

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on **June 17, 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 16th day of June 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 Agenda

Painted Desert Campus, Tiponi Community Center

2251 East Navajo Boulevard, Holbrook, Arizona

Date: June 17, 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
<p style="text-align: center;">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.</p>		
4.	Reports:	
A.	Financial Position	Vice President Hatch
B.	CASO	Margaret White
C.	NPC Faculty Association.....	Gary Mack
D.	NPC Student Government Association.....	Dean Hinton-Rivera
5.	Consent Agenda..... (Action)	Chair Handorf
<p>A. May 20, 2014 DGB Minutes; May 20, 2014 Special Meeting Minutes; May 20, 2014 Truth in Taxation Public Hearing Minutes; May 20, 2014 Proposed Budget Public Hearing Minutes</p>		
6.	Old Business:	
A.	Request to Approve Pavement Improvement Contract (Action)	Vice President Hatch
7.	New Business:	
A.	Alumnus Award	Jeremy Raisor
B.	Request to Approve NAVIT IGA (Action)	Vice President Hatch
C.	Request to Approve Apache County IGA	Vice President Hatch
D.	Request to Approve Roof Replacement Design	Vice President Hatch
E.	Request to Approve NATC Asphalt Seal Project	Vice President Hatch
F.	Review of Shared Governance Procedure 2125	President Swarhout
G.	Information - Teleconference Meeting in July.	President Swarhout
H.	Information - Nursing concurrent enrollment agreement with NAU	Vice President Vest
I.	Executive Session - Personnel	Chair Handorf
J.	Request to Approve Presidential Evaluation & Contract	Chair Handorf
8.	Standing Business:	
A.	Strategic Planning and Accreditation Steering Committee Report....	Vice President Vest
B.	Human Resources Update	Director Hokanson
C.	President's Report	President Swarhout
9.	Board Report/Summary of Current Events.....	Board Members
10.	DGB Board Meeting – August 19, 2014	Chair Handorf
11.	Adjournment..... (Action)	Chair Handorf

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



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 April 30, 2014

Budget Period Expired 83%

Tax Supported Funds				
General Unrestricted				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
Primary Tax Levy	13,341,335	1,830,105	11,015,804	83%
State Aid:				
Maintenance and Operations	1,646,600	411,650	1,646,600	100%
Equalization	5,514,200	1,378,550	5,514,200	100%
Tuition and Fees	4,755,000	479,860	3,932,314	83%
Investment earnings	125,000	8,559	104,745	84%
Grants and Contracts	1,600,000	1,111,990	2,210,151	138%
Other Miscellaneous	200,000	35,937	191,122	96%
Transfers:	(2,750,000)	(177,339)	(2,179,637)	79%
TOTAL REVENUES	\$24,432,135	\$5,079,312	\$22,435,299	92%
EXPENDITURES				
Salaries and Wages	17,067,805	1,338,440	12,541,927	73%
Operating Expenditures	6,587,182	480,502	4,732,323	72%
Capital Expenditures	253,000	27,094	128,005	51%
TOTAL EXPENDITURES	\$23,907,987	\$1,846,036	\$17,402,255	73%
Unrestricted Plant				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
State Aid:				
Capital	199,300	30,650	122,600	62%
Other Miscellaneous				
Transfers:	2,000,000	166,667	1,666,667	83%
TOTAL REVENUES	\$2,199,300	\$197,317	\$1,789,267	81%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	12,199,300	161,243	2,416,276	20%
TOTAL EXPENDITURES	\$12,199,300	\$161,243	\$2,416,276	20%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period July 1, 2013 to April 30, 2014

Budget Period Expired 83%

Restricted and Auxiliary Funds

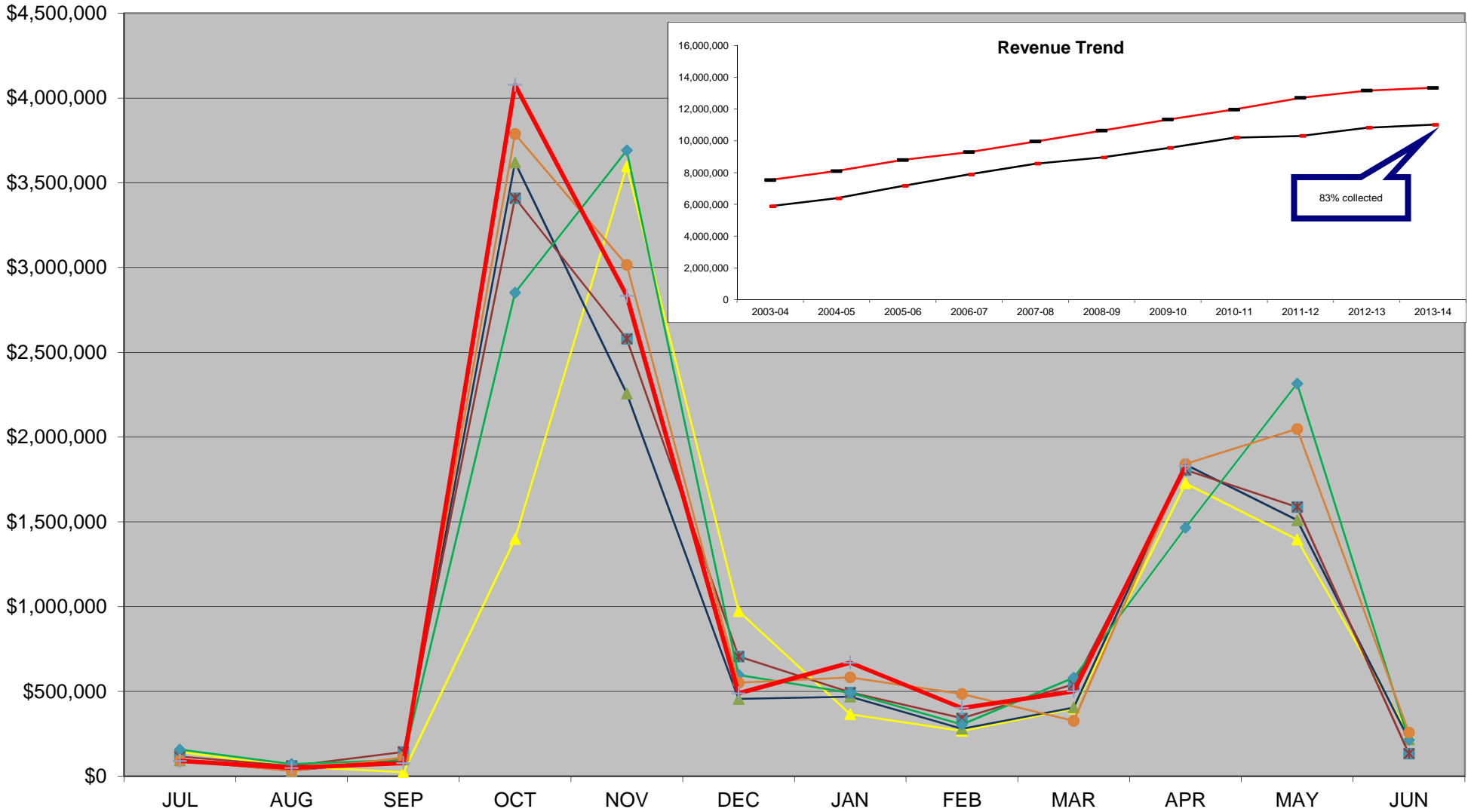
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,400,000	167,244	4,678,405	73%
Donations				
Transfers:	600,000		390,147	65%
TOTAL REVENUES	\$7,000,000	\$167,244	\$5,068,552	72%
EXPENDITURES				
Salaries and Wages	935,960	101,587	966,831	103%
Operating Expenditures	5,914,040	2,944	3,305,900	56%
Capital Expenditures	150,000	62,361	363,149	242%
TOTAL EXPENDITURES	\$7,000,000	\$166,892	\$4,635,880	66%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services				
Bookstore	100,000	1,477	75,344	75%
Other	306,000	51,074	204,923	67%
Donations				
Transfers:	150,000	10,672	122,823	82%
TOTAL REVENUES	\$556,000	\$63,223	\$403,090	72%
EXPENDITURES				
Salaries and Wages	377,903	35,626	221,937	59%
Operating Expenditures	178,097	14,097	181,153	102%
Capital Expenditures				
TOTAL EXPENDITURES	\$556,000	\$49,723	\$403,090	72%

Cash Flows

Cash flows from all activities (YTD)	\$29,696,208
Cash used for all activities (YTD)	\$24,857,501
Net Cash for all activities (YTD)	\$4,838,707

Monthly Primary Property Tax Receipts



Navajo County Community College District Governing Board Meeting Minutes

May 21, 2014 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

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

Others Present: Ann Hess, Everett Robinson, Autom Christensen, Jake Hinton, Tom Nagle, Peggy Belknap, Stuart Bishop, Kenny Keith, Margaret White, Maderia Ellison, Sharon Hokanson, Kathleen Ritz, Jenny Shumway, Rickey Jackson, Brad Farber, Beulah Bob-Pennypacker, Jeremy Raisor, Curtis Casey.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 11:35 a.m. Mr. Matteson led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None

Agenda Item 4: Reports

4.A. Financial Position – Vice President Hatch

Vice President Hatch summarized the financial position report to the Board. Mr. Winslow asked about the balance left on the Sun Corridor grant. Vice President Hatch stated he did not have that information with him but would provide it. Mr. Winslow asked if in the future there could be an update on that status of grants -- when they end, their balances, etc. Vice President Vest stated the Sun Corridor grant was at the end of year-two of a three year cycle.

4.B. NPC CASO – Margaret White

CASO Vice President, Margaret White, addressed the Board and stated that the College had their annual picnic on April 18 with a good turnout. She thanked Mr. Winslow for attending. There was a joint faculty and staff meeting on April 25 at the Heward House. Stuart Bishop and two members of the Show Low Police Department gave an excellent presentation on shootings in schools. The recent commencement on May 10 had a record number of graduates. CASO



thanked the Board for their support of the candy sale, and also thanked the President for her support of professional development funds. At the upcoming convocation in August CASO will sponsor a non-food drive, and donations will be given to local senior centers. CASO will be working on bylaws and planning for the next two semesters.

4.C. Faculty Association

Kenny Keith addressed the Board and stated Faculty Association Co-Chair Gary Mack will be returning next year. Tracy Chase will be secretary, and Kenny Keith will be treasurer. This year the Faculty Association obtained their federal ID number. Autom Christensen, Cosmetology Faculty, presented to the Board about the Cosmetology Expo Career Fair and Alumni Reunion. She stated that Chloe Reidhead and Jeremy Raisor worked hard on the event and Jeremy Raisor presented a short-film on the expo for the Board.

4.D. NPC Student Government Association – Jake Hinton-Rivera

Jake Hinton stated that SGA elections will be held the first week of September. Student Stirling West received a scholarship to Costa Rica this summer. The College has hired a new student activity coordinator who will start on June 2.

Agenda Item 5: Consent Agenda

A. April 18, 2014 DGB Minutes

Mr. Matteson moved to approve 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. Request to Approve Emeritus Faculty Status – Curtis Casey

Vice President Vest stated that college policy grants to faculty emeritus status after 15 years of service, but any member of the college community can request the Board grant emeritus status if they feel there is merit. Curtis Casey has 14 years of service and is retiring at end of the year. Staff highly recommends approval of emeritus status for Curtis Casey, Faculty in Welding.

Mr. Matteson moved to approve Faculty Emeritus Status for Curtis Casey. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

7.B. Presentation of Emeritus Faculty Status- Curtis Casey

Vice President Vest had Curtis Casey, Frank Pinnell, Randy Hoskins, Autom Christensen, and Kenny Keith come forward and presented Curtis Casey with Emeritus Faculty status. Kenny Keith presented Curtis Casey with a plaque for outstanding service and commitment to the College from the Faculty Association. Curtis Casey addressed the Board and thanked everyone for the honor.



7.C. Presentation of Emeritus Faculty Status – Tom Nagle

Vice President Vest had Tom Nagle, Autom Christensen and Kenny Keith come forward. Vice President Vest presented Tom Nagle with the Emeritus Faculty Status. Kenny Keith also presented Tom Nagle with a plaque from the Faculty Association for outstanding commitment and service to NPC 1995-2014. Tom Nagle addressed the Board and thanked everyone for the honor.

7.D. Request to Approve Addition to 2014-2015 Fee Schedule

Vice President Hatch stated that NUR 123 is a new course and has a fee attached to it. The \$200 fee is to cover lab consumables.

Mr. Matteson moved to approve the addition to the 2014-2015 Fee Schedule. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

7.E. Request to Approve NATC Concrete Barriers Purchase

Vice President Hatch stated all funds allocated by the state for NATC come before the NPC Board. The NATC board has requested this purchase and recommends approval. The concrete barriers will provide a benefit of safety and will help keep the track in as good a condition as possible. The purchase is recommended to be made from Reidhead Sand and Rock and is not to exceed \$5,000.

Mr. Matteson asked if the barriers were Jersey barriers. Vice President Hatch stated they were.

Mr. Winslow asked if the barriers were to route traffic or to keep training vehicles from crashing into the building. Director Stuart Bishop stated they would provide both of these functions. Mr. Winslow asked if there would be additional requests for these barriers in the future to protect the new building. Director Stuart Bishop stated there most likely would be.

Mr. Mattson moved to approve the purchase of concrete barriers for NATC from Reidhead Sand and Rock, not to exceed \$5,000. Mr. Winslow seconded the motion. The vote was unanimous in the affirmative.

7.F. Request to Approve Pavement Improvement Contract

Mr. Matteson moved to table approval of the pavement improvement contract action item. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

7.G. Request to Approve Purchase of Mechatronic Learning Systems from Klein Industries

Vice President Hatch stated this is equipment that has been previously purchased as part of the Sun Corridor grant equipment. It will be purchased out of NPC capital funds that have been preplanned for this purpose and previously approved in the last capital budget. Staff recommends approval of the purchase of Mechatronic Learning Systems from Klein Industries in the amount of \$107,569.31, and that Klein Education System continues as a sole source provider.



*Mr. Lucero moved to approve the purchase of the Mechatronic Learning Systems from Klein Industries in the amount of \$107,569.31. Mr. Matteson seconded the motion. **The vote was unanimous in the affirmative.***

7.H. Request to Approve Jenzabar Annual Maintenance Contract

Director Bishop stated NPC uses an enterprise resource planning system (ERP) that is higher education specific, called Jenzabar CX. The College has used this system for some time and there is a maintenance agreement for support and maintenance and update of software. In the past the College has entered into five year maintenance agreements with Jenzabar in order to receive prepaid discounts. As of last year Jenzabar stopped the prepaid discounts so there is no longer an advantage for a five year agreement. Like last year, staff recommends the College enter into a one year agreement for the support and maintenance. The proposed purchase supports goals 3.1.1, 3.2.1, and 3.2.2 of the College's 2014-2016 Strategic Plan. Staff recommends approval to renew the existing software maintenance agreement for the Jenzabar CX system for a period of one year at a cost of \$177,491.56.

Mr. Matteson stated that he often sees in emails that Jenzabar is down. Director Bishop stated the trouble has not been Jenzabar specific. Recently the College purchased and is in the process of implementing a document imaging solution and getting that system to integrate with Jenzabar has had some difficulty. An actual test server has been set up to do that work to prevent a lot of downtime experienced in the past. Also, there are times for planned updates to Jenzabar where it's necessary to take the system down. Jenzabar itself has not had a problem with stability, and NPC is satisfied with the system.

