

# Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, legal notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on February 16, 2010 at 11:00 a.m. Notice is further given that the Board will hold a Study Session open to the public beginning at 9:30 a.m. All sessions will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center, 2251 Navajo Blvd., Holbrook, Arizona.

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agendas may be obtained through the Office of the President, Northland Pioneer College, Painted Desert Campus, 2251 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 Russell Dickerson at the above address or telephone number at least 24 hours prior to the scheduled time.

The District Governing Board may enter into an executive session as provided in ARS §38-431.03 A(3) [discussion or consultation for legal advice with the attorney or attorneys of the public body] relating to any listed agenda item. Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I, Russell Dickerson, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on the 12th day of February, at 3:00 p.m.

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Russell Dickerson, Recording Secretary to the Board

Notice  
Distribution

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



## Northland Pioneer College

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# Governing Board Study Session Agenda<sup>1</sup>

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

**Date:** February 16, 2010

**Time:** 9:30 a.m.

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<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Request for Direction Regarding Modular Buildings at Former PDC-Hermosa Campus (T3) -----	Vice President Hatch
2.	2010-2011 Tuition and Fees (First Read) (T4) -----	Vice President Hatch
3.	Request to Approve Closure of the Heber Center (T5) ----- (Action)	Vice President Hatch
4.	Request to Approve Closure of the Fitness Center at PDC (T6) ----- (Action)	Vice President Hatch
5.	Request to Approval to Vacate Facility (T7) ----- (Action)	Vice President Hatch
6.	Request to Approve Closure of the Therapeutic Massage Program (T8)(Action)	Vice President Vest
7.	Request to Approve Virtual Bookstore Partnership (T9) ----- (Action)	Vice President Hatch
8.	Request to Approve the 2010-2011 Academic Calendar (T10) ----- (Action)	Vice President Vest

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<sup>1</sup> The District Governing Board may consider any item on this agenda in any order and at any time during the meeting.



## Northland Pioneer College

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# Governing Board Meeting Agenda<sup>1</sup>

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

**Date:** February 16, 2010

**Time:** 11:00 a.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	<b>Call to Order and Pledge of Allegiance</b> -----	<b>Chairman Jeffers</b>
2.	<b>Adoption of the Agenda (T1)</b> ----- (Action)	<b>Chairman Jeffers</b>
3.	<b>Call for Public Comment</b> -----	<b>Chairman Jeffers</b>
4.	<b>Reports</b>	
	A. Legislative Update-----	<b>Kristen Boilini</b>
	B. Financial Position (T11) -----	<b>President Swarthout</b>
	C. NPC CASO -----	<b>Vice President Hatch</b>
	D. NPC Faculty Association -----	<b>Ina Sommers</b>
	E. NPC Student Government Association -----	<b>Sandra Johnson</b>
	F. NPC Foundation -----	<b>Jake Hinton</b>
		<b>Lance Chugg</b>
5.	<b>Consent Agenda</b> ----- (Action)	<b>Chairman Jeffers</b>
	A. <b>January 19, 2010 Study Session Minutes (T2)</b>	
	B. <b>January 19, 2010 Regular Board Meeting Minutes (T2)</b>	
6.	<b>Old Business</b>	
	A. <b>Request to Approve Closure of the Heber Center (T5)</b> ----- (Action)	<b>Vice President Hatch</b>
7.	<b>New Business</b>	
	A. <b>Request to Approve Closure of the Fitness Center at PDC (T6)</b> ----- (Action)	<b>Vice President Hatch</b>
	B. <b>Request for Approval to Vacate Facility (T7)</b> ----- (Action)	<b>Vice President Hatch</b>
	C. <b>Request to Approve Closure of the Therapeutic Massage Program (T8)</b> -----	
	----- (Action)	<b>Vice President Vest</b>
	D. <b>Request to Approve Virtual Bookstore Partnership (T9)</b> ----- (Action)	<b>Vice President Hatch</b>
	E. <b>Request to Approve the 2010-2011 Academic Calendar (T10)</b> ----- (Action)	<b>Vice President Vest</b>
8.	<b>Standing Business</b>	
	A. Strategic Planning and Accreditation Steering Committee Report -----	<b>President Swarthout</b>
	B. Human Resources Update (T12) -----	<b>Peggy Belknap</b>
	C. First Things First Update -----	<b>Kate Dobler-Allen</b>
		<b>President Swarthout</b>
	D. Outstanding Alumnus Award -----	<b>Susan Olsen</b>
9.	<b>President's Report</b> -----	<b>President Swarthout</b>
10.	<b>Board Report/Summary of Current Events</b> -----	<b>Board Members</b>
11.	<b>Announcement of Next Regular Meeting</b> ----- <b>March 16, 2010</b>	<b>Chairman Jeffers</b>
12.	<b>Adjournment</b> ----- (Action)	<b>Chairman Jeffers</b>

<sup>1</sup> 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.



