0.5 Hp electric motor. The learning system also features several valves, including: pressure regulator, safety relief, temperature regulator, 2-way, check, and globe.

[Desuperheater - 950-GEO2D](#)

[Steam Systems 1 Learning System - 950-SH1](#)

[Thermal Science Learning System - T7081](#)

[Back to Thermal](#)

## REQUEST TO APPROVE JENZABAR MAINTENANCE RENEWAL

**Recommendation:**

Staff recommends approval to renew an existing software maintenance agreement for our Jenzabar CX system for a period of one year at a cost of \$177,491.56.

**Summary:**

Northland Pioneer College utilizes a higher education specific Enterprise Resource Planning (ERP) system known as Jenzabar CX. The ERP system is an integrated collection of software tools that supports all of our business operations. It is absolutely critical to maintain vendor support of this product.

In the past, NPC has entered into five year maintenance agreements with Jenzabar for maintenance and support. Staff now recommends entering into a one year agreement as prepayment discounts are no longer available through Jenzabar.

This proposed purchase supports goals 3.1.1, 3.2.1, and 3.2.2 of NPC's 2014-16 Strategic Plan.



**Remit To:**

P.O. Box 55018  
Boston, MA 02205-5018

540-432-5200 VOICE  
540-432-5275 FAX

Invoice #: MRI0004129  
Customer ID: 111050  
Sales No:

**Bill To:**

Northland Pioneer College  
Donna-Business Office  
PO Box 610  
Holbrook, AZ 86025-0610  
US

**Ship To:**

Northland Pioneer College  
Donna-Business Office  
PO Box 610  
Holbrook, AZ 86025-0610  
US

Invoice Date: 4/16/2014	Payment Due Date: 6/30/2014	PO #:	Terms: Net 75 Payment Terms
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No.	Item / Description	UOM	Quantity Ordered	Quantity Shipped	Unit Price	Total
1	CX AD MN <i>CX Admissions Maintenance</i>	EA	1.00	1.00	5,640.00	5,640.00
2	CX AR MN <i>CX Student Financials Maintenance</i>	EA	1.00	1.00	4,336.00	4,336.00
3	CX BD MN <i>CX Budgeting Maintenance</i>	EA	1.00	1.00	2,553.00	2,553.00
4	CX CM MN <i>CX Common Maintenance</i>	EA	1.00	1.00	28,936.00	28,936.00
5	CX CRM ADO MN <i>CX CRM-Admissions Officer Maintenance</i>	EA	1.00	1.00	6,310.00	6,310.00
6	CX CRM CA MN <i>CX CRM-Candidate Maintenance</i>	EA	1.00	1.00	6,000.00	6,000.00
7	CX CRM FAC MN <i>CX CRM-Faculty Maintenance</i>	EA	1.00	1.00	7,385.00	7,385.00
8	CX CRM STAFF MN <i>CX CRM-Staff Maintenance</i>	EA	1.00	1.00	4,088.00	4,088.00
9	CX CRM STU MN <i>CX CRM-Student Maintenance</i>	EA	1.00	1.00	5,935.00	5,935.00
10	CX DA MN <i>CX Degree Audit Maintenance</i>	EA	1.00	1.00	3,118.00	3,118.00
11	CX FN MN <i>CX Financial Aid Maintenance</i>	EA	1.00	1.00	7,802.00	7,802.00
12	CX GL MN <i>CX General Ledger Maintenance</i>	EA	1.00	1.00	8,719.00	8,719.00

**Remit To:**

P.O. Box 55018  
 Boston, MA 02205-5018

540-432-5200 VOICE  
 540-432-5275 FAX

Invoice #: MRI0004129  
 Customer ID: 111050  
 Sales No:

**Bill To:**

Northland Pioneer College  
 Donna-Business Office  
 PO Box 610  
 Holbrook, AZ 86025-0610  
 US

**Ship To:**

Northland Pioneer College  
 Donna-Business Office  
 PO Box 610  
 Holbrook, AZ 86025-0610  
 US

Invoice Date: 4/16/2014	Payment Due Date: 6/30/2014	PO #:	Terms: Net 75 Payment Terms
----------------------------	--------------------------------	-------	--------------------------------