Mr. Matteson asked if the College would ever look at other vendors. Director Bishop stated other ERP solutions could always be looked at but the difficulties with Jenzabar have largely been self-inflicted as the College was not using Jenzabar as intended. An ERP switch out would be very challenging, unless there's a significant, overwhelming reason to do so. Jenzabar is least expensive of ERP systems looked at and has the most flexibility.

Chair Handorf asked if Jenzabar works with the College on customizing. Director Bishop stated that Jenzabar is very helpful and works with the College well. Chair Handorf expressed appreciation to Director Bishop about tying the purchase into the strategic plan.

Mr. Winslow asked Director Bishop if the software maintenance agreement includes a limited number of hours to work with the College. Director Bishop stated there's no fixed number of hours but there are times when Jenzabar will say the problem is not a support issue but a consulting issue and will then cost extra.

*Mr. Matteson moved to approve the Jenzabar Annual Maintenance Contract in the amount of \$177,491.56. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

7.I. Request to Approve Computer Purchase

Director Eric Bishop stated that currently College computers are on a four year replacement cycle. This specific request is to replace computers for instructional use, primarily in the



business and computer science labs, as well as in the skills center labs, and is a total of 335 computers. There are two purchases as part of this recommendation -- the first is 200 desktop computers with monitors, and the second is 60 laptop computers from CWG with a 3 year maintenance agreement for warranty and support. Additionally, 75 iMac computers by Apple have been recommended. The iMacs will be purchased directly from Apple and Apple is a sole source provider. These purchases support 1.1.1., 3.1.1., 3.2.1., and 3.2.2 of NPC's 2014-2016 Strategic Plan.

*Mr. Matteson moved to approve the purchase of 260 HP computers from CWG in the amount of \$223,564, and 75iMac computers from Apple Education Inc., in the amount of \$131,752.50, and that Apple Education Inc. be approved as a sole source provider for Apple computers and related accessories. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***

7.J. Information on Board Self-Assessment

President Swarthout stated information is provided in the packet for the Board to consider a list of questions that ACCT proposes as a master list that the Board could take from to create a Board performance tool. Dr. Swarthout stated that this will be discussed at the Board retreat on June 10. Dr. Swarthout stated that she located Mohave Community College's board self-assessment tool that utilizes some of the ACCT questions. The Mohave self-assessment tool will be sent to the Board before the board retreat.

7.K. Information on WIA Community Garden

Vice President Vest stated Rickey Jackson, Director of Developmental Services, and Dean Peggy Belknap, as well as the Chair of the Construction Department, Ken Wilk, have worked with Susan Tegmeyer, the WIA Director, on a community garden project. The project entails having 20 Holbrook residents receive hands-on training on how to develop and maintain a community garden. The students will also prepare for the GED by taking the GED prep course, as well as a work skills prep course, and a number of construction credits and OSHA certification. Mr. Lucero asked where the garden will be located. Vice President Vest stated it is directly behind the skills center at the PDC Campus.

Agenda Item 8: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report – Vice President Vest

Vice President Vest stated that Faculty Randy Hoskins will co-chair SPASC with him this coming year. SPASC met last week and discussion took place on restructuring of the strategic planning process and how it ties into compliance with accreditation and how that then ties into operational planning. Currently a cyclical calendar of both strategic and operational planning is being developed, as well as higher education compliance work. This will be ready at the Board retreat on June 10 where staff will walk the Board through their role on the front end of the strategic process, and then work with the president to provide the College with some general direction.



Mr. Winslow asked Vice President Vest for a brief status report on the QI project. Vice President Vest stated the QI Team has decided on a project that will come to both SPASC and the president as a recommendation. The project will focus on improving the student experience through a combination of a mixed advising model of faculty advising and professional staff advising. Also, some recommendations to do more to help identify and work with at-risk students. They will also be recommending a committee that will begin writing an implementation plan for the project.

8.B. Human Resources Update – Sharon Hokanson

Director Sharon Hokanson reviewed the Human Resources Update with the Board.

8.C. President's Report – President Swarthout

President Swarthout stated the College has decided that all new positions will be posted internally first for qualified applicants. A status of the new NPC foundation will be reported on in June. In fall an internal leadership academy will be presented that will help grow employee opportunity for advancement. The President will be gone on vacation for the next two weeks. Vice President Hatch and President Swarthout met with Apache County yesterday. NAVIT and Apache County IGA should be available at the June board meeting. Vice President Hatch, President Swarthout and the College lobbyist will be talking with the Auditor General's Office regarding expenditure limitation on Friday. Mr. Matteson asked if the discussion about expenditure limitation will be about revising the existing one. President Swarthout stated she would send in the Board report this week ATRA's newsletter in which there was some extensive discussion about expenditure limitation at community colleges. AC4 has decided to hire an interim executive director, and has appointed Kristen Boilini until the position is filled.

Agenda Item 9: Board Report/Summary of Current Event

Chair Handorf stated AADGB is putting together information about a GISS program that ACCT could potential present at Maricopa Community College, although no set date as of yet. This would help focus trustees on student success. It's a two-day program and will take place in Tempe.

Agenda Item 10: Announcement of Next Regular Meeting: June 17, 2014; Board retreat June 10, 2014 at SCC at 10 a.m.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:55 p.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.

Respectfully submitted,

Lisa Jayne
Recording Secretary to the Board



Navajo County Community College District Special Board Meeting Minutes

May 20, 2014 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

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

Others Present: Ann Hess, Everett Robinson, Autom Christensen, Jake Hinton, Tom Nagle, Peggy Belknap, Stuart Bishop, Kenny Keith, Margaret White, Maderia Ellison, Sharon Hokanson, Kathleen Ritz, Jenny Shumway, Rickey Jackson, Brad Farber, Beulah Bob-Pennypacker, Jeremy Raisor, Curtis Casey.

Agenda Item 1: Call to Order

Chair Handorf called the meeting to order at 10:46 a.m.

Agenda Item 2: Request to Approve 2014-2015 Proposed Tax Levy – Vice President Hatch

Vice President Hatch stated staff recommends that the proposed 2014-2015 tax levy be approved.

Mr. Lucero stated his concern is that the College is spending money on property that the College doesn't own and doesn't control. According to his own calculations the College is spending a minimum of \$800,000, possibly more, and all the College gains is \$641,000. If the College is asking the public for more money, the College should need it. Although he is a proponent of higher education, he is not a proponent of spending money just to spend money or because it's politically advisable.

Chair Handorf asked Vice President Hatch if he wanted to direct Mr. Lucero's comments. Vice President Hatch stated he wasn't clear what Mr. Lucero was referring to when referencing the amounts of \$641,000 or \$800,000.

Mr. Lucero stated it was money spent on property the College doesn't own. Mr. Winslow asked if Mr. Lucero was referring to NATC. Mr. Lucero stated he was. Mr. Winslow stated that Mr. Lucero should make that clear. Chair Handorf stated that the College doesn't own all property that it uses to do business. Mr. Lucero stated that if the College is going to expend money it should recoup it.



Mr. Winslow spoke in support of the levy increase and gave several reasons for this. He also stated that the College is the best managed institution he's ever served on a board for as the College maintains a cash reserve that can sustain the college functions for a full six months, and that it also maintains a contingency fund of \$1.3 million in case of emergency. It has also adopted a capital project reserve fund in order to save up for big projects, rather than ask for a secondary tax rate.

Chair Handorf stated that the Board has to ask if decisions are going to serve the long-term interest of the entire college, not just a specific area. She spoke in favor of the college's model of providing services in different areas of the County stating that it's an excellent long-term value for the residents of Navajo County and communities in Apache County.

Mr. Matteson spoke in favor of the levy increase stating that raising tuition to cover the increases would punish the students, and keep many from being able to complete a degree.

Mr. Lucero asked if there was a tax increase last year. Vice President Hatch stated under Truth in Taxation Rate there was none. Mr. Lucero asked again if there was a tax increase. President Swarthout stated that the increase from last year was based on new growth, and there was no tax increase.

Brad Farber thanked the Board and the College for its civility.

*Mr. Matteson moved to approve the proposed tax levy rate and forward to the Board of Supervisors. The motion was seconded by Mr. Winslow. **The vote passed upon a roll-call vote, with affirmative votes from Mr. Winslow, Mr. Matteson, Mr. Peaches, and Chair Handorf; Mr. Lucero dissented.***

Agenda Item 3: Request to Approve 2014-2015 Proposed Budget – Vice President Hatch

Vice President Hatch stated that the preliminary budget as approved and discussed in the public hearing has been published and noticed.

*Mr. Matteson moved to adopt the proposed 2014-2015 budget as presented. Mr. Winslow seconded the motion. **The vote passed upon a roll-call vote, with affirmative votes from Mr. Winslow, Mr. Matteson, Mr. Peaches, and Chair Handorf; Mr. Lucero dissented.***

Agenda Item 4: Request to Adopt 2014-2017 Proposed Capital Budget – Vice President Hatch

Vice President Hatch stated staff is recommending approval of a proposed 3-year-capital budget, incorporating the upcoming year, plus two additional years.

Mr. Winslow stated that although the three-quarters of a million slated for maintenance could be put off, it would be shifting the cost to future generations and this would be unwise and unfair.



Mr. Matteson moved adoption of the 2014-2017 proposed capital budget as presented. Mr. Lucero seconded. The vote passed upon a roll-call vote, with affirmative votes from Chair Handorf, Mr. Winslow, Mr. Matteson, Mr. Peaches, and Mr. Lucero.

Agenda Item 5: Adjournment

The meeting was adjourned at 11:25a.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

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Navajo County Community College District Truth in Taxation Public Hearing Minutes

May 20, 2014 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

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

Others Present: Ann Hess, Everett Robinson, Autom Christensen, Jake Hinton, Tom Nagle, Peggy Belknap, Stuart Bishop, Kenny Keith, Margaret White, Maderia Ellison, Sharon Hokanson, Kathleen Ritz, Jenny Shumway, Rickey Jackson, Brad Farber, Beulah Bob-Pennypacker, Jeremy Raisor.

Agenda Item 1: Call to Order

Chair Handorf called the meeting to order at 10:00 a.m.

Agenda Item 2: Truth in Taxation Publication

Vice President Hatch stated the College plans to increase primary property taxes to the maximum levy. There are several requirements, including the public hearing, that have been completed which includes publication of the Truth in Taxation notices. The notice was published three times in two newspapers of general circulation throughout the County. By statute, the College is only required to publish it twice in one newspaper, but because of the large area of the district it's important to get the information out as much as possible. Also, a news release was issued, which is different than the Truth in Taxation notice. The news release provided additional information about the background related to purposes for the property tax increase. All media was issued the news release and it was published in several of them. The news release points out there is tremendous benefit in education to the economic health of communities, and one of NPC's important goals is to serve communities by providing education which is investing in people, and classrooms and in equipment. The College also has a save approach rather than a buy now pay later approach, so the College has no long-term financing as large projects are paid for by money saved over time. By not financing, the College saves 50% of the total cost.

Agenda Item 3: Request of Proposed 2014-2015 Primary Property Tax – Vice President Hatch

The College is requesting a 4% increase which totals an increase of primary property taxes of just over \$545,000. Truth in Taxation requirements asks the College to compare impact on a home that is assessed at \$100,000. This change would take the tax from \$159.65 to \$166.10, or a \$6.45 per year increase in primary property taxes. This is the maximum allowable primary property tax under a proposition approved by voters in 2006. Last year the College did not go to



the maximum rate although 2% was allowed. All of this information was posted on the NPC website right after the last meeting in April.

Vice President Hatch reviewed the history of NPC's tax levy with the Board and the public, showing that the tax levy since 2006 has been assessed at the max levy except for last year. Prior to 2006 the College was below the max levy. The Truth in Taxation rate is based on the premise that there's a constant assessed valuation increase, and so the Truth in Taxation states that when assessed valuation is going up the rate can go down and still reach an increased levy amount. The opposite happens when assessed valuation starts going down, and that's what's happened since 2010/2011. In each of these years, the assessed valuation in Navajo County has gone down, and as a result, the rate which is required to obtain the same levy needs to go up. The 4% TNT rate is different than the percentage increase and the actual rate.

There is an impact property tax levy has on state funding, which is called equalization aid, the purpose of which is to equalize the availability of property tax money in the disparate counties throughout Arizona. Some counties have more ability to assess property taxes, some, like Navajo County, have less. State taxes do provide just over \$5.5 million of state equalization aid. Conversations in the past with the legislature and the governor's office is that in order to retain equalization funding, they expect local property tax payers to make the maximum possible contribution in property taxes so that equalization is a true equalization and allows the College to receive benefit from all the taxpayers of Arizona.

Compared to other community colleges, in regards to rate, NPC is just below average. And like the other equalization colleges in the state, NPC does not levy a secondary tax. All non-equalization schools, besides Mohave, do levy a secondary tax.

Mr. Lucero asked if there was a graph showing where the College sits in total evaluation compared to the other 14 districts. Vice President Hatch stated that information could be obtained. In general, the three equalization schools are at the very bottom. Graham County has almost no assessed valuation, as the district consists predominantly of public lands. Being an equalization school places the College below average of the eight rural counties. Mr. Lucero asked if the NPC district would be 13th or 14th. Vice President Hatch stated NPC is lower than Cochise and higher than Graham, so next to last.

Chair Handorf asked if there had been any phone calls or letters from the public about the levy increase. Vice President Hatch stated he received one phone call prior to the publications after the last board meeting. This caller expressed a general concern about taxes and the increase in taxes. Also, a call late last week that he was not able to connect with but left messages about the waste of funds as a result of the mailing of schedules. Yesterday someone requested the email address of Lisa Jayne so the Board could receive some comments but she never received anything. Also, there was a call late yesterday from an individual who is present today.

Mr. Lucero asked if the notice that went out to the paper included the actual rate. Vice President Hatch stated it includes the actual rate and reviewed the TNT notice. The news release also states \$166.10 on \$100,000 valuation. Mr. Lucero said it did not state that the actual rate is more



than 4%. Vice President Hatch stated the budget is published concurrently with the notice and the budget shows that information on property taxes does show the actual changes not the TNT changes in the primary property tax rate.

Agenda Item 4: Call for Public Comment

Kathleen Ritz from Taylor addressed the Board and stated that Taylor’s job market is contracting, therefore household budgets are contracting. Government and taxing entities should contract also but they don’t. Taxes go up. She asked why it was not possible for the college to contract along with the taxpayers.

Brad Farber from Shumway addressed the Board and stated that until the county and cities are not derelict in their duties, the taxpayers cannot budget what taxing entities are doing. Retirees do not have the kind of money to handle the increase. He cannot recommend to other families to move here because of the tax increases.

Mr. Lucero stated he received several calls from people that were against a levy increase.

Agenda Item 5: Adjournment

The meeting was adjourned at 11:25a.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



Navajo County Community College District 2013-2014 Proposed Budget Public Hearing Minutes

May 20, 2014 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

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

Others Present: Ann Hess, Everett Robinson, Autom Christensen, Jake Hinton, Tom Nagle, Peggy Belknap, Stuart Bishop, Kenny Keith, Margaret White, Maderia Ellison, Sharon Hokanson, Kathleen Ritz, Jenny Shumway, Rickey Jackson, Brad Farber, Beulah Bob-Pennypacker, Jeremy Raisor, Curtis Casey.

Agenda Item 1: Call to Order

Chair Handorf called the meeting to order at 10:30 a.m.

Agenda Item 2: Presentation of Proposed 2014-2015 Budget – Vice President Hatch

Vice President Hatch presented the Proposed 2014-2015 Budget to the Board. He stated the preliminary budget, as approved by the Board at the last regular board meeting, was posted on the College's website immediately following the April board meeting, as well as a full-page publication in both The White Mountain Independent on May 13 and The Holbrook Tribune on May 14, along with the notice of public hearing. The College is only required to publish in one newspaper but because of the size of the district it is published as broadly as possible. The budget hearing was also noticed in the press release issued to all media throughout the County.