## Northland Pioneer College

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# Navajo County Community College District Governing Board Study Session Minutes

January 19, 2010

2251 Navajo Boulevard, Holbrook, Arizona, 86025

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**Governing Board Members Present:** Bill Jeffers, Ginny Handorf and Daniel Peaches.

**Staff Present:** President, Dr. Jeanne Swarthout; Vice President, Blaine Hatch; Vice President, Mark Vest; Director of Information Services, Eric Bishop; Recording Secretary to the Board, Russell Dickerson.

## Reports:

### 1. Agenda Item 7.A.: Request to Accept the Single Audit Reporting Package – Vice President Hatch

Mr. Hatch presented the staff recommendation for acceptance of the single audit reporting package for the fiscal year that ended June 30, 2009. Mr. Hatch reported that the audit was submitted well before the March 30, 2009 deadline and noted, in particular, the hard work of Maderia Ellison, Financial Services Director, and Tad Spader, Controller. Mr. Hatch reported that the auditors did not identify any weaknesses in the college's financial statements, did not identify any instances of non-compliance with Federal reporting requirements and did not identify any deficiencies in internal controls. Mr. Hatch reported that the final audit reporting package was presented to the audit committee which was pleased with the report. Mr. Hatch briefly highlighted the analysis and overview sections of the report that contains comparative information, the schedule of findings and Federal awards sections. Mr. Hatch, Dr. Swarthout and Board members acknowledged the exceptional work of the Financial Services staff.

### 2. Agenda Item 8.A.: Request to Approve District Governing Board Policy 1923 - Financial Condition – Vice President Hatch

Mr. Hatch presented the staff recommendation for approval of District Governing Board Policy 1923 - Financial Condition and explained that the Board and NPC staff has always operated under a well-understood, but informal, policy to maintain fiscally sound and responsible operation. Mr. Hatch noted that given current economic conditions, it becomes important to formalize the policy in order to set parameters on the financial condition of the district. Mr. Hatch added that a formal policy will serve to help the college meet its mission and to meet goals identified in the strategic plan. Mr. Hatch reviewed the proposed policy language and offered brief explanations of each policy component.

### 3. Study Session Agenda Item 3.: Proposed Budget Reduction Plan (first read) – President Swarthout

Dr. Swarthout reported that the college continues to explore ways of reducing expenditures in relationship to anticipated revenue reductions by the State. Dr. Swarthout noted that several of the nine budget reductions steps will be presented to the Board in February for a decision and include:

- a. Implementation of a more comprehensive hiring freeze, effective immediately.
- b. Closure of the Heber Center effective at the end of the spring 2010 semester.
- c. Shifting college center location to a 10 month (August to May) service schedule.
- d. Elimination of the Therapeutic Massage program effective summer 2010.
- e. Purchase of student textbooks to be done through an electronic bookstore effective summer 2010.
- f. Relocation of the majority of District Office staff to the Painted Desert Campus effective summer 2010.
- g. Closure of the Painted Desert Campus Fitness Center to accommodate the relocation of the District Office.
- h. Requiring the Community Education program to become self-sustaining, including salaries, during the 2011 fiscal year.
- i. Requiring the Business and Industry Training program to become self-sustaining, including all salaries, during the 2011 fiscal year and require revenue generation in future years.