No.	Item / Description	UOM	Quantity Ordered	Quantity Shipped	Unit Price	Total
13	CX HR MN <i>CX HR-Administration Maintenance</i>	EA	1.00	1.00	5,074.00	5,074.00
14	CX INFORMV10 MN <i>CX Informix Maintenance</i>	EA	1.00	1.00	29,025.00	29,025.00
15	CX JICS GO MN <i>CX JICS Mobile Maintenance</i>	EA	1.00	1.00	4,180.00	4,180.00
16	CX JICS MN <i>CX Internet Campus Base Maintenance</i>	EA	1.00	1.00	8,440.00	8,440.00
17	CX Moodle MN <i>CX Moodle Integration Maintenance</i>	EA	1.00	1.00	1,043.00	1,043.00
18	CX PA MN <i>CX HR-Payroll Maintenance</i>	EA	1.00	1.00	5,074.00	5,074.00
19	CX PE MN <i>CX HR-Position Control Maintenance</i>	EA	1.00	1.00	4,728.00	4,728.00
20	CX PO MN <i>CX Purchasing/Accounts Payable Maintenance</i>	EA	1.00	1.00	4,336.00	4,336.00
21	CX RE MN <i>CX Academic Records Maintenance</i>	EA	1.00	1.00	7,364.00	7,364.00
22	CX SL MN <i>CX Student Affairs Maintenance</i>	EA	1.00	1.00	2,601.00	2,601.00

**Comments:**

Maintenance plans starts on 07/01/2014 and ends on 06/30/2015

**Sub Total:** 162,687.00

For questions please call 540-432-5200 and ask for Accounts Receivable

**Tax:** 14,804.56

**Payment/Credit Applied:** 0.00

**ACCOUNTS PAYABLE**

**Invoice Total Due:** 177,491.56

APR 25 2014





**ADDENDUM B  
SUPPORT AND MAINTENANCE OF SOFTWARE**

This Addendum governs Jenzabar's support and maintenance services for Software. This Addendum is attached to and made a part of the Master Agreement between Jenzabar, Inc. and Client. The General Terms and Conditions of the Master Agreement apply to this Addendum.

**1. SERVICES.**

Jenzabar will provide support and maintenance services under its then-current support program for the then-current Major Release and one prior Major Release of covered Software, as indicated in an Order. Support and maintenance for third-party Software is not covered under this Agreement and must be obtained directly from the manufacturer, unless otherwise specified in the Order.

**1.1 Contacting Jenzabar.** Client may obtain support by telephoning or emailing Jenzabar's Help Desk during the hours of 9:00 am to 6:00 pm, Eastern Standard Time, Monday through Friday, excluding holidays observed by Jenzabar. All requests for support are handled in the order in which they are received, however, Jenzabar will use reasonable efforts to prioritize emergencies, in Jenzabar's discretion, subject to scheduling and availability constraints. Help Desk hours are subject to change without prior notice. Support may only be requested by those representative(s) of Client designated on an Order. Client may change its designated representative(s) upon at least 5 days' advance written notice to Jenzabar. Jenzabar will not be obligated to respond to any unauthorized requests for support. Additional information about Jenzabar's Help Desk policies and procedures may be found in Jenzabar's Client Support Services Handbook.

**1.2 Support Services.** Support includes technical assistance with the operation of the Software and investigation and correction of Defects reported to Jenzabar by Client. Jenzabar will use commercially reasonable efforts to investigate any Defect reported to Jenzabar by Client and to provide work-arounds for the Defect and/or corrections of the Defect in the affected copy of the Software. For any Defect, Client must furnish Jenzabar in a timely manner with a listing of all output, error message(s), and equipment and operating system on which the Software is loaded, a clear description of the problem, and any other information reasonably necessary for Jenzabar to replicate the Defect on a computer configuration that is both comparable to the Client's computer configuration on which the Software is installed and is under Jenzabar's control.

**1.3 Maintenance.** Jenzabar will provide Client at no additional cost with one copy of any Updates to the Software made available by Jenzabar during the term. Jenzabar will also provide Assistance with installation of Updates and/or adaptation of Updates to operate within a customized environment is not covered. Client may engage Jenzabar to provide such services under a separate Statement of Work for Professional Services.

**1.4 After-Hours Support.** Jenzabar will not be obligated to provide support outside of Jenzabar's regular Help Desk hours, including responding to emergency requests for

support and continuing work on open cases after regular support hours have ended. However, at Client's request, Jenzabar will use reasonable efforts to accommodate Client's after-hours support needs, subject in each case to scheduling and availability constraints. All after-hours support services will be charged at double Jenzabar's then-effective rates, with a two-hour minimum. Jenzabar will not provide after-hours support unless authorized by Client.

**1.5 Additional Benefits.** Jenzabar will make available additional benefits subscribed for by Client under the benefits program specified in the Order. Specific benefits included in the program are described in more detail in the program description provided separately to Client. Client may only utilize the benefits during the term specified in the Order. Benefits are provided in connection with support and maintenance services, and Client may not utilize the benefits until payment in full of the support and maintenance fees for the corresponding support and maintenance term.

