

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting, a Public Hearing, and a Special Meeting, all open to the public on May 17, 2016 beginning at 10:00 a.m. The meetings 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 Paul Hempsey 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, Paul Hempsey, 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 May 2016, at 10:00 a.m.

Paul Hempsey
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. COUNTRY MOUNTAIN AIRWAVES [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

OUR MISSION

Northland Pioneer College
creates, supports
and promotes
lifelong learning.



Northland Pioneer College

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

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14

Governing Board Meeting Public Hearing and Special Meeting Agenda

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

Date: May 17, 2016

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

Truth in Taxation - Notice of Tax Increase Public Hearing

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Handorf
2.	Truth in Taxation Publication	Interim Vice President Ellison
3.	Presentation of Proposed 2016-2017 Primary Property Tax	Interim Vice President Ellison
4.	Call for Public Comment.....	Chair Handorf
<small>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.</small>		
5.	Adjournment..... (Action)	Chair Handorf

2016-2017 Proposed Budget Public Hearing

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Handorf
2.	Presentation of Proposed 2016-2017 Budget	Interim Vice President Ellison
3.	Call for Public Comment.....	Chair Handorf
<small>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.</small>		
4.	Adjournment..... (Action)	Chair Handorf

Special Meeting

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Handorf
2.	Request to Approve 2016-2017 Property Tax Levy (Action)	Interim Vice President Ellison
3.	Request to Adopt 2016-2017 Proposed Budget (Action)	Interim Vice President Ellison
4.	Request to Adopt 2016-2019 Proposed Capital Budget (Action)	Interim Vice President Ellison
5.	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.



Northland Pioneer College

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

PUBLIC HEARING - TRUTH IN TAXATION PUBLICATIONS

Summary:

In compliance with Arizona Revised Statutes §15-1461.01, the college is required to notify property taxpayers of its intention to raise primary property taxes over last year's level. The following notices were provided.

Please note the initial press release dated April 25, 2016 uses the proposed tax rate per \$100 net assessed valuation of \$1.7880 instead of \$1.7884 (the difference of using three decimal points instead of four). The example used in the press release stated the increase in a residential home valued at \$100,000 would increase \$3.46 per year, but with the adjusted rate the increase would be \$3.50 per year. The press release has been reissued.

- Newspapers – The Truth in Taxation (TNT) notice is required to be “published twice in a newspaper of general circulation”. The college uses the White Mountain Independent and the Tribune-News. The notice was published in the White Mountain Independent on May 3 and May 10, 2016, and in the Tribune-News on May 4 and May 11, 2016.
- Press release – The college is also required to issue a press release to newspapers of general circulation in the District. A press release was issued following the April 19, 2016 regular District Governing Board meeting.
- NPC Website – The college also includes supporting documents related to the proposed tax rate on the website.

Truth in Taxation Hearing Notice of Tax Increase

In compliance with section §15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$281,072** or **2.0%**.

For example, the proposed tax increase will cause Navajo County Community College District's primary property taxes on a \$100,000 home to increase from **\$175.34** (total taxes that would be owed without the proposed tax increase) to **\$178.84** (total proposed taxes including the tax increase).

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

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 17, 2016** at 10:00 A.M. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.

Truth in Taxation Hearing

Notice of Tax Increase

In compliance with section §15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$281,072** or **2.0%**.

For example, the proposed tax increase will cause Navajo County Community College District's primary property taxes on a \$100,000 home to increase from **\$175.34** (total taxes that would be owed without the proposed tax increase) to **\$178.84** (total proposed taxes including the tax increase).

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

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 17, 2016** at 10:00 A.M. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.



NPC schedules truth in taxation, budget hearings, May 17

HOLBROOK — The Navajo County Community College District Governing Board will conduct Truth in Taxation and budget public hearings on the 2016-17 Northland Pioneer College budget and district primary property tax levy on Tuesday, May 17, starting at 10 A.M. (M.S.T.) in the Painted Desert Campus Tiponi Community Center Conference Room, 2251 E. Navajo Blvd. in Holbrook.



At its April 12 meeting, the board adopted a preliminary 2016-17 budget based on increasing the primary property tax levy the maximum 2 percent, excluding new construction, over the current year. When the tax levy is increased at the maximum percentage, a Truth in Taxation hearing is required.

Under the state's Truth in Taxation (TNT) statutes, the college district is requesting an increase in primary property taxes of \$281,072, or 2 percent. According to the TNT formula, the primary property tax for an owner-occupied residence with an assessed valuation of \$100,000 would increase \$3.50 per year, (less than 29 cents per month) from \$175.34 to \$178.84. NPC does not have a secondary tax rate to pay for any improvement bonds.

What is unusual this year is that once new construction is included in the formula, NPC will receive \$147,386 less primary tax levy than the current year. This is a result of the negative new construction for Navajo County of \$24,447,582, which decreases the levy, even though the levy is set at the maximum under the state's TNT statutes. The negative new construction valuation is partly related to closures at the Cholla Power Plant and the Peabody coal mine.

The assessed valuation of utilities, power plants, transmission lines and mines is set by the state's Department of Revenue. The Navajo County Assessor's Office is responsible for setting the assessed valuations for local real property and buildings. These combined assessed valuations are used by various different taxing jurisdictions as the basis for calculating the primary property tax levy.

Overall, valuation of Navajo County real property continues to decline. To maintain tax levies at or near the same level, property owners will see an increase in the tax rate. Additionally, approximately one third of Navajo County taxpayers may notice a change in their valuations, since property is re-valued every three years on a rotating basis in the county.

NPC has tightened its financial belt. Despite a 12 – 13 percent increase in employee healthcare costs, the total proposed budget supported by tax funds is increasing by only 1.9 percent.

Another major revenue source for the college district is equalization state aid to supplement property tax collections from Navajo County taxpayers. Next year, NPC is expected to receive over \$6 million in equalization aid, up 4.2 percent from the current year. NPC receives equalization aid because the total Navajo County assessed property value is below the average of other rural counties in the state. To retain this beneficial subsidy, state leaders expect Navajo County taxpayers to provide maximum support through the local property tax. Northland's proposed tax levy is at the maximum allowable.

One of NPC's important goals is to improve the communities it serves through investments in people, classrooms (whether brick and mortar or via the Internet) and equipment. NPC's prudent fiscal management includes planning for the future, reserving needed funds, setting aside resources for future needs, and minimizing expenses. NPC governing board members recognize the benefits of saving financial resources for the future needs of the college.

Economists have long held that investments in education are an important source of economic growth. A recent study shows that for every \$1 spent supporting NPC operations, \$1.90 is returned to the local economy.

After the public hearings the governing board can decrease or accept the budget from the preliminary figures adopted on April 12. The budget data can be viewed or downloaded as a PDF from the college's website: www.npc.edu/fy2017_prelim_budget.

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

Comments about the budget or proposed primary tax rate increase should be directed to Maderia Ellison, interim vice president for administrative services, at NPC's District Offices in Holbrook, 524-7440 or toll-free (800) 266-7845, ext. 7440, or online at www.npc.edu/budget_comment_form. Answers to many frequently asked questions are also posted with the comment form.

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

Truth in Taxation Hearing Notice



Truth in Taxation Hearing Notice of Tax Increase

In compliance with section §15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$281,072** or **2.0%**.

For example, the proposed tax increase will cause Navajo County Community College District's primary property taxes on a \$100,000 home to increase from **\$175.34** (total taxes that would be owed without the proposed tax increase) to **\$178.84** (total proposed taxes including the tax increase).

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

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 17, 2016** at 10:00 a.m. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona. You may also submit your comments or request clarification on the proposed tax rate, tax levy or proposed budget [online](#).

DIVISIONS

Arts & Sciences
Career & Technical Education
Education and College & Career Preparation
Nursing & Allied Health

ASSOCIATE DEGREES

Applied Science
Arts
Arts in Early Childhood
Arts in Elementary Education
Business
General Studies
Science

CONTACT US

Employee Directory

CERTIFICATE OF APPLIED SCIENCE

CERTIFICATE OF PROFICIENCY
ADULT EDUCATION & GED
College Preparation
GED Prep & Testing

NPC EVENTS

College News & Events
Noncredit Classes
Performing Arts Center
Shows
Tickets

STUDENT OPTIONS

College Credit in High School
Online Classes
Teacher Certification Classes
University Transfer Degrees
Transfer Agreements

ACADEMIC RESOURCES

Academic Calendar
Class Schedule Search Engine
College Catalog
Holiday/Closure Schedule
NPC Office Hours

PAYING FOR CLASSES

Payment Due Dates
e-Cashier Payment Plan
NPC Money Card
Refund Policy
Scholarship Search Engine

COURSE SEARCH

See course description for classes offered during ANY term.

STUDENT RESOURCES

Academic Advising
Activities, Organizations & Clubs
Career & Alumni Services
Closures & Alerts
Computer & Technical Support
Disability Resource & Access
Library
Online Bookstore
Records & Registration Office
Student Orientation Advising Registration
Tutoring
Veteran's Services

Home ► Public Comment Form

Public Comment Form

The Navajo County Community College District Governing Board will conduct **Truth in Taxation** and **Budget** public hearings on **Tuesday, May 17, 2016**, beginning at 10 a.m. (M.S.T.), in the Tiponi Community Center on the Holbrook – Painted Desert Campus, 2251 E. Navajo Blvd.

The **preliminary 2016-2017 budget**, as adopted by the Governing Board, proposes increasing the **Primary Tax Levy** by two percent, pursuant to A.R.S. §42-17051. Based on Navajo County's overall declining property valuations, the **Primary Tax Rate** per \$100 Net Assessed Valuation will increase. The laws governing the tax levy require the reporting of the increase in two different ways:

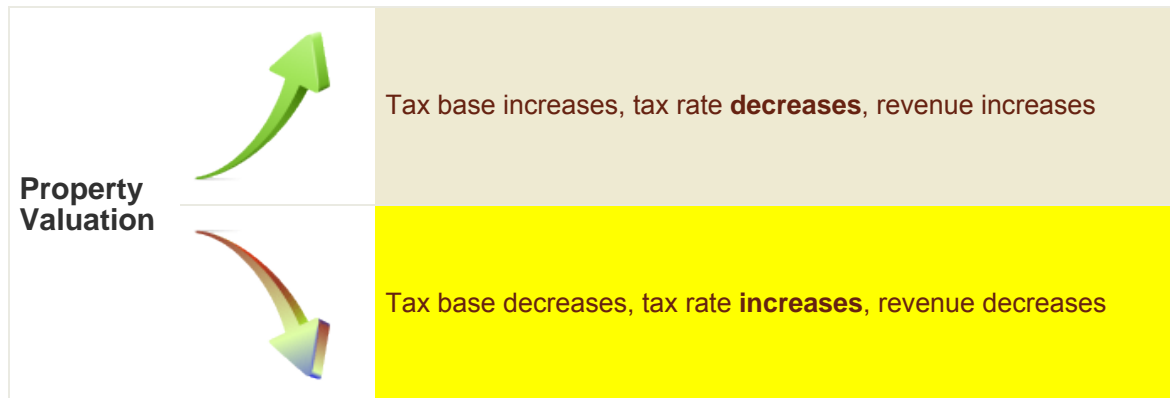
	Proposed (2017)	Approved 2016	Dollar Increase/ (Decrease)	Percent Increase/ (Decrease)
Maximum Levy	\$14,361,969	\$14,509,355	(\$147,386)	1.0%
Rate/\$100 Net Assessed Valuation	\$1.7884	\$1.7423	\$0.0461	2.6%

	Proposed Max Levy	TNT Levy	Dollar Increase	Percent Increase
Max Levy vs. TNT Levy	\$14,361,969	\$14,080,897	\$281,072	2.0%
Rate/\$100 Net Assessed Valuation	\$1.7884	\$1.7534	\$0.0350	2.0%

Net Assessed Valuation

Each year the Navajo County Assessor's Office, in conjunction with the Property Tax Oversight Commission, determines the value of the property in the county. The assessed values are then used as a basis for levying the primary property tax by different taxing jurisdictions.

Overall valuation of Navajo County real property continues to **decline**. Due to real property values dropping, property tax owners will see an increase in property tax rates in order to maintain tax levies at or near the same level as the current tax year.



Frequently Asked Questions:

Q. **What is assessed valuation and who determines them?**

A. The assessment of property within the county is used as a basis for levying property taxes.

There are two categories of real property – locally-assessed and centrally-assessed – and the values are determined by two different offices.

Locally-Assessed: The Navajo County Assessor's Office determines the value of property within the county, including commercial and farm buildings and residential homes.

- ▶ **Centrally-Assessed:** The Department of Revenue determines the value of certain types of property within the county, such as utilities (including power plants and transmission lines), railroads and mines.

Q. How does assessed valuation relate to my taxes and the college's budget?

A. Each year the Navajo County Assessor's Office provides NPC with the value of the property within the county. The assessed values are then used as a basis for levying property taxes. NPC uses the levy amount from property taxes and other revenue sources to develop its annual budget. Property taxes contribute over 40 percent of all funding for the college.

Q. Why did my property tax rate go up?

A. Due to property values declining, property owners may see an increase in property tax rates in order to maintain tax levies at or near the same level as the current tax year. As assessed values decline, the tax rate increases in order to maintain tax levy (revenues) at or near the same level as the current year.

Q. How does the college use the property tax money?

A. The college uses the funding from property taxes for operating and maintenance expenses. The largest expense to the college is salaries/wages and benefits for its employees – it makes up approximately 70% of total expenses. The college provides educational services to its students, so naturally the largest cost is its people — faculty and staff involved in teaching and providing educational services.

Q. What limits exist for taxing jurisdictions?

A. The Property Tax Oversight Commission was established in January 1988. They are responsible to further the public confidence in property tax limitations, provide a uniform method for determining property tax limitations, and provide a continuing review of practices for ensuring a fair and equitable administration of the laws. The Arizona Revised Statutes also has **Truth in Taxation** laws to address transparency and provide opportunities for public comment. If the proposed primary tax levy amount, excluding amounts attributable to new construction, is 2% greater than the amount in the previous year, NPC must go through a "**Truth in Taxation**" hearing.

Q. What is equalization funding and how does it impact my property tax?

A. Equalization funding is additional state aid to rural community college districts with property tax bases that are less than the minimum assessed value established by a state formula. It is essentially a subsidy provided by the state. In order for NPC to retain this subsidy, state leaders expect Navajo County taxpayers to provide the maximum support for the college through the local property tax levy.

Q. Are there any exemptions for taxpayers?

A. The Arizona statutes provide for exemption for widow and widowers and people with disabilities in varying dollar amounts. Requests for exemptions should be addressed to the [Navajo County Assessor's Office](#).

Q. What if I don't qualify for an exemption but think my property values are too high?

A. Taxpayers are able to file a petition disputing the value of their property. The "**Petition for Review of Valuation**" is filed with the [Navajo County Assessor's Office](#).

You may use the form below to submit your comments, or request clarification on the proposed tax rate, tax levy, or proposed budget.

Page 1 of 1

Name: *

Please enter your full name.

Mailing Address:

Please enter your mailing address, so that we may contact you regarding your submission.

Physical Address (Optional):

Please enter your physical address, if different from Mailing Address above.

City:

State:

Please use postal abbreviation

ZIP Code:

Please enter your full ZIP+4 Code, if known

XXXXX-XXXX

Email Address:

Please enter a valid email address that can be used to contact you.

Daytime Phone Number:

Please enter a daytime phone number where we can contact you if we have questions about your comments or questions.

(xxx) xxx-xxxx

I have a question/comment about::

My comment/question is concerning (select one or more from the options below): *To select multiple items, hold down the **CONTROL** (Windows) or **COMMAND** (Mac) when you click the areas you wish to select.*

- Proposed Tax Rate
- Proposed Tax Levy
- Proposed Budget
- General Comment

Please share my comments:

Please share my comments with members of the District Governing Board during the public hearings on May 19, 2015.

Yes, please share

No, do not share

My comment/question:

Please keep your comments civil, with no profanity or racial comments.



What code is in the image?: *

Enter the characters shown in the image.