Mr. Hatch reported that budget managers met last week and reviewed year-to-date expenditures and added that budget information is being posted to the employee tab of MyNPC for staff review. Mr. Hatch reviewed budget and expenditure information for the last two years to highlight the effect of expenditure reduction measures already



implemented. Mr. Hatch anticipates a balanced budget despite the potential loss of the fourth quarter State aid payment and noted the impact of on-going cost savings measures. Mr. Hatch estimated that for fiscal 2009-2010, the proposed budget reduction measures will total approximately \$650,000 and approximately \$733,000 in fiscal year 2010-2011. Mr. Hatch reported that just under \$20 million is spent on college operations annually. Mr. Hatch added that he does not expect State revenues to rebound and anticipates that the college will take additional steps to reduce expenditures. Responding to a question from Chairman Jeffers, Mr. Hatch explained that current year expenditures will be similar, or slightly lower than the \$20 million expended last year and added that currently, college expenditures are at least \$1 million lower than last year.

Dr. Swarthout noted that the Governor has called for a legislative statute that would legalize fund sweeps in response to several lawsuits brought against the State. Dr. Swarthout expressed concern about the possibility of legalized fund sweeps and noted that such a statute would allow the State to sweep college cash reserves that are the result of fiscally conservative management of revenues since the college was established. Dr. Swarthout added that the Governor's budget describes community college enrollment as stable. Dr. Swarthout pointed out that community colleges are funded based upon full-time equivalency (FTE) numbers that are two years in arrears and that current community college enrollments have in fact, increased.

Mr. Hatch reviewed the estimates cost savings for the nine components of the Budget Reduction Plan:

Mr. Hatch explained that the current hiring freeze requires new hires or the replacement of personnel be scrutinized by the executive team and expects \$100,000 in savings for the current fiscal year and \$200,000 in 2010-2011. Mr. Hatch added that the savings figures are conservative estimates and are the lowest amounts the college will save. Responding to a Board question, Mr. Hatch explained that a more stringent hiring freeze is not expected to greatly affect service to students and in cases where vacant positions are not filled, the college would seek adjunct faculty members to continue to provide instruction, adjust workloads of existing Business Office or Financial Aid staff, for example, or utilize temporary staff to assist in managing increasing workloads.

With regard to the closure of the Heber Center, Mr. Hatch explained that there would not be any cost savings for the current fiscal year and in 2010-2011, the college would see approximately \$80,000 in savings. Responding to a Board question, Mr. Vest explained that Heber Center enrollment has declined this semester with 9.5 FTEs and that about one-third of the FTEs are degree seeking students enrolled in general education courses. Mr. Hatch estimates that the proposed elimination of summer school at center locations will save \$20,000 in the current fiscal year and \$80,000 in 2010-2011. Mr. Hatch added that closure of the centers during the summer will have some impact on students as they will have to travel to campuses or take online courses.

Mr. Hatch anticipates that the closure of the Therapeutic Massage program (TMP) would save \$25,000 in the current fiscal year and \$65,000 in 2010-2011. Addressing impact on students, Mr. Vest explained that TMP is primarily offered at the Show Low campus and the college will offer a summer capstone course for second year TMP students; the eleven first year TMP students will receive assistance from the dean to find other programs within the college or advising staff will direct students to alternative Therapeutic Massage programs at community colleges across the state.

Mr. Hatch anticipates that the transition to an electronic bookstore will result in \$500,000 of current fiscal year savings as the college will not have to purchase textbooks for next year and for 2010-2011, the college would save \$200,000. Mr. Hatch explained that students would be impacted minimally as measures are in place to accommodate students that do not have a means of ordering books online or making payment using credit/debit cards.

In fiscal year 2010-2011, the relocation of District Office staff to the Painted Desert Campus will result in \$25,000 in building operations savings. Mr. Hatch anticipates that the consolidation of services will be of benefit to students. Mr. Hatch explained that the closure of the fitness center will result in \$18,000 of operational cost savings in 2010-2011 and noted that the proposed closure will impact students and community members as it is the only fitness facility in the district. Mr. Hatch reported that the college has had some preliminary discussions with interested community members regarding the possibility of relocating the fitness equipment to an alternative



location not managed or operated by the college. Responding to a question from Chairman Jeffers, Mr. Hatch explained that the college does not currently have an estimate on relocation costs but expects that college maintenance staff will be able to perform all work related to the relocation of offices. Dr. Swarthout added that the college will see savings within Information Services as the relocation will eliminate the need for staff support and maintenance of an additional location.