Vice President Hatch reviewed the proposed budget documents with the Board.

Mr. Lucero asked if the actual rate increase was 12.5%. Vice President Hatch stated it was. Mr. Winslow asked if the public could be notified that the Board is not able to respond to the public due to open meeting laws. Chair Handorf explained to the public that the Board would hear public comment but not respond to it.

Brad Farber from Shumway asked Vice President Hatch to clarify that the tax increase was actually 12.5% not 4%. Vice President Hatch stated that Truth in Taxation laws were put into place at a time when there was an expectation that property valuations would always increase. When valuations increase the rate required to get the same property tax levy goes down. When this happens, Truth in Taxation does not say property taxes are decreasing because in even when the amount collected decreased it is still a property tax increase. When valuations go down, to maintain the levy at the same amount the rate has to go up. If assessed valuation goes down 10%



in any given property, the amount of tax that a person is going to pay may go down. The rate has to go up faster than the assessed valuation goes down.

Mr. Lucero asked why the College's budget has to remain the same when everything else in economy is shrinking. Vice President Hatch stated that what the College offers is an investment in the future economy of the county and its communities. An investment in education at this point for those who need education throughout the county will benefit the communities in the long-run. The college is here to provide education and to benefit people through ongoing regular learning opportunities.

President Swarthout stated there are many outside costs that the College does not control, and that is the increasing cost of compliance with the state, federal, and accreditation agencies. As those compliance laws increase, the College has to add positions just to be federal, state, and accreditation compliant.

Agenda Item 3: Call for Public Comment

Brad Farber asked if nine campuses are too much for a population of only 123,000. Nine campuses are a huge expense, especially along with the other nine entities that are funded through property taxes in the county.

Agenda Item 4: Adjournment

The meeting was adjourned at 10:46 a.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.

Respectfully submitted,

Lisa Jayne
Recording Secretary to the Board



REQUEST TO APPROVE PAVEMENT IMPROVEMENT CONTRACT

Recommendation:

Staff recommends approval of a contract for pavement improvements with ACE Asphalt of Arizona for a total price of \$149,487.84.

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).

On elimination of the polymer additive component of the slurry seal, the total project cost has been reduced by nearly \$45,000. 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.

A price quote has been requested from American Asphalt and Grading, which will be provided to the Board when received.

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.



Northland Pioneer College

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Spring 2014 Outstanding Alumni Award Recipient Sara Greenwood

"I knew that I wanted to turn around and invest into the community because the community invested in me," said Sara Greenwood, recipient of Northland Pioneer College's Spring 2014 Outstanding Alumni Award. Nominated for her outstanding service and work in the medical profession, Greenwood has been able to give back to the community by helping save lives in local hospitals and train future nurses from NPC.

Her interest in the medical field started early as Greenwood was influenced by one of her favorite TV shows growing up. "I remember that my family had an older TV, you know, with the antenna and 13 channels, and so really all I could watch was *M*A*S*H* when I was a kid. *M*A*S*H* was so medically oriented and I think that's what put the seed in my brain of what I wanted to do."

Growing up in Holbrook, Greenwood's family had a passion for restoring cars. Greenwood credits the project of restoring a '55 Chevy as what kept her out of trouble and focused on keeping up with her studies. Greenwood graduated from Holbrook High School and made staying local and avoiding debt her top priorities in deciding which college to attend. After finding the Nursing program at NPC, Greenwood was ready to fulfill her childhood dream and enter into the medical field.

She completed much of her coursework at the NPC campus in Winslow, and was also able to work in a variety of environments and situations as she completed the NPC Nursing Program. "I did a lot of my clinicals at Flagstaff Medical Center," explains Greenwood, "I really got a well-rounded education as I even did clinicals at the prison. When we worked there, we got a really good understanding of what Public Health can be."

As she strived to complete her training at NPC, Greenwood is thankful for the advisers and instructors that helped motivate her to finish. "I had great advisers at NPC and (professor) Nancy Williams was probably my favorite. I really related to her success and her teaching was a great example to me."

After she graduated from NPC, Greenwood decided to support her husband and move to where his job needed him to be. Her husband works for the railroad, so Greenwood found herself moving to different locations, but was able to put her credentials to good use. Greenwood was accepted to every medical facility where she applied and worked at various locations throughout Arizona and Wyoming, including many facilities in the Phoenix area such as Scottsdale Osborn and Good Samaritan.

After obtaining her Bachelor's degree in Nursing from Grand Canyon University and with more work experience, Greenwood was asked to become an instructor of clinicals at Flagstaff Medical Center, educating NPC students to become nurses.

Peg Erdman, dean of Nursing and Allied Health Programs, nominated Greenwood and



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credited her as being a great example of “growing our own.” Greenwood said, “Sometimes you see other instructors being more concerned about their career or their future, but I have this invested interest in the local students and a love for the community there.” In thinking of her time teaching at NPC, Greenwood again reflected back to when Nancy Williams influenced her. “I really wanted to invest in the students and the community just like Nancy Williams. I wanted to be like her-the instructor that really helped others.”

Greenwood in particular, enjoyed the style of training that’s found at NPC. “At NPC, I was able to help in giving the ‘meat and potatoes’ of nursing. Some programs focus more on nursing theory, but NPC really helped nurses know the fundamentals of being a nurse. The students were prepared, they knew the fundamentals and were ready to have patients in their care.”

While Greenwood enjoyed being an educator, she found herself desiring to return to what she first loved and went back to being a staff nurse. Greenwood currently works in the ER at Summit Healthcare in Show Low. Explaining her decision to transition from being an instructor back to being a nurse, Greenwood said “a nursing degree can take you into a variety of things, like being an educator or being in management, but I studied nursing to become a nurse. I’m sure I’ll probably deviate now and again in the future, but right now it’s so nice taking care of patients and it’s something I really enjoy.”

Now that her family has settled in Show Low, Greenwood doesn’t see her family relocating anytime soon. When asked about lessons learned or advice for others Greenwood states that “generally any worthy endeavor takes time and it always takes one step at a time. I think some people get frustrated and want success to happen overnight. I look back at when I was going to NPC and realize that I was able to work and pay in cash for my school and left without any debt. That means a lot to me.... I now realize that taking the little steps at NPC really helped prepare me for my whole career.”

By NPC Staff Writer Michael Nilsson



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REQUEST TO APPROVE INTERGOVERNMENTAL AGREEMENT WITH NAVIT

Recommendation:

Staff recommends approval of the Intergovernmental Agreement with the Northeast Arizona Vocational Institute of Technology.

Summary:

The agreement to provide a variety of educational courses to NAVIT on College facilities is a continuation of the existing arrangement with NAVIT. Staff continues to work closely with NAVIT administration to provide quality programs. The cost of program delivery is equally divided between the College and NAVIT.

The agreement to provide dual enrollment courses on a high school facility is a template in the same form as all dual enrollment agreements. This agreement includes vocational courses that College has determined may be counted toward both high school and college graduation requirements at high school facilities during the school day.

Exhibits A and C are updated annually.



INTERGOVERNMENTAL AGREEMENT
by and between
Northern Arizona Vocational Institute of Technology
and
Northland Pioneer College
for
Provision of Joint Technological Education Courses
at College Location

This Intergovernmental Agreement (“Agreement”) is entered into between the Northern Arizona Vocational Institute of Technology (NAVIT) (hereinafter known as “JTED”) and Navajo County Community College District, also known as Northland Pioneer College (hereinafter known as “College”) hereinafter referred to individually as “Party” and collectively as the “Parties”, for the joint exercise of powers pursuant to A.R.S. §11-952 *et seq.*, A.R.S. §15-393(K) and A.R.S. §15-1444(E);

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to A.R.S. §11-952 and A.R.S. §15-393(K) and A.R.S §15-1444(E);

WHEREAS, the Parties want to provide joint technological education courses (“JTED Courses”), as defined in Section 4(E) below, at the College’s location in Navajo County, and to operate under a central model;

NOW THEREFORE, in consideration of the mutual agreements set forth, the Parties agree as follows:

1. Purpose

The purpose of this Agreement is to establish the terms and conditions under which JTED will provide JTED Courses which meet the criteria provided in A.R.S. §15-391.

2. Term

This Agreement shall commence and be effective on July 1, 2014, and shall terminate on June 30, 2019 with annual review and possible revision, unless terminated by either Party as provided for in this Agreement. Payment, performance and obligations for succeeding fiscal periods are subject to the availability and appropriation of monies.

3. Termination

This Agreement may be terminated by either party upon written notice to the other parties given no later than thirty (30) days before the end of the semester. Said termination shall not become effective until the end of the current semester in which notice is given. Termination of this Agreement shall be consistent with the provisions of A.R.S. §15-395.01. All property purchased by a party under this Agreement shall remain the property of that party and shall be

returned to that party by the other party when no longer in use or upon termination, whichever is sooner.

4. Requirements under A.R.S. §15-393(L)

A. Financial Provisions and Format for Billing. See Exhibit A.

(1) The services provided by the Parties shall be proportionally calculated in the cost of delivering the service.

(2) Payment for services shall not exceed the cost of the services provided.

(3) Payment obligations of JTED under this Agreement are conditioned upon receipt of funds from the State of Arizona. The obligations of College are conditioned upon the availability of funds appropriated or allocated by the governing body of College.

B. Accountability Provisions. The Parties agree to cooperate as appropriate to ensure compliance of both Parties with required student testing schedules and procedures, reporting, and other requirements of applicable state and federal law concerning accountability in educational programs. JTED may request an audit or accounting of expenditures by College related to joint technological education programs.

C. Responsibilities.

(1) Responsibilities of JTED.

a. JTED will manage and control the joint technological education district.

b. JTED will be responsible for the content and quality of JTE Courses offered under this Agreement as JTED courses, and shall ensure that such courses meet the standards and outcomes expected of a college course under the criteria of ARS 15-1821.01.

c. JTED will review with the College the standard for the quality of the teachers who instruct JTED Courses and ensure that each such teacher meets the College's requirements for teaching College courses.

d. JTED and College have agreed that all teachers are employees of the College and JTED may reimburse College for a portion of the salary of any teacher instructing a JTED Course.

e. On or before December 31 of each year, JTED shall submit a detailed report to the Career and Technical Education Division of the Department of Education pursuant to A.R.S. §15-393(M).

f. JTED will upload student attendance reports into ADE SAIS system, subject to the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. §1232g, *et seq.*

(2) Responsibilities of College.

a. Attendance data must be reported at least every College academic week, no less than every (7) calendar days by the College to JTED.

b. College will provide a cost analysis and course JTED eligibility documents for each potential JTED class by March 1 of each year.

c. If College is offering Distance Learning CTE class opportunities, see Exhibit B.

d. College will provide necessary facilities, equipment, supplies, maintenance, property and liability insurance to conduct the JTED courses as agreed upon between College and JTED.

e. JTED and College will create a budget.

f. College will provide a proposed new year course budget no later than June 30 of each school year or as budget allocations are available, and a final detailed current year budget with narrative and expenditures using JTED CTE Final Report Form by June 20 of each school year.

g. College will comply with all safety procedures in order to meet applicable State and Federal regulations.

h. College will cooperate with JTED to provide JTED with timely information for purposes of the report required by A.R.S. §15-393(M).

i. The College will be responsible for ensuring quality and that courses meet the rigors and outcomes expected of a college course meeting the criteria of ARS 15-1821.01.

j. The College will ensure that all instructors meet the standards of the college and that all students enrolled in these courses meet the College’s enrollment criteria and the criteria of ARS 15-1821 and 15-1821.01.

k. The College is responsible for complying with all dual enrollment reporting required by the state.

l. The College is responsible for quality and assurance measures such as course monitoring, special training for faculty and participation in department meetings and curriculum development.

m. All College courses offered through this IGA must be approved by the Navajo County Community College District Governing Board to ensure the quality of courses and compliance with all state statutes.

D. **Type of Instruction.** All new College courses must be submitted for approval by October 1 of each school year and approved by the JTED Governing Board. The list of approved courses, type of instruction, the quality and content of each course, shall be attached hereto as Exhibit C. All classes that may generate funding must meet the criteria for programs as required by law. All College teachers are required to follow these criteria.

E. **Quality of Instruction.** “Joint technological education course” shall mean a course which meets the following criteria identified in A.R.S. §15-391 and all community college criteria:

(1) The course is designed to directly lead a student toward a specific career, vocation or industry.

(2) The course is taught by an instructor who is certified to teach career and technical education by the State Board of Education or by a postsecondary educational institution.

(3) The course requires specialized equipment or specialized instruction materials above and beyond the scope and cost of a standard educational course.

(4) The course is designed to lead the student toward certification that is accepted by a vocation or industry as a demonstration of skill or competency in that vocation or industry.

(5) The course is part of a program that requires students to obtain a passing score on an examination that demonstrates a level of skill or competency for that program of study that is accepted by a vocation or an industry.

(6) The course meets the standards of a career preparatory vocational program as determined by the career and technical education division of the Department of Education.

(7) The course is certified by the JTED Governing Board as having met all the requirements of this Paragraph E.

(8) The course is approved by the Career and Technical Education Division of the Department of Education base on requirements prescribed in this Paragraph 2 within 120 days after the submission of all required documentation.

(9) The course is only offered to students in grades 11 through 12 inclusive.

F. Enrollment.

- (1) JTED will coordinate enrollment and registration with the staff of College.
- (2) College and JTED must approve all enrollments, verifying student eligibility in classes approved by the JTED Governing Board and the College Governing Board.
- (3) College will provide registration and attendance information for JTED students in approved courses consistent with State guidelines and subject to the requirements of FERPA.
- (4) Pursuant to A.R.S. §15-393(H), the JTED may collect tuition for adult students and the attendance of pupils who are residents of school districts that are not participating in the joint district. However, the JTED and College have arranged and agree that tuition for courses taught pursuant to this Agreement shall be paid by the student and College shall directly collect such tuition under arrangements between the College and the student.
- (5) College and JTED will cooperate to ensure that students enrolled pursuant to this Agreement comply with all requirements under Proposition 300 as adopted by the College.
- (6) For purposes of this Agreement, a “student” is defined as any person enrolled in the joint district without regard to the person’s age or high school graduation status. Adults and post-secondary students may enroll in College programs subject to College’s policy.

G. Transportation Services. Under this Agreement, transportation is not an issue and the College and the JTED have made no arrangements for such.

5. Cancellation for Conflict of Interest

Pursuant to A.R.S. §38-511, either party to this Agreement may, within three (3) years after the execution of this Agreement, cancel it without further penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement is at any time while the Agreement is in effect, an employee or agent of any other party to the Agreement in any capacity or a consultant to any other party, of the contract with respect to the subject matter of the Agreement. A cancellation made pursuant to this provision shall be effective when either party receives written notice of the cancellation unless the notice specifies a later time.

6. Non-discrimination

The Parties shall comply with Executive Order 2009-09 and all other applicable State and Federal employment laws, rules, and regulations, mandating that all persons shall have equal access to employment opportunities, and that no person shall be discriminated against due to race, creed, color, religion, sex, national origin or disability.

7. Insurance

College and JTED each represent and warrant to the other that it shall at all times retain insurance coverage in compliance with State laws and shall name the other Party as an additional insured.

8. Employees

An employee of any Party to this Agreement who works under the jurisdiction or control of or within the jurisdictional boundaries of another Party to this Agreement pursuant to this Agreement is deemed to be an employee of both public agencies for the purposes of Arizona workers' compensation law, and A.R.S. §23-1022. The primary employer shall be solely liable for the payment of workers' compensation benefits.