**1.6. Government Reporting.** Support and maintenance includes modifications to Software for compliance with federally-mandated reporting requirements, and technical assistance and correction of Defects for such modifications. State-mandated modifications to Software are not included, and Client may engage Jenzabar to make such modifications under a separate Statement of Work for Professional Services.

**2. TERM; TERMINATION.**

The initial support and maintenance term will commence on the effective date of the Order (or such other date specified in the Order) and will continue until Client's support and maintenance renewal date specified in the Order. Thereafter, support and maintenance services will be automatically renewed for successive 12 month terms commencing on the renewal date, unless either party provides written notice of nonrenewal at least 60 days prior to the end of the current term.

Client may terminate support and maintenance services for any Software that is no longer in use by Client, effective as of the next renewal date. Jenzabar reserves the right to cease providing support and maintenance services or limit availability of such services if, in Jenzabar's reasonable judgment, Client is abusing the customer support system. By way of example and not by way of limitation, such abuse may include excessive requests for assistance unrelated to errors in the Software or lack of cooperation with the reasonable requests of Jenzabar personnel for error documentation.

3. FEES.

The annual fee for support and maintenance services will be in accordance with Jenzabar's then-current rates. During any term for which Client has subscribed for additional benefits, the support and maintenance fee will be in accordance with the applicable rates under the benefits program. Jenzabar will prorate the annual fee for any partial period. Any exceptions and other special fee arrangements will be specified in the Order.

If Client terminates support and maintenance services for any reason but subsequently wishes to reinstate such services, Client must pay all support and maintenance fees that would have been due for the Software had there been no break in service.

In the event of default (as determined under the General Terms and Conditions) by Client for non-payment of support and maintenance fees, Jenzabar will have the right, in addition to all other rights and remedies under this Agreement, to suspend or terminate all support and maintenance services with respect to the fees that are the subject of the default.

4. CLIENT RESPONSIBILITIES.

Client will maintain a separate, remotely-accessible "clean-machine" having the Software installed on it, in accordance with Jenzabar's specifications and configuration requirements. Client will maintain at least one e-mail address capable of sending and receiving email for the purpose of communicating with Jenzabar. Client will provide all other information, materials and assistance requested by Jenzabar which is reasonably necessary for Jenzabar to perform its support and maintenance obligations.

5. LIMITATIONS.

Jenzabar will not be obligated to remedy any Defect or provide technical support for any problem with the Software resulting from (i) alteration of the Software, except by Jenzabar or in accordance with its instructions, (ii) damage to the Software by improper environment, abuse, misuse, accident or negligence, (iii) outside causes not related to the Software, (iv) use of the Software in conjunction with another software product not supported by Jenzabar, (v) failure to install Updates for the Software made available by Jenzabar (to the extent that the Defect or problem would have been avoided by installation of the

Update), and/or (vi) use of the Software outside of the scope of Client's license, including installation of the Software on a non-permitted hardware configuration.

Jenzabar will not be required to remedy any Defect that cannot be adequately repeated by Jenzabar on a computer configuration that is both comparable to the Client's computer configuration on which the Software is installed and is under Jenzabar's control.

Client's failure at any time to materially comply with its responsibilities in this Addendum will constitute a default. Jenzabar will not be required to provide support and maintenance services while Client is in default, unless in Jenzabar's judgment, such default does not adversely affect Jenzabar's ability to adequately fulfill its support and maintenance obligations.

6. EXCLUSIONS.

Jenzabar's standard support and maintenance services do not cover the following items:

- Superseded versions of Software older than the then-current Major Release and one prior Major Release.
- State-mandated modifications to Software. Client may engage Jenzabar to make such modifications under a separate Statement of Work for Professional Services.
- Unless otherwise specified in an Order, any Software developed and owned by a party other than Jenzabar (including all third-party Software embedded or bundled with Jenzabar Software).
- Support and maintenance for customizations of Software not performed by Jenzabar.
- Support services performed on-site at client's location. Client may engage Jenzabar to perform on-site support services under a separate Statement of Work for Professional Services.
- Assistance with development, hardware, implementation, data and hardware conversion, data rectification and remote training (IT staff or end-user).

This Addendum has been executed on behalf of the parties by their duly authorized representatives.

JENZABAR, INC.