Mr. Hatch anticipates that the shift of the Community Education and Business and Industry Training programs to self-sustaining models will save the college a total of \$100,000 in fiscal year 2010-2011 and over time, will begin to generate revenue. With regard to Community Education, Mr. Vest explained that the courses will shift to non-credit courses that will be required to generate sufficient revenue to cover the actual cost of running the courses. Mr. Vest explained that a similar approach would be taken for Business and Industry Training. Responding to a Board question, Mr. Hatch explained that any decrease in State aid means an increase in cost for Apache County to maintain current service levels and added that a reduction in overhead costs could result in savings for all entities. Dr. Swarthout reported that she has had a discussion with NAVIT Superintendent Matt Weber and that none of the proposed budget reduction components significantly impact NAVIT.

**4. Agenda Item 8.C.: Request for Direction Regarding Show Low Bluff Proposal – President Swarthout**

Dr. Swarthout reported that Show Low Bluff has proposed a multi-faceted partnership for the expansion of the college mission to include four year degrees and to build facilities costing approximately \$4.5 million. Dr. Swarthout noted that the college is not currently authorized by State statute to issue four year degrees. Dr. Swarthout requested direction from the Board whether to continue discussions, reject the proposal at this time, or to move forward. Ms. Handorf commented that public-private partnerships may become more prevalent as schools seek ways of providing services in an atmosphere of increasing budget cuts. Board members offered that the college should seek further clarification and that the college may explore the possibility of a future partnership, contingent upon available resources and the ability of NPC to issue four year degrees.

**Study session ended at 10:20 a.m.**

Respectfully submitted,

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Russell Dickerson  
Recording Secretary to the Board

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Bill Jeffers  
Chairman

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Ginny Handorf  
Secretary to the Board



# Navajo County Community College District Governing Board Meeting Minutes

January 19, 2010 – 10:30 a.m.  
2251 Navajo Boulevard, Holbrook, Arizona, 86025

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**Governing Board Member Present:** Bill Jeffers, Ginny Handorf and Daniel Peaches.

**Staff Present:** President, Dr. Jeanne Swarouth; Vice President, Blaine Hatch; Vice President, Mark Vest; Director of Information Services, Eric Bishop; Recording Secretary to the Board, Russell Dickerson.

**Others Present:** Ann Hess, Everett Robinson, Mike Leiby, Linda Kor, JoAnn Barnes-Slocum, Maderia Ellison, Beulah Bob-Pennypacker, Jake Hinton, Terrie Shevat, Karalea Kowren, Eric Henderson, Peggy Belknap, Sandra Johnson, Preston Romero, Matt Weber, MiAnna Tyler, Kathy McPherson, Donna Ashcraft, Ina Sommers, Rickey Jackson and Don Richie.

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

Chairman Jeffers called the meeting to order at 10:52 a.m. Mr. Peaches led the Pledge of Allegiance.

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

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

## **Agenda Item 3: Election of Board Officers**

Mr. Peaches moved that Mr. Jeffers continue to serve as Chairman for 2010. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.* Mr. Peaches moved that Ms. Handorf continue to serve as Secretary for 2010. Chairman Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 4: Call for Public Comment**

*None.*

## **Agenda Item 5: Reports**

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

Vice President Hatch provided Board members with property tax information through December 2009 and reported that December receipts totaled approximately \$450,000. Mr. Hatch added that through November and December 2009, the college is where it is expected to be and noted that November receipts were slightly ahead of target. Through December, the college is about 1% behind receipt targets with 58% of tax receipts collected. Mr. Hatch explained that January, February and March are not high tax collection months but should bring in about \$1 million, combined. Mr. Hatch added that in April and May, the college expects to receive about 25%, or about \$3 million, of total property tax receipts. Mr. Hatch reported that college revenues and expenditures are on target and the college continues to see ongoing savings as compared to the budget. Mr. Hatch reported that year to date cash flow, through November, is about \$6 million and the college is currently waiting for the third quarter disbursement of State aid.



**5.B. – NPC CASO – Ina Sommers**

Ms. Sommers reported that CASO is in the process of rewriting the organizational bylaws to more sharply define the organization's purpose and to provide decision making guidelines. Ms. Sommers thanked Mr. Hatch for his offer to assist the group in crafting the revised bylaws. Ms. Sommers reported that CASO will meet on February 12, 2010. Ms. Sommers reported that an online officer election will take place once the new bylaws are in place and will reflect the need for co-presidents for organizational redundancy. Ms. Sommers reported that CASO continues to offer student scholarships. Ms. Sommers reported that convocation food sales were successful and proceeds will fund student scholarships. Ms. Sommers thanked staff and the Board for their work and support of the college.