9. Mutual Indemnification

Each Party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Parties (as "Indemnitees") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney fees), hereinafter collectively referred to as "claims," arising out of bodily injury or any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitees, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

10. Applicable Law

This Agreement shall be governed and interpreted by the laws of the State of Arizona. Unless otherwise stated in this Agreement, JTED shall operate under the provisions of A.R.S. Title 15, Ch. 3, Art. 6 (§§15- 391 through 15-396), as amended.

11. Mediation

Neither Party may file a claim against the other without first participating in good faith in mediation with a trained and impartial mediator. The Parties shall share the expenses of mediation, except that shared expenses shall not include the cost incurred by a Party for representation by an attorney at the mediations, if such representation is desired.

12. Notice

Any notice required or permitted under the terms of this Agreement shall be deemed given or served if sent by certified mail, return receipt requested, postage prepaid, to:

JTED

Matt Weber, Superintendent
NAVIT
951 W Snowflake Blvd
Snowflake, AZ 85937
Phone: 928.536.6100
Fax: 928.536.7287

COLLEGE

Jeanne Swarthout, President
Northland Pioneer College
P. O. Box 610
Holbrook, AZ 85937
Phone: 928.524.7311
Fax: 928.524.7419

13. Counterparts

This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement. This Agreement is effective as of the date first written above.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS HEREOF, the parties sign this Agreement:

NORTHERN ARIZONA VOCATIONAL INSTITUTE OF TECHNOLOGY (NAVIT)

By: _____

Title: _____

Dated this ____ day of _____, 20__, upon resolution of the JTED Governing Board approving this Agreement and authorizing its Superintendent to sign below:

NORTHERN ARIZONA VOCATIONAL INSTITUTE OF TECHNOLOGY (NAVIT)

By: _____

Title: Superintendent

Attorney approval:

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the JTED Governing Board.

By:  5/14/2014
Legal Counsel for JTED

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

By: _____

By: _____

Title: _____

Title: _____

Dated this ____ day of _____, 20____, upon resolution of the District Governing Board of the Navajo County Community College District, approving this Agreement and authorizing its President to sign below:

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

By: _____

Title: President

This Agreement has been reviewed pursuant to A.R.S. §11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Governing Board of Navajo County Community College District.

By: _____

Legal Counsel for the Navajo County Community College District

Exhibit A

**Northland Pioneer College
Estimate Costs**

GL Code	Department	Class Prefix	NAVIT %	Wages & Benefits	Instruction Expenses	Total Expenses	NAVIT Related \$	Invoiced @ 50%	Total NAVIT
00-1110	Automotive	ATO	70.0%	\$ 131,731	\$ 21,307	\$ 153,038	\$ 107,126.25	\$ 53,563.13	\$ 53,563.13
00-1120	Business Administration	BUS	8.0%	\$ 197,839	\$ 3,421	\$ 201,260	\$ 16,100.78	\$ 8,050.39	\$ 8,050.39
00-1135	Construction Technology	CON	15.0%	\$ 82,662	\$ 14,215	\$ 96,877	\$ 14,531.58	\$ 7,265.79	\$ 7,265.79
00-1325	Cosmetology	COS	50.0%	\$ 662,435	\$ 74,474	\$ 736,909	\$ 368,454.45	\$ 184,227.23	\$ 184,227.23
00-1336	Fire Science	FRS	50.0%	\$ 161,030	\$ 14,629	\$ 175,659	\$ 87,829.35	\$ 43,914.68	\$ 43,914.68
00-1377	Health Science	HES	40.0%	\$ 186,776	\$ 267	\$ 187,043	\$ 74,817.12	\$ 37,408.56	\$ 37,408.56
00-1155	Industrial Maint Op	IMO	20.0%	\$ 277,070	\$ 33,745	\$ 310,815	\$ 62,162.94	\$ 31,081.47	\$ 31,081.47
00-1365	Medical Assistant	MDA	40.0%	\$ 26,471	\$ 2,279	\$ 28,749	\$ 11,499.60	\$ 5,749.80	\$ 5,749.80
00-1370	Nurse Assistant	NAT	25.0%	\$ 300,302	\$ 9,784	\$ 310,086	\$ 77,521.50	\$ 38,760.75	\$ 38,760.75
00-1170	Welding	WLD	70.0%	\$ 449,656	\$ 80,102	\$ 529,759	\$ 370,831.02	\$ 185,415.51	\$ 185,415.51
	Tuition and Misc Expenses								\$ 400,000.00
	Totals			\$ 2,475,971	\$ 254,222	\$ 2,730,193	\$1,190,874.59	\$ 595,437.30	\$ 995,437.30

Exhibit B

Distance Learning CTE Courses

Any College participating in Distance Learning CTE Classes utilizing the JTED Video Conferencing Distance Learning (VCDL) network will present the VCDL course to the JTED to accept as an approved site course, participate in JTED training to acquire usage procedures and instructional strategies, provide appropriate classroom environment and staff, and complete all necessary ADE forms in order for the class enrollment to be reported by the College to JTED.

Exhibit C - Type of Instruction

FA 2014 - CTE

<u>CrsNo</u>	<u>Description</u>	<u>Days</u>	<u>Times</u>	<u>Instructor</u>	<u>CrHrs</u>
HOPI					
BUS112	FUNDAMENTALS OF BOOKKEEPING	----R--	8:00a-10:44a	BAUM, CLOVER	3.00
KAY					
BUS112	FUNDAMENTALS OF BOOKKEEPING	----R--	8:00a-10:44a	BAUM, CLOVER	3.00
LCC					
BUS112	FUNDAMENTALS OF BOOKKEEPING	----R--	8:00a-10:44a	BAUM, CLOVER	3.00
BUS105	TECHNIQUES OF SUPERVISION	-M-----	8:00a-10:44a	MUCHMORE, CAROLYNE L	3.00
BUS119	MEDICAL OFFICE ADMIN PROCEDURE	-M-----	8:00a-10:44a	MUCHMORE, CAROLYNE L	3.00
COS113	INTRODUCTION TO COSMETOLOGY	-MTWRF-	8:00a-10:59a	SAM, FERRY N MALLORY	10.00
COS116	THEORY OF COS IV-HAIR CARE	-MTWRF-	12:30p- 3:29p	SAM, FERRY N MALLORY	2.00
COS202	BASIC CLINICAL PRACTICE II	-MTWRF-	12:30p- 3:29p	SAM, FERRY N MALLORY	4.00
COS203	BASIC CLINICAL PRACTICE III	-MTWRF-	12:30p- 3:29p	SAM, FERRY N MALLORY	4.00
COS204	ADVANCED CLINICAL PRACTICE IV	-MTWRF-	12:30p- 3:29p	SAM, FERRY N MALLORY	4.00
PDC					
BUS112	FUNDAMENTALS OF BOOKKEEPING	----R--	8:00a-10:44a	BAUM, CLOVER	3.00
CON099X	CONSTRUCTION SKILLS LAB	----F-	8:15a-11:14a	WILK, KENNETH WALTER	0.00
CON100	CONSTRUCTION MATH AND SAFETY	-MTWR--	8:15a-11:15a	WILK, KENNETH WALTER	3.00
CON105	ENGINEER PRINC AND CONSTR METH	-MTWR--	8:15a-11:15a	WILK, KENNETH WALTER	3.00
CON110	PLAN READ SITE LAYOUT COMM EMP	-MTWR--	8:15a-11:15a	WILK, KENNETH WALTER	3.00
CON125	CONCRETE SYSTEMS	-MTWR--	8:15a-11:15a	WILK, KENNETH WALTER	3.00
CON140	COMPUTER APPLICATNS CONSTRUCTI	-MTWR--	8:15a-11:15a	WILK, KENNETH WALTER	3.00

CON180	CONSTRUCTION SERVICE LEARNING	-MTWR--	8:15a-11:15a	WILK, KENNETH WALTER	3.00
CON200	INTEGRAT CONSTR MGMT DESIGN L	-MTWR--	8:15a-11:15a	WILK, KENNETH WALTER	3.00
CON230	SUSTAINABLE CONSTRUCTION	-MTWR--	8:15a-11:15a	WILK, KENNETH WALTER	3.00
IMO201	INTRO TO INDUSTRIAL MAINTENANC	---WRF-	12:15p- 3:14p	CALDERON, FRED	4.00
IMO231	MECHANICL MAINTENANCE II	---WRF-	12:15p- 3:14p	CALDERON, FRED	6.00
IMO210	POWER PRINCIPLES I	-MT----	12:15p- 3:14p	CALDERON, FRED	6.00
IMO211	POWER PRINCIPLES II	-MT----	12:15p- 3:14p	CALDERON, FRED	6.00
IMO212	POWER PRINCIPLES III	-MT----	12:15p- 3:14p	CALDERON, FRED	6.00
MET110	MANUFACTURING FUNDAMENTALS	-MTWRF-	12:15p- 3:14p	PERKINS, JOHN CHARLES	3.00
MET120	INDUSTRIAL MECHANICS I	-MTWRF-	12:15p- 3:14p	PERKINS, JOHN CHARLES	5.00
MET130	INDUSTRIAL ELECTRICAL SYSTEMS	-MTWRF-	12:15p- 3:14p	PERKINS, JOHN CHARLES	4.00
MET199	MECHATRONICS ENGINEERING TECHN	-MTWRF-	12:15p- 3:14p	PERKINS, JOHN CHARLES	3.00
WLD100	SAFETY AND MATH	-MTWRF-	8:15a-11:15a	S T A F F	2.00
WLD150	SYMBOLS-DRAWINGS-METAL PREP	-MTWRF-	8:15a-11:15a	S T A F F	2.00
WLD151	CUTTING PROCESS AND WELD QUALI	-MTWRF-	8:15a-11:15a	S T A F F	3.00
WLD152	SMAW PLATE I	-MTWRF-	8:15a-11:15a	S T A F F	3.00
WLD153	SMAW PLATE II	-MTWRF-	8:15a-11:15a	S T A F F	3.00
WLD265	GMAW PIPE	-MTWRF-	8:15a-11:15a	S T A F F	3.00
WLD266	FCAW PIPE	-MTWRF-	8:15a-11:15a	S T A F F	3.00
WLD267	GTAW PIPE I	-MTWRF-	8:15a-11:15a	S T A F F	3.00
WLD268	GTAW PIPE II	-MTWRF-	8:15a-11:15a	S T A F F	3.00
WLD290	WELDING FABRICATION	-MTWRF-	8:15a-11:15a	S T A F F	3.00
WLD291	INTERNSHIP FOR WELDING	-MTWRF-	8:15a-11:15a	S T A F F	2.00
WLD100	SAFETY AND MATH	-MTWRF-	12:30p- 3:29p	S T A F F	2.00
WLD150	SYMBOLS-DRAWINGS-METAL PREP	-MTWRF-	12:30p- 3:29p	S T A F F	2.00
WLD151	CUTTING PROCESS AND WELD QUALI	-MTWRF-	12:30p- 3:29p	S T A F F	3.00
WLD152	SMAW PLATE I	-MTWRF-	12:30p- 3:29p	S T A F F	3.00
WLD153	SMAW PLATE II	-MTWRF-	12:30p- 3:29p	S T A F F	3.00
WLD265	GMAW PIPE	-MTWRF-	12:30p- 3:29p	S T A F F	3.00
WLD266	FCAW PIPE	-MTWRF-	12:30p- 3:29p	S T A F F	3.00
WLD267	GTAW PIPE I	-MTWRF-	12:30p- 3:29p	S T A F F	3.00

WLD268	GTAW PIPE II	-MTWRF-	12:30p- 3:29p	S T A F F	3.00
WLD290	WELDING FABRICATION	-MTWRF-	12:30p- 3:29p	S T A F F	3.00
WLD291	INTERNSHIP FOR WELDING	-MTWRF-	12:30p- 3:29p	S T A F F	2.00

SCC

BUS112	FUNDAMENTALS OF BOOKKEEPING	----R--	8:00a-10:44a	BAUM, CLOVER	3.00
FRS126	ROPE RESCUE I	-MTWRF-	7:40a-10:39a	SOLOMON, BILL C	1.00
FRS127	ROPE RESCUE II	-MTWRF-	7:40a-10:39a	SOLOMON, BILL C	1.00
FRS128	ROPE RESCUE III	-MTWRF-	7:40a-10:39a	SOLOMON, BILL C	1.00
FRS130	THE INCIDENT COMMAND SYSTEM	-MTWRF-	7:40a-10:39a	SOLOMON, BILL C	1.00
FRS139	CONFINED SPACE OPERATIONS	-MTWRF-	7:40a-10:39a	SOLOMON, BILL C	3.00
FRS150	WILDLAND FIREFIGHTER	-MTWRF-	7:40a-10:39a	SOLOMON, BILL C	2.00
FRS203	FIRE PREVENTION	-MTWRF-	7:40a-10:39a	SOLOMON, BILL C	3.00
FRS208	PRINC FIRE EMERG SRV SAFE SURV	-MTWRF-	7:40a-10:39a	SOLOMON, BILL C	3.00

SPE

BUS112	FUNDAMENTALS OF BOOKKEEPING	----R--	8:00a-10:44a	BAUM, CLOVER	3.00
BUS105	TECHNIQUES OF SUPERVISION	-M-----	7:30a-10:29a	BAUM, CLOVER	3.00
BUS119	MEDICAL OFFICE ADMIN PROCEDURE	-M-----	7:30a-10:29a	BAUM, CLOVER	3.00

STJ

BUS112	FUNDAMENTALS OF BOOKKEEPING	----R--	8:00a-10:44a	BAUM, CLOVER	3.00
COS113	INTRODUCTION TO COSMETOLOGY	-MTWR--	12:00p- 2:59p	PECK, JULIE	10.00
COS114	THEORY OF COSMETOLOGY II	-MTWR--	12:00p- 2:59p	PECK, JULIE	3.00
COS115	THEORY OF COS III-GEN SCIENCES	-MTWR--	12:00p- 2:59p	PECK, JULIE	3.00
COS116	THEORY OF COS IV-HAIR CARE	-MTWR--	12:00p- 2:59p	PECK, JULIE	2.00
COS117	THEORY COS V-SKIN AND NAIL CAR	-MTWR--	12:00p- 2:59p	PECK, JULIE	2.00
COS201	BASIC CLINICAL PRACTICE I	-MTWR--	12:00p- 2:59p	PECK, JULIE	4.00