By: [Signature]  
 Name: Alan MacDonald  
 Title: CEO  
 Date: December 27, 2006  
 ("Effective Date")

CLIENT

By: [Signature]  
 Name: Reggie Orr  
 Title: President  
 Date: 12-27-06

## REQUEST TO APPROVE COMPUTER PURCHASE

### Recommendation:

Staff recommends approval to purchase 260 HP computers from CDW Government for \$223,564.00, 75 Apple iMac computers from Apple Education, Inc. for \$131,752.50, and that Apple Education, Inc be approved as the sole source provider for Apple computers and related accessories.

### Summary:

Information Services maintains computers on a four year replacement cycle. This purchase would allow for 335 aging computers to be replaced with newer models. The primary purpose of these computers will be for student and instructional use.

The purchase of HP computers from CDWG consists of:

- 200 HP SB 800 desktop computers
- 200 HP SB Elite Display E201 20" LED monitors
- 60 HP SB 640 G1 laptop computers

The purchase of 75 Apple iMac computers from Apple Education, Inc. consists of:

- 75 iMac 21.5" computers with SuperDrives

All of the equipment listed above includes three year agreements for warranty and support.

Sales tax has been factored into the overall purchase price.

The combined purchase amounts for the HP and Apple computers is \$355,316.50.

The proposed purchase for the HP computers is at a market price that is less than a quote provided under a WSCA contract. The proposed purchase for the Apple Computers is quoted under a sole source provision.

This proposed purchase supports goals 1.1.1, 3.1.1, 3.2.1, and 3.2.2 of NPC's 2014-16 Strategic Plan.







# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FHDR746	10312831	5/12/2014

**BILL TO:**  
LINDA J HUMES  
PO BOX 610

**SHIP TO:**  
NORTHLAND PIONEER COLLEGE  
Attention To: LINDA J HUMES  
102 N 1ST AVE

Accounts Payable  
HOLBROOK , AZ 86025-0610

HOLBROOK , AZ 86025-2902  
Contact: LINDA HUMES 928.524.7407

Customer Phone #

Customer P.O. # REFRESH QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
RACHEL PARKER 866.708.1693		UPS Freight LTL, Dock to Dock	Request Terms	
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
200	3248181	HP SB 800 I5-4570 500GB 4GB W7P/W8P Mfg#: F4K07UT#ABA Contract: MARKET	621.00	124,200.00
200	2983431	HP SB ELITEDISPLAY E201 20" LED Mfg#: C9V73A8#ABA Contract: MARKET	148.00	29,600.00
60	1190290	HPE SB 3YR RISKFREE DEPOT NB Mfg#: UC238E Contract: MARKET	79.00	4,740.00
60	3170084	Electronic distribution - NO MEDIA HP SB 640 G1 I5-4200M 500GB 4GB W7/8 Mfg#: F2R42UT#ABA Contract: MARKET	745.00	44,700.00
SUBTOTAL				203,240.00
FREIGHT				0.00
TAX				12,397.64
				US Currency
<b>TOTAL</b>				<b>215,637.64</b>

**Please remit payment to:**  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061

Fax: 312.705.9295



## Proposal 2101295410

Proposer: Linda J. Humes

Thank you for your proposal dated 05/09/2014. The details we've provided below are based on the terms assigned to account 26899, NORTHLAND PIONEER COLLEGE.

To access this proposal online, please search by referencing proposal number 2101295410.

Comments from Proposer:

WMC CIS: 20

PDC CIS/BUS: 11

SCC: 20

LCC: 10

HOPI: 7

Part Number	Description	Total Quantity	Unit Price	Total Price
Z0PE	iMac 21.5-inch 2.9GHz Quad-core Intel Core i5, Turbo Boost up to 3.6GHz NVIDIA GeForce GT 750M 1GB GDDR5 8GB 1600MHz DDR3 SDRAM - 2x4GB 1TB Serial ATA Drive @ 5400 rpm Apple Mouse Apple Keyboard with numeric keypad (English) / User's Guide (English)	75	1,399.00	<b>104,925.00 USD</b>
S3128LL/A	AppleCare Protection Plan for iMac - Auto-enroll	75	119.00	<b>8,925.00 USD</b>
MD564ZM/A	Apple USB SuperDrive	75	79.00	<b>5,925.00 USD</b>
			<b>Subtotal</b>	<b>119,775.00 USD</b>
			<b>Estimated Tax</b>	<b>10,087.36 USD</b>
			<b>Total</b>	<b>129,862.36 USD</b>

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

### How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [ <https://ecommerce.apple.com> ] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

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The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

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# Board Self-Assessment

Suggested structures are:

**Rating Scales:** Trustees and others doing the evaluation will rate statements on an instrument according to how well they perceive the board performing. Respondents would be asked to circle or write the letter of the response.