**5.C. – NPC Faculty Association – Dr. Sandra Johnson**

Dr. Johnson reported that about 50 members of the Faculty Association met following convocation. Dr. Johnson reported that faculty members are well aware of the budget situation and are working on difficult issues in various college committees. Dr. Johnson reported that the Faculty Association passed a resolution supporting the closure of the Heber Center. Dr. Johnson noted that faculty members have seen compensation reductions in the form of increased class sizes, no pay increases for two years and the reduction of additional pay in the form of faculty overload compensation. Dr. Johnson reported that faculty members will meet with Dr. Swarthout and administration on Friday, January 29, 2010 and extended an invitation to Board members to attend and be involved in the discussion of how the college will move forward. Responding to a question from Chairman Jeffers, Dr. Johnson stated that she had no sense of upcoming faculty retirements but generally, due to the economy, those who had considered retiring will postpone leaving the college.

**5.D. – NPC Student Government Association – Jake Hinton**

SGA President, Preston Romero, reported that SGA will host a basketball tournament on Saturday, January 30<sup>th</sup> at Holbrook Jr. High School. Mr. Romero reported that SGA will join the American Student Government Association. Mr. Romero reported that SGA will discuss ways to raise funds to benefit earthquake survivors in Haiti. Mr. Romero reported that SGA sold lunch at the NPC convocation and raised \$300 that will fund scholarships. Mr. Romero stated that SGA supports college administration and the Board in their decisions and urged administration to seek student opinion regarding possible tuition and fee increases. Mr. Romero added that SGA is willing to assist in any legislative efforts at the state capital.

**5.E. – NPC Foundation – Lance Chugg**

Mr. Chugg, Executive Director of the NPC Foundation, reported that the Foundation Board met Thursday and discussed the impact of cost savings measures on the Foundation. Mr. Chugg explained that the Foundation supports the college and looks forward to collaborating to determine how to serve NPC students. Mr. Chugg announced that a new Foundation Board member from Holbrook has been added and that the Foundation is currently in the process of locating a new member from Show Low to serve. Mr. Chugg added that the Foundation would like to have representation from the Navajo, Hopi and White Mountain Apache tribes. Mr. Chugg announced that citrus fruit is available at the campus offices for donations of \$4 for a mixed bag or \$20 per box of single fruit.

**Agenda Item 6: Consent Agenda**

Mr. Peaches moved to approve the consent agenda as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

**Consent Agenda (Action):**

- A. December 15, 2009 Study Session Minutes
- B. December 15, 2009 Regular Board Minutes
- C. December 15, 2009 Executive Session Minutes





## **Agenda Item 7: Old Business**

*None.*

## **Agenda Item 8: New Business**

### **8.A. – Request to Accept the Single Audit Reporting Package – Vice President Hatch**

Mr. Hatch recommended acceptance of the single audit reporting package for the fiscal year ending June 30, 2009, as discussed in study session. Mr. Hatch expressed his appreciation to all involved in the success of the audit. Ms. Handorf moved to accept the single audit report as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

### **8.B. – Request to Approve DGB Policy 1923 – Financial Condition – Vice President Hatch**

Mr. Hatch recommended approval of District Governing Board Policy 1923 – Financial Condition, as discussed in study session. Ms. Handorf moved to approve DGB Policy 1923 as presented. The motion was seconded by Mr. Peaches. *The vote was unanimous in the affirmative.*

### **8.C. – Request for Direction Regarding Show Low Bluff Proposal – President Swarthout**

Dr. Swarthout requested a Board statement of direction regarding the Show Low Bluff proposal. Dr. Swarthout explained that the proposal is a partnership that seeks to develop an additional or replacement campus at the Show Low Bluff development on a 3 to 6 acre parcel and would include a 20,000 square foot building, a 7,000 square foot media center with an estimated cost of \$4.5 million. Dr. Swarthout noted that the proposal is contingent upon the college having four year degree programs which is not currently permitted in State statute. Mr. Peaches moved to continue discussions with Show Low Bluff. The motion was seconded by Ms Handorf. *The vote was unanimous in the affirmative.*