Required Fields *

DIVISIONS
 Arts & Sciences
 Career & Technical Education
 Education and College & Career Preparation
 Nursing & Allied Health

ASSOCIATE DEGREES
 Applied Science
 Arts
 Arts in Early Childhood
 Arts in Elementary Education
 Business
 General Studies
 Science

CONTACT US
 Employee Directory

CERTIFICATE OF APPLIED SCIENCE
CERTIFICATE OF PROFICIENCY
ADULT EDUCATION & GED
 College Preparation
 GED Prep & Testing

NPC EVENTS
 College News & Events
 Noncredit Classes
 Performing Arts Center
 Shows
 Tickets

STUDENT OPTIONS
 College Credit in High School
 Online Classes
 Teacher Certification Classes
 University Transfer Degrees
 Transfer Agreements

ACADEMIC RESOURCES
 Academic Calendar
 Class Schedule Search Engine
 College Catalog
 Holiday/Closure Schedule
 NPC Office Hours

PAYING FOR CLASSES
 Payment Due Dates
 e-Cashier Payment Plan
 NPC Money Card
 Refund Policy
 Scholarship Search Engine

COURSE SEARCH
 See course description for classes offered during ANY term.



STUDENT RESOURCES
 Academic Advising
 Activities, Organizations & Clubs
 Career & Alumni Services
 Closures & Alerts
 Computer & Technical Support
 Disability Resource & Access
 Library
 Online Bookstore
 Records & Registration Office
 Student Orientation Advising Registration
 Tutoring
 Veteran's Services

PUBLIC HEARING FOR TRUTH IN TAXATION

Summary:

Prior to the May 17, 2016 District Governing Board special meeting, a public hearing will be held to review the Truth in Taxation notice associated with the proposed budget for fiscal year 2016-17.

Truth in Taxation notices were published in the White Mountain Independent on May 3 and May 10, 2016, and in the Tribune-News on May 4 and May 11, 2016. State statute requires the notice be “published twice in a newspaper of general circulation”. The College has posted the Truth in Taxation notice in these two newspapers for several years. A news release concerning the Truth in Taxation hearing and the budget hearing was also issued following the April 19, 2016 regular District Governing Board meeting and details supporting the proposed tax rate were posted on the NPC website. Copies of the publications have been provided.

Correspondence from the Property Tax Oversight Commission concerning the Levy Limit Worksheet and the Truth in Taxation hearing are also included. Please note that the Truth in Taxation – Notice of Tax Increase percentage change is the maximum allowable increase of 2%.

Overall valuation of Navajo County real property continues to decline. To maintain tax levies at or near the same level, property owners will see an increase in the tax rate. NPC’s tax rate has been in the bottom half compared to other community college districts and has been below the average rate for primary property taxes. This is expected to continue in fiscal year 2016-17.

PROPERTY TAX OVERSIGHT COMMISSION

Arizona Department of Revenue Building



April 20, 2016

Douglas A. Ducey
Governor

David Briant
Chairman

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

Jim Brodnax Member	Kevin McCarthy Member
Jeff Lindsey Member	Chris Kelling Member

RE: Truth in Taxation Hearing

Dear Mr. Hatch:

Attached is the 2016 levy limit worksheet with net assessed values certified by the County Assessor. Per A.R.S. § 42-17052(A), these values cannot be changed after February 10 without the approval of the Property Tax Oversight Commission. Therefore, the total net assessed values of **\$803,062,466** noted in Section C must be used when adopting a primary property tax levy and tax rate. Please note the maximum allowable tax rate and levy limit in Section D of the levy limit worksheet.

If the proposed tax levy, excluding amounts that are attributable to new construction, is greater than the amount levied in the preceding tax year, a truth in taxation hearing must be held. Therefore, if the Northland Pioneer College intends to levy a tax rate greater than **\$1.7534**, a truth in taxation hearing must be held. Reference the attached levy limit worksheet for the truth in taxation rate calculation.

If a truth in taxation hearing is required, refer to § 42-17107 for the notice and hearing procedures. Within three days after the truth in taxation hearing, forward to my attention a copy of the published truth in taxation notice, the affidavit of publication, and the result of the roll call to consider a motion to levy the increased property taxes.

If you have any questions regarding the truth in taxation hearing requirements, please feel free to contact me at (602) 716-6436 or dteller@azdor.gov. Thank you for your cooperation with the Commission.

Sincerely,

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

Darlene Teller
Property Tax Oversight Commission Staff

cc: James Menlove, Finance Director, Navajo County

2016 LEVY LIMIT WORKSHEET

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
--

MAXIMUM LEVY	2015
A.1. Maximum Allowable Primary Tax Levy	\$14,509,355
A.2. A.1 multiplied by 1.02	\$14,799,542

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2016
B.1. Centrally Assessed	\$253,961,384
B.2. Locally Assessed Real Property	\$559,287,226
B.3. Locally Assessed Personal Property	\$14,261,438
B.4. Total Assessed Value (B.1 through B.3)	\$827,510,048
B.5. B.4. divided by 100	\$8,275,100

CURRENT YEAR NET ASSESSED VALUES	2016
C.1. Centrally Assessed	\$222,928,447
C.2. Locally Assessed Real Property	\$565,872,581
C.3. Locally Assessed Personal Property	\$14,261,438
C.4. Total Assessed Value (C.1 through C.3)	\$803,062,466
C.5. C.4. divided by 100	\$8,030,625

LEVY LIMIT CALCULATION	2016
D.1. LINE A.2	\$14,799,542
D.2. LINE B.5	\$8,275,100
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.7884
D.4. LINE C.5	\$8,030,625
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	\$14,361,969
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)	\$14,361,969

<i>2016 New Construction</i>	(\$24,447,582)
------------------------------	----------------

<i>Prior year actual levy (from line F.1 of the 2015 worksheet)</i>	\$14,509,355
<i>Divided by current values excluding new construction per line B.5</i>	\$8,275,100
Truth in Taxation Rate	1.7534

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

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

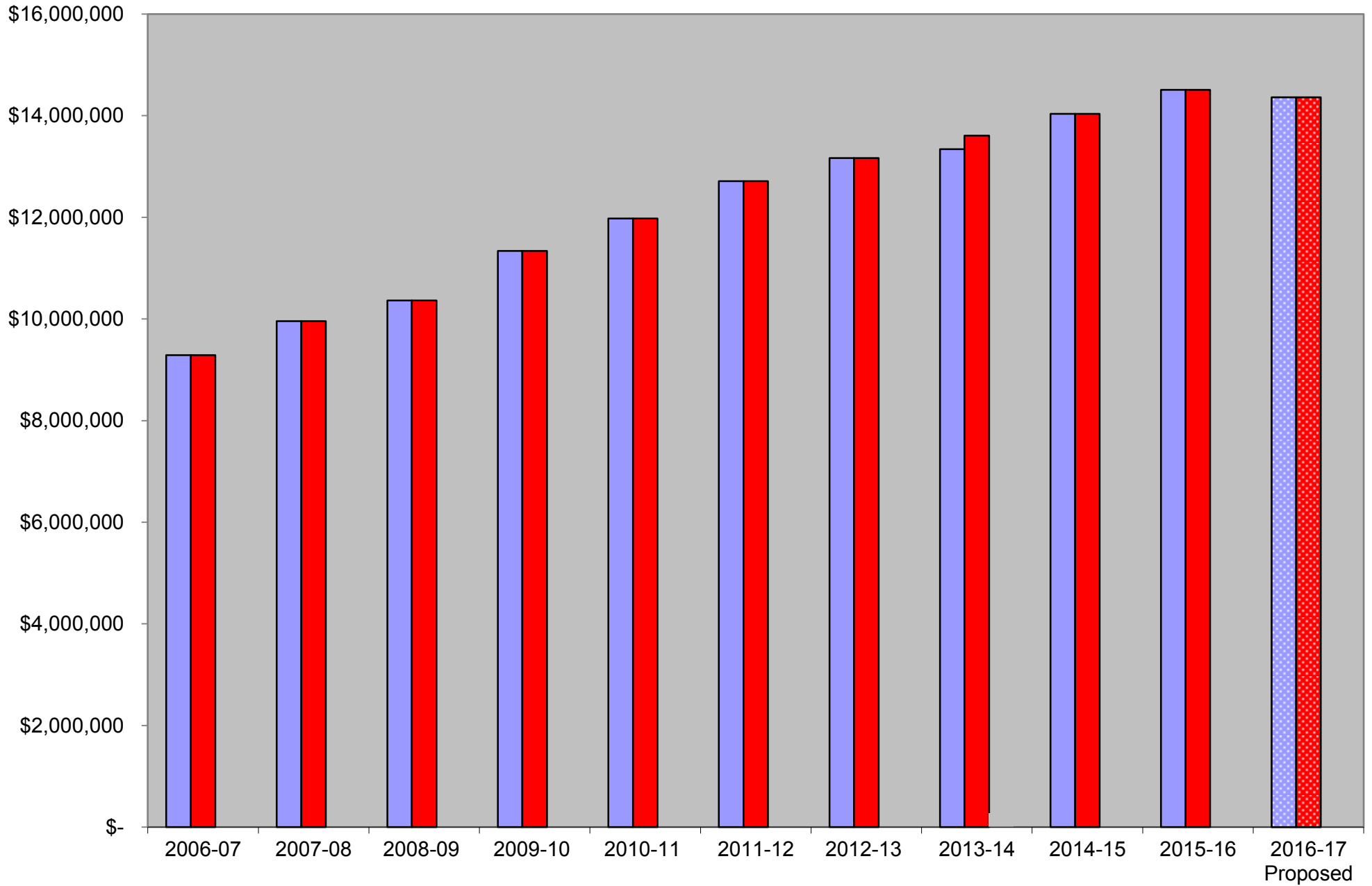
For questions, contact Darlene Teller at (602) 716-6436 or dteller@azdor.gov.

Truth in Taxation Analysis

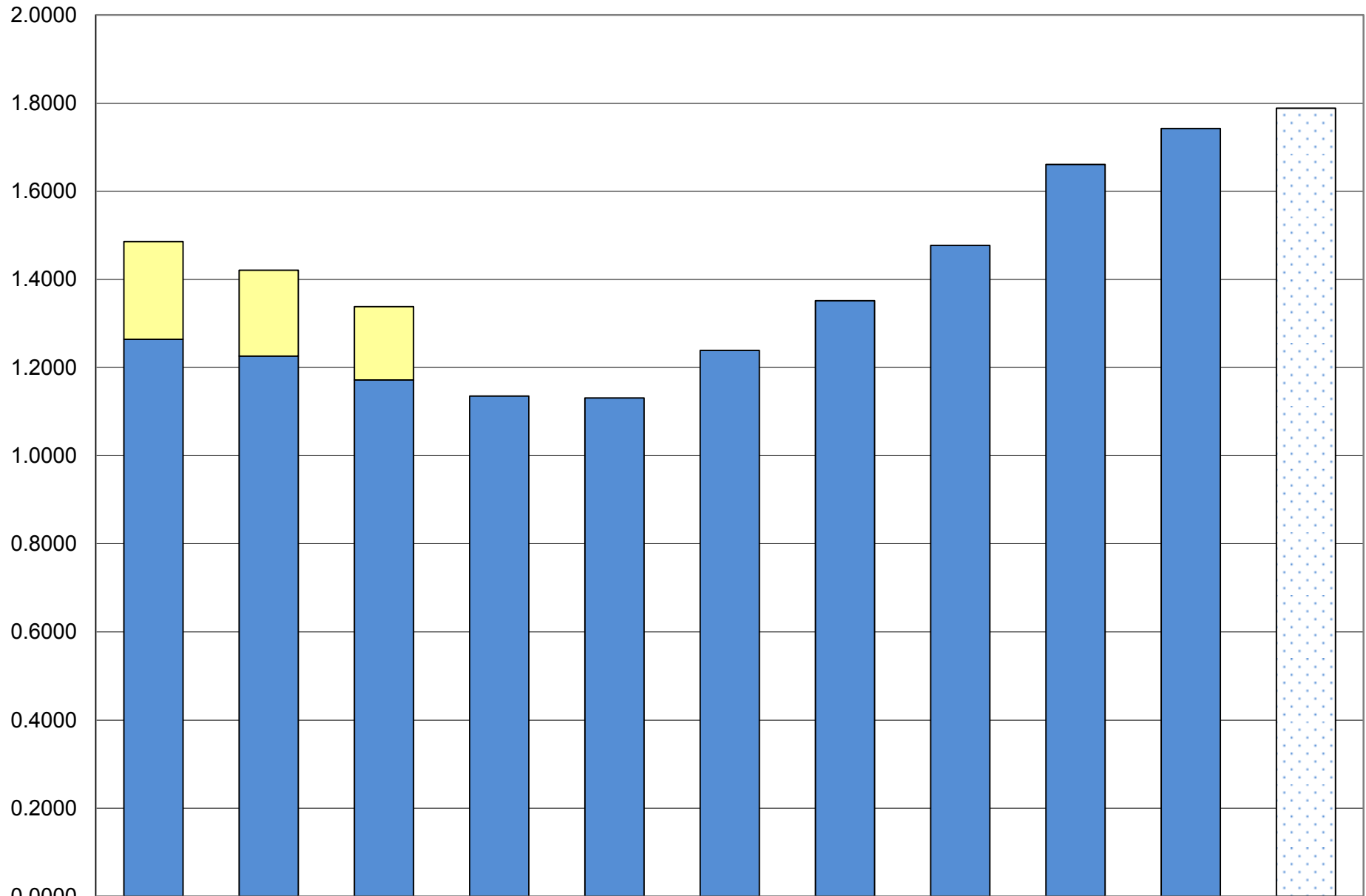
Calculation for Truth in Taxation Hearing Notice pursuant to A.R.S. § 42-17107

Actual current primary property tax levy: <i>(line F.1. actual levy from prior year's final levy limit worksheet)</i>	\$ 14,509,355
Net assessed valuation: <i>(line C.4. from current year's worksheet)</i>	\$ 803,062,466
Value of new construction:	\$ (24,447,582)
Net assessed value minus new construction: <i>(line B.4. from current year's levy limit worksheet)</i>	\$ 827,510,048
MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:	\$ 1.7534
Growth in property tax levy capacity associated with new construction:	\$ (428,664)
MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:	\$ 14,080,897
Proposed primary property tax levy:	\$ 14,361,969
Proposed increase in primary property tax levy, exclusive of new construction	\$ 281,072
Proposed percentage increase in primary property tax levy:	2.0%
Proposed primary property tax rate:	\$ 1.7884
Proposed increase in primary property tax rate:	\$ 0.0350
Proposed primary property tax levy on a home valued at \$100,000	\$ 178.84
Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:	\$ 175.34
Proposed primary property tax levy increase on a home valued at \$100,000:	\$ 3.50