COS202	BASIC CLINICAL PRACTICE II	-MTWR--	12:00p- 2:59p	PECK, JULIE	4.00
COS203	BASIC CLINICAL PRACTICE III	-MTWR--	12:00p- 2:59p	PECK, JULIE	4.00
COS204	ADVANCED CLINICAL PRACTICE IV	-MTWR--	12:00p- 2:59p	PECK, JULIE	4.00
COS205	ADVANCED CLINICAL PRACTICE V	-MTWR--	12:00p- 2:59p	PECK, JULIE	4.00
COS206	ADVANCED CLINICAL PRACTICE VI	-MTWR--	12:00p- 2:59p	PECK, JULIE	4.00
COS207	ADVANCED CLINICAL PRACTICE VII	-MTWR--	12:00p- 2:59p	PECK, JULIE	4.00
COS208	ADVANCED CLINICAL PRACTICE VII	-MTWR--	12:00p- 2:59p	PECK, JULIE	4.00
COS113	INTRODUCTION TO COSMETOLOGY	-MTWR--	7:30a-10:29a	PECK, JULIE	10.00
COS114	THEORY OF COSMETOLOGY II	-MTWR--	7:30a-10:29a	PECK, JULIE	3.00
COS115	THEORY OF COS III-GEN SCIENCES	-MTWR--	7:30a-10:29a	PECK, JULIE	3.00
COS116	THEORY OF COS IV-HAIR CARE	-MTWR--	7:30a-10:29a	PECK, JULIE	2.00
COS117	THEORY COS V-SKIN AND NAIL CAR	-MTWR--	7:30a-10:29a	PECK, JULIE	2.00
COS201	BASIC CLINICAL PRACTICE I	-MTWR--	7:30a-10:29a	PECK, JULIE	4.00
COS202	BASIC CLINICAL PRACTICE II	-MTWR--	7:30a-10:29a	PECK, JULIE	4.00
COS203	BASIC CLINICAL PRACTICE III	-MTWR--	7:30a-10:29a	PECK, JULIE	4.00
COS204	ADVANCED CLINICAL PRACTICE IV	-MTWR--	7:30a-10:29a	PECK, JULIE	4.00
COS205	ADVANCED CLINICAL PRACTICE V	-MTWR--	7:30a-10:29a	PECK, JULIE	4.00
COS206	ADVANCED CLINICAL PRACTICE VI	-MTWR--	7:30a-10:29a	PECK, JULIE	4.00
COS207	ADVANCED CLINICAL PRACTICE VII	-MTWR--	7:30a-10:29a	PECK, JULIE	4.00
COS208	ADVANCED CLINICAL PRACTICE VII	-MTWR--	7:30a-10:29a	PECK, JULIE	4.00
IMO210	POWER PRINCIPLES I	-MT----	7:30a-10:29a	WAKEFIELD, ERNEST WENDELL	6.00
IMO212	POWER PRINCIPLES III	-MT----	7:30a-10:29a	WAKEFIELD, ERNEST WENDELL	6.00
IMO201	INTRO TO INDUSTRIAL MAINTENANC	---WRF-	7:30a-10:29a	WAKEFIELD, ERNEST WENDELL	4.00
IMO231	MECHANICL MAINTENANCE II	---WRF-	7:30a-10:29a	WAKEFIELD, ERNEST WENDELL	6.00
WLD100	SAFETY AND MATH	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	2.00
WLD150	SYMBOLS-DRAWINGS-METAL PREP	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	2.00
WLD151	CUTTING PROCESS AND WELD QUALI	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	3.00
WLD152	SMAW PLATE I	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	3.00
WLD153	SMAW PLATE II	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	3.00
WLD265	GMAW PIPE	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	3.00
WLD266	FCAW PIPE	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	3.00

WLD267	GTAW PIPE I	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	3.00
WLD268	GTAW PIPE II	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	3.00
WLD290	WELDING FABRICATION	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	3.00
WLD291	INTERNSHIP FOR WELDING	-MTWRF-	7:30a-10:29a	PINNELL, FRANK E, JR	2.00
WLD100	SAFETY AND MATH	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	2.00
WLD150	SYMBOLS-DRAWINGS-METAL PREP	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	2.00
WLD151	CUTTING PROCESS AND WELD QUALI	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	3.00
WLD152	SMAW PLATE I	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	3.00
WLD153	SMAW PLATE II	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	3.00
WLD265	GMAW PIPE	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	3.00
WLD266	FCAW PIPE	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	3.00
WLD267	GTAW PIPE I	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	3.00
WLD268	GTAW PIPE II	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	3.00
WLD290	WELDING FABRICATION	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	3.00
WLD291	INTERNSHIP FOR WELDING	-MTWRF-	12:00p- 2:59p	PINNELL, FRANK E, JR	2.00

WMC

ATO103	SAFETY AND HAZARDOUS MATERIALS	-MTWRF-	8:00a-10:59a	HARRIS, SAMMY LEE	2.00
ATO111	ENGINE PERFORMANCE III	-MTWRF-	8:00a-10:59a	HARRIS, SAMMY LEE	3.00
ATO112	AUTOMATIC TRANSMISSION SYSTMS	-MTWRF-	8:00a-10:59a	HARRIS, SAMMY LEE	3.00
ATO113	AUTOMATIC TRANSMISSION SYSTMS	-MTWRF-	8:00a-10:59a	HARRIS, SAMMY LEE	3.00
ATO205	SUSPENSION AND STEERING SYSTEM	-MTWRF-	8:00a-10:59a	HARRIS, SAMMY LEE	4.00
ATO207	ELECTRICL AND ELECTRONCS SYST	-MTWRF-	8:00a-10:59a	HARRIS, SAMMY LEE	3.00
ATO208	ELECTRICL AND ELECTRONCS SYST	-MTWRF-	8:00a-10:59a	HARRIS, SAMMY LEE	3.00
ATO209	ELECTRICL AND ELECTRONC SYST I	-MTWRF-	8:00a-10:59a	HARRIS, SAMMY LEE	3.00
ATO103	SAFETY AND HAZARDOUS MATERIALS	-MTWRF-	1:00p- 3:59p	HARRIS, SAMMY LEE	2.00
ATO110	ENGINE PERFORMANCE II	-MTWRF-	1:00p- 3:59p	HARRIS, SAMMY LEE	3.00
ATO111	ENGINE PERFORMANCE III	-MTWRF-	1:00p- 3:59p	HARRIS, SAMMY LEE	3.00
ATO112	AUTOMATIC TRANSMISSION SYSTMS	-MTWRF-	1:00p- 3:59p	HARRIS, SAMMY LEE	3.00
ATO113	AUTOMATIC TRANSMISSION SYSTMS	-MTWRF-	1:00p- 3:59p	HARRIS, SAMMY LEE	3.00

ATO205	SUSPENSION AND STEERING SYSTEM	-MTWRF-	1:00p- 3:59p	HARRIS, SAMMY LEE	4.00
ATO207	ELECTRICAL AND ELECTRONICS SYST	-MTWRF-	1:00p- 3:59p	HARRIS, SAMMY LEE	3.00
ATO208	ELECTRICAL AND ELECTRONICS SYST	-MTWRF-	1:00p- 3:59p	HARRIS, SAMMY LEE	3.00
ATO209	ELECTRICAL AND ELECTRONIC SYST I	-MTWRF-	1:00p- 3:59p	HARRIS, SAMMY LEE	3.00
BUS105	TECHNIQUES OF SUPERVISION	-M-----	8:00a-10:44a	STAFF	3.00
BUS112	FUNDAMENTALS OF BOOKKEEPING	----R--	8:00a-10:44a	BISHOP, JENNIFER RENEE	3.00
BUS119	MEDICAL OFFICE ADMIN PROCEDURE	-M-----	8:00a-10:44a	BISHOP, JENNIFER RENEE	3.00
CON099X	CONSTRUCTION SKILLS LAB	----F-	1:00p- 3:59p	WILK, KENNETH WALTER	0.00
CON100	CONSTRUCTION MATH AND SAFETY	-MTWR--	1:00p- 3:59p	WILK, KENNETH WALTER	3.00
CON105	ENGINEER PRINC AND CONSTR METH	-MTWR--	1:00p- 3:59p	WILK, KENNETH WALTER	3.00
CON110	PLAN READ SITE LAYOUT COMM EMP	-MTWR--	1:00p- 3:59p	WILK, KENNETH WALTER	3.00
CON125	CONCRETE SYSTEMS	-MTWR--	1:00p- 3:59p	WILK, KENNETH WALTER	3.00
COS113	INTRODUCTION TO COSMETOLOGY	-MTWRF-	8:00a-10:59a	REIDHEAD, CHLOE ANN	10.00
COS113	INTRODUCTION TO COSMETOLOGY	-MTWRF-	1:00p- 3:59p	HICKS, BARBARA J	10.00
COS115	THEORY OF COS III-GEN SCIENCES	-MTWRF-	1:00p- 3:59p	CHRISTENSEN, AUTOM S	3.00
COS116	THEORY OF COS IV-HAIR CARE	-MTWRF-	1:00p- 3:59p	CHRISTENSEN, AUTOM S	2.00
COS201	BASIC CLINICAL PRACTICE I	-MTWRF-	1:00p- 3:59p	CHRISTENSEN, AUTOM S	4.00
COS202	BASIC CLINICAL PRACTICE II	-MTWRF-	1:00p- 3:59p	CHRISTENSEN, AUTOM S	4.00
COS203	BASIC CLINICAL PRACTICE III	-MTWRF-	1:00p- 3:59p	CHRISTENSEN, AUTOM S	4.00
COS204	ADVANCED CLINICAL PRACTICE IV	-MTWRF-	1:00p- 3:59p	CHRISTENSEN, AUTOM S	4.00
COS116	THEORY OF COS IV-HAIR CARE	-MTWRF-	8:00a-10:59a	HICKS, BARBARA J	2.00
COS201	BASIC CLINICAL PRACTICE I	-MTWRF-	8:00a-10:59a	HICKS, BARBARA J	4.00
COS202	BASIC CLINICAL PRACTICE II	-MTWRF-	8:00a-10:59a	HICKS, BARBARA J	4.00
COS203	BASIC CLINICAL PRACTICE III	-MTWRF-	8:00a-10:59a	HICKS, BARBARA J	4.00
COS204	ADVANCED CLINICAL PRACTICE IV	-MTWRF-	8:00a-10:59a	HICKS, BARBARA J	4.00
COS205	ADVANCED CLINICAL PRACTICE V	-MTWRF-	8:00a-10:59a	HICKS, BARBARA J	4.00
COS206	ADVANCED CLINICAL PRACTICE VI	-MTWRF-	8:00a-10:59a	HICKS, BARBARA J	4.00
COS207	ADVANCED CLINICAL PRACTICE VII	-MTWRF-	8:00a-10:59a	HICKS, BARBARA J	4.00
COS208	ADVANCED CLINICAL PRACTICE VII	-MTWRF-	8:00a-10:59a	HICKS, BARBARA J	4.00
WLD100	SAFETY AND MATH	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	2.00
WLD150	SYMBOLS-DRAWINGS-METAL PREP	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	2.00

WLD151	CUTTING PROCESS AND WELD QUALI	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	3.00
WLD152	SMAW PLATE I	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	3.00
WLD153	SMAW PLATE II	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	3.00
WLD265	GMAW PIPE	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	3.00
WLD266	FCAW PIPE	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	3.00
WLD267	GTAW PIPE I	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	3.00
WLD268	GTAW PIPE II	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	3.00
WLD290	WELDING FABRICATION	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	3.00
WLD291	INTERNSHIP FOR WELDING	-MTWRF-	8:00a-10:59a	HOSKINS, RANDALL D	2.00
WLD100	SAFETY AND MATH	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	2.00
WLD150	SYMBOLS-DRAWINGS-METAL PREP	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	2.00
WLD151	CUTTING PROCESS AND WELD QUALI	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	3.00
WLD152	SMAW PLATE I	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	3.00
WLD153	SMAW PLATE II	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	3.00
WLD265	GMAW PIPE	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	3.00
WLD266	FCAW PIPE	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	3.00
WLD267	GTAW PIPE I	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	3.00
WLD268	GTAW PIPE II	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	3.00
WLD290	WELDING FABRICATION	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	3.00
WLD291	INTERNSHIP FOR WELDING	-MTWRF-	1:00p- 3:59p	HOSKINS, RANDALL D	2.00

WRV

BUS112	FUNDAMENTALS OF BOOKKEEPING	----R--	8:00a-10:44a	BAUM, CLOVER	3.00
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FA 2014 - ARTS/SCI

<u>CrsNo</u>	<u>Description</u>	<u>Days</u>	<u>Times</u>	<u>Instructor</u>	<u>CrHrs</u>
LCC					
ECD250	CHILD DEVELOPMENT I	--T----	8:00a-10:44a	POWDERMAKER, MARINA	3.00
PDC					
ECD250	CHILD DEVELOPMENT I	--T----	8:00a-10:44a	POWDERMAKER, MARINA	3.00
SCC					
ECD250	CHILD DEVELOPMENT I	--T----	8:00a-10:44a	POWDERMAKER, MARINA	3.00
WMC					
ECD250	CHILD DEVELOPMENT I	--T----	8:00a-10:44a	POWDERMAKER, MARINA	3.00
WRV					
ECD250	CHILD DEVELOPMENT I	--T----	8:00a-10:44a	POWDERMAKER, MARINA	3.00

FA 2014 - NURS

<u>CrsNo</u>	<u>Description</u>	<u>Days</u>	<u>Times</u>	<u>Instructor</u>	<u>CrHrs</u>
LCC					
EMT104	CPR AND FIRST AID	-----S	8:00a- 4:59p	O'CONNELL, SARAH L	0.50
EMT104	CPR AND FIRST AID	-----S	8:00a- 4:59p	O'CONNELL, SARAH L	0.50
HES099X	CAREER SKILLS FOR HEALTH PROFE	---W---	8:00a-10:59a	MOORE, MATHEW D	0.00
HES170	MEDICAL TERM CLINCL HLTH PROFE	----F-	8:00a-10:59a	MOORE, MATHEW D	3.00
HES145	NUTRITION	--T----	8:00a-10:59a	MOORE, MATHEW D	3.00
MDA124	CLINICAL PROCEDURES I	--T-RF-	8:00a-10:59a	S T A F F	5.00
NAT101	NURSING ASSISTANT	-M-WR--	8:00a-10:59a	HAYES, THERESE W	5.00
NAT101	NURSING ASSISTANT	---W---	8:00a-10:59a	HAYES, THERESE W	5.00
NAT101	NURSING ASSISTANT	-M--R--	12:00p- 2:59p	HAYES, THERESE W	5.00
PDC					
HES170	MEDICAL TERM CLINCL HLTH PROFE	----F-	8:00a-10:59a	MOORE, MATHEW D	3.00
HES145	NUTRITION	--T----	8:00a-10:59a	MOORE, MATHEW D	3.00
SCC					
EMT104	CPR AND FIRST AID	-----S	8:30a- 5:29p	CUNNINGHAM, GARY ALLEN	0.50
HES170	MEDICAL TERM CLINCL HLTH PROFE	----F-	8:00a-10:59a	MCNEILL, WINSLOW J	3.00
HES145	NUTRITION	--T----	8:00a-10:59a	ACEVES, ELIZABETH MICHELLE	3.00
MDA124	CLINICAL PROCEDURES I	--T-RF-	8:00a-10:59a	WILLIAMS, DANIELLE JEAN	5.00
NAT101	NURSING ASSISTANT	-M-WR--	8:00a-10:59a	FISCHER, MARY JEAN	5.00
SPE					
HES170	MEDICAL TERM CLINCL HLTH PROFE	----F-	8:00a-10:59a	MCNEILL, WINSLOW J	3.00

HES145	NUTRITION	--T----	8:00a-10:59a	ACEVES, ELIZABETH MICHELLE	3.00
NAT101	NURSING ASSISTANT	-M-WR--	8:00a-10:59a	REIDHEAD, DANELLA	5.00

STJ

EMT104	CPR AND FIRST AID	-----S	8:30a- 5:29p	KIRK, JEAN ANN	0.50
HES170	MEDICAL TERM CLINCL HLTH PROFE	----F-	8:00a-10:59a	MCNEILL, WINSLOW J	3.00
HES145	NUTRITION	--T----	8:00a-10:59a	ACEVES, ELIZABETH MICHELLE	3.00