**Agreement:** Respondents rate how strongly they agree or disagree with a statement

**Performance:** Respondents rate the quality of a particular item (i.e. excellent, fair, poor, etc.)

**Meets Standards:** Respondents may be asked to simply state "yes" or "no" in response to a standard

Suggest use of 30-40 relevant questions for assessment. See suggested list from ACCT website.

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## Self-Assessment Item Bank

Board self-evaluation instruments usually contain 30-40 items plus a few open-ended questions. The following item bank provides over 100 possible statements from which to choose. DO NOT use all of the items in the bank; there are many items that are similar and lengthy instruments are neither useful nor recommended.

Boards should adapt statements to fit their needs. The statements may need to be reworded depending on the type of rating scale used.

The items are based on criteria outlined in Board Roles and Responsibilities, as well as ACCT's statement "On the Effective Governance of Community Colleges" and the ACCT Code of Ethics.

The items are categorized as follows:

### Board Organization

The board operates as a unit.

Board members uphold the final majority decision of the board.

The board considers and respects minority opinions.

Board members understand that they have no legal authority outside board meetings.

Board members represent board policy in responding to public and employee questions.

Board members make decisions after thorough discussion and exploration of many perspectives.

The board's decisions are independent of partisan bias.

Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.

The meeting agendas are relevant to the work of the board.

The board has adequate input into the planning of meeting agendas.

Meeting agenda items contain sufficient background information and recommendations for the board.

Closed sessions are held only when needed.

Board officer responsibilities are clear.

Board officer responsibilities are appropriate for the work of the board.

Board committees have clear and appropriate responsibilities.

Board committees effectively assist the board to do its work.

The board's recruitment and selection processes reflect well on the college.

The board's recruitment and selection processes attract excellent candidates.

### Policy Role

The board understands that the primary function of the board is to establish the policies by which the community college is to be administered.

Board members understand and support the concept that board policy is the primary voice of the board.

The board periodically reviews and evaluates its policies.

The board assures a systematic, comprehensive review of board policies and the procedures that implement them.

The board focuses on policy in board discussions, not on administrative matters.

20 May 2014 DGB Packet

### Board Self-Assessments

Board Self-Assessment

Guide to Board Self-Assessment

Description of Service

Self-Assessment Item Bank

The board has clarified the difference between its policy role and the roles of the CEO and staff.

The board policy manual is current, relevant, and useful.

Policy recommendations contain adequate information and are presented so that sufficient time is allowed for study and discussion.

The policy-making process is clear, public and inclusive.

The board, through the CEO, seeks advice and recommendations from faculty, staff and students in developing educational policy.

The board openly discusses issues and seeks the views of college constituents.

The board seeks community input in developing policies that affect the community at large.

#### Community Relations

The board is committed to protecting the public interest.

The board effectively represents the "voice" of the community.

The board has determined how the community should benefit from the College.

Board members act on behalf of the entire community.

The board is knowledgeable about community and regional needs and expectations.

The board has strategies for involving the community in discussion of issues that impact the community.

Board members maintain good relationships with community leaders.

The board has protocols for dealing with citizens and the media.

Board members adhere to protocols for dealing with citizens and the media.

Board members keep the CEO informed of community contacts.

The board encourages active cooperation by citizens, organizations, and the media with respect to establishing policy on current college operations and proposed future developments.

The board assists in developing educational partnerships with community agencies, businesses and local government, where appropriate.

#### Policy Direction

The board is knowledgeable about the mission and purposes of the institution.

The board is appropriately involved in defining the vision, mission and goals.

The vision and goals of the institution adequately address community needs.

The board has ensured that the mission and goals are sufficiently responsive to current and future community needs.

The board bases its decisions in terms of what is best for students and the community.

The board spends sufficient time discussing the future direction of the college.

The board regularly reviews the mission and purposes of the institution.

The board is knowledgeable about the educational programs that implement the mission of the college.

The board is involved in setting expectations for broad student learning outcomes.

The board maintains a future-oriented, visionary focus in board discussions.

The board annually sets annual priorities in conjunction with the CEO.

The board requires long-range strategic planning.

The board is appropriately involved in the planning process.

The board understands the educational and legal context in which planning occurs.

The board is familiar with the strategic and master plans of the institution.

The board encourages partnerships and other cooperative agreements with business, government, community agencies, and other educational institutions.

#### Board-CEO Relations

The board and CEO have a positive, cooperative relationship.