## **Agenda Item 9: Standing Business**

### **9.A. – Human Resources Update – Peggy Belknap**

Ms. Belknap, Director of Human Resources, announced that CIS faculty member Eric Bishop has accepted the Director of Information Services position. Ms. Belknap announced that Tabitha Stickel, a former NPC employee, has rejoined the college as a Learning Cornerstone Data Specialist. Ms. Belknap reported that the financial aid position has closed and the committee is in process; the Faculty in Educational Technology position was reposted, closed December 31, 2009 and the committee is in process; the Accounting Technician/Grant Fund Account position was reposted, closed on January 11, 2010 and that the committee is in process; and that the Apache County Academic Advisor position has been posted and is set to close on February 12, 2010.

### **9.B. – Outstanding Alumnus Award – President Swarthout**

Dr. Swarthout notified the Board that the January Outstanding Alumnus was unable to attend the meeting and that the award will be presented at the February meeting.

### **9.C. – Strategic Planning and Accreditation Steering Committee Report – President Swarthout**

Dr. Swarthout informed the Board that SPASC has been on hiatus over the holidays and is not currently taking any direct action. Dr. Swarthout acknowledged the role of the entire college in making the Higher Learning Commission visit a success. Dr. Swarthout added that SPASC wanted to recognize the exceptional efforts of Donna Ashcraft, SPASC Co-Chair and author of the NPC self study report. Dr. Swarthout presented Ms. Ashcraft with a plaque and thanked her for a job well done. Ms. Ashcraft stated that it was an honor to serve and that she is pleased with the positive result.



**Agenda Item 10: President's Report** – President Swarthout

Dr. Swarthout reported that the community college presidents will meet on Thursday and that the northern presidents have requested to attend via teleconference due to weather related travel concerns. Dr. Swarthout reported that community colleges and the Arizona Board of Regents are concerned about a house bill introduced by Representative Kavanagh that seeks to articulate 200 level community college courses as direct equivalents for 300 level university courses, or allows community colleges to create 300 level direct equivalencies. Dr. Swarthout plans to be involved in discussions related to the articulation house bill. Dr. Swarthout noted that she will attempt to step down as the community college Co-Chair in May but is uncertain if that will happen. Dr. Swarthout reported that she has been approached to serve on a Race to the Top committee. Chairman Jeffers asked Dr. Swarthout to review possible budget reduction plans. Dr. Swarthout summarized the measures that include: the immediate implementation of a more comprehensive hiring freeze; the closure of the Heber Center; the suspension of instructional activities at college center during the summer; the closure of the Therapeutic Massage program, offering the capstone course for second year students; the move from a college-managed bookstore to an electronic, Internet based bookstore effective summer 2010; relocation of District Office staff to the Painted Desert campus; the closure of the Fitness Center to facilitate the movement of District Office staff; as well as the shift of the Community Education and Business and Industry Training programs to a self-sustaining model that covers program and related staff costs. Dr. Swarthout noted that the previously implemented three tier cost savings plan has saved the college about \$1.2 million.

**Agenda Item 10: Board Report/Summary of Current Events**

Ms. Handorf provided a brief report on a recent District Governing Board Association meeting. Ms. Handorf reported that the Trustee Handbook has been completed and that 10 copies will be distributed to each community college district. Ms. Handorf announced that Maricopa will host an ACCT meeting at Rio Salado March 4-6 to discuss exceptional boards and leadership in bad economic times. Ms. Handorf will send the event invitations to the President's Office for distribution to individual Board members. Ms. Handorf mentioned a program called Mobilizing America's Commitment to Veterans ([www.macv.org](http://www.macv.org)) that will provide \$5,000 per veteran student, per district.