NPC Primary Maximum Property Tax Levy compared to Actual Levy



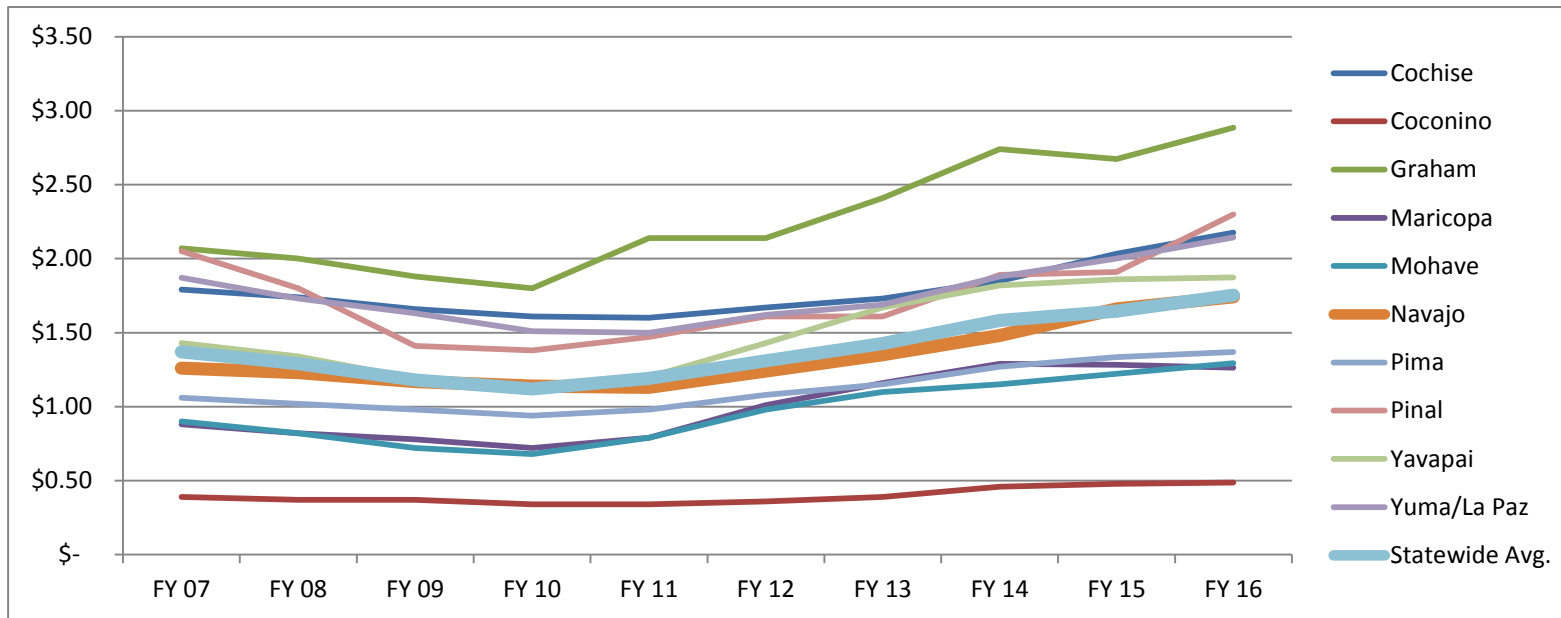
NPC Historical Property Tax Rates



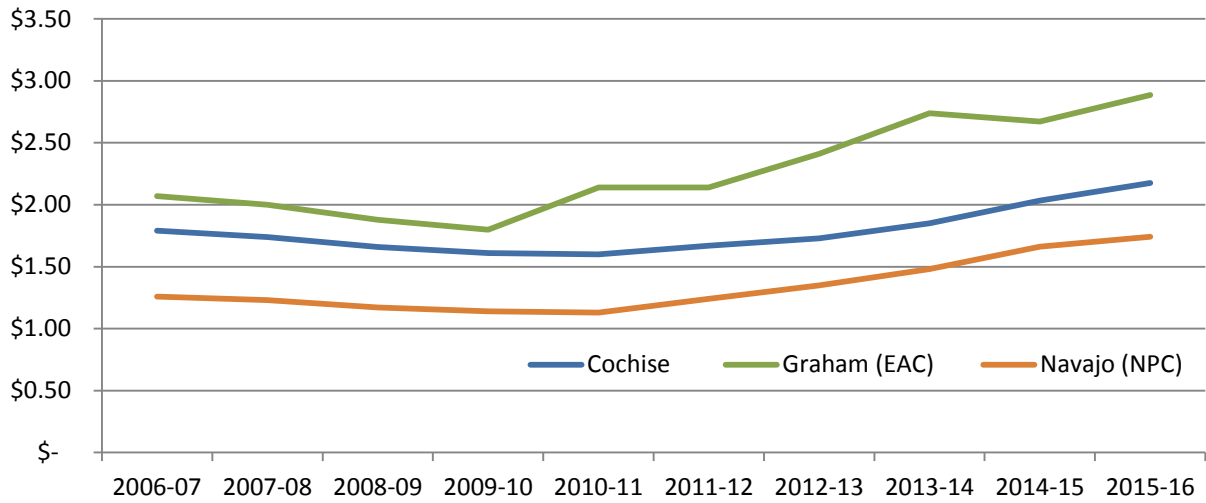
	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17 Proposed
Secondary	0.2219	0.1949	0.1663	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Primary	1.2639	1.2257	1.1719	1.1352	1.1308	1.2387	1.3515	1.4769	1.6610	1.7423	1.7884

Community College Primary Property Tax Rates

CC District	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY17 Proposal
Cochise	\$ 1.79	\$ 1.74	\$ 1.66	\$ 1.61	\$ 1.60	\$ 1.67	\$ 1.73	\$ 1.85	\$ 2.03	\$ 2.18	Max levy
Coconino	\$ 0.39	\$ 0.37	\$ 0.37	\$ 0.34	\$ 0.34	\$ 0.36	\$ 0.39	\$ 0.46	\$ 0.48	\$ 0.49	Max levy
Graham	\$ 2.07	\$ 2.00	\$ 1.88	\$ 1.80	\$ 2.14	\$ 2.14	\$ 2.41	\$ 2.74	\$ 2.67	\$ 2.89	Max levy
Maricopa	\$ 0.88	\$ 0.82	\$ 0.78	\$ 0.72	\$ 0.79	\$ 1.01	\$ 1.16	\$ 1.29	\$ 1.28	\$ 1.26	0%
Mohave	\$ 0.90	\$ 0.82	\$ 0.72	\$ 0.68	\$ 0.79	\$ 0.98	\$ 1.10	\$ 1.15	\$ 1.22	\$ 1.29	Max levy
Navajo	\$ 1.26	\$ 1.23	\$ 1.17	\$ 1.14	\$ 1.13	\$ 1.24	\$ 1.35	\$ 1.48	\$ 1.66	\$ 1.74	Max levy
Pima	\$ 1.06	\$ 1.02	\$ 0.98	\$ 0.94	\$ 0.98	\$ 1.08	\$ 1.15	\$ 1.27	\$ 1.33	\$ 1.37	1-2%
Pinal	\$ 2.05	\$ 1.80	\$ 1.41	\$ 1.38	\$ 1.47	\$ 1.61	\$ 1.61	\$ 1.89	\$ 1.91	\$ 2.30	Max levy
Yavapai	\$ 1.43	\$ 1.34	\$ 1.19	\$ 1.12	\$ 1.20	\$ 1.43	\$ 1.67	\$ 1.82	\$ 1.86	\$ 1.87	0%
Yuma/La Paz	\$ 1.87	\$ 1.73	\$ 1.63	\$ 1.51	\$ 1.50	\$ 1.62	\$ 1.69	\$ 1.88	\$ 2.00	\$ 2.14	Max levy
Statewide Avg.	\$ 1.37	\$ 1.29	\$ 1.18	\$ 1.12	\$ 1.19	\$ 1.31	\$ 1.43	\$ 1.58	\$ 1.65	\$ 1.75	



Primary Property Tax Rates for Equalization CCs



PUBLIC HEARING FOR 2016-17 PROPOSED BUDGET

Summary:

The approved preliminary budget was posted on the NPC website after the April 12, 2016 regular District Governing Board meeting. In accordance with statutory requirements, the preliminary budget was published on May 10, 2016 in the White Mountain Independent along with a notice of the budget hearing. The preliminary budget and public hearing notice were also published on May 11, 2016 in the Holbrook Tribune.

The official budget documents are attached. No alterations have been made to the preliminary budget approved by the Board. The 2016-17 proposed budget is aligned with the NPC Strategic Priorities approved by the District Governing Board. Extensive involvement at the department and executive level resulted in the proposed budget.

Staff anticipates the expenditure limit will be breached in FYE 2017, but carryforward balances will be used to cover the expected overage. The current available carryforward amount is approximately \$32 million.

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

**OFFICIAL BUDGET FORMS
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
FISCAL YEAR 2017**

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2017
SUMMARY OF BUDGET DATA**

	Budget 2017	Budget 2016	Increase/Decrease From Budget 2016 To Budget 2017	
			Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$ 26,463,019	\$ 26,077,253	\$ 385,766	1.5%
Unexpended Plant Fund	5,353,700	5,145,500	208,200	4.0%
Retirement of Indebtedness Plant Fund				
TOTAL	\$ 31,816,719	\$ 31,222,753	\$ 593,966	1.9%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$ 13,232 /FTSE	\$ 13,373 /FTSE	\$ (141) /FTSE	-1.1%
Unexpended Plant Fund	\$ 2,677 /FTSE	\$ 2,639 /FTSE	\$ 38 /FTSE	1.4%
Projected FTSE Count	2,000	1,950		
II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$ 14,736,058	\$ 14,651,144	\$ 84,914	0.6%
Retirement Costs	1,562,910	1,561,637	1,273	0.1%
Healthcare Costs	1,792,560	1,488,040	304,520	20.5%
Other Benefit Costs	1,346,602	1,360,976	(14,374)	-1.1%
TOTAL	\$ 19,438,130	\$ 19,061,797	\$ 376,333	2.0%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$ 14,361,969	\$ 14,509,355	\$ (147,386)	-1.0%
Secondary Tax Levy				
TOTAL LEVY	\$ 14,361,969	\$ 14,509,355	\$ (147,386)	-1.0%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7884	1.7423	0.0461	2.6%
Secondary Tax Rate				
TOTAL RATE	1.7884	1.7423	0.0461	2.6%
IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2017 PURSUANT TO A.R.S. §42-17051				\$ 14,361,969
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2016 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051				\$ _____

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2017
RESOURCES**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2017	Total All Funds 2017	Total All Funds 2016	% Increase/ Decrease
	General Fund 2017	Restricted Fund 2017	Auxiliary Fund 2017	Unexpended Plant Fund 2017	Retirement of Indebtedness 2017				
BEGINNING BALANCES-July 1*									
Restricted	\$	\$	\$	\$	\$	\$	\$	\$ 600,000	-100.0%
Unrestricted	15,900,000			9,500,000			25,400,000	45,100,000	-43.7%
Total Beginning Balances	\$ 15,900,000	\$	\$	\$ 9,500,000	\$	\$	\$ 25,400,000	\$ 45,700,000	-44.4%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$ 2,900,000	\$	\$	\$	\$	\$	\$ 2,900,000	\$ 2,800,000	3.6%
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	
Student Fees	700,000						700,000	700,000	
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	
State Appropriations									
Maintenance Support	1,606,000						1,606,000	1,582,200	1.5%
Equalization Aid	6,077,800						6,077,800	5,834,300	4.2%
Capital Support				353,700			353,700	345,500	2.4%
Property Taxes									
Primary Tax Levy	14,361,969						14,361,969	14,470,753	-0.8%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,800,000	6,000,000					7,800,000	7,800,000	
Sales and Services									
Investment Income	140,000						140,000	140,000	
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		450,000				650,000	700,000	-7.1%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$ 28,885,769	\$ 6,400,000	\$ 450,000	\$ 353,700	\$	\$	\$ 36,089,469	\$ 35,872,753	0.6%
TRANSFERS									
Transfers In		600,000	200,000	2,000,000			2,800,000	2,750,000	1.8%
(Transfers Out)	(2,800,000)						(2,800,000)	(2,750,000)	1.8%
Total Transfers	(2,800,000)	600,000	200,000	2,000,000					
Less:									
Governing Board Designations	(2,291,240)	(400,000)					(2,691,240)	(22,061,373)	-87.8%
Policy 1924 - Cash Reserve	(13,231,510)						(13,231,510)	(13,038,627)	1.5%
Policy 1926 - Future Capital Reserve				(6,500,000)			(6,500,000)	(8,000,000)	-18.8%
Total Resources Available for the Budget Year	\$ 26,463,019	\$ 6,600,000	\$ 650,000	\$ 5,353,700	\$	\$	\$ 39,066,719	\$ 38,472,753	1.5%

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

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2017
EXPENDITURES AND OTHER OUTFLOWS**

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

EXPENDITURES AND OTHER OUTFLOWS

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

Total Expenditures and Other Outflows

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2017	Total All Funds 2017	Total All Funds 2016	% Increase/Decrease
	General Fund 2017	Restricted Fund 2017	Auxiliary Fund 2017	Unexpended Plant Fund 2017	Retirement of Indebtedness 2017				
	\$ 26,463,019	\$ 6,600,000	\$ 650,000	\$ 5,353,700	\$	\$	\$ 39,066,719	\$ 38,472,753	1.5%
Instruction	\$ 10,446,133	\$ 1,400,000	\$	\$	\$	\$	\$ 11,846,133	\$ 11,459,741	3.4%
Public Service		20,000					20,000	20,000	
Academic Support	1,108,841						1,108,841	1,097,567	1.0%
Student Services	1,826,180	650,000					2,476,180	2,357,284	5.0%
Institutional Support (Administration)	8,428,518	30,000					8,458,518	7,908,662	7.0%
Operation and Maintenance of Plant	1,709,072						1,709,072	1,687,028	1.3%
Scholarships	1,944,275	4,500,000					6,444,275	6,444,275	
Auxiliary Enterprises			650,000				650,000	650,000	
Capital Assets				5,353,700			5,353,700	5,145,500	4.0%
Debt Service-General Obligation Bonds									
Debt Service-Other Long Term Debt									
Other Expenditures									
Contingency	1,000,000						1,000,000	1,702,696	-41.3%
Total Expenditures and Other Outflows	\$ 26,463,019	\$ 6,600,000	\$ 650,000	\$ 5,353,700	\$	\$	\$ 39,066,719	\$ 38,472,753	1.5%



NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2017
SUMMARY OF BUDGET DATA — SCHEDULE A

Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct **Truth in Taxation** (per Arizona Revised Statutes, §15-1461.01) and **Budget Public Hearings** for consideration of the proposed budget for the 2016–2017 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 17, 2016** at 10:00 a.m. (M.S.T.)

A **Special Board Meeting** for the purpose of adopting the District's 2016–2017 budget shall be held immediately following the Budget Hearing at the same location.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information.

Dr. Jeanne Swarthout, President, Northland Pioneer College

Questions about the budget should be directed to **Maderia Ellison**, Interim Vice President for Administrative Services, (928) 524-7440 or online www.npc.edu/budget_comment_form.

The budget is posted for public review on the college's website, www.npc.edu/fy2017-prelim-budget

Published in the *White Mountain Independent*, May 10, 2016

	Budget		Increase/Decrease	
	2017	2016	From Budget 2016 to Budget 2017	
	Amount		Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$26,463,019	\$26,077,253	\$385,766	1.5%
Unexpended Plant Fund	5,353,700	5,145,500	208,200	4.0%
Retirement of Indebtedness Fund	-0-	-0-	-0-	-0-
TOTAL	\$31,816,719	\$31,222,753	\$593,966	1.9%
B. Expenditures Per Full-Time Student Equivalent (FTSE)				
Current General Fund	\$13,232/FTSE	\$13,373/FTSE	(\$141)/FTSE	-1.1%
Unexpended Plant Fund	\$2,677/FTSE	\$2,639/FTSE	\$38/FTSE	1.4%
Projected FTSE Count	2,000	1,950		
II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$14,736,058	\$14,651,144	\$84,914	0.6%
Retirement Costs	1,562,910	1,561,637	1,273	0.1%
Healthcare Costs	1,792,560	1,488,040	304,520	20.5%
Other Benefit Costs	1,346,602	1,360,976	(14,374)	-1.1%
TOTAL	\$19,438,130	\$19,061,797	\$376,333	2.0%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$14,361,969	\$14,509,355	(\$147,386)	-1.0%
Secondary Tax Levy	-0-	-0-	-0-	-0-
TOTAL LEVY	\$14,361,969	\$14,509,355	(\$147,386)	-1.0%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7884	1.7423	0.0461	2.6%
Secondary Tax Rate	-0-	-0-	-0-	-0-
TOTAL RATE	1.7884	1.7423	0.0461	2.6%
IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2017 PURSUANT TO A.R.S. §42-17051			\$14,361,969	
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2016 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051.			-0-	

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2017
RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2017	Total All Funds 2017	Total All Funds 2016	% Increase/Decrease
	General Fund 2017	Restricted Fund 2017	Auxiliary Fund 2017	Unexpended Plant Fund 2017	Retirement of Indebtedness 2017				
BEGINNING BALANCES – JULY 1 (Excludes amounts not in spendable form (i.e. prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.)									
Restricted								\$600,000	-100%
Unrestricted	\$15,900,000			\$9,500,000			25,400,000	45,100,000	-43.7%
Total Beginning Balances	\$15,900,000			\$9,500,000			\$25,400,000	\$45,700,000	-44.4%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$2,900,000						\$2,900,000	\$2,800,000	3.6%
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	
Student Fees	700,000						700,000	700,000	
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	
State Appropriations									
Maintenance Support	1,606,000						1,606,000	1,582,200	1.5%
Equalization Aid	6,077,800						6,077,800	5,834,300	4.2%
Capital Support				353,700			353,700	345,500	2.4%
Property Taxes									
Primary Tax Levy	14,361,969						14,361,969	14,470,753	-0.8%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,800,000	6,000,000					7,800,000	7,800,000	
Sales and Services									
Investment Income	140,000						140,000	140,000	
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		450,000				650,000	700,000	-7.1%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$28,885,769	\$6,400,000	\$450,000	353,700			\$36,089,469	\$35,872,753	0.6%
TRANSFERS									
Transfers In		600,000	200,000	2,000,000			2,800,000	2,750,000	1.8%
(Transfers Out)	(2,800,000)						(2,800,000)	(2,750,000)	1.8%
Total Transfers	(\$2,800,000)	\$600,000	\$200,000	\$2,000,000					
Less:									
Governing Board Designations	(2,291,240)	(\$400,000)					(2,691,240)	(22,061,373)	-87.8%
Policy 1924 – Future Cash Reserves	(13,231,510)						(13,231,510)	(13,038,627)	1.5%
Policy 1926 – Future Capital Reserves				(6,500,000)			(6,500,000)	(8,000,000)	-18.8%
Total Resources Available for Budget Year	\$26,463,019	\$6,600,000	\$650,000	\$5,353,700			\$39,066,719	\$38,472,753	1.5%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2017
EXPENDITURES AND OTHER OUTFLOWS — SCHEDULE C

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2017	Total All Funds 2017	Total All Funds 2016	% Increase/Decrease
	General Fund 2017	Restricted Fund 2017	Auxiliary Fund 2017	Unexpended Plant Fund 2017	Retirement of Indebtedness 2017				
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (from Schedule B)	\$26,463,019	\$6,600,000	\$650,000	\$5,353,700			\$39,066,719	\$38,472,753	1.5%
EXPENDITURES AND OTHER OUTFLOWS									
Instruction	\$10,446,133	\$1,400,000					\$11,846,133	\$11,459,741	3.4%
Public Service		20,000					20,000	20,000	
Academic Support	1,108,841						1,108,841	1,097,567	1.0%
Student Services	1,826,180	650,000					2,476,180	2,357,284	5.0%
Institutional Support (Administration)	8,428,518	30,000					8,458,518	7,908,662	7.0%
Operation and Maintenance of Plant	1,709,072						1,709,072	1,687,028	1.3%
Scholarships	1,944,275	4,500,000					6,444,275	6,444,275	
Auxiliary Enterprises			650,000				650,000	650,000	
Capital Assets				5,353,700			5,353,700	5,145,500	4.0%
Debt Service – General Obligation Bonds									
Debt Service – Other Long Term Debt									
Other Expenditures									
Contingency	1,000,000						1,000,000	1,700,000	-41.3%
Total Expenditures and Other Outflows	\$26,463,019	\$6,600,000	\$650,000	\$5,353,700			\$39,066,719	\$38,472,753	1.5%

Home ► About NPC ► Public Notices ► Budgets ► FY 2017 Preliminary Budget

Fiscal Year 2017 Preliminary Budget

As approved by the Navajo County Community College District Governing Board on **Tuesday, April 12, 2016**.