A climate of mutual trust and respect exists between the board and CEO.

The board sets clear expectations for the CEO.

The CEO's job description is current and accurate.

The board provides a high level of support to the chief executive.

The board maintains open communication with the CEO.

Board members are available to the CEO for support and feedback.

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- The board effectively evaluates the CEO.
- The board has clear protocols for communicating with staff that include the CEO.
- The board clearly delegates the administration of the college to the CEO.
- Board members keep the CEO informed about contacts with the community and staff.
- Board members respect the role of the CEO as the link between the board and staff.
- The board encourages the professional growth of the CEO.
- The board and CEO work cooperatively to maintain a broad perspective.

#### Standards for College Operations

- The board is knowledgeable about the educational programs and services of the college.
- The board understands the fiscal condition of the organization.
- The board has established parameters for college budget planning.
- The board requires and is involved in long-range fiscal planning.
- The board understands the budget document.
- The board assures that the budget reflects college priorities in the mission and goals.
- The board has a long-range facilities plan.
- Board policies adequately address parameters for facilities maintenance and appearance.
- Board policies adequately address parameters regarding safety and security.
- Board policies adequately address parameters for investments and management of assets.
- Board policies adequately address parameters for fiscal management that meets audit standards.
- The board has established clear parameters for collective bargaining with employee groups.
- The board has policies that require fair and equitable employment processes.
- The board is committed to equal opportunity.
- The board has policies that require fair employee due process and grievance procedures.
- The board has policies that require adequate participation in decision-making within the institution.
- The board meets its responsibility as a court of appeal.

#### Institutional Performance

- The board has a system to evaluate effectiveness of the educational program of the college.
- The board monitors the effectiveness of the college in fulfilling the mission.
- The board requires the college to regularly evaluate program effectiveness.
- The board regularly reviews reports on student learning outcomes.
- The board demonstrates a concern for the success of all students.
- The board adequately monitors the impact the college has on the community.
- The board is appropriately involved in the accreditation process.
- The board understands state and federal accountability requirements.
- The board reviews accountability reports to state and federal agencies.
- The board monitors performance related to its policies for facilities development, maintenance and appearance.
- The board monitors performance related to its policies regarding safety and security.
- The board monitors performance related to its policies on investments and asset management.
- The board monitors performance related to its policies on fiscal management
- The board understands the financial audit and its recommendations.
- The board monitors its policies for collective bargaining.
- The board monitors performance related to its policies on employment.
- The board monitors performance related to its policies on employee discipline and grievance.

#### Board Leadership

- The board has a clear description of board roles and responsibilities.
- The board understands its roles and responsibilities.
- The board meets its roles and responsibilities.
- The board understands and adheres to its legal responsibilities.
- The board follows a code of ethics or standards of practice.
- Board members treat one another with respect.

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Board members work together as a team to accomplish the work of the board.

Board members are prepared for board meetings.

The board accommodates the differences of opinion that arise during debates of issues.

The board bases its decisions upon all available facts in each situation.

Board members avoid conflicts of interest and the perception of conflicts of interest.

Board members may contribute single interest or their own professional perspectives to discussions, but always vote on behalf of the community as a whole.

Once a decision is made, board members cease debate and uphold the decision of the board.

The board maintains confidentiality of privileged information.

The board works together in a spirit of harmony and cooperation.

Through its behavior, the board has set a positive example for the CEO and other employees.

The board actively encourages creativity and innovation.

The board is willing to take a stand for what it believes is right for students and the community.

The board understands the political implications of its actions.

The board works to build positive relationships with all stakeholders.

The board considers the political ramifications of its decisions.

#### Advocating for the College

Board members are knowledgeable about the college's history, mission, and values.

The board recognizes positive accomplishments of the college.

Board members actively support the mission and values of the college.

Board members speak positively about the institution in the community.

Board members support the colleges by attending various events.

The board plays a leadership role in the local community.

Board members participate in community activities as representatives of the college.

The board helps educate the local community about community college needs and issues.

Board members are knowledgeable about state laws and regulations.

Board members are knowledgeable about state and national educational policy issues.

The board advocates college interests to state and national agencies and legislators.

The board actively seeks political and civic support for the college.

The board works to secure adequate public funding.

The board actively supports the college's foundation and fundraising efforts.

The board understands and protects the academic freedom of the faculty and administrators.

The board supports the state and national community college trustee associations.

#### Board Education

Candidates for the board are educated about board responsibilities and the college.

New members receive an orientation to the board and the institution.

The board strives to become increasingly more effective.

Board members are engaged in a continuous process of training and development.