WMC

EMT104	CPR AND FIRST AID	----F-	8:30a- 5:29p	JOHNSON, SANDRA FAYE	0.50
EMT104	CPR AND FIRST AID	-----S	8:30a- 5:29p	JOHNSON, SANDRA FAYE	0.50
HES099X	CAREER SKILLS FOR HEALTH PROFE	---W---	8:00a-10:59a	WARREN, CONNIE MARIE	0.00
HES145	NUTRITION	--T----	8:00a-10:59a	WARREN, CONNIE MARIE	3.00
HES170	MEDICAL TERM CLINCL HLTH PROFE	----F-	8:00a-10:59a	ACEVES, ELIZABETH MICHELLE	3.00
NAT101	NURSING ASSISTANT	-M-WR--	8:00a-10:59a	FISCHER, MARY JEAN	5.00

FA 2014 - STUS

<u>CrsNo</u>	<u>Description</u>	<u>Days</u>	<u>Times</u>	<u>Instructor</u>	<u>CrHrs</u>
LCC					
STU099X	STUDENT ORIENTATION	--T----	8:00a-10:29a	PALEN, DAWN MARIE	0.00
STU099X	STUDENT ORIENTATION	--T----	8:00a-10:29a	HINTON-RIVERA, RONNIE J	0.00
STU099X	STUDENT ORIENTATION	--T----	12:30p- 2:59p	HINTON-RIVERA, RONNIE J	0.00
PDC					
STU099X	STUDENT ORIENTATION	--T----	8:00a-10:29a	BEGAY, MARIUS IRA	0.00
STU099X	STUDENT ORIENTATION	--T----	12:30p- 2:59p	BEGAY, MARIUS IRA	0.00
SCC					
STU099X	STUDENT ORIENTATION	--T----	8:00a-10:29a	PIROG, STAN S	0.00
SPE					
STU099X	STUDENT ORIENTATION	--T----	1:00p- 3:29p	COLWELL, MICHAEL	0.00
STU099X	STUDENT ORIENTATION	--T----	12:30p- 2:59p	COLWELL, MICHAEL	0.00
STJ					
STU099X	STUDENT ORIENTATION	--T----	12:30p- 2:59p	ROGERS, JOSHUA	0.00
STU099X	STUDENT ORIENTATION	--T----	8:00a-10:29a	ROGERS, JOSHUA	0.00
WMC					
STU099X	STUDENT ORIENTATION	--T----	8:00a-10:29a	CALL, DON BRADLEY	0.00

STU099X	STUDENT ORIENTATION	--T----	12:30p- 2:59p	CALL, DON BRADLEY	0.00
STU099X	STUDENT ORIENTATION	--T----	8:00a-10:29a	MANOR, SANDY L	0.00
STU099X	STUDENT ORIENTATION	--T----	8:00a-10:59a	JORDAN, CARRIE L	0.00

Exhibit C

Type of Instruction

List the program offered and the courses associated with each program. For each course, list the name of the course offered, a description of the course, the days of the week and times the course will be offered, the credit hours earned for completion of the course, and the name of the instructor of the course.

Exhibit D

Transportation

List any special transportation provisions negotiated by JTED and College.

REQUEST TO APPROVE INTERGOVERNMENTAL AGREEMENT WITH APACHE COUNTY

Recommendation:

Staff recommends approval of the Intergovernmental Agreement with Apache County.

Summary:

The agreement to provide a educational services to Apache County is a continuation of the existing relationship with Apache County. Staff continues to work closely with the Apache County Higher Education Committee and Apache County officials to provide quality services. The cost of program delivery creates no burden on the tax payers of Navajo County.

As described in the agreement actual revenue and expenses are determined through a year-end analysis and payment adjustments are made following an annual analysis.

Three exhibits have been added to the IGA, which are described in the body of the agreement and have been attached.



INTERGOVERNMENTAL AGREEMENT
NORTHLAND PIONEER COLLEGE PROGRAMS AND SERVICES
IN
APACHE COUNTY

This Agreement is entered into on the ____ day of _____, 2014 pursuant to A.R.S. §11-951, et seq., between the following public agencies for joint exercise of their powers;

1. Apache County (“County”)
2. Navajo County Community College District, doing business as Northland Pioneer College (“District”).

Authority to carry on the activities included in this Agreement is found in the Arizona revised Statutes as follows:

AGENCY

County
District

STATUTES

A.R.S. §15-1470 and A.R.S. § 11-201
A.R.S. §15-1470

The purpose of this Agreement is to provide community college programs and services, in Apache County. District programs and services are defined by the NPC Strategic Plan, the District budget and the District’s instructional and student services staffing capacity. This Agreement is authority for District to provide educational programs and services in Apache County through the strategic plan of the Apache County Higher Education Committee.

WHEREFORE, the parties agree:

- I. The Title of this Agreement is Intergovernmental Agreement, Northland Pioneer College Programs and Services in Apache County.
- II. This Agreement shall become effective on July 1, 2014, or upon the date it is signed by all parties, whichever is later unless that date is after July 20, 2014 in which case this Agreement is effective July 20, 2014. This Agreement shall continue to be binding upon all parties until June 30, 2016 unless terminated as provided in paragraphs XI and XII. Amendment may be made only upon execution of written amendment signed by the parties hereto. The parties agree to negotiate in good faith in the future for the provision of post-secondary education services in Apache County.
- III. The Apache County Higher Education Committee referenced herein is an appointed advisory committee established by the Apache County Board of Supervisors by separate policy. This advisory committee’s responsibilities are inclusive of the duties referenced below.

IV. The District and the County agree that the County will reimburse the District for educational programs and services; recognizing that the District will receive incremental revenue, which include tuition, fees, contractual fees, operating State Aid, capital State Aid, federal aid, grants that include Apache County services, and net NAVIT funding in addition to the fees provided pursuant to this Agreement, to make the District whole for costs incurred as a result of providing services to Apache County. Expenditures by the District on behalf of Apache County are recognized to include Direct Expenses, which include all expenses in Apache County locations for Apache County educational programs and services; Indirect Expenses, which include incremental costs incurred in providing services to Apache County in the areas of institutional support, such costs to be assessed on an enrollment ratio basis; and Designated Expenses, which include institutional support expenses allocated on a basis other than enrollment. Attachment A summarizes the specific services District provides to County by department for Indirect Expenses designation. Attachment A is not intended to be exhaustive but describes the level of work appropriate in the Indirect Expense category. Attachment B is an overview of the data reporting that District will provide the Apache County Higher Education Committee; the attachment indicates types of data that will be reported and the twice-annual data reporting calendar.

A. IGA Funds: The County will pay to District for the provision of programs and services during the 2014-2015 academic year and the 2015-2016 academic year unless amended, \$600,000.00 each year, to be paid in two installments each year. This amount will be transferred to the District one half (1/2) (\$300,000.00) by November 30, 2014 and 2015 and the balance (\$300,000) by May 30, 2015 and 2016.

B. IGA Supplemental Funds: For the 2014-2015 academic year unless amended an additional \$159,300 and an additional \$159,300 for the 2015-2016 academic year unless amended to include the compensation of the NPC/Apache County Coordinator and for the purchase of equipment, hardware and software which will be owned by the County but will be used, operated and maintained by the District pursuant to this Agreement in order to provide educational programs and services. The purchase of equipment, hardware and software are to be approved by the Apache County Higher Education Committee. Expenditures for operation and maintenance of equipment, hardware and software will be made by the District using the IGA Funds. Any equipment, hardware or software purchased with IGA Supplemental Funds that is intended to be connected through local area networks, wide area networks, or the internet to the District's resources must meet specifications of the District and must be connected to District communication systems to receive maintenance services. The IGA Supplemental Fund monies will be managed by an appointed NPC/Apache County Coordinator through the direction of the Apache County Higher Education Committee, and the approval of the

County. Some portion of the supplemental funds may be distributed directly to the District for the provision of additional programming and services but only after recommendation of the Apache County Higher Education Committee and specific approval by the County and the District.

- C. At the end of each fiscal year the parties will conduct an analysis of the programs and services along with associated costs provided under this Agreement. By February 28th of each year, the District will provide the County with an estimated analysis of services delivered and costs incurred thus far. Based upon the final analysis of associated costs the parties will adjust, in the subsequent fiscal year, the billings and payments under the Agreement so that, as appropriate, the County will be credited for any overpayment under the Agreement or the District will be paid for any shortfall in reimbursement for costs.

- V. Educational programs and services will include general education courses offered in a cycle in Apache County that will allow a student to meet the Arizona General Education Curriculum B (AGEC-A) requirements in two years using alternative delivery methods if on-site classes are not feasible. Career and Technical Education (CTE) Programs will include courses that will allow a student to complete the offered program certificate in a two year cycle. Attachment C outlines the courses expected to be provided by District to County for completion of the AGEC-A certificate. While District will make every effort to provide a two-year cycle of AGEC-A courses, student enrollment may affect each semester schedule of the academic year.

- VI. If this Agreement is terminated without approval of a subsequent equivalent Agreement within 180 days, property leased solely for the purposes of this Agreement shall be disposed of by not renewing leases on buildings or property used for this program. Property purchased or owned by either party will remain the property of that party.

- VII. Additional programs and services may be requested by the County in consultation with the District and after a cost estimate and feasibility analysis has been provided by the District to the County, which cost estimate and feasibility analysis will be provided to the County within 90 days of the County request in writing. The addition or deletion of programs, along with additional funding requirements, will be a matter of discussion and mutual agreement between County and District originating during needs assessment. Educational programs and services in Apache County will be consistent with appropriate governing statutes and regulations and will not jeopardize the accreditation status of the District with the Higher Learning Commission Timelines for implementing programs and services changes will be based on the budget calendar of District.

- VIII. The District shall offer approved community college credit and/or non-credit courses when facilities, equipment, qualified instructional staff and funds are available, as recommended by the District and Apache County Higher Education Committee. However, the payments described above are only for credit courses as required by A.R.S. §15-1470(F).
- IX. The District will design non-credit courses and training with the goal of the programs becoming self-funding, however, the District and the County recognize the achievement of this goal may not be reached in a given fiscal year or Agreement period. The net cost of providing non-credit courses and training provided in Apache County through the NPC Business and Industry Coordinator and the NPC Community Education Coordinator will be accounted for through a separate category for these programs. The Apache County Coordinator will be kept informed of all proposed and delivered Business and Industry Training (BIT) programs in Apache County by the NPC BIT Coordinator and the Apache County Coordinator will forward all requests for BIT training to the NPC BIT Coordinator. The NPC BIT Coordinator and the Apache County Coordinator will annually prepare a written summary of BIT services delivered in Apache County and present the summary to the Higher Education Committee and NPC administration.
- X. The District will include at a minimum a member of the Apache County Higher Education Committee in an advisory capacity, the NPC/Apache County Coordinator and/or an Apache County Center Manager on all hiring committees formed to hire personnel for regular full-time positions specifically assigned to Apache County.
- XI. This Agreement may be terminated by either party at the end of any fiscal year by providing written notice of the intent to terminate at least 60 days prior to the end of the then-current fiscal year.
- XII. The parties acknowledge the applicability provisions of A.R.S. §38-511 which provides for the cancellation of contracts due to conflicts of interests.
- XIII. Each party agrees to indemnify and hold the other party harmless for any liability, cost or expense from claims arising from the negligence of the other party or its agents or employees arising under this Agreement. The District agrees to maintain casualty insurance naming the County as an additional insured, providing for replacement of any property which will become the County's upon termination of this Agreement. The District agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the County as an additional insured, in order to protect the County from any liability arising from the District providing services under this Agreement. Any duty to indemnify under this Agreement shall be limited to such party's maximum insured liability.

- XIV. The parties hereto agree that in the event of a conflict or dispute between them regarding the interpretation or implementation of this Agreement, that they will submit the matter to a qualified mediator to be agreed upon by the parties before filing any action in any court of this state or in federal court. The parties shall equally share the cost of the mediator; however, each party shall bear the costs of its presentation before the mediator, including attorney fees if the party desires to be represented by counsel at the mediation.
- XV. The County and the District certify, by signing this Agreement, that neither party is involved with any business operations in Sudan pursuant to A.R.S. § 35-391.06, nor is either party involved with business operations relating to the Iran petroleum energy sector, as covered by A.R.S. § 35-393.06.
- XVI. Written notice shall be provided by sending the notice by first class mail to:

For the County:

Apache County Board of Supervisors
P.O. Box 428
St. Johns, Arizona 85936

For the District:

Dr. Jeanne Swarthout
Northland Pioneer College
P.O. Box 610
Holbrook, Arizona 86025

Receipt of any notice shall be the date of deliver if delivered in person or by private overnight carrier service, or, if mailed, upon the earlier of receipt or three days from the date of postmark. The Parties agree to notify the other Party in advance and in writing of any change to that respective Party's notification of information.

IN WITNESS WHEREOF, the parties provide the following resolutions of approval:

Apache County, Arizona

Navajo County Community College District

By: _____
Jim Claw, Chairman
Apache County Board of Supervisors

By: _____
Jeanne Swarthout, President
Northland Pioneer College

APPROVED: This Agreement is in proper form and is within the powers and authority granted under the laws of this state to such public agency.

By: _____
Attorney for the County

By: _____
Attorney for the District

Date: _____

Date: _____

ATTEST:

By: _____
Delwin Wengert
Clerk, Board of Supervisors

By: _____
Recording Secretary to
Navajo County Community College
District Governing Board

Date: _____

Date: _____

Attachment A

Indirect services provided to Apache County students

Department #	Department Name	Services
3250	Dean of CTE	Plan, budget, direct, implement and evaluate all departments and programs in the CTE Division that serve Apache County-Business, Community & Corporate Learning, Carl Perkins, Computer Information Systems, Cosmetology, Dual Courses at the High Schools, Industrial Maintenance & Operations and Welding. Faculty and adjunct faculty recruitment, approve qualifications, work assignments and supervision. Oversight of course schedules, department's annual reports, academic assessments activities and program reviews.
3260	Dean of Arts & Science	Scheduling of courses; Delivery of courses primarily through distance media (but some live courses including a significant amount of coursework at remote sites especially for TLC and ECD courses); Processing various paper work for students and faculty including travel forms, LOIs, student petitions, capacity overrides, scholarship applications for ECD, dual enrollment and so forth; Management of grants
3280	Dean of Nursing	Oversight of NAT course in SPE, hiring of adjunct faculties for NAT, and Allied Health course work including MDA, Nutrition, Medical Terminology, Health Law and Ethics, EMT and CPR/First Aid courses, scheduling by coordinators for EMS, NAT, and Allied Health, oversight, schedule development, purchasing, payroll, and budgeting by Dean's office.
4010	Dean of Students	Oversight of financial aid, records and registration, advising, veterans' services, career services, and enrollment processes; training and updates for center staff on enrollment processes, training for Apache Co advising staff, coordination of transcript and grade activities.
3500	Library/Audio Visual	Provides a range of academic research resources and services. Resources include books, eBooks, videos, print and online journals and newspapers, and access to computers and the Internet. Services include general reference and research assistance, information literacy instruction, circulation and account assistance, inter-campus and interlibrary loans, and academic test proctoring, as well as copying, printing, and fax services. Direct supervision of center Library Media Technicians. Manage Library Department operations and proctored academic testing services. Responsible for ordering and procuring capital assets and supplies and originating purchase requisitions. Perform negotiation of vendor contracts, website maintenance, collection development/maintenance, maintenance of the College Archives (print and online), cataloging and processing materials. Create/evaluate survey instruments. Provide training and create/manage training resources. Provide direct library services including information literacy instruction, reference/research, circulation, and computer assistance, interlibrary loan, printing, faxing, copying and proctoring of academic tests.