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct **Truth in Taxation** (per Arizona Revised Statutes, §15-1461.01) and **Budget Public Hearings** for consideration of the proposed budget for the **2016–2017 Fiscal Year** at the Tiloni Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 17, 2016** at 10:00 a.m. (M.S.T.)

A **Special Board Meeting** for the purpose of adopting the District's 2016–2017 budget shall be held immediately following the Budget Hearing at the same location. The final budget may only be reduced, and cannot be increased, from this preliminary budget.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information.

Dr. Jeanne Swarthout,
President, Northland Pioneer College

Questions about the budget should be directed to **Maderia Ellison**, Interim Vice President for Administrative Services, (928) 524-7440 or [online](#).

PRELIMINARY FY2017 BUDGET

As adopted by the District Governing Board, April 12, 2016

Download as [PDF](#)

Navajo County Community College District Northland Pioneer College Budget for Fiscal Year 2017 Summary of Budget Data SCHEDULE A

	Budget 2017	Budget 2016	Increase/Decrease From Budget 2016 To Budget 2017	
			Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$26,463,019	\$26,077,253	\$385,766	1.5%
Unexpended Plant Fund	5,353,700	5,145,500	208,200	4.0%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
TOTAL	\$31,816,719	\$31,222,753	\$593,966	1.9%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$13,232/FTSE	\$13,373/FTSE	\$(141)/FTSE	-1.1%
Unexpended Plant Fund	\$2,677/FTSE	\$2,639/FTSE	\$38/FTSE	1.4%
Projected FTSE Count	2,000	1,950		

II. TOTAL OF ALL FUNDS ESTIMATED PERSONNEL COMPENSATION

Employee Salaries and Hourly Costs	\$14,736,058	\$14,651,144	\$84,914	0.6%
Retirement Costs	1,562,910	1,561,637	1,273	0.1%
Healthcare Costs	1,792,560	1,488,040	304,520)	20.5%
Other Benefit Costs	1,346,602	1,360,976	(14,374)	-1.1%
TOTAL	\$19,438,130	\$19,061,797	\$376,333	2.0%

III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES

A. Amount Levied:

Primary Tax Levy	\$14,361,969	\$14,509,355	\$(147,386)	-1.0%
Secondary Tax Levy	-0-	-0-	-0-	-0-
TOTAL LEVY	\$14,361,969	\$14,509,355	\$(147,386)	-1.0%

B. Rates per \$100 Net Assessed Valuation:

Primary Tax Rate	1.7884	1.7423	0.0461	2.6%
Secondary Tax Rate	-0-	-0-	-0-	-0-
TOTAL RATE	1.7884	1.7423	0.0461	2.6%

IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2017 PURSUANT TO A.R.S. §42-17051

\$14,361,969

V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2016 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051

-0-

**Navajo County Community College District
Northland Pioneer College
Budget for Fiscal Year 2017
Resources
SCHEDULE B**

	Current Funds			Plant Funds		Other Funds 2017	Total All Funds 2017	Total All Funds 2016	% Increase/Decrease
	General Fund 2017	Restricted Fund 2017	Auxiliary Fund 2017	Unexpended Plant Fund 2017	Retirement of Indebtedness 2017				
BEGINNING BALANCES – July 1*									
Restricted								\$600,000	-100%
Unrestricted	\$15,900,000			\$9,500,000			\$25,400,000	\$45,100,000	-43.7%
Total Beginning Balances	\$15,900,000			\$9,500,000			\$25,400,000	\$45,700,000	-44.4%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$2,900,000						\$2,900,000	\$2,800,000	3.6%
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	
Student Fees	700,000						700,000	700,000	
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	
State Appropriations									
Maintenance Support	1,606,000						1,606,000	1,582,200	1.5%
Equalization Aid	6,077,800						6,077,800	5,834,300	4.2%
Capital Support				353,700			353,700	345,500	2.4%
Property Taxes									
Primary Tax Levy	14,361,969						14,361,969	14,470,753	-0.8%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,800,000	6,000,000					7,800,000	7,800,000	

Sales and Services									
Investment Income	140,000					140,000	140,000		
State Shared Sales Tax		400,000				400,000	400,000		
Other Revenues	200,000		450,000			650,000	700,000	-7.1%	
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$28,885,769	\$6,400,000	\$450,000	\$353,700		\$36,089,469	\$35,872,753	0.6%	
Transfers									
Transfers In		600,000	200,000	2,000,000		2,800,000	2,750,000	1.8%	
(Transfers Out)	(2,800,000)					(2,800,000)	(2,750,000)	1.8%	
Total Transfers	(\$2,800,000)	\$600,000	\$200,000	\$2,000,000					
Less:									
Governing Board Designations	(2,291,240)	(400,000)				(2,691,240)	(22,061,373)	-87.8%	
Policy 1924 – Future Cash Reserve	(13,231,510)					(13,231,510)	(13,038,627)	1.5%	
Policy 1926 – Future Capital Reserve				(6,500,000)		(6,500,000)	(8,000,000)	-18.8%	
Total Resources Available for Budget Year	\$26,463,019	\$6,600,000	\$650,000	\$5,353,700		\$39,066,719	\$38,472,753	1.5%	

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

**Navajo County Community College District
Northland Pioneer College
Budget for Fiscal Year 2017
Expenditures and Other Outflows
SCHEDULE C**

	Current Funds			Plant Funds		Other Funds 2017	Total All Funds 2017	Total All Funds 2016	% Increase/Decrease
	General Fund 2017	Restricted Fund 2017	Auxiliary Fund 2017	Unexpended Plant Fund 2017	Retirement of Indebtedness 2017				
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (FROM SCHEDULE B)	\$26,463,019	\$6,600,000	\$650,000	\$5,353,700			\$39,066,719	\$38,472,753	1.5%
EXPENDITURES AND OTHER OUTFLOWS									
Instruction	10,446,133	1,400,000					11,846,133	11,459,741	3.4%
Public Service		20,000					20,000	20,000	
Academic Support	1,108,841						1,108,841	1,097,567	1.0%
Student Services	1,826,180	650,000					2,476,180	2,357,284	5.0%
Institutional Support (Administration)	8,428,518	30,000					8,458,518	7,908,662	7.0%
Operation and Maintenance of Plant	1,709,072						1,709,072	1,687,028	1.3%
Scholarships	1,944,275	4,500,000					6,444,275	6,444,275	
Auxiliary Enterprises			650,000				650,000	650,000	
Capital Assets				5,353,700			5,353,700	5,145,500	4.0%
Debt Service - General Obligation Bonds									
Debt Service – Other Long-Term Debt									
Other Expenditures									
Contingency	1,000,000						1,000,000	1,702,696	-41.3%
Total Expenditures and Other Outflows	\$26,463,019	\$6,600,000	\$650,000	\$5,353,700			\$39,066,719	\$38,472,753	1.5%

ECONOMIC ESTIMATES COMMISSION

Department of Revenue Building



Douglas A. Ducey
Governor

David Briant
Chairman

Elliott D. Pollack
Member

Alan E. Maguire
Member

March 31, 2016

Community College Business Officials
State of Arizona

RE: Final FY 2016/17 Expenditure Limits

The final fiscal year 2016/17 expenditure limits for all community colleges are being supplied in accordance with Article IX, Section 21, Constitution of Arizona and A.R.S. § 41-563.

The fiscal year 1979/80 base limits have been adjusted for changes in the population and the cost of living between 1978 and 2015. The formula is shown below.

$$\frac{\text{2016/17 Population (estimate)}}{\text{1978 Population}} \times \frac{\text{GDP Implicit Price Deflator 2015}}{\text{GDP Implicit Price Deflator 1978}} \times \text{FY 1979/80 Base Limit} = \text{Final FY 2016/17 Expenditure Limit}$$

Please contact Karen Jacobs in Economic Research and Analysis at (602) 716-6923 if you have any questions.

Sincerely,

ECONOMIC ESTIMATES COMMISSION

A handwritten signature in black ink, appearing to read "David Briant".

David Briant, Chairman

FINAL FY 2016/17 EXPENDITURE LIMITS: COMMUNITY COLLEGES

COMMUNITY COLLEGE DISTRICT	POPULATION**		POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	FINAL FY 2016/17 EXPENDITURE LIMITATION
	2016/17	1979/80				
COCHISE	6,000	2,156	2.7829	2.9194	\$6,038,815	\$49,062,166
COCONINO	2,065	1,000	2.0650	2.9194	\$2,459,758	\$14,828,763
GILA	725	905	0.8011	2.9194	\$1,948,412	\$4,556,829
GRAHAM	3,250	1,329	2.4454	2.9194	\$4,508,230	\$32,185,254
MARICOPA	80,678	27,299	2.9553	2.9194	\$52,841,755	\$455,908,951
MOHAVE	2,750	1,033	2.6621	2.9194	\$3,163,993	\$24,590,105
NAVAJO	2,000	1,566	1.2771	2.9194	\$3,716,543	\$13,857,022
PIMA	20,000	11,038	1.8119	2.9194	\$19,071,763	\$100,884,152
PINAL	5,000	2,452	2.0392	2.9194	\$7,534,121	\$44,851,258
SANTA CRUZ	325	700	0.4643	2.9194	\$1,507,059	\$2,042,716
YAVAPAI	3,860	1,568	2.4617	2.9194	\$5,759,613	\$41,393,014
YUMA/LA PAZ	5,500	1,952	2.8176	2.9194	\$6,215,322	\$51,125,670
TOTAL	132,153	52,998	2.4935		\$114,765,384	\$835,285,901

* SOURCE: BEA March 2016 - (2015 GDP Implicit Price Deflator/1978 GDP Implicit Price Deflator) = 109.775 / 37.602

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

PRIMARY PROPERTY TAX LEVY

Recommendation:

Staff recommends approval of a 2016-17 Primary Property Tax levy of \$14,361,969.

Summary:

As discussed at the April 12, 2016 regular board meeting, the proposed 2016-17 budget has been developed to include the recommended maximum primary property tax rate of \$1.7884. The maximum rate equates with the recommended property tax levy of \$14,361,969. The recommended levy and associated rate were used in the Truth in Taxation (TNT) and budget hearing and posting notices. According to A.R.S. § 42-17107(A) a levy that is greater than amount derived from the TNT Rate requires a Truth in Taxation Hearing and appropriate public notices.

During the Truth in Taxation Hearing both the maximum tax rate and related levy were addressed along with the tax rate and levy amount that would not have required a hearing. The maximum levy is \$14,361,969 with a corresponding rate of \$1.7884. This is a decrease of \$147,386 from the current year levy. This is the first year new construction for Navajo County was a negative \$24,447,582, which decreased the levy NPC will receive even though the levy is set at the maximum. The negative new construction in Navajo County is partly related to closures at the Cholla Power Plant and the Peabody coal mine.

The TNT rate of \$1.7534 with a corresponding levy of \$14,080,897 would be a decrease from prior year of \$428,664.

Overall valuation of Navajo County real property continues to decline. To maintain tax levies at or near the same level, property owners will see an increase in the tax rate. NPC's tax rate has been in the bottom half compared to other community college districts and has been below the average rate for primary property taxes. This is expected to continue in fiscal year 2016-17.

REQUEST TO APPROVE 2016-17 PROPOSED BUDGET

Recommendation:

Staff recommends approval of the 2016-2017 Proposed Budget as presented.

Summary:

The preliminary budget as approved by the District Governing Board was posted on the NPC website after the April 12, 2016 regular District Governing Board meeting. It was also published on May 10, 2016 in the White Mountain Independent and on May 11, 2016 in the Tribune-News. Each budget publication also included a notice of the budget hearing as required by Arizona state law. A notice of the hearing scheduled for May 17 was also published and posted on the NPC website.

The 2016-17 proposed budget is aligned with the NPC Strategic Priorities approved by the District Governing Board. The attached Budget Development Calendar has been followed in developing the proposed budget. Extensive involvement at the department level produced the proposed budget.

The budget can be reduced, but cannot be increased following the public hearing.

STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2016 – 2017

REVISED

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	✓15 September
2. Receive draft strategic plan	DGB	✓15 September
3. Approve strategic plan	DGB	✓20 October
4. Develop operational plans	SPASC	✓21 October
5. Receive preliminary budget assumptions/guidelines	DGB	✓17 November
6. Executive team receives operational plans	SPASC	✓11 December
7. ERC receives wage/salary recommendations	FA-CASO	11 December
8. Receive and approve budget assumptions & overview	DGB	✓15 December
9. Review current strategic plan/budget at convocation	SPASC	✓4 January 2016
10. Solicit input for upcoming strategic plan at convocation	SPASC	✓4 January
11. Distribute budget materials for operational & capital	Director Fin Svcs	✓5 January
12. College Council receives wage & salary recommendation	ERC/FA-CASO	8 January
13. President receives wage & salary recommendations	College Council ERC/FA CASO	✓4 5 February
14. Executive team receives budget requests	Department Managers	✓4 February
15. Review of operational & capital plans/budget requests	Executive Team	✓8 February
16. Receive introductory budget analysis	DGB	✓16 February
17. Receive wage and salary recommendation	DGB	✓16 February
18. Receive tuition and fee schedules	DGB	✓16 February
19. Budget hearings	SPASC	✓29 February
20. Receive preliminary budget analysis	DGB	✓22 15 March
21. Receive operational plans	DGB	✓22 15 March
22. Approve salary schedules	DGB	✓22 15 March
23. Approve tuition and fee schedules	DGB	✓22 15 March
24. Receive complete budget analysis	DGB	✓12 April
25. Adopt tentative budgets & approve publication	DGB	✓12 April
26. Publish notice of budget public hearing/TNT hearing	VP Adm Svcs	✓28 April
27. Develop priorities for upcoming strategic plan	DGB	✓29 April
28. Publish notice of TNT hearing (2)	VP Adm Svcs	✓5 May
29. Publish notice of budget public hearing (2)/TNT hearing (3)	VP Adm Svcs	✓10 May
30. Conduct taxpayer public hearings	DGB	17 May
31. Adopt property tax levy and final budgets	DGB	17 May
32. Notify PTOC of primary property tax levy	VP Adm Svcs	20 May
33. Submit tax levy to Navajo County	VP Adm Svcs	20 May
34. Develop upcoming strategic plan draft	SPASC	July 29
35. Present strategic plan report & new draft at convocation	SPASC	August 15
36. Receive input for future strategic plans at convocation	SPASC	August 15
37. Receive annual report on strategic planning	DGB	August 16 2016

REQUEST TO APPROVE 2016-19 PROPOSED CAPITAL BUDGET

Recommendation:

Staff recommends approval of the 2016-19 Proposed Capital Budget as presented.