The board has an ongoing program of board development.

Board members are knowledgeable about the roles and responsibilities of trusteeship.

The board is knowledgeable about state and national laws and issues related to community colleges.

The board is knowledgeable about major social and economic trends and issues that affect the institution.

The board adequately studies issues prior to board action.

The information provided to the board is appropriate and relevant.

The information requested by and provided to board members does not put an undue burden on staff.

Sufficient resources are allocated for board members to attend conferences.

Board members are up-to-date on community college issues through reading and attendance at conferences.

Board members devote time, thought, and study to the duties and responsibilities of a community college board member.

The board periodically evaluates itself.

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The board self-evaluation process provides useful information on board performance.

Board Goals

One of the outcomes of a self-evaluation is the establishment of board goals for the following year. Therefore, the self-evaluation process may include a request that respondents assess how well the goals set in the prior evaluation were achieved.

Open-Ended Questions

A self-evaluation instrument may be designed with space for general comments under each item or at the end of each section of the form. Some general questions include:

What are the board's greatest strengths?

What are the major accomplishments of the board in the past year?

What are areas in which the board could improve?

As a trustee, I am most pleased about \_\_\_\_\_

As a trustee, I have concerns about \_\_\_\_\_

As a trustee, I would like to see the following changes in how the board operates:

\_\_\_\_\_  
I recommend that the board has the following goals for the coming year:

\_\_\_\_\_



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## **NORTHLAND PIONEER COLLEGE COMMUNITY ORCHARD-GARDEN PROJECT**

**Our Vision:** Northland Pioneer College (NPC) is a comprehensive, multi-campus community college serving Navajo and Apache counties, an area of 21,158 square miles in rural, remote northeastern Arizona. Ours are the two poorest counties in Arizona, and among the poorest 1% of all counties in the U.S. As a *community* college, our mission encompasses a broad spectrum of educational opportunities and service to our communities. In these uncertain economic times, we envision a community orchard-garden at our Painted Desert Campus in Holbrook to provide a living lab for applied learning. Construction of the orchard-garden will be the work of 20 or more disadvantaged students who are a) below grade-level in basic educational skills and b) lacking a high school diploma or its equivalent. NPC instructors from the college's Developmental Education division and Construction Technology department will implement an integrated instructional model, team-teaching students so learning takes place in an applied, contextual manner.

In addition to providing an excellent opportunity for disadvantaged students to acquire academic and workplace skills and credentials through applied learning, this orchard-garden will empower citizens of the Holbrook area with the knowledge and space to raise their own food crops, enjoy a green space within the town, and gather with like-minded friends. The latter is of paramount importance, because given the high rates of poverty endemic in our area, the community orchard-garden will be for many their only opportunity to become capable arborists and gardeners.

**Our Goal:** It is our goal that, through completion of the orchard-garden project, not less than 95% (19) students will earn their GED and acquire nationally recognized, portable Construction Technology credentials accredited by the National Center for Construction Education and Research (NCCER). We chose the Painted Desert site because of the wealth of instructor knowledge – our Construction Technology department is housed there - availability of utilities adjacent to the orchard-garden site, the campus's central location, and the fact that an interested body of individuals stand ready to volunteer as our first community orchard-garden committee. We will use the lessons gleaned from this pilot project to expand our orchard-garden to include compost bins, greenhouses and hoops, seed banks, picnic areas, expansion of the capacity of the orchard-garden, and partnerships with local high school vocational agriculture programs, senior citizen centers, towns, food banks, nurseries, and 4-H clubs. We hope the future is limited only by the imaginations of our committees and members.

**Our Operational Plan:** Our Project Coordinator will be Mr. Ken Wilk, Chair of the Construction Technology department. He will assure that the activities in our operation/budget charts on the following pages are met. He will also manage the budget; perform reporting on project outcomes to WIA, and serve as an ad hoc member of the community orchard-garden committee. He will also ensure that NPC will provide upkeep of the community orchard-gardens, assuring care of trees, plants and facilities.

The garden-orchard will be constructed during the first summer session of 2014, from May 27, 2014 through July 31, 2014. Students will be enrolled in TLC-086 GED - 3 Credits, HDE 103 Workforce Skills-2 credits, CON-100 Construction Math & Safety- 3 Credits and CON-110 Plan Reading, Site Layout, Communication and Employment- 3 Credits and CON 199-Solar Green

House Construction-2 Credits. All course completers will take the GED; receive two National Career Readiness Certifications, OSHA 10 Card and NCCER Basic Core National Certificate. The community garden-orchard committee will then assume responsibility for the care of the facility and plants, meeting on a bi-monthly basis to assure necessary tasks are being carried out.