**Agenda Item 11: Announcement of Next Regular Meeting:** Tuesday, February 16, 2010.

**Agenda Item 12: Adjournment**

*The meeting was adjourned upon a motion by Mr. Peaches, a second by Ms. Handorf, and a unanimous affirmative vote.*



Respectfully submitted,

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Russell Dickerson  
Recording Secretary to the Board

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Bill Jeffers  
Chairman

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Ginny Handorf  
Secretary to the Board



## **Request for Direction Regarding Modular Units on the Former PDC-Hermosa Campus.**

### **Summary:**

Staff previously recommended relocation of nine (9) of the eleven (11) modular buildings located on the former PDC-Hermosa. Each of the units recommended for relocation were purchase in 1975 and were built by the same manufacturer. All are well built and are in good condition for their age. The metal support frame of each modular is in very good condition with minimal amounts of surface rust. After 31 years of exposure to temperature extremes, wind, sand, rain and snow storms, the exterior of each of these units do show significant signs of weathering. However, the effects of weather can be addressed through relatively minor renovation. Improvement to the interiors of these units is dependent on the proposed use and is discussed below. Several of the units have restroom facilities.

The City of Holbrook has requested removal of the modular buildings belonging to the College. Due to budget concerns, staff does not recommend retention of the units. However, some College partners have expressed an interest in several of the modular buildings. Staff is also aware of various private parties who may be interested in acquiring the units.

Staff requests direction on the removal and possible relocation or disposal of the modular buildings.

A description of each of the modular units along with a map of the current location of each unit is on the following pages.