Summary:

The preliminary budget as approved by the District Governing Board will guide capital project planning for the next three years. The first year of the preliminary capital budget is incorporated into the 2016-17 annual budget. The budget is based on the NPC Strategic Priorities approved by the District Governing Board along with involvement at the division and department levels.

Funding has been identified as a combination of current fund balances, contributions from ongoing general fund operating revenues and state appropriations for STEM funding. STEM funding will be used for capital equipment purchases. Staff anticipates STEM to be funded at the levels included in this proposed budget but if it isn't, sufficient fund balance is available.

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

The 2016-19 proposed capital budget is the same as the preliminary capital budget approved during the regular Board meeting held on April 12, 2016.

**Northland Pioneer College
Capital Fund (50) Budget
FY1617 Budget Cycle**

	FY1516 Budget	FY1617 Budget	FY1718 Budget	FY1819 Budget	
Fund Balance	2,800,000	3,000,000	4,000,000	2,500,000	
Transfer from Operating Fund	2,000,000	2,000,000	2,000,000	2,000,000	
State Funding - STEM	345,500	353,700	350,000	300,000	
Annual Capital Funding	<u>5,145,500</u>	<u>5,353,700</u>	<u>6,350,000</u>	<u>4,800,000</u>	
Annual Capital Requirements					
Building Maintenance	814,800	750,000	750,000	750,000	
Strategic Plans	-	150,000	15,000	-	
Total - Annual Requirements	<u>814,800</u>	<u>900,000</u>	<u>765,000</u>	<u>750,000</u>	
Annual Capital Requests					
Administrative Services	1,707,000	1,509,500	1,875,000	1,874,000	\$8.4M WMC Expansion - On Hold
Student Services	55,000	55,000	55,000	55,000	
IS	1,371,500	1,979,789	2,367,500	1,351,000	
Instruction:					
Arts & Science	-	-	-	-	
CTE	301,000	155,500	223,000	70,000	
Nursing	125,000	35,000	320,000	-	
Total - Annual Requests	<u>3,559,500</u>	<u>3,734,789</u>	<u>4,840,500</u>	<u>3,350,000</u>	
Contingency	<u>771,200</u>	<u>718,911</u>	<u>744,500</u>	<u>700,000</u>	
Total Expenses	<u>5,145,500</u>	<u>5,353,700</u>	<u>6,350,000</u>	<u>4,800,000</u>	
Surplus/(Deficit)	0	0	0	0	

**Northland Pioneer College
Capital Budget
FY1617 - FY1819**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1617 Budget Request \$	FY17/18 Budget Request \$	FY18/19 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	SPASC Initiative & Priority	Postponed? Y/N
ANN REQMNT	ADM SVC MAINT	6100	5610	750,000	750,000	750,000	Annual Building Maintenance	Annual Capital Requirements - backlog of maintenance items		No
ANN REQMNT	Annual Required Capital Total			750,000	750,000	750,000				
CONTINGENCY	VP Admin	5060		718,911	744,500	700,000	Contingency			
CONTINGENCY	Contingency Total			718,911	744,500	700,000				
SPASC	MARKETING	5920	5615	135,000	-	-	Rebuild entire www.NPC.edu site in Drupal 8 software, make site mobile friendly, improve user experience and SEO results. Project may be finalized in FY1718.	SPASC Initiative & Priority - Site has not been redesigned since 2009 and is not mobile friendly.	Strategic Priority II - To improve the user experience with technology, the college will enhance technology professional development and improve the NPC website and MyNPC.	No
SPASC	IS	5070	5615	15,000	15,000	-	Retention Management Software Consulting	SPASC Initiative & Priority Consulting for software implementation	Technical Support for the Community College	No
SPASC			SPASC Total	150,000	15,000	-				
ADM SVC	MAINT	6100	5610	1,250,000	1,800,000	1,799,000	Annual Maintenance & Master Facilities Projects	In addition to capital budget for ongoing maintenance a "catch-up" campaign is needed to bring facilities up to standards college-wide. Also, includes some projects identified in the Master Facilities report.		No
ADM SVC	MAINT	6100	5108	50,000	50,000	50,000	Professional/Consulting Services	Architecture & Engineering Services		
ADM SVC	TRANS	5750	5645	25,000	25,000	25,000	Repaint maintenance and IS vehicles (4)	Vehicles rusting	Extend life of fleet	No
ADM SVC	TRANS	5750	5680	56,000	-	-	2 new minivans	Rotate fleet		
ADM SVC	TRANS	5750	5680	38,500	-	-	1 new passanger van (holds 15)	Student use		
ADM SVC	TRANS	5750	5680	45,000	-	-	1 new maintenance truck	Vehicle 20 yrs old; parts not available after 10		No
ADM SVC	TRANS - IS	5750	5680	45,000	-	-	IS Double Cab Truck; Tower Climbing Equip			
ADM SVC	MAINT	6100	5610	-	-	-	WMC Expansion Phase I FY17/18 Phase II FY18/19 Project on Hold \$8.4M	Relocation of off campus facility use plus addition of new programs and classrooms.		Yes
ADM SVC			Admin Services Total	1,509,500	1,875,000	1,874,000				
STUD SERV	LIBRARY	3500	5650	55,000	55,000	55,000	Materials in the library collection: print, audio, video	These materials support college-wide academic programs. They are for student and faculty research and instruction. It		No
	17 May 2016						Navajo County Community College District Governing Board		Packet Page 37	
STUD SERV			Student Services Total	55,000	55,000	55,000				

**Northland Pioneer College
Capital Budget
FY1617 - FY1819**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1617 Budget Request \$	FY17/18 Budget Request \$	FY18/19 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	SPASC Initiative & Priority	Postponed? Y/N
IS	IS	5070	5615	225,000	250,000	275,000	Jenzabar Maintenance	Yearly Maintenance Contract	Technical Support for the Community College	No
IS	IS	5070	5615	45,000	45,000	45,000	NOLIJ Web Maintenance	Yearly Maintenance Contract	Technical Support for the Community College	No
IS	IS	5070	5615	17,500	18,000	18,500	HP Server Contracts from FY1314 budget	Yearly Maintenance Contract	Technical Support for the Community College	No
IS	IS	5070	5615	30,000	30,000	30,000	Jenzabar Consultants	Consultant training/update NPC Servers	Technical Support for the Community College	No
IS	IS	5070	5615	50,000	50,000	50,000	IS Professional Services	Outside Consultant as needed	Technical Support for the Community College	No
IS	IS	5070	5615	50,000	47,000	50,000	VMWare Support	Yearly Maintenance Contract	Technical Support for the Community College	No
IS	IS/Bus	5070	5615	15,000	15,000	15,000	Jenzabar Training hours (remote)	Support Business Office Jenzabar Users	Technical Support for the Community College	No
IS	IS	5070	5635	14,000	14,000	15,000	Commvault	Yearly Maintenance Contract	Technical Support for the Community College	No
IS	IS	5070	5600	68,500	68,500	70,000	9 Smartboards and Projectors (includes polycom & doc cameras)	9 Smart Classrooms - NEW, supports CTE and other divisions	Technical Support for the Community College	No
IS	IS	5070	5600	68,000	72,000	75,000	10 Smartboards & Projectors	Lifecycle Replacement	Technical Support for the Community College	No
IS	IS	5070	5620	180,000	180,000	180,000	Server Replacements @ 4 years	Update Aging Server/Blade Cycle	Technical Support for the Community College	No
IS	IS	5070	5620	60,000	200,000	150,000	Replace old routers, switches and AP's @ 6 years	Update Aging Routers, Switches, and Aps	Technical Support for the Community College	No
IS	IS	5070	5620	750,000	750,000	60,000	Upgrade WAN Links FY16/17 Phase II	Upgrade remaining WAN radio links for increased capacity at all other NPC owned network locations	Technical Support for the Community College	No
IS	IS	5070	5620	14,000	15,000	-	UPS (batteries for servers) lifecycle Replacements @ 5 years	Replace aging UPS systems	Technical Support for the Community College	No
IS	IS	5070	5620	25,000	-	-	SSO and Password Reset solution	Develop and incorporate a single sign on and password reset solution	Technical Support for the Community College	No
IS	IS	5070	5620	-	300,000	50,000	Upgrade Cisco Phone system environment	Replace aging phone system	Technical Support for the Community College	No
IS	IS	5070	5630	125,000	100,000	100,000	Computers @ 4 years (230)	Replace aging computers	Technical Support for the Community College	No
IS	IS	5070	5630	37,000	40,000	42,000	Printers @ 3 years	Replace aging printers	Technical Support for the Community College	No
IS	IS	5070	5630	30,000	30,000	30,000	Monitors @ 4 years	Replace aging monitors	Technical Support for the Community College	No
IS	IS	5070	5630	40,000	40,000	40,000	iPads (iPad lifecycle 4 years)	Replace some laptops with iPads to allow traveling staff to remain connected	Technical Support for the Community College	Yes
IS	IS	5070	5630	14,000	14,000	14,000	Thin Clients (6 year life cycle)	Replace aging Thin Clients	Technical Support for the Community College	No

**Northland Pioneer College
Capital Budget
FY1617 - FY1819**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1617 Budget Request \$	FY17/18 Budget Request \$	FY18/19 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	SPASC Initiative & Priority	Postponed? Y/N
IS	IS/HR	5070	5630	30,000	-	-	Integrated Photo ID/Data Card for students and employees	IS/HR will work together to establish a system and process to generate student/employee data cards and IDs	Technical Support for the Community College	Yes
IS	CTE	5070	5630	5,000	-	-	3-D Printer	PDC-MET-Current Industry Standards	Technical Support for the Community College	Yes
IS-CTE	ATO	5070	5635	-	-	7,500	CDX Online Training 2 Years Fee	2 Years Fee	Technical Support for the Community College	No
IS-CTE	CON	5070	5635	-	-	5,000	Enroute Pro Software	5 more seats due to increased enrollment	Technical Support for the Community College	Yes
IS-CTE	IMO	5070	5630	-	30,000	-	Laptops and PC for IMO labs	replace computers at IMO Labs	Technical Support for the Community College	No
IS-CTE	FRS	5070	5630	20,000	-	-	Convert one classrooms at NATC into a video classroom	connect NATC to the rest of the campuses to allow us to participate in video conferences	Technical Support for the Community College	No
IS-CTE	FRS	5070	5630	-	25,000	-	Replace 3 smartboards	Lifetime replacement cycle	Technical Support for the Community College	No
IS-CTE	CCL	5070	5635	30,789	-	-	Xenegrade Registration & Marketing Software	Registration Process for CCL-Contracts, Kids College & All Non-Credit Courses	Technical Support for the Community College	Yes
IS	PAD	5700	5645	12,000	10,000	5,000	Replacement of aging and broken equipment	To maintain a professional print production for staff and students	Technical Support for the Community College	No
IS	PAD	5700	5316	24,000	24,000	24,000	Konica Minolta Copier Lease	Old Copier at end of life was replaced with new to continue professional production for our staff and students	Technical Support for the Community College	No
IS			IS Total	1,979,789	2,367,500	1,351,000				
CTE	AJS	1205	5645	-	-	20,000	Wrestling Mats	Replacements	Remove student barriers to current Industry standards.	No
CTE	ATO	1110	5645	5,500	-	-	40' Rolloff storage container	Will provide security and dry place for new and donated Engines and Transmissions	Remove student barriers to current Industry standards.	Yes one year
CTE	ATO	1110	5645	20,000	22,000	-	Three Scanners	Keep to Current Industry Standards	Remove student barriers to current Industry standards.	Yes
CTE	ATO	1110	5645	-	8,000	-	Air Compressor	Replacement of current one.	Remove student barriers to current Industry standards.	No
CTE	ATO	1110	5645	20,000	-	-	4 top and bottom toolboxes complete w/Tools	Keep up with the amount of students	Remove student barriers to current Industry standards.	No
CTE	ATO	1110	5645	20,000	20,000	-	2007 & up cars	Keep to current industry standards	Remove student barriers to current Industry standards.	No

**Northland Pioneer College
Capital Budget
FY1617 - FY1819**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1617 Budget Request \$	FY17/18 Budget Request \$	FY18/19 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	SPASC Initiative & Priority	Postponed? Y/N
CTE	CON	1135	5630	-	10,000	-	Software Update additional seats enroute	Expnding training	Remove student barriers to current Industry standards.	Yes
CTE	FRS	1336	5645	30,000	-	-	Bullex Natural Gas Hoseline Training System w/ remote	Provides secondary fire prop for extended attack.	Remove student barriers to current Industry standards.	No
CTE	FRS	1336	5645	-	35,000	-	Bullex Natural Gas Vehicle fire training prop w/integrated smoke & sound effects option.	Provides secondary fire prop for extended attack.	Remove student barriers to current Industry standards.	No
CTE	FRS	1336	5645	-	15,000	-	Bullex Natural Gas Pressure Vessel fire training prop.	Provides secondary fire prop for extended attack.	Remove student barriers to current Industry standards.	No
CTE	FRS	1336	5645	-	-	50,000	Purchase used Fire truck	replace one of the current Fire Engine being used	Remove student barriers to current Industry standards.	No
CTE	IMO/MET	1155	5645	-	8,000	-	Robotic Competition Equipment	Equipment needed to host Robotic skills competition	Remove student barriers to current Industry standards.	No
CTE	IMO/MET	1155	5645	-	18,000	-	Hydraulic Trainer	to train the basci hydraulics theory	Remove student barriers to current Industry standards.	Yes
CTE	WLD	1170	5645	40,000	42,000	-	Welding Machines	Replace worn machines as part of facility maintenance	Remove student barriers to current Industry standards.	No
CTE	WLD	1170	5645	-	6,000	-	One Metal Brake	Provide new and different technology to welding students	Remove student barriers to current Industry standards.	Yes
CTE	WLD	1170	5645	20,000	-	-	Three- Millhogs	Replace worn machines as part of facility maintenance	Remove student barriers to current Industry standards.	No
CTE	WLD	1170	5645	-	39,000	-	3-Cutting/Weld Table W/Hardware	Provide new and different technology to welding students	Remove student barriers to current Industry standards.	Yes
CTE			CTE Total	155,500	223,000	70,000				
NURS	NURS ASST	1370	5610	-	100,000	-	Nursing - Remodel or Ponderosa Center to provide additional office space required by the AZBON Nursing & Maintenance to collaborate	AZBON has required that each faculty person have a private office, dislocating key personnel, this renovation would allow the return of science faculty to the building	Master Facilities Plan	No
NURS	NURS	1375	5645	-	35,000	-	Sim Junior	Junior mannequin at LCC is broken and no longer supported due to age.	Remove student barriers to current Industry standards.	No
NURS	NURS	1375	5645	-	25,000	-	Sim Baby	New training mannequin to provide advanced intesive care simmulation for infants	Remove student barriers to current Industry standards.	No

**Northland Pioneer College
Capital Budget
FY1617 - FY1819**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1617 Budget Request \$	FY17/18 Budget Request \$	FY18/19 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	SPASC Initiative & Priority	Postponed? Y/N
NURS	NURS	1335	5645	-	125,000	-	Sim Man	Replacement for EMS adult simulator which is now broken and due to age is no longer supported by manufacturer.	Remove student barriers to current Industry standards.	No
NURS	NURS	1375	5645	35,000	35,000	-	Sim Mom	Advanced simulator for LCC, to provide similar instruction environment for all students	Remove student barriers to current Industry standards.	No
Nursing			Nursing Total	35,000	320,000	-				
Total NPC Annual Capital				5,353,700	6,350,000	4,800,000				

Governing Board Meeting Agenda

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

Date: May 17, 2016

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Handorf
2.	Adoption of the Agenda (Action)	Chair Handorf
3.	Call for Public Comment.....	Chair Handorf
<p style="font-size: small;">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	Interim Vice President Ellison
	B. NPC Friends and Family.....	Director Wilson
	C. Human Resources	Written Report
	D. CASO	Written Report
	E. NPC Faculty Association	Written Report
	F. NPC Student Government Association	No Report
5.	Consent Agenda..... (Action)	Chair Handorf
	A. April 12, 2016 Regular Board Minutes	
	B. April 12, 2016 Executive Session Minutes	
	C. May 3, 2016 Teleconference Minutes	
	D. May 3, 2016 Executive Session Minutes	
	E. Dual Enrollment Intergovernmental Agreements between Navajo County Community College District and St. Johns USD; Red Mesa USD	
6.	Old Business:	
	A. Request to Approve Change of Providers (Action)	Director Way
7.	New Business:	
	A. IBest Project Progress Report.....	Vice President Vest
	B. Request to Approve Faculty Sabbatical (Action)	President Swarthout
	C. Strategic Priority Possibilities	President Swarthout
	D. Initiate President's Evaluation Process – NPC Procedure 2045	President Swarthout
	E. Request to Approve Ready Navajo County IGA (Action)	President Swarthout
8.	Standing Business:	
	A. Strategic Planning and Accreditation Steering Committee	Vice President Vest
	B. President's Report.....	President Swarthout
	C. DGB Agenda Items and Information Needs for Next Meeting	Chair Handorf
9.	Board Report/Summary of Current Events.....	Board Members
10.	Announcement of Next Regular Meeting..... June 21, 2016	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.