Funds in the estimated amount of \$80,000 are requested to provide instructional costs, GED preparation and testing for all participants, and all materials required for construction of the community garden: site preparation; perimeter fencing; building materials for raised beds, greenhouse and restroom; soil, seeds and starter plants; irrigation supplies; trees; and plumbing and electrical components for tie-in to existing utilities. Labor will be provided by NPC students and faculty, and upkeep will be provided by volunteers as described in the operation/budget charts. In exchange for using the garden, members will be required to enroll in a three-credit course. The enrollment will support the maintenance and upkeep of the facilities. Additional courses related to all aspects of gardening and arboriculture will be offered at a nominal cost to all interested members of the community.

We hope that you will review our proposal favorably. We strongly believe that our community orchard-garden has the power to change lives by empowering our citizens with academic, employment and life skills, and the knowledge and space to feed themselves and their families, as well as enhance and beautify our community.



**Northland Pioneer College**

EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

Navajo and Apache Counties Workforce Partnership



One Stop Employment and Training Opportunities

# Earn your GED and so much more!

NPC and AZ Workforce Connection are partnering to offer a special opportunity to GED seeking students who participate in the **Orchard Garden Project**.

Students will build their academic skills to earn their GED but will also help construct the new **Community Orchard Garden** at the **NPC Holbrook campus**.

**As a completer of this special program you'll earn employer sought certifications:**

- 2 - National Career Readiness Certifications
- An OSHA 10 Card
- NCCER Basic Core National Certificate
- Take the GED exam

## Interested?

Program runs from **May 27 - July 31, 2014**. Please contact any of the following offices for more information and to see if you are eligible:

**WIA Eagar Office** - Jennifer Smale  
74 N. Main, Ste 6  
Eagar, AZ 85925  
jennifer.smale@navajocountyaz.gov  
Office: (928) 333-4260 x222  
Cell: (928) 241-3264  
Fax: (928) 333-3461

**WIA Show Low Office** - Holly Nelson  
2500 E. Cooley, Ste 410  
Show Low, AZ 85901  
holly.nelson@navajocountyaz.gov  
Office: (928) 532-4316  
Cell: (928) 242-6122  
Fax: (928) 532-4364

**WIA Winslow Office** - Andrea Harings  
319 E. 3rd St.  
Winslow, AZ 86047  
andrea.harings@navajocountyaz.gov  
Office: (928) 289-4644 x103  
Cell: (928) 241-8821  
Fax: (928) 289-0450

**Human Resources UPDATE**  
**DGB-May 20, 2014**

**FILLED**

1. **Faculty in Automotive** – Sam L. Harris started May 1, 2014. Sam previously taught for NPC as an adjunct instructor.
2. **Audio/Video Support Technician** - Steve Peck started on May 16, 2014. Steve has been with NPC for 3 years.
3. **Program Director – NPC Friends & Family** – Betsy Ann Wilson starts June 3, 2014. Betsy received her Bachelor of Science from the University of Arizona.
4. **Faculty in History and Social Sciences** – Amy Grey starts August 11, 2014. Amy received her Bachelor's degree from Mills College, her Master's degree from Northern Arizona and she has a Ph.D. from the University of Arizona.

**OPEN**

5. **Systems Analyst** – Open until filled; 8 applicants.
6. **Academic Advisor and Student Activities Coordinator** – Closed March 30, 2014; 50 applicants.
7. **Center Advisor/Library Tech WRV** – Closed January 31, 2014; 8 applicants.
8. **Faculty in Developmental Services, Sun Corridor Grant** – Closed February 14, 2014; 13 applicant.
9. **Business Training Specialist/Operations Assistant** – Closed February 15, 2014; 8 applicants.
10. **Support Center Operator** – Closed May 16, 2014; 17 applicants.
11. **Lab Technician, Sun Corridor Grant** – Closed February 16, 2014; 3 applicants.
12. **Faculty in Film/Video Production** – Closed March 14, 2014. 24 applicants.
13. **Information Services Support Technician** – Closed March 7, 2014. 26 applicants.
14. **Faculty in Welding** – Closed May 9, 2014. 9 applicants.
15. **Lead Tech for Technical Services** – Closes May 30, 2014. 4 applicants
16. **Director for Administrative Systems Support** – Closes June 6, 2014. 4 applicants.
17. **Academic Advisor-WMC** – Closed May 16, 2014. 17 applicants
18. **Faculty in Business**– Closed May 9, 2014; 42 applicants