4020	High School Programs	Provide training and updates to high school staff; coordinate scheduling and enrollment processes with NPC deans, dual enrollment and NAVIT high school contacts; coordinate with NAVIT administration; provide placement testing services to local high schools; coordinate orientation and registration processes for dual enrollment and NAVIT.
4025	Career Services	Coordination of career and job fairs with local employers, recruitment of local employers for job placement services, interview and resume building services, alumni program development, mentoring program development, coordination of internship activities with faculty, development of leadership and job skill seminars.
4100	Admissions	Provide recruitment and program information to area high school students; participate in local recruitment fairs and programs; manage scholarship processes; identify and communicate with prospective students.
4150	Financial Assistance	Financial Aid Office provides services to all district wide locations to students, high school counselors and NPC Academic Advisors/staff. Services include assist potential students through the financial aid application process, determine eligibility and award eligible students, monitor and report to federal, state and local agencies. Provide a range of federal, state, institutional scholarships, student employment and private financial aid assistance to students to meet their cost associated with a college education.
4190	Registrar's Office	Processing of course forms for scheduling, review of degree audits for graduation, review of transfer credit, creation and processing of official transcripts and enrollment documents, service for veterans, online and telephone registration, retention and review of official student records, training of center staff on registration processes.
5010	District Governing Board	Governance and policy matters. Oversight of financial and personnel issues.
5030	Office of the President	District Governing Board communication, meetings and records; HLC accreditation; Shared governance; Strategic Planning; Community Outreach; All-college Forums and video meetings; Annual Reports, Lobbying; management of external college relationships; college committee meetings; supervision of executive staff and SBDC. Assure compliance with all state and federal statutes and requirements.
5060	VP, Administrative Services	Direct supervision of Center Managers and staff, Human Resources, Financial Services, Operations and Maintenance and all services connected to those departments. Oversight of all business and operational aspects of the institution including revenue and expenditure planning, budget development, risk management, financial reporting, state funding and operational concerns, contracts, purchasing. Liaison activities with Apache County Coordinator, legal counsel, district emergency management director.

5070	Information Services	Provide strategy, planning, project, and budget management for major information technology initiatives; Administer technical infrastructure units including Network Services, Technical Services, Administrative Systems Support; Manage data integration between systems; Manage the security of information; Perform auditing and monitoring of the security of the college's IT infrastructure;; Provide support for the college's Enterprise Resource Planning/Student Information System, related databases, and reporting tools; Manage college data centers; Maintain college-wide voice and data networks (wired and wireless, local area networks and wide area network); Provide internet access and security; Provide storage and processing capability for college applications; Maintain server infrastructure; Provide front-line support for software installation, maintenance, and repair of technology; Operate a help desk (Support Center) to accommodate student, faculty, and staff technology support needs; Manage the lifecycle replacement of all technology equipment and software; Support and monitor distance learning infrastructure.
5080	VP, Learning/Student Svcs	Direct supervision of academic deans and student services areas; administration of student code of conduct and student grievance processes, Community Outreach, direction of Instructional Council and strategic planning processes, student meetings, management of college scheduling and marketing efforts, coordination of college/NAVIT student activities, college orientation process oversight, graduation and completion ceremonies, oversight of all student service activities.
5100	Business Office	Responsible for accounting functions of the college including student billing, accounts payable, grant accounting and cash management.
5110	Payroll	Process and distribute payroll for all full-time staff, adjunct faculty, and temporary employees.
5120	Financial Services	Responsible for the budget, annual financial audits, and overall financial operations of the college. Supervises the Business Office, Purchasing, and Bookstore operations.
5200	Human Resources	Administer benefits for all full-time staff, adjunct faculty, and temporary employees. Provide hiring services and assistance for all open positions, including job posting, screening, interviewing, salary recommendation, contract preparation, benefits enrollment, etc. Provide other human resource services; i.e., employee relations, tracking, reporting, support, coaching, training, etc.
5350	General Institution	Property and liability insurance, legal review and resources, postage for institutional activities, tuition and fee waivers.
5550	Purchasing	Responsible for purchasing supplies, equipment and services for the entire college. Responsible for tracking new and existing capital assets including issuing asset tags and managing inventory.
5700	Printing & Duplicating	District-wide center for document handling services such as copying, scanning, laminating, binding, and printing of college materials.
5850	Institutional Effectiveness	Federal and State required reporting, ad hoc data requests. Research and survey support.

5920	Marketing & Public Relations	Production and mailing of class schedules and registration postcards. Production and supervision of www.npc.edu. Production of press releases, radio, TV and newspaper ads for NPC programs and locations. Production and printing of program brochures, booklets and catalogs. Management of social media sites, email marketing, texting and student awards and spotlights.
6100	Operations & Maintenance	Supervision, scheduling, and training of maintenance staff. Oversight of facility and equipment issues.

Attachment B: Proposed Data Tables and Delivery Schedule for Apache County

Table 1.

Enrollments in Apache County by Course and Term (3 Years, Rolling)

Term	Delivery Mode	Course Number	Course Name	Number of AC Students Enrolled at Census Date
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Table 2.

Students from Apache County Zip Codes Enrolling in Navajo County Courses, by Term (3 Years, Rolling)

Term	Zip Code	Course Number	Course Name	Number of AC Students Enrolled at Census Date
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Table 3.

Demographic Characteristics of Apache County Students

Term	Ratio of Male to Female Students	Ethnic Proportions	Age Distribution of AC Students
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Approximate Delivery Dates:

FALL: Late November or early December, after final term counts are audited.

SPRING: mid-April to early May.

Attachment C

GENERAL EDUCATION COURSES Available by Mode of Delivery 2014-2016 at SPE and STJ Centers

DCE = DCE Classroom Environment; 3 of 4 channels available at STJ and SPE. Classes on channel not currently available in Apache County highlighted in yellow

CATEGORY	COURSE	COURSE TITLE	FALL 2014	SPRING 2015	FALL 2015	SPRING 2016
ENL/COMM	ENL 101	College Composition I	live @ SPE & STJ & DCE & Internet	live @ SPE & STJ	live @ SPE & STJ	live @ SPE & STJ
ENL/COMM	ENL 102	College Composition II	live @ SPE & DCE & Internet	live @ SPE & STJ	live @ SPE	live @ SPE & STJ
ENL/COMM	ENL 109	Technical Writing	DCE	DCE	DCE or DCE	DCE or DCE
ENL/COMM	SPT 120	Public Speaking	DCE			
MAT	MAT142		DCE	DCE	DCE	DCE
MAT	MAT152		DCE	DCE	DCE	DCE
MAT	MAT211			DCE		DCE
MAT	MAT221		DCE	DCE	DCE	DCE
ART/HUM	ART 101	Understanding Art	DCE		DCE	DCE
ART/HUM	ART 115	Art History I	DCE		DCE	
ART/HUM	ART 116	Art History II		DCE		DCE
ART/HUM	ART215					DCE
ART/HUM	ENL 220	World Literature I	DCE			
ART/HUM	ENL 221	World Literature II		DCE		
ART/HUM	ENL 224	English Literature I			DCE	
ART/HUM	ENL 225	English Literature II				DCE
ART/HUM	ENL 230	American Literature I	DCE			
ART/HUM	ENL 231	American Literature II		DCE		
ART/HUM	HUM 150	Humanities of the Western World I	DCE		DCE	
ART/HUM	HUM 151	Humanities of the Western World II		DCE		DCE
ART/HUM	MUS 150	Music Appreciation			DCE	
ART/HUM	MUS 250	World Music				
ART/HUM	PHL 101	Introduction to Philosophy	DCE		DCE	DCE
ART/HUM	PHL 103	Introduction to Logic and Critical Thinking			to be added to general education	DCE
ART/HUM	PHL 105	Introduction to Ethics			DCE	DCE
ART/HUM	SPT 130	Introduction to Theatre	Internet		Internet	
SCIENCE	ANT 104					
SCIENCE	BIO100	Biology Concepts			DCE w/ live lab @ SPE	
SCIENCE	BIO105					
SCIENCE	BIO160					

SCIENCE	BIO181			DCE w/ live lab @ SPE		
SCIENCE	BIO182			internet w/ live lab @ WMC		
SCIENCE	CHM130				DCE	
SCIENCE	CHM151					
SCIENCE	CHM152					
SCIENCE	GEO 111	Physical Geography				
SCIENCE	GLG101				DCE	DCE
SCIENCE	GLG102					DCE
SCIENCE	PHY113					
SCIENCE	PHY114					
SBS	ANT 102	Cultural Anthropology	DCE (twice)	DCE	DCE	DCE
SBS	ANT 120	Buried Cities and Lost Tribes		DCE		
SBS	ECN211	Macroeconomics	DCE		DCE or DCE	
SBS	ECN212	Micro		DCE		DCE or DCE
SBS	GEO 110	World Regional Geography	DCE		DCE	DCE
SBS	GEO 120	Human Geography		DCE		
SBS	HIS 105	U.S. History to 1877	DCE		DCE	DCE
SBS	HIS 106	U.S. History Since 1877		DCE	DCE	DCE
SBS	HIS 155	Western Civilization to 1700	DCE		DCE	
SBS	HIS 156	Western Civilization Since 1700		DCE		DCE
SBS	POS 110	American Government	DCE	DCE	DCE	DCE
SBS	PSY 101	Introduction to Psychology	DCE	DCE & DCE	DCE	DCE
SBS	PSY 200	Psychology of Adjustment	to be deleted from general education			
SBS	PSY 240	Developmental Psychology	DCE	DCE	DCE	DCE
SBS	PSY 250	Social Psychology			to be added to general education	
SBS	SOC 120	General Sociology	DCE	DCE	DCE	DCE
SBS	SOC 121	Social Problems in America				
SBS	SOC 130	Racial, Ethnic & Gender Relations . . .		DCE		DCE or DCE
SBS	SOC 225	Sociology of the Family	DCE		DCE or DCE	

REQUEST TO APPROVE DESIGN AND CONTRACT ADMINISTRATION SERVICES

Recommendation:

Staff recommends approval of a contract with DLR Group, Inc. for design, contract documents, and construction administration services for replacement of the roof and roof top mechanical units on the Blunk building of the Little Colorado Campus and the Whiterier Center for a total cost of \$73,500.

Summary:

Staff recommends approval of a flat fee contract with our current architectural services provider to address roof modifications and replace rooftop package mechanical units.

A professional roof survey and subsequent inspections were recently completed that identified the need to replace the membrane and mechanical unit packages. The Durolast Single Ply membrane is at the end of its useful life and is failing.

Multiple fractures and splits were documented. Most skylights have broken lenses. Most walk pads around equipment have been displaced. Drainage appears to be adequate on the Blunk building; the Whiteriver Center requires revision of the crickets to better drain the roof, modification of the roof scuppers to meet code, the addition of a ladder at the roof scuttle and replacement of the roof scuttle.

It is recommended that the roof on each of the facilities be removed and replaced with a two-ply modified bitumen membrane and a modified bitumen membrane capsheet. The new roof would have a 20-year warranty.

The heating, ventilation and cooling systems in each of the buildings is also reaching the end of useful life. Currently these building have a heated water circulation system.

In order to minimize the impact to students construction work is planned to be completed before August 18, 2014. Facilities under construction would be available for use during 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.



REQUEST TO APPROVE NATC PAVEMENT IMPROVEMENT PROJECT

Recommendation:

Staff recommends approval of pavement improvements NATC facility by Hatch Industries for a total amount not to exceed \$35,000.

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, along with two buildings and Conex storage boxes. A third building to be used for classroom purposes is under construction. Over ten acres of the property has been developed as a driver training track.

It has been determined that asphalt surfaces would be benefited by crack sealing and a fog seal. The track and parking lot will also be re-striped. Quotes were requested from five contractors: Hatch Industries, Development Specialists Construction and Engineering, Joy Pearce Contracting, White Mountain Paving & Sealing, and Western Grade.

The first two contractors listed above responded with the same pricing unit pricing for the fog seal (4.5 cents per square foot) and crack seal (\$2.60 per pound). Hatch Industries pricing for re-striping was \$1,987.68 less than Developmental Specialists. The amount of material required to complete the crack seal is estimated at just over 2000 pounds. The NATC Board formally recommended approval of the purchase at a meeting held on May 29, 2014. Hatch Industries has successfully performed this work at the NATC facility in the past.

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 \$125,000.

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.



REVIEW OF SHARED GOVERNANCE PROCEDURE 2124

Summary:

NPC Procedure 2125, Shared Governance, requires periodic review of the procedure. The procedure has been reviewed by the college and the executive team. The president has accepted revisions, where appropriate, and incorporated them into this new version of Procedure 2125. Most changes revolve around committee membership and result in committee compositions more reflective of the college employees, particularly the faculty and CASO.



Procedure 2125

Shared Governance Procedure

Northland Pioneer College embraces and supports the philosophy of shared governance. This procedure affirms the support of the NPC District Governing Board for the organization of an internal governance structure and appropriate standing committees.

Definition

Shared Governance is a collaborative model of decision-making. Under the Policies of the District Governing Board, administration, faculty, staff and students work as a community to further the mission and goals of the College. Shared governance means a shared responsibility on the part of all college community members to contribute to decisions about the institutional mission and budget priorities. It requires informed participation and cooperative action by all stakeholders, and an environment of transparency and trust.

Purpose

The purposes of shared governance are to actively promote and preserve a culture of collaboration and trust for the benefit of all constituencies of the college, support decisions and leadership, improve the quality of decision-making, and to constantly improve quality learning outcomes for the district. The procedure is designed to help achieve that aim by providing for a) review and input from constituents of the college and b) appropriate decision-making authority of specified governance bodies. Shared governance is based upon:

Collaboration, respect and trust

Openness and transparency

Participation and involvement

Shared decision-making responsibility*

Communication and feedback

Flexibility and nimbleness

Regular assessment of the efficacy and collaborative nature of the shared governance policy

- Shared decision-making responsibility will take place at the broadest level of the college possible; however, shared decision-making responsibility will be consistent with statutory responsibilities, laws and regulations, confidentiality, committee charters, job descriptions, and other considerations. Shared decision-making responsibility also recognizes the college administration and District Governing Board are ultimately responsible for approving certain decisions advanced by this system of shared governance.
- The free expression of dissent or minority views which once expressed, do not impede the progress of consensus or the decision-making process.

Implementation

The role of the District Governing Board and President are outlined in Policy 1210, which states: “The President shares responsibility for the total organization and administration of the college, with the Board, and has been delegated authority for administering the laws and policies governing the college. The Board authorizes the President to form such committees as the President deems necessary to assist in the operation of the college”. Shared Governance committees perform assigned duties and also provide a vehicle for submission of proposed changes. The shared governance process relating to the proposal review is described below and is the method for the college community to propose substantive changes or additions to existing policies or procedures.

Shared Governance will include the following bodies, as expanded upon below: the President (and executive designees), Strategic Planning and Accreditation Steering Committee (SPASC), College Council (CC), Instructional Council (IC), Faculty Association (NPCFA), Classified and Administrative Staff Organization (CASO), Student Government Association (SGA), and their respective standing committees. The Strategic Planning and Accreditation Steering Committee, responsible for the college’s accreditation and planning processes, is the central shared governance committee for the college. College Council will send their recommendations from their subcommittees and those committees which report to them, directly to SPASC.

SPASC and CC will post their meetings to the college as a whole, five weekdays prior to meeting, including an agenda and encourage open meeting attendance. SPASC and CC may accept items referred by college employees and other committees of shared governance. SPASC and CC may also refer items to other committees, subcommittees or task forces as established by those entities. Both SPASC and CC, through SPASC, have the ability to make recommendations to the president regarding changes in existing policies and procedures.

Proposal Review Process

The sharedgov.npc.edu website is a space to which Strategic Planning and Accreditation Steering Committee (SPASC), College Council (CC), Instructional Council (IC), Faculty Association (NPCFA), Classified Administrative Staff Organization (CASO), and Student Government Association (SGA) may post resolutions. A resolution is defined as a formal expression of opinion, voted on and passed by the majority of group membership.