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

July 1, 2015 to March 31, 2016

Budget Period Expired

75%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	14,470,753	498,847	9,969,214	69%
State Aid:				
Maintenance and Operations	1,582,200	-	1,186,575	75%
Equalization	5,834,300	-	4,387,050	75%
Tuition and Fees	4,600,000	91,270	3,781,221	82%
Investment earnings	140,000	42,444	135,787	97%
Grants and Contracts	1,800,000	458,293	859,177	48%
Other Miscellaneous	200,000	17,336	176,710	88%
Fund Balance	200,000			
Transfers	(2,750,000)	(491,000)	(1,591,000)	58%
TOTAL REVENUES	\$ 26,077,253	\$ 617,190	\$ 18,904,734	72%
EXPENDITURES				
Salaries and Wages	17,296,292	1,334,813	11,422,027	66%
Operating Expenditures	8,780,961	426,860	4,939,605	56%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 26,077,253	\$ 1,761,673	\$ 16,361,632	63%
Unrestricted Plant				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	345,500	-	259,125	75%
Other Miscellaneous				
Fund Balance	2,800,000			
Transfers	1,900,000	450,000	950,000	50%
TOTAL REVENUES	\$ 5,045,500	\$ 450,000	\$ 1,209,125	24%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	5,045,500	217,025	1,188,138	24%
TOTAL EXPENDITURES	\$ 5,045,500	\$ 217,025	\$ 1,188,138	24%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2015 to March 31, 2016

Budget Period Expired 75%

Restricted and Auxiliary Funds

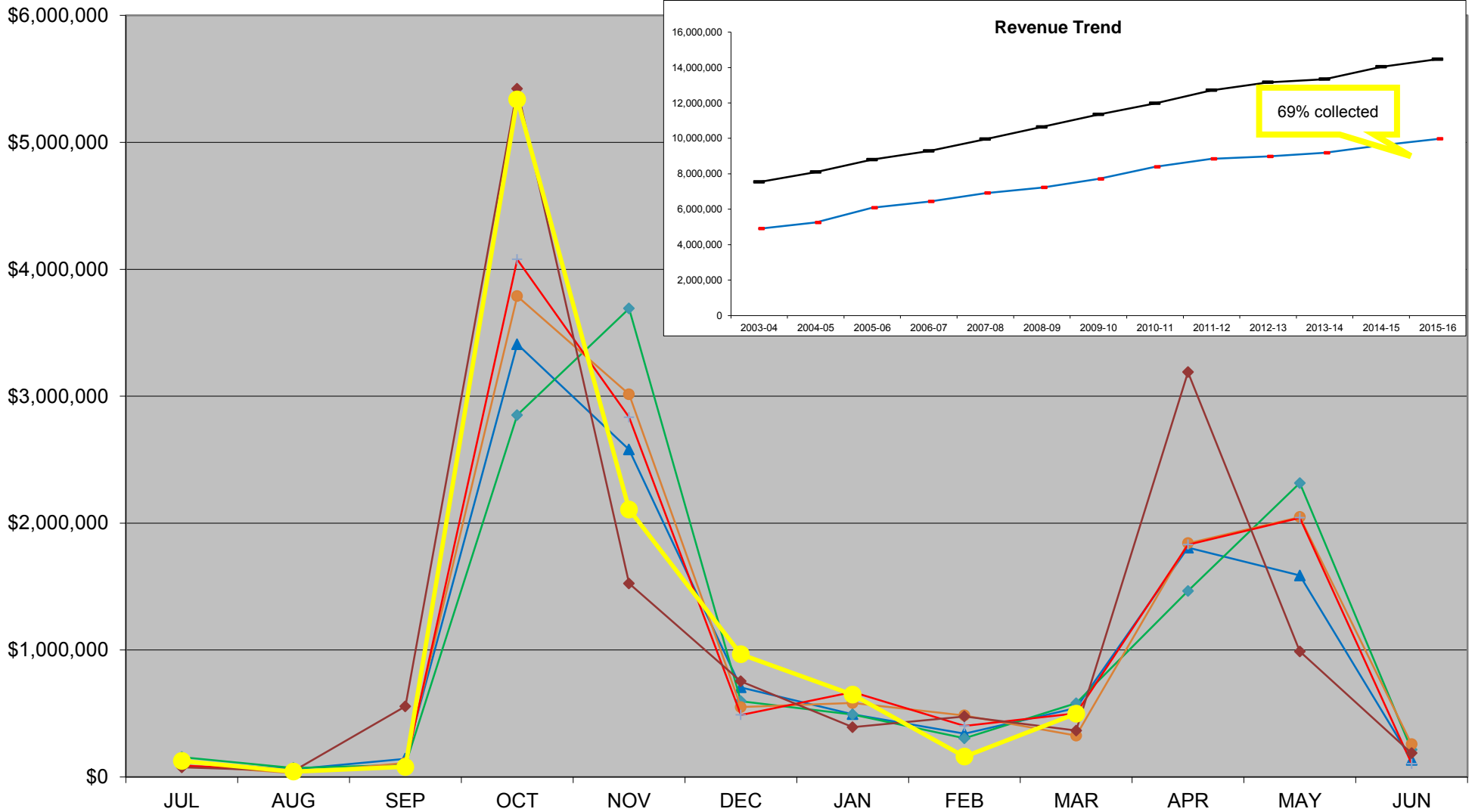
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	395,586	4,434,200	74%
Fund Balance	-			
Transfers	600,000	-	450,000	75%
TOTAL REVENUES	\$ 6,600,000	\$ 395,586	\$ 4,884,200	74%
EXPENDITURES				
Salaries and Wages	1,234,637	113,219	933,625	76%
Operating Expenditures	5,365,363	119,731	3,785,489	71%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 232,950	\$ 4,719,114	72%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	500,000	63,262	262,059	52%
Fund Balance	-			
Transfers	250,000	41,000	191,000	76%
TOTAL REVENUES	\$ 750,000	\$ 104,262	\$ 453,059	60%
EXPENDITURES				
Salaries and Wages	403,001	40,878	279,811	69%
Operating Expenditures	346,999	23,073	173,246	50%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 750,000	\$ 63,951	\$ 453,057	60%

Cash Flows

Cash flows from all activities (YTD)	\$25,451,118
Cash used for all activities (YTD)	\$22,721,941
Net Cash for all activities (YTD)	\$2,729,177

Monthly Primary Property Tax Receipts



Human Resources UPDATE
DGB-May 17, 2016

FILLED

1. **Grant Project Coordinator TALON – Renell Heister starts June 1, 2016. Renell received her Bachelor’s degree from Grand Canyon University and her Master’s degree from the University of Phoenix.**
2. **Assistant to the Campus Manager-20 hours – Susanna Wauneka started April 18, 2016. Susanna previously worked as a temporary employee in the library and the campus office.**
3. **Secretary to the Division of Arts and Sciences – Barbara Dixson started on May 2, 2016. Barbara previously worked as the Course Schedule and Records Specialist.**
4. **Dean of Nursing and Allied Health – Debra McGinty starts June 1, 2016. Debra received her Bachelor’s degree from the University of Cincinnati. She received her Master’s degree from the University of Washington. Debra also has an MBA from the University of Phoenix and a PhD from the University of Arizona.**

EXTERNAL OPENINGS

5. **Network and Systems Administrator - Open until filled. 2 applicants.**
6. **Database Administrator – Open until filled. 21 applicants.**
7. **Faculty in Early Childhood Education (Chair) – Closed February 1, 2016. 7 applicants.**
8. **Faculty in Social and Behavioral Science – Closed March 1, 2016. 18 applicants.**
9. **Faculty in College and Career Preparation – Closed February 29, 2016. 14 applicants.**
10. **Faculty in Mechatronics – Open until filled. 2 applicants.**
11. **Faculty in Computer Information Services – Closed April 22, 2016. 5 applicants.**
12. **Director of Institutional Effectiveness – Closed April 22, 2016. 11 applicants**
13. **Network Support Technician – Open until filled. 16 applicants.**
14. **Associate Librarian (SCC) – Closes May 20, 2016.**

INTERNAL OPENINGS

15. **Audio/Video Support Tech (LCC) – Closed April 24, 2016. 2 applicants.**
16. **Course Schedule and Records Specialist – Closed May 15, 2016. 1 applicant.**
17. **Graphic Designer and Publication Specialist – Closed April 13, 2016. 1 applicant.**

CASO Non-food Household Commodities Drive

Considering we tried something totally new and different this year – donation drives at each campus/center location – the non-food drive was very successful.

The estimated value of donations received was \$1125. A break-down of estimated value by locations and the organization they donated to is as follows:

Little Colorado	\$200	Winslow Council on Aging (Senior Center)
Painted Desert	\$125	Bread of Life Mission
Snowflake	\$75	Snowflake Senior Center
White Mountain	\$485	White Mountain Safe House
Kayenta received no donations.		
HOPI did not participate.		
Springerville	\$48	Round Valley Senior Center
St Johns	\$58	New Hope Ranch
Whiteriver	\$134	The Hope Center

Our next big project is our annual Silent Auction to raise funds for the CASO Student Scholarship fund, which will be held in conjunction with August convocation. It's always very successful and well worth the effort of planning and executing that it requires.

CASO doesn't meet during the summer months, so this will be our final report until September.

Ina Sommers LCC
CASO President

Faculty Association, May Report to DGB

1. Faculty will submit proposed revisions of Procedure 2970 (Probationary to Non-Probationary Track) to the Deans for their review. After lengthy discussion (and some healthy debate) FA are ready to move forward with proposed revisions of 2970.
2. Faculty continue to review Procedure 2625 (Academic Misconduct) and will continue discussions come the fall 2016 semester.
3. FA Officers for the 2016-17 Academic Year: Ryan Rademacher, President; Pat Lopez, Vice President; Tracy Chase, Secretary; and Kenny Keith, Treasurer

Navajo County Community College District Governing Board Meeting Minutes

April 12, 2016 – 10:00 a.m.

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

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

Staff Present: President Jeanne Swarhout; Interim Vice President Maderia Ellison; Vice President Mark Vest; Director PJ Way; Recording Secretary to the Board Paul Hempsey.

Others Present: Ryan Rademacher; Kim Reed; Ed Gentry; Ian Graham; Bill Fee; Everett Robinson; JoAnn Barnes-Slocum; Margaret White; Eric Bishop; Jennifer Bishop; Josh Roger; Jeremy Raiser; Ryan Jones; Gary Segay; Sandra Johnson; Ann Hess; Barry Graham; Betsyann Wilson; Ryan Jones; Peggy Belknap; Terrie Shevat; Eric Henderson; Lauren Sedillo; Andrew Hassard; Rickey Jackson; Doug Seely; Beulah Bob-Pennypacker; Amber Hill; Stan Pirog; Cathy Reed; Hallie Lucas; Bethann O’Laughlin; Linda Kor; Terrie Shevat; Rich Harris; Tamara Martin; Tanya Hayes; Jim Boblett; Donna Soseman; Lorraine Benally; Myrtle Dayzie-Grey; Tracy Mancuso; Ernie Hess; Vicki Bessinger; Barry Richins; Barbara Richins; Daphne Brimhall; Denise Rominger; Donna Ashcraft; Leonard Lee.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Winslow 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 – Interim Vice President Ellison

Interim Vice President Ellison addressed the Board and reviewed the Financial Position report.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and stated AZ Gives Day was a huge success. The goal to raise \$5000, as a Challenge Gift, by Noon was met by 8:28am therefore adding an additional \$5000 from Frontier Communications. As for the goal to finish in the leaderboard, for Small Non-Profits, NPC Friends and Family finished fourth which provided a further \$5000 bonus. A grand total of \$27,201 was raised. Director Wilson offered special thanks to Ann Hess and Everett Robinson, Eric Bishop, Prescott Winslow and Rebecca Hunt and to all who made

donations. Director Wilson offered some of the statistics from the day and commented on the retirees present at the meeting and thanked them for everything they have done for students. Director Wilson also mentioned the Friends and Family Golf Tournament on April 30th at Silvercreek with a 10am start. A foursome team is \$400 but if individuals wanted to play it would cost \$125 and they would be added to a team. There would be a lot of prizes on the day including two hole-in-one cars as well as prizes at other holes and raffles. Volunteers would be welcome on the day as would spectators and supporters.

4.C. Human Resources

Written Report Only.

4.D. NPC CASO

No Report

4.E. Faculty Association

Written Report Only.

4.F. NPC Student Government Association

Written Report Only.

Agenda Item 5: Consent Agenda

- A. **March 22, 2016 Regular Board Minutes;**
- B. **Curriculum Modifications:**
 - 1. Program Modification – Mechatronics AAS, CAS, CP (3 specializations)

*Mr. Matteson made a motion to approve the consent agenda. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

*Mr. Matteson made a motion to move items 7.A. and 7.B. after the presentation of Awards. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

7.C. Request to Approve Emeritus Status – Sandra Johnson

*Mr. Matteson made a motion to approve the Request for Emeritus Status for Sandra Johnson. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

7.D. Presentation of Meritorious and Emeritus Awards

Ryan Rademacher, President of the Faculty Association, presented Dr. Sandra Johnson with the Faculty Emeritus Award.

Ann Hess, Director of Marketing, presented JoAnn Barnes-Slocum with the Meritorious Service Award.

Stan Pirog, Head Librarian, presented Margaret White with the Meritorious Service Award. Mark Vest, Vice President for Learning and Student Services presented Jim Boblett, Barry Graham, Barry Richins and Doug Seeley with the Faculty Emeritus Award. Myrtle Dayzie-Grey, Center Advisor and Library Technician in Kayenta, presented Lorraine Benally with the Administrator Emeritus Award.

Staff presented with awards had the opportunity to comment and many chose to thank the college, Executive Team, and their colleagues and highlighted the wonderful students they had the good fortune to meet, instruct, and get to know over the years.

Vice President Vest commented that Faculty Emeritus Award winner Claude Endfield could not be present to receive her award but was holding her own celebration and combining it with a fundraiser to benefit NPC students. President Swarouth commented that combining the years of service of all retirees we arrive at a figure of 221 years.

7.A. Executive Session Pursuant to 38-431.03(A)(1) and (A)(3)

At 10:39a.m. Mr. Matteson made a motion for the Board to go into Executive Session for discussion of a Personnel matter and to seek advice from the college attorney. Mr. Lucero seconded the motion. The motion passed unanimously.

At 11:19a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Winslow, seconded by Mr. Matteson and a unanimous vote.

7.B. Possible Action on Personnel Matter

Mr. Winslow made a motion to select Rod McDougall to investigate a personnel matter as discussed in Executive Session. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.E. Review of Budget Analysis

Interim Vice President Ellison reviewed the Budget Analysis with the Board informing them that State Aid is still not finalized but estimated figures are provided.

7.F. First Read – 2016-2017 Primary Property Tax

Interim Vice President Ellison reviewed the 2016-2017 Primary Property Tax noting that a maximum levy, of 2%, would require a Truth In Taxation Hearing and, even with a maximum levy, the college would see revenues fall due to a negative new construction figure. Notice will be given, as required by statute, in local papers.

Mr. Matteson asked if the format for the notice published in the relevant news outlets was laid out in the statutes. Interim Vice President Ellison responded that requirements were listed in the statute as to the language the college should use. Mr. Matteson commented that it was disappointing that the requirements forced on the college for this publication will not adequately

frame the issue of the negative new construction figure for the public to understand and how it would affect the college.

Mr. Winslow agreed but suggested that a press release through the Marketing Department will highlight the relevant information for the public to review and the college can, hopefully, show why we will bring in less revenue, while increasing the tax rate, due to negative new construction. Furthermore he highlighted the importance of Equalization funds received by the college and the need to justify receiving these funds by showing the county is doing all it can to help itself. As an institution the college helps the county with workforce development, job training and creating an environment that will attract new businesses and support existing businesses and can be a part of the engine of economic development that can turn around some of the local property tax difficulties.

President Swarthout noted that the college had a plan in place to provide explanatory and helpful information, on the website, for the public to access and also to provide their comments.

Mr. Lucero asked whether evaluations for the average home owner had gone up or down. Interim Vice President Ellison responded that valuations for locally assessed property had increased \$6.6million which was an increase of 1.2%. Mr. Lucero asked if the three year cycle in the county was by region. Interim Vice President Ellison responded that it was but she was unaware of which region they were currently on.

Chair Handorf and President Swarthout commented that it seemed to be the southern part of the county that was assessed this year.

Mr. Lucero commented the County did not plan to increase property taxes by the maximum allowed. Interim Vice President Ellison commented that Navajo County has indicated that it will increase at the TNT rate which will show a rise from 0.8417 to 0.8729.

7.G. Request to Approve 2016-2017 Preliminary Budget

President Swarthout noted that once approved there can be no increases to the budget only decreases.

Interim Vice President Ellison reviewed the 2016-2017 Preliminary Budget stating that staff recommends approval.

Mr. Lucero asked for specifics regarding the increase in Administration cost of 7%. Interim Vice President Ellison stated that the stipend to staff and increases in medical costs were covered in this line item.

Mr. Winslow asked if the Scholarship amount shown included the Pell Grant. Interim Vice President Ellison confirmed it did.

Mr. Winslow asked Vice President Vest what FTSE projections were based on. Vice President Vest clarified that Mr. Winslow was asking about the change in FTSE estimate from 1950 to

2000. Mr. Winslow confirmed. Vice President Vest stated responded that part of a recent senate bill that passed requires a true up of FTSE data on an annual basis. The college has always attempted to provide figures as close to the actual total as possible so the impact of the true up is minimized. The college looked at data from last 3 semesters and provided a moderate estimate, slightly less than actually expected. More information would be provided in the Enrollment Report which is item 7.I. in the meeting agenda.

Mr. Matteson made a motion to approve the 2016-2017 Preliminary Budget as presented. Mr. Winslow seconded. The vote was unanimous in the affirmative.

7.H. Request to Approve 2016-2019 Preliminary Capital Budget

Interim Vice President Ellison reviewed the 2016-2019 Preliminary Capital Budget with the Board and stated staff recommends approval.

Mr. Winslow asked Interim Vice President Ellison to elaborate on the \$150,000.00 for Strategic Plans. Interim Vice President Ellison highlighted page 2 of the Capital Budget information provided in the Board packet and Vice President Vest commented that some of the money was for the ongoing maintenance of the PASS project but the bulk of funds was to upgrade the software that runs our website which also provided an opportune time to complete a website redesign.

Mr. Matteson made a motion to approve the 2016-2019 Preliminary Capital Budget as presented. Mr. Winslow seconded. The vote was unanimous in the affirmative.

7.I. Enrollment Report

Vice President Vest addressed the Board and reviewed the Enrollment Report noting that this was the seventh consecutive semester the college would see an enrollment increase. Not included in the report, due to timing, was data from other community colleges noting enrollment changes from 0% to -8%. Vice President Vest reviewed the breakdown of enrollment by location mentioning that, due to an inopportune faculty retirement teaching at the Department of Corrections (DOC), a lot coursework was eliminated. The position has now been filled but the enrollment of students happened after the FTSE deadline and the college would therefore recover some enrollment as short-term.

Vice President Vest commented that he was pleased to see internet enrollment increase after significant changes required many Business courses to be taken offline and put through the course evaluation process again.

Referring back to Mr. Winslow's FTSE question, Vice President Vest commented that it was clear that we should have an annual increase in this year and likely be greater than 50 FTSE but we will not know for sure until June.

Mr. Winslow asked if the Summer Semester was split between fiscal years. Vice President Vest responded that the bulk of the summer session will be counted in the following year as most of the courses don't end till July going on to explain that short term enrollment is counted

differently than regular enrollment in Spring or Fall. In a regular semester enrollment the college receives credit if the student is enrolled on a particular day. Summer and short term classes are given a portion of credit for students enrolled at the start of the semester and another portion if the student completes, weighted on the back end which falls in a new year.

7.J. Request to Approve Purchase of Unified Communication Solution/ Voice over IP and Professional Services

Director Way addressed the Board and reviewed the Request to Purchase of Unified Communication Solution/Voice over IP and Professional Services stating staff recommends approval.

Mr. Matteson asked if this was in the budget and part of strategic plan to which Director Way stated it was.

Mr. Lucero made a motion to approve the Request to Purchase Unified Communication Solution/ Voice over IP and Professional Services at a combined price of \$402,667. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.K. Request to Approve Purchase of Laerdal Sim Man Manikin

Vice President Vest reviewed the Request to purchase a Laerdal Sim Man Manikin and commented that staff recommends approval.

Mr. Lucero made a motion to approve the Request to Purchase a Leardal Sim Man Manikin. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.L.Strategic Planning Directive from the Board

President Swarthout asked Board Members if they had any new Strategic Priorities, for the upcoming development cycle, that they would like to relay to the Strategic Planning and Accreditation Steering Committee (SPASC).

Mr. Lucero asked about the status of Coconino's Nursing Program. President Swarthout commented that the program was still on a reduced function. Mr. Lucero asked if that status would continue in the future and if NPC should look to enhance the program in Winslow. Vice President Vest commented that Coconino was looking to expand again and get back to prior numbers in their program also noting that while the Nursing Program in Winslow had seen an increase in applications it was not a significant amount.

Mr. Winslow asked if SPASC already had potential options that they could provide at the May meeting for discussion. President Swarthout commented that this was possible. Mr. Winslow commented that something he would like to see, based on the Space Utilization Study, would be the balance between brick and mortar learning and expanding bandwidth for distance learning opportunities.

Agenda Item 8: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report

Vice President Vest reported that SPASC was, as mentioned, in an information gathering period of the planning cycle and can provide, to the Board, nine general areas that the college employees identified at Convocation as potential future strategic priorities. A survey has been provided to employees to rank the options in order of importance. Instructional Council and College Council have also been asked for input and once all the information is received it can be provided to the Board as a starting point for their discussion.

8.B. President's Report

President Swarthout reminded the Board of the President's evaluation noting that it is a 360 year. The process will begin in May with a summary and then provide the results in June. Staff will be attending the Higher Learning Commission annual meeting in Chicago next week.

8.C. Agenda Items/Informational Needs

Mr. Winslow mentioned his support and appreciation for the Standing Reports being provided in a written format. He would like to see a brief written report on the Building Homes Building Futures project.

Mr. Matteson suggested the Space Use Study should be added to the August agenda as a non-action item, with decisions to follow at a future meeting.

Chair Handorf suggested the Board could receive less information from failed bids for items and services.

Agenda Item 9: Board Report/Summary of Current Event

Chair Handorf reminded everyone of the Graduation ceremony coming up on May 14th.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, May 17, 2016.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:48 p.m. upon a motion by Mr. Matteson, a second by Mr. Lucero, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Navajo County Community College District Governing Board Teleconference Meeting Minutes

May 3, 2016 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero.

Governing Board Member Present by Phone: Ms. Ginny Handorf; Mr. James Matteson; Mr. Prescott Winslow; Mr. Daniel Peaches.

Staff Present: Interim Director Fee; Recording Secretary to the Board Paul Hempsey.

Agenda Item 1: Call to Order

Chair Handorf called the meeting to order at 10:18 a.m.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for public Comment

None

Agenda Item 4: New Business

4.A. Request to Approve Hearing Officers

Interim Director Fee addressed the Board and reviewed the process used to identify the list of Hearing Officers. Interim Director Fee stated staff recommends approval of the provided list of Hearing Officers.

Chair Handorf commented that the officers mentioned on page two of the list had already informed the college that they could not currently help. Mr. Matteson asked if the Board was only to approve page one of the list. Recording Secretary to the Board Hempsey commented that the Board should approve both pages, as any hearing officer could then be used in the future, but when considering action on the upcoming personnel matter should remember that officers on page two were unavailable.

*Mr. Matteson made a motion to Approve the list of Hearing Officers as presented. Mr. Lucero seconded. **The motion passed unanimously.***

4.B. Executive Session Pursuant to 38-431.03(A)(1) and (A)(3)

*At 10:33 a.m. Mr. Winslow made a motion for the Board to go into Executive Session for discussion of a Personnel matter. Mr. Lucero seconded the motion. **The motion passed unanimously.***

At 11:11 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Peaches, seconded by Mr. Lucero and a unanimous vote.

4.C. Possible Action on Personnel Matter

Mr. Winslow made a motion to authorize Interim Director Fee to contact Hearing Officers till one accepts, in the following order, Prudence Lee, Jennifer MacLennan, Pierce Coleman, and C. Benson Hufford, to investigate a personnel matter at the college. Mr. Lucero seconded. The motion passed unanimously.

Agenda Item 5: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, May 17, 2016.

Agenda Item 6: Adjournment

The meeting was adjourned at 11:14 a.m. upon a motion by Mr. Winslow, a second by Mr. Lucero and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
RED MESA UNIFIED SCHOOL DISTRICT #27**

This Intergovernmental Agreement (“Agreement”) is entered into this 3rd day of May, 2016, between Navajo County Community College District, dba Northland Pioneer College (“College”), and Red Mesa Unified School District No. 27, (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(11), a “Dual Enrollment Course” is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
AND
ST. JOHNS UNIFIED SCHOOL DISTRICT NO. 1**

This Intergovernmental Agreement (“Agreement”) is entered into this _____ day of _____, 2016, between Navajo County Community College District, dba Northland Pioneer College (“College”), and St. Johns Unified School District No. 1, (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(11), a “Dual Enrollment Course” is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

- A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

- B. applicable to a community college occupational degree or certificate program.
- C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

- A. This Agreement shall be effective:
 - i. After the governing boards of School District and College have approved it; and
 - ii. On the date that authorized representatives of both Parties have signed it (“Effective Date”).
- B. The term of this Agreement shall be from the Effective Date through June 30, 2017 (“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School District juniors and seniors, and to freshman and sophomore students subject to Paragraph E in this Section 4.1 who meet College’s prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School District high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be

granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:

1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

Home schooled students are exempt from Sections 1-6 of this Paragraph C. Notwithstanding the above, a student who enrolls in a vocational or occupational education course may be admitted on an individual basis with the approval of College if the student meets the established requirements of the course for which the student enrolls and College determine that the student's admission is in the best interest of the student. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

D. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*

E. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.

F. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.

G. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

H. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).

I. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.

B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.

B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.

C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence, and to review and amend the course outlines as necessary.

4.4 Policy and Procedure

A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.

B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.5 Students with Disabilities

A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section

504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act (“IDEA”), as applicable. College shall work with School District in determining appropriate accommodations or special education services, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations or services.

B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (“ADA”) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.

D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College’s catalog and complies with College policies and this Agreement regarding student placement in courses.

E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(E) above.

F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if

any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

5.2 Instructors and Instruction

A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School District will ensure that School District instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.

C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

5.4 Policy and Procedure

A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary registration forms;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
5. is aware of the requirements for determination of in-state tuition.

B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the

right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.

C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973 or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations or special education services. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations or services.

5.6 Reporting

School District will provide to College any data or other information that is required for the submission of the report required by A.R.S. § 15-1821.01(2)(b).

5.7 Facilities and Funding

A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, A.R.S. § 41-2161 et seq. (access for disabled persons), and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and

notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should a College instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2 Student

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

6.4 Schedule and Number of Students

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by prior written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 Guidelines

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 Rigor of Courses

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1 Fees

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit A attached to this Agreement.

7.2 Supplies

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3 Tuition

A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit A.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out of state tuition rates.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit A. The Billing Format shall include all information required by A.R.S. § 15-1821.01(1)(a).

8. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties,

by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and School District policies controlling the disclosure of personally identifiable information from a student’s education records.

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 10, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

10.2 Risk to Health or Safety

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party’s mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five working days of such meeting. If reconciliation is not achieved within the five day period, this Agreement will automatically terminate.

10.3 No Relief from Obligations

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

10.4 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

11. RESPONSIBILITY

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations, including Executive Order 2009-09, which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the ADA.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

16. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are

superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

19. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

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


If to School District:

Mr. Edward Burgoyne, Superintendent
St. Johns Unified School District No. 1
P.O. Box 429
St. Johns, AZ 85936

COLLEGE

SCHOOL DISTRICT

By: Jeanne Swarthout, Ph.D.
Title: President


By: Edward Burgoyne
Title: Superintendent

Date

4.4.2016
Date

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 Arizona to the Governing Board of the College.

By: 
Legal Counsel for College

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 Arizona to the Governing Board of the School District.

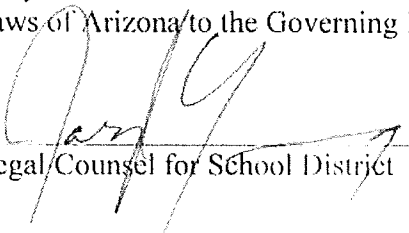
By: 
Legal Counsel for School District

EXHIBIT A

FINANCIAL PROVISIONS

Fill in the blanks. If the information is not applicable, indicate NA in the blank. Additional directions for completing this form are in italics.

1. INSTRUCTORS

Instructors shall be provided as follows: *(Check the appropriate line)*

- School District shall provide and pay all instructors.
- College shall provide and pay all instructors.
- Each party shall provide and pay for instructors as follows: _____

2. PAYMENTS TO THE SCHOOL DISTRICT

For each course for which the School District provides and pays for the instructor, the College shall pay the School District Ten Dollars (\$10) per credit hour for each properly enrolled student, capped at One hundred Dollars (\$100) per credit hour for each course. Invoices from the District to the College shall be based on College course rosters and include the information listed in Exhibit B of this Agreement.

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

College tuition is Sixty-eight Dollars (\$68) per credit hour for each in-state student and Three hundred twenty-five Dollars (\$325) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status.

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the School District or student is responsible for payment of each fee or cost.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>For each fee or cost, check the appropriate line to indicate whether the School District or student is responsible for payment to the College of the fee or cost. .</i>	
1. Media Fee	District _____	Student <input checked="" type="checkbox"/>
2. Course Fees (schedule attached)	District _____	Student <input checked="" type="checkbox"/>
3.	District _____	Student _____

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

- School District is responsible for payment of tuition to the College.
 - Each student is responsible for payment of tuition to the College.
- For tuition and fee/cost payments required to be made by the School District to the College:
- A. School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate; and
 - B. School District may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School District by the College pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program.

If tuition and/or additional fees and costs are the responsibility of individual students, a student may be eligible for tuition and fee and cost scholarships in compliance with College policies and procedures.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

The School District and College shall send invoices to the other to the attention and at the address listed below no later than thirty (30) days after the end of each semester. Each invoice shall detail any payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Invoices to be sent to the College:
(specify administrator and address)

Invoices to be sent to the School District:
(specify administrator and address)

Not applicable

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:
(Specify dollar amount)

\$1,618,200

Portion of that FTSE distributed to School District:
(Specify percentage or dollar amount)

Less than 1%

Amount School District returned to College:

-0-

EXHIBIT B

TYPE OF INSTRUCTION DUAL ENROLLMENT COURSES

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

All courses listed with an asterisk are also offered to freshmen and sophomore students.

The number of students admitted for any Dual Enrollment Course shall not be less than six (6) students per section and shall not exceed a maximum of thirty (30) students per section except and to the extent that the parties agree otherwise in writing in a specified circumstance.

COURSE	TITLE	CREDITS	SEMESTER	INSTRUCTOR
BUS110	SMALL BUSINESS MANAGE	3.00	FALL	ROGERS, DESA
BUS112	FUNDAMNTLS BOOKKEEPIN	3.00	FALL	ROGERS, DESA
BUS122	COMPUTER ACCOUNTING	3.00	FALL	ROGERS, DESA
SBM150	BUILDNG WINNING BUSIN	1.00	FALL	ROGERS, DESA
SBM154	MRKTNG: PRODUCT TO PR	1.00	FALL	ROGERS, DESA
SBM156	SM BUS LEGAL ISSUE-IN	1.00	FALL	ROGERS, DESA
CHM130	FUNDAMENTAL CHEMISTRY	4.00	SPRING	BURDICK, LYN
MAT152	ADVANCED ALGEBRA	3.00	SPRING	MORALES, LIN
MAT189	PRECALCULUS ALGEBRA-T	3.00	SPRING	MORALES, LIN
BUS103	SUCCESS ON YOUR JOB	2.00	SPRING	ROGERS, DESA
BUS105	TECHNIQUES OF SUPERVI	3.00	SPRING	ROGERS, DESA
BUS110	SM BUSINESS MANAGEMEN	3.00	SPRING	ROGERS, DESA
BUS114	LEGAL ENVIRONMNT BUSI	3.00	SPRING	ROGERS, DESA
SBM160	MANAG THE COMPANY BUD	1.00	SPRING	ROGERS, DESA
SBM162	HOW TO WRITE A BUS PL	1.00	SPRING	ROGERS, DESA
SBM164	HOW TO WRITE MARKTNG	1.00	SPRING	ROGERS, DESA

Request to Approve Change of Providers

Recommendation:

Staff recommends an approval to change identified providers for Cisco solution.