The President will respond to resolutions in a timely manner (within six weeks), accepting, declining or referring to another body (to promote the purpose of shared governance). Resolutions will be listed by referring group and shall display the time of posting and the status of the response. The website will be accessible for viewing by the entire College community. If website is to be used, it must be designed, implemented and maintained by a designee determined by the president.

Component Bodies

Strategic Planning and Accreditation Steering Committee

Purpose: To create and maintain a College Strategic Plan that is presented annually to the Governing Board through the College President for consideration and Board action, and consistent with Board approved plan and, at the direction of the President, implement those activities of the College necessary to maintain good standing with The Higher Learning Commission of the North Central Association of Colleges and Schools. As SPASC is responsible for the direction and articulation of accreditation which drives strategic planning, the shared governance committee is the oversight group for College Council.

Membership – Appointed by the President: The Vice President of Learning and Student Services and one faculty member will serve as Co-Chairs. Members will consist of the Vice President of Administration, a Dean, Faculty Association President or designee, Three Faculty Members, Three Classified/Exempt Staff Members, one member of Information Services, and one member of Student Services. The President and Director of Institutional Effectiveness are non-voting members. The Faculty Association will recommend two individual faculty members for each faculty position; the president shall appoint from those recommendations. The Faculty Association recommendations will be forwarded to the President by May 15 of each year.

SPASC may create such standing sub-committees and ad-hoc task forces as it deems necessary to assist in fulfilling its responsibilities. These subcommittees and task forces shall make recommendations only to the Steering Committee for its consideration and actions. The Strategic Planning and Accreditation Steering Committee shall make recommendations to the President.

Committee Service Length: Committee members serve for a three-year term. Terms will be staggered to provide continuity in planning and accreditation. Term limits shall apply to subcommittee members as well.

Meetings:

1. SPASC shall establish regular monthly meetings from August through May of each academic year. Given the mandated activities of SPASC, a summer meeting schedule may also be implemented.
2. A notice of meetings will be sent to each member at least seven calendar days prior to the meeting.
3. SPASC and its standing committees shall establish rules of procedures in accordance with Robert’s Rules of Order.
4. A quorum shall consist of a simple majority; no vote shall occur without a quorum though discussion may occur.
5. If a SPASC member is unable to attend a meeting, s/he may appoint a proxy by notifying the Chair before the meeting. The proxy must be appropriate and prepared.
6. Any organization or employee of the college may submit a proposal or an item to SPASC for consideration. Proponents and opponents of the proposal or item should be invited to appear and present arguments.

College Council

Purpose: To provide recommendations, advice, assistance and feedback to the President and Executive Staff on all college operations; to foster teamwork through communication and coordination; to maintain an active focus on the future with a commitment to continuous improvement and a strong customer service focus; to consider what will be best for Northland Pioneer College in both the near and long term; and to identify and clarify institutional issues. The College Council shall consider, evaluate, and recommend District policies and their implementation and will focus on administrative practices as they relate to administration, fiscal management, instruction and student services. College Council makes recommendations to the Strategic Planning and Accreditation Steering Committee.

Membership: Two administrators designated by the President; one full-time Arts & Sciences faculty s; one adjunct Arts & Sciences faculty; one full-time Career and Technical Education faculty; one adjunct Career and Technical Education faculty; one faculty from Nursing and Allied Health; four classified/exempt staff; two students elected by the Student Government Association; and the Faculty Association Officer. The Faculty Association is responsible for election of appropriate faculty and will submit two recommendations for each position to the president in May of each year; CASO is responsible for classified/exempt staff representation. College Council members must be employees or students of the college and have completed one full year of college service. Student members must be in good academic standing.

Committee Service Length: Council members shall take office at the first meeting of the fall semester and remain in office for a period of one term (two years). Members may serve for no more than two consecutive two-year terms; members may be re-elected following a hiatus of at least one year. All employees are qualified to vote for Council members in their respective areas. Elections will be completed by March. At the last meeting of the academic year, the council will elect the Chair and Secretary for the next academic year. All election results will be submitted to the Director of Human Resources and the President for record-keeping purposes.

Meetings:

1. The Council shall establish regular monthly meetings from August through May of each academic year.
2. A notice of meetings will be sent to each member at least seven calendar days prior to the meeting.
3. The council and its standing committees shall establish rules of procedures in accordance with Robert's Rules of Order.
4. A quorum shall consist of a simple majority; no vote shall occur without a quorum though discussion may occur.
5. If a Council member is unable to attend a meeting, s/he may appoint a proxy by notifying the Chair before the meeting. The proxy must be appropriate and prepared.
6. Any organization or employee of the college may submit a proposal or an item to the Council for consideration. Proponents and opponents of the proposal or item should be invited to appear and present arguments.

Standing Committees: The standing committees of the College Council will include the Student Success Committee, the Employee Relations Committee, and the Sustainability Committee.

Instructional Council

Purpose: The Instructional Council addresses issues of curriculum, academic standards, and instruction for the College.

Membership: The Instructional Council will be composed of primarily faculty. IC will select its own chair from among sitting members of the committee. The Vice President for Learning and Student Services will serve on IC as a non-voting member. The composition of IC shall be two deans/academic division directors appointed by the Vice President for Learning; seven faculty members appointed by the Faculty Association (two from each of three divisions and one at-large); one department chair; and an adjunct faculty member who is not also a full-time college employee. Advisory (non-voting members) include the Director of Enrollment Service, advisor responsible for the administration of ACETS, Head Librarian, Deans and such other individuals as the Instructional Council may invite to participate. In the event that an Instructional Council member cannot attend a meeting, a proxy may be designated by providing the Chair of the Council with the individual's name at least five working days prior to the next scheduled meeting. IC recommends curriculum and academic policy actions to the office of the Vice President of Learning and Student Services where those recommendations are reviewed with deans. Any relevant questions/concerns are taken back to IC. IC and the VP's office will then jointly recommend, when needed, actions to the President's office which will refer all appropriate items to the District Governing Board. IC has the ability to make recommendations to the president regarding changes in existing academic policies and procedures.

Committee Service Length: Appointments are for two years.

Meetings: Instructional Council meets twice monthly during the academic year.

Standing Subcommittees: The Standing committees of the Instructional Council will include Dual Enrollment, NAVIT, Catalog Review, Placement, Learning Technologies, Professional Development, and Assessment of Student Knowledge (ASK).

Dual Enrollment Subcommittee

The Dual Enrollment/NAVIT Subcommittee is required under Arizona Statute 15-1821.01. Membership is appointed by the President. The Dual Enrollment Subcommittee reports to the President through the Instructional Council. Dual Enrollment at Northland Pioneer College shall include all high school related programs including NAVIT and Early College as well as standard Dual Enrollment.

Campus, Center, and District Forums

Purpose: A meeting for all college employees to be called as needed by the President. Forums are intended to serve as an open dialogue to facilitate organizational communications and share issues of local concern with the College President. On occasion, they will provide a hearing for new or prospective proposals affecting the College or its personnel. All employees are encouraged to introduce

topics for discussion. The college President or designee will chair Forum Meetings. All employees, regardless of campus assignment, are invited to attend forums.

Meetings: Once at each location each academic year and additionally as called by the College President.

Faculty Association

Purpose: The Faculty Association may address any matters of concern to faculty, with the exception of the specifically curricular, instruction, and academic standards function reserved for and governed through the Instructional Council.

Membership: Open to all faculty members.

Meetings: Meets once a month during the academic year and at other times at the discretion of the FA President with appropriate notice. At the final meeting in May elects a President, President-Elect, Secretary, and Treasurer to begin service upon election and for the following academic year.

Classified and Administrative Staff Organization

Purpose: CASO may address any matters of concern to staff. Any full or part-time employee who is not (1) a regular faculty member or (2) who serves at the President's will is a member of CASO.

Membership: A team of representatives comprised of a minimum of two delegates from each campus location and a minimum of one delegate to represent the center locations determines the organization's priorities and activities in concert with the President, Vice President, Treasurer, and Secretary.

Meetings: Meets monthly during the academic year and at other times at the discretion of the CASO President with appropriate notice. At the final meeting in May elects a President, President-Elect, Secretary, and Treasurer to begin service upon election and for the following academic year.

Student Government Association

Purpose: SGA represents all NPC students and advocates for issues that enhance their academic, social, and career development by facilitating communication among students and with administration, faculty, and staff.

Membership: Twelve members from the four campuses and one from each center. A student is defined as anyone registered and enrolled for NPC classes. The Dean of Students advises SGA. The Student Government Association appoints students to committees as appropriate.

Meetings: Meets monthly during the academic year and at other times at the discretion of the SGA President with appropriate notice. At the first meeting of the academic year elects a President, Secretary, and Treasurer to begin service upon election.

Northland Pioneer College/Northern Arizona University BSN

NAU welcomes current and future nursing students at NPC to begin work toward the Bachelor of Science in Nursing (BSN). Our program builds on the NPC Associate of Applied Science curriculum and an Arizona General Education Certificate (AGEC). Additional pre-professional requirements for the BSN, may also be earned at NPC. This means that up to 90 credits toward your bachelor's degree may be earned at NPC or other community colleges, and then 30 upper-division credits in the Nursing major come from NAU. There are currently *no additional program fees for the BSN*. Here is how it works.

While you are completing your program pre-requisites for NPC's nursing program, there are some additional credits that you can also be taking for the AGEC and for NAU. An NPC advisor can work with you to advise you about additional general education requirements that you may need for the AGEC, but for NAU you will need to take nutrition (HES145), introduction to statistics (MAT125), and a pathophysiology course (available through Rio Salado College online as HCR 240, for example). Once you begin your first year in NPC's nursing program you can continue to work on NAU program requirements and/or finish your AGEC.

After you have finished your first year of nursing at NPC, your AGEC, and the three additional NAU required courses, you may begin taking BSN courses. During the summer sessions and the second year of your nursing program you may begin taking many of the online courses for the BSN. These include:

- NUR 330 (3 credits) Nursing as a Discipline and a Profession (may begin in summer)
- NUR 307 (2 credits) Health Assessment for RN's (may begin in summer)
- NUR 321 (3 credits) Gerontology (may begin in summer)
- NUR 320 (3 credits) Palliative Care (may take in fall/spring semester as desired)
- NUR 390W (3 credits) Nursing Research (may begin in summer)
- NUR 420 (3 credits) Family Nursing (may take in fall/spring semester as desired)
- NUR 424 (3 credits) Manager of Care/Health Care Systems (may take in spring/summer semester if others are completed)

Upon graduation and successful completion of the NCLEX exam, you may take the final two courses (which include clinical project work) in the BSN:

- NUR 427 (5 credits) Public Health Nursing
- NUR 450C (3 credits) Leadership
- NUR 408 (2 credits) Field Work for Leadership

This program allows you to take one or more courses at a time, depending on your schedule and other commitments. In many cases, students will be able to complete the BSN within 1-2 semesters after graduation from NPC because of the opportunity to begin coursework concurrently with the AAS.

Required CEP Co-& Pre-requisites

NPC prerequisites & Co-requisites	Additional NAU Pre-requisites
ENL 101 & 102 College Composition I & II	MAT 142 or higher College Math
CHM 130 Fundamental Chemistry	MAT 125 Introductory Statistics
BIO 181 General Biology (pre-requisite to BIO 201, 202, 205)	HES 135 Nutrition
PSY 101 & 240 Intro to Psych/Developmental Psych	HCT 240 (Rio Salado online) Human Pathophysiology
BIO 201 & BIO 202 Human anatomy & physiology I & II	*AGEC-S Arizona General Education Curriculum certificate/or prior Bachelors degree
BIO 205 Microbiology	
SOC 120 OR ANT 102	

Proposed Concurrent Plan of Study		
Summer		6 credits
NAU NUR 330 NAU NUR 321	Nursing as a Discipline & Profession Gerontology	3 credits 3 credits
Fall		12 credits
NPC NUR 117 NPC NUR 121 NAU NUR 307	Pharmacology I Nursing I Health Assessment	2 credits 8 credits 2 credits
Spring		13 credits
NPC NUR 118 NPC NUR 122 NAU NUR 320	Pharmacology II Nursing II Basic Principles of Palliative Care	2 credits 8 credits 3 credits
Summer		8 credits
NAU NUR 390W NAU NUR 427	Research and Evidence Based Practice in Nursing Public Health Nursing	3 credits 5 credits
Fall		14 credits
NPC NUR 221 NAU NUR 420 NAU NUR 424	Nursing II Family Nursing Roles Manage of Care/Health Care Systems	8 credits 3 credits 3 credits
Spring		15 credits
NPC NUR 222 NPC NUR 219 NAU NUR 450C NAU NUR 408	Nursing IV NCLEX Review Nursing Leadership/Capstone Field Work for Leadership	8 credits 2 credits 3 credits 2 credits

Human Resources UPDATE
DGB-June 17 2014

FILLED

1. **Systems Analyst** – Kerri Larson starts her new position as Systems Analyst on July 1. Kerri was previously the Student Accounts Coordinator.
2. **Academic Advisor and Student Activities Coordinator** – Joshua Rogers started June 2. Joshua has a Master's and a Bachelor's of Business Administration from University of Phoenix. He received his Associate of Arts from Axia College of Western International University.
3. **Lab Technician, Sun Corridor Grant** – Shawntel Skousen starts her new position as Lab Technician on August 1. Shawntel was previously the Center Assistant/Monitor in St. Johns.
4. **Center Advisor/Library Tech WRV** – Debra McGinty starts her new position as Center Advisor/Library Technician at Whiteriver on July 1. Debra was previously the Academic Advisor at the White Mountain Campus.
5. **Business Training Specialist/Operations Assistant** – Venessa Beecroft starts June 16. She received her Bachelor of Business Administration from Northern Arizona University and her Associate of Business from Northland Pioneer College.
6. **Information Services Support Technician** – Paul Moffitt started May 27. Paul brings with him 14 years of Information Services experience.
7. **Faculty in Film/Video Production** – Mark Ford starts August 11. Mark received his Master in Fine Arts from Syracuse University and his Bachelor of Arts from Indiana University
8. **Faculty in History and Social Sciences** – Amy Grey starts August 11. Amy has a Ph.D. from the University of Arizona. She received her Master of Arts from Northern Arizona University and her Bachelor of Arts from Mills College.
9. **Faculty in Welding** – Wesley King starts August 1. Wesley has a Bachelor in Science from Northern Arizona University.
10. **Faculty in Developmental Services, Sun Corridor Grant** – Steven Mills starts August 11. Steven received his Bachelor of Science from Colorado State University

OPEN

11. **Faculty in Business and Computer Information Systems** – Closed October 15, 2013; 21 applicants.
12. **Support Center Operator** – Closed May 16, 2014; 17 applicants.
13. **Lead Tech for Technical Services** – Closed May 30, 2014. 4 applicants
14. **Director for Administrative Systems Support** – Closed June 6, 2014. 4 applicants.
15. **Academic Advisor-WMC** – Closed May 16, 2014. 17 applicants
16. **Student Accounts Coordinator** – Closes June 15, 2014. 3 applicants.

Notice of Board Activity

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 members may gather, in numbers that constitute a quorum, for a board retreat on Tuesday, June 17, 2014 at 12:30 p.m. at Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona. Any questions can be directed to the Office of the President at (928) 524-7418 or (800) 266-7845, Ext. 7418.

I, Lisa Jayne, certify that this notice of board activity, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 16th day of June 2014, at 12:30 p.m.

Lisa Jayne
Recording Secretary to the Board



Northland Pioneer College

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