Summary:

This recommendation and request for approval will provide NPC the required servicability and flexibility to respond to the Cisco project while presenting fiscal responsibility.

The initially proposed provider, verbally recommended, was Sentinel Technologies for a documented cost of \$163,450.00 which was approved by the DGB in March. The requested change of providers is identified as Logicalis for an adjusted cost of \$138,773.92 including tax. Sentinel Technologies agreed to step down from the process as the team involved would need to change hands with the project and communication concerns developed. Logicalis is able to meet the communication and timing challenges presented while supporting a reduced cost.

I-BEST SUMMARY

As of

May 13, 2016

The project began with 21 students in June 2015. Ten students are still enrolled as of May 13, 2016. Of those students, the following is a partial list of their accomplishments to date:

100% have received their OSHA 10 cards

100% have made Test of Adult Basic Education (TABE) level gains (measure of academic growth as reported to Arizona Department of Adult Education).

National Career Readiness Certification (measure of work readiness assessment):

2 Gold level

5 Silver level

3 Bronze level

High School Equivalency (GED) test (4 sections required for GED attainment, students may take one section at a time):

3 students have completed their GED (1 student has since left the program).

2 students have passed 3 sections of the test.

1 student has passed 2 sections of the test.

2 students have passed 1 section of the test.

A total of 30 sections of the GED have been attempted by the I-BEST students, with a passing rate of 73% (22 sections passed).

NPC Construction Technology Certificate of Proficiencies:

Approximately 10 (100%) students are eligible for Certificates at NPC.

National Center for Construction Education and Research (NCCER) Modules Completed:

100% of students have completed 1 or more modules earning accredited industry credentials.

10 students (100%) have earned their NCCER Core Curriculum certification (Completed 8 modules or more)

Approximately 7 (or 70 %) students are near earning their NCCER Construction Technology certifications (Completed 17 or more modules).

State Competitions for Skills USA:

Skills USA State Conference an I-best Student placed 2nd in the state for the Carpentry Postsecondary Division.

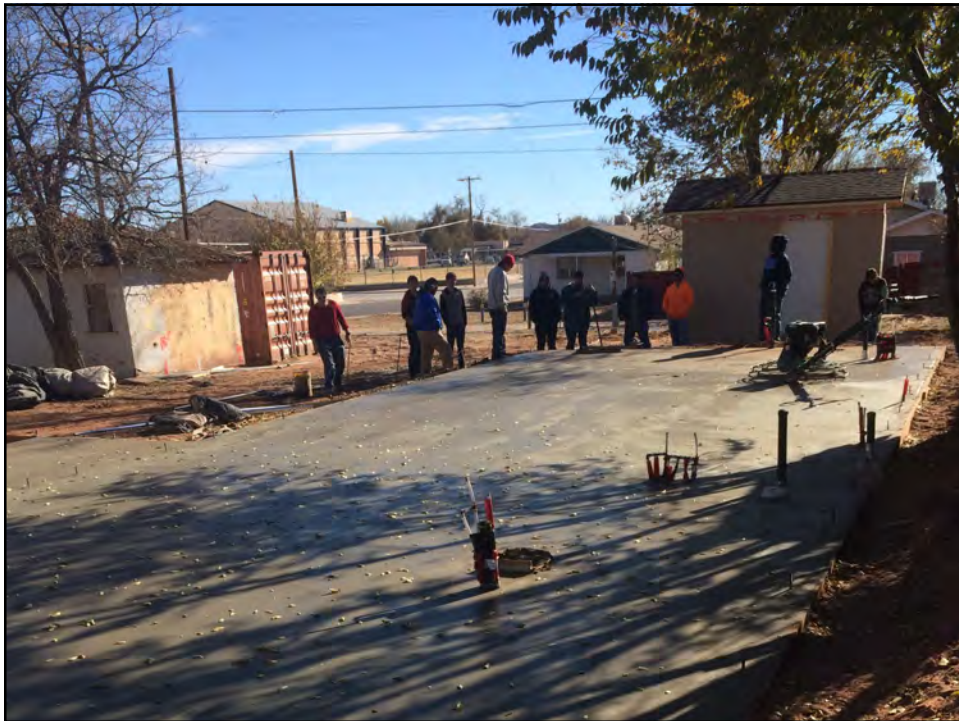
I-Best Project

603 W. Florida Holbrook, AZ

Construction Progress: Oct. 2015- April 2016















REQUEST FOR APPROVAL OF SABBATICAL LEAVE

Recommendation:

Staff recommends the approval of sabbatical leave for CIS faculty member John Chapin for spring semester, 2017, under Procedure 2785.

Summary:

CIS faculty member John Chapin has submitted a request for sabbatical leave for spring semester, 2017, in order to undertake 18 graduate credits in his discipline. Dean Belknap and vice president Vest has submitted documented support for the sabbatical request. The president then reviewed and approved the request, recommending final approval of the sabbatical to the District Governing Board. The request and approvals are outside of Procedure 2785 for sabbatical leave requests due to awaiting a final understanding of The Higher Learning Commission's faculty qualifications policy.

Request for Consideration of a Sabbatical Leave

Proposed by: John Chapin, Faculty in CIS and ICT, NPC
Number of years in service at commencement of leave: 12.75
Number of those years in service as faculty: 8.5

*approved 4/20/16
by Exec Staff*

Per Procedure 2785:

"A detailed proposal ... shall be submitted for all sabbatical leaves granted."

This request constitutes such a proposal as outlined in the Procedure.

Specifically:

"This request must include ..."

1. Date sabbatical is to start: January 1, 2017
2. Duration of sabbatical: One semester; specifically Spring 2017
3. Activities during sabbatical

Completion of a course of study consisting of 18 units of graduate coursework from an accredited institution; in Management Information Systems, Information (and Communication) Technology, or tightly allied fields. As initially conceived, the plan would include topics in Computer Forensics, Information Warfare, Database Management, Networking, and e-Commerce.

4. Specific benefit to the applicant

Upon successful completion of the activities as listed above, the proposer would be qualified to continue to teach the courses he has taught for the last eight years, under the Higher Learning Commission's recently issued Guidelines for Determining Qualified Faculty, as set to go into full effect on September 1, 2017.

5. Specific benefits to NPC

The college would be empowered to retain the services of a veteran faculty member while fully satisfying the new requirements handed down from its accrediting body.

The college would additionally benefit from the applicant's newly acquired qualification and expertise in developing curriculum for high-demand job-growth areas, particularly in the field of Information Security.

Respectfully submitted,


JOHN CHAPIN
4/8/16

STRATEGIC PRIORITY POSSIBILITIES

Summary:

At the January 2016 all college convocation, faculty and staff had the opportunity to attend a discussion session on future strategic priorities. During that discussion, the following nine items were identified as potential future priorities. Subsequent to convocation, a survey was sent to all faculty and staff asking participants to place the nine options in priority order. Per the request of the District Governing Board, the nine options are presented below as a starting point for discussion of Board recommendations for future strategic priorities.

1. Improve internal College communication for events, best practices and successes.
2. Improve external communication so that the public knows about our programs, classes, successes and challenges.
3. Offer more programs that can be taken and completed online to improve student access and options.
4. Offer more community education courses for seniors in the late spring, summer, and early fall.
5. Incorporate green energy curriculum and technology to programs that are industry based.
6. Offer more 8 week and short term classes to improve student options.
7. Evaluate and implement a competency-based education model for some appropriate programs.
8. Develop and implement succession planning for executive leadership positions (deans/directors and above).
9. Create a space for students and staff to congregate at campuses & centers that provides food and coffee/beverages.

Summary:

The president has developed institutional priorities for 2017 as a requisite of job performance; these priorities may also be considered as strategic priorities. These include:

1. Direct attention and work effort throughout the college to development of the HLC Assurance Argument due in 2019.
2. In concert with employees, identify and prioritize one-time cost projects which have been delayed for EL reasons which now could be implemented.
3. In concert with employees, initiate development of potential enterprise revenue models.
4. Conduct a thorough review of current policies and procedures and add or improve as needed.

REVIEW OF PROCEDURE 2045 PRESIDENTIAL EVALUATION

Summary:

Procedure 2045 requires that the District Governing Board review the performance of the president beginning at the May meeting. The review procedure and evaluation forms are provided for board members today but are also available in NPC's policies and procedures.

As part of the performance evaluation, the president will provide a self-evaluation based on the previous year's goals, a summary of college progress for the year, and performance goals for the next year.

Procedure 2045

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

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

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

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

The Process:

1. The President prepares a summary report of the College's performance in the past year and a self-assessment of his/her leadership.
2. The President proposes goals and priorities for the coming year for comment and affirmation.
3. The President may include additional explanatory information to give evaluators a broader context on which to base their judgments.
4. The following are the key tasks upon which the President is evaluated
 1. Institutional Agenda
 2. Academic Leadership
 3. General Management and Planning
 4. Fiscal Management and Budgeting
 5. Internal Relationships (staff/personnel)
 6. External Relationships
 7. Modeling the Vision and Values of Northland Pioneer College
 8. Relationships with the District Governing Board
5. Evaluation Format
 1. The evaluation format consists of both quantitative and qualitative responses
 2. The rating scale is from 1-5 with 5 being outstanding, 4 excellent, 3 good, 2 marginal and 1 unsatisfactory. UO is used for not observed.
 3. District Governing Board members shall provide their individual evaluations to the Chair of the Board.
 4. There are twenty-six scaled items in the President's performance review. If six or more of the scaled items are rated as marginal or below in the President's performance, the President will be placed on a probationary status for one year with specific direction from the Board to remediate performance in all areas rated marginal or below.
 5. The District Governing Board may terminate the President's contract with the college at any point it deems performance unacceptable.

Northland Pioneer College President's Evaluation

1. Northland Pioneer College Governance

1. *Vision, Mission and Value Statements*

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

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

2. *District Goals*

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

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

3. *Executive Duties and Responsibilities*

1. Treatment of People

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

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

2. Financial Planning

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

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

3. Financial Condition

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

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

4. Communication and Counsel to the Board

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

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

5. Asset Protection

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

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

6. Staff Compensation and Benefits

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

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

7. Service Outside the College

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

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

2. **Specific District-wide Policies and Procedures**

1. *Academic Leadership*

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

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

2. *Personnel Management*

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

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

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

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

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

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

4. The President has prudently taken corrective personnel actions with the Senior Administration when appropriate.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
5. The President has promoted the collegial and collaborative relationships with employee groups.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
6. The President has practiced professional behavior which serves as a role model for the wider district/community.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
7. The President has promoted and supported staff and faculty development.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1

3. *Facilities Management*

1. The extent to which the President ensures the College keeps physical facilities and the district office in a clean and safe status with a view toward long-term maintenance, replacement and expansion.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1

4. *President-Board Relations*

1. The extent to which the President follows Board policies.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
2. The President's written and oral presentations to the Board express substance, clarity and precision.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
3. The President has publicly supported the Board in an appropriate manner.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
4. The President has developed and promoted a trusting relationship with the Board.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1

5. *Service to Students*

1. The extent to which the President supports and promotes recruitment of a diverse student population.
() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1

6. *Community Relations*

1. The President has developed and promoted effective working relationships with community groups, including business and industry.
() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1
2. The President has increased community support of college programs.
() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1
3. The President interacts and responds to students, employees and persons from the community in a common-sense, fair, dignified manner, to determine appropriate resolution of issues to maintain positive relations pertaining to relevant community concerns.
() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1
4. Please provide comments that can assist the President in improving his/her performance.

[Based on [Policy #1070](#); 3/2010]

READY NAVAJO COUNTY IGA

Recommendation:

Staff recommends approval of the Intergovernmental Agreement between Navajo County and Northland Pioneer College to provide emergency notifications to citizens and NPC.

Summary:

The Intergovernmental Agreement between Navajo County on behalf of Navajo County Emergency Management and Northland Pioneer College provides access to the County emergency notification system and NPC employee training in using the notification system. The Navajo County emergency notification system, titled Ready Navajo county, is funded through a grant obtained by the County who will provide oversight and maintenance of the system.

INTERGOVERNMENTAL AGREEMENT
BETWEEN

NAVAJO COUNTY ON BEHALF OF NAVAJO COUNTY EMERGENCY MANAGEMENT

AND

NORTHLAND PIONEER COLLEGE

The parties to this Intergovernmental Agreement (“Agreement”) are Navajo County on behalf of Navajo County Emergency Management, hereinafter “Navajo County” and Northland Pioneer College, hereinafter “NPC.”

AUTHORITY

Navajo County and the NPC are authorized to enter into this Agreement pursuant to the Provisions of Arizona Revised Statutes (“A.R.S.”) § 11-952.

PURPOSE

The purpose of this agreement is to provide emergency notifications to the citizens of Navajo County and the NPC. Navajo County has received grant funding to enact and oversee the development of an emergency notification system.

FUNDING

As long as grant money remains available, Navajo County agrees to fully fund the emergency service notification system for the Term of the Agreement.

SERVICES TO BE PROVIDED BY NAVAJO COUNTY

1. Navajo County will provide access to the emergency notification system.
2. Navajo County will provide the training for NPC employees using the emergency notification system.
3. Navajo County will provide oversight and maintenance to the emergency notification system.

SERVICES TO BE PROVIDED BY NPC

1. NPC will provide an administrator with the necessary supplies and equipment to operate the emergency notification system.
2. NPC will allow the administrator the time and opportunity to attend the training needed to become proficient in the use of the emergency notification system.

FUNDING OBLIGATION

The Parties recognize that the existence of the Ready Navajo County system relies heavily on grant funding. Both Parties understand that if the grant funding does not continue after the expiration date, this program may not continue without the funding process. In case additional funding may be needed after the grant funding expires, NPC will agree to meet with Navajo County officials to determine if they want to be part of the funding process, along with the other entities who are already participating in Ready Navajo County. NPC's cost will be proportionate to the amount of usage by NPC if NPC wished to continue to participate in the program. Both parties agrees that the initial signing of this one year agreement is without cost to NPC and both parties will negotiate the agreement as it comes up on a yearly basis.

DURATION

This Agreement shall commence once fully executed and continue for one year. The agreement will automatically renew for up to three additional years unless terminated by either party.

TERMINATION

This Agreement may be terminated by either party with thirty days written notice to the other party. In the event early termination creates an obligation on one party to refund or release funds to the other, such funds shall be released or refunded within thirty days of the termination period.

NOTICE

Any written notice/communication provided for, required or permitted herein will be addressed to the following:

Navajo County:
County Manager
PO Box 668
Holbrook, AZ 86025

Northland Pioneer College:
President Jeanne Swarhout
PO Box 610
Holbrook, AZ 86025-0610

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.

ARBITRATION

In the event of a dispute under the agreement, the parties agree to use arbitration to the extent required under A.R.S. §12-1518 and A.R.S. §12-133.

NON-DISCRIMINATION

The parties agree to be bound by applicable State and federal rules governing Equal Employment Opportunity and Non-Discrimination.

CONFLICT OF INTEREST

This Agreement is subject to cancellation pursuant to the provisions of A.R.S. §38-511 regarding Conflict of Interest.

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 Intergovernmental Agreement is effective as of the date first written above.

AMENDMENTS

Any amendments to this Agreement must be in writing and signed by authorized representatives of each party.

WAIVER

Waiver by either Party of any breach or default of any clause of this Agreement by the other Party shall not operate as a waiver of any previous or future default or breach of the same or different clause of this Agreement.

SEVERABILITY

If any provision of this Agreement is held void or unenforceable, the remaining provisions shall nevertheless be effective, the intent being to effectuate this Agreement to the fullest extent possible.

ENTIRE AGREEMENT

This Agreement embodies the entire understanding between the Navajo County and NPC for this project, and any prior or contemporaneous representations, either oral or written are hereby superseded.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this agreement pursuant to resolutions duly adopted by their respective governing boards.



NAVAJO COUNTY

BY _____

Jason Whiting, Chairman
Navajo County Board of Supervisors

Approved as to Form and authority:

Attest:

BRANDT CLARK, Deputy County Attorney

MELISSA BUCKLEY, Clerk of the Board



Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVESSM

NORTHLAND PIONEER COLLEGE

BY _____

Dr. Jeanne Swarthout
NPC President

Approved as to Form and authority:

Attest:

NPC Attorney

NPC Clerk