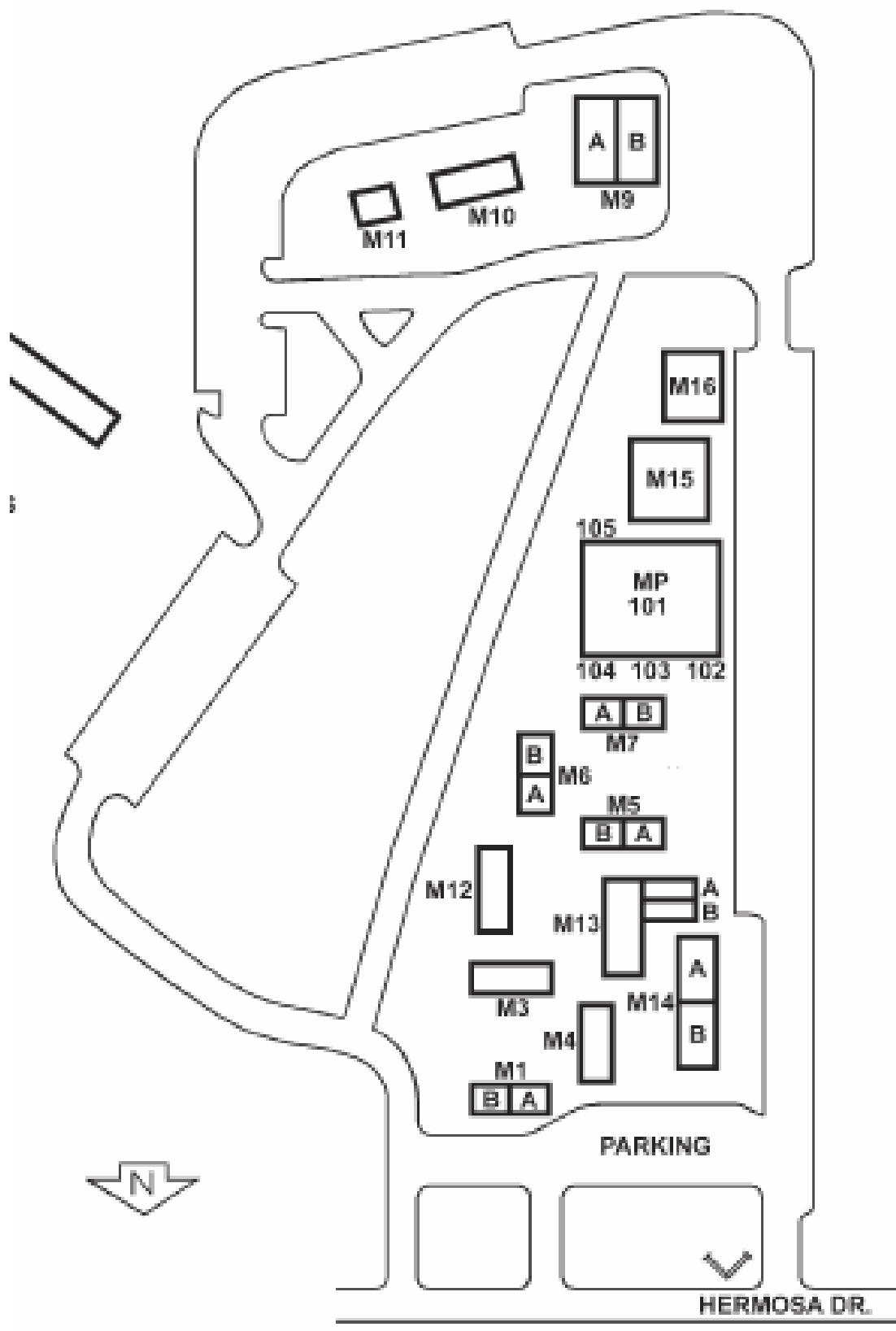
# **Northland Pioneer College**

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## Description of modular units

*See attached campus layout map for current location information.*

1. **M1** is set up with four offices, an open reception area, restroom and a small storage area. This could be reconfigured as classroom space.
2. **M3** was formerly used as the campus office and is configured with a reception/office area, a separate office, restroom, mailroom and bookstore. It also includes communication components that need to be relocated to the communications tower. It could be reconfigured for classroom space.
3. **M4** currently houses the Financial Aid Office. It includes an open reception area, three offices, restroom and a storage room. A site-built addition, housing fireproof storage cabinets, would need to be demolished before this unit could be relocated.
4. **M5** currently has two classrooms and two offices.
5. **M6** was used as a photography lab and classroom. This unit has a chemical odor because of the prior usage.
6. **M7** currently has two classrooms and two offices.
7. **M10** is currently configured with a large open area, one office, and a storage room.
8. **M11** is approximately one-half the size of the other modular units and contains one open classroom area.
9. **M12** contains three cubicle offices, a conference room/training area, storage and an equipment room. It also includes communication components that need to be relocated to the communications tower.



## Tuition and Fees

### **Background Information:**

Continuing State budget concerns along with constraints on property tax levies increase the importance of maintaining steady tuition revenue growth. Historical tuition rates are included along with comparative information presented on the tables and charts following the schedules. Staff will present and discuss the information in detail.

Approximately \$200,000 of additional revenue will be generated by the proposed increases in tuition. Elimination of the “plateau” in the tuition schedule will result in a revenue gain as a result of students paying for the courses in the current free plateau; however enrollment declines can also be expected as the cost increases. The net gain in revenue is expected to be less than \$50,000. However, processing efficiencies by business offices staff and others is expected to increase substantially. Course cost analyses will also become more accurate as each class will have an identifiable tuition component. General fee changes are expected to increase revenues by \$60,000.

Instructional staff conducted a comprehensive review of all course fees to assure fees are based on cost of consumable supplies and other course specific expenses. Over 1,300 courses are listed in the current catalog, with approximately one-third of the courses requiring a course fee. The proposed fee schedule includes increases to 121 courses and reductions in several courses.



**Northland Pioneer College**

Post Office Box 610 • Holbrook, Arizona • (928) 524-7600 • Fax: (928) 524-7612 • [www.npc.edu](http://www.npc.edu)

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
2010-11  
Proposed**

<b>TUITION</b>	<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
<b>IN-STATE</b>	\$52 per credit for 1 to 3 hours and 8 hours and beyond. No charge for 3.5 to 7.5 credit hours.	<b>\$56 per credit hour.</b>
<b>APACHE COUNTY</b>	\$52 per credit for 1 to 3 hours and 8 hours and beyond. No charge for 3.5 to 7.5 credit hours.	<b>\$56 per credit hour.</b>
<b>OUT-OF-STATE</b>	\$85 per credit for 1 to 3 hours. \$250 per credit for 7 hours and beyond. No charge for 3.5 to 6.5 credit hours.	<b>\$95 per credit for 1 to 6 hours. \$270 per credit for 7 hours and beyond.</b>
<b>SENIOR CITIZENS</b> 60 years or older	50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)	50% of the applicable rate: In-District, Apache County, or Out-of-State. (Does not apply to non-credit courses)
<b>REFUNDS FOR TUITION</b>	100% before 1 <sup>st</sup> day of semester and if NPC cancels the class. 50% during 1 <sup>st</sup> and 2 <sup>nd</sup> weeks of the semester. No refund after the end of the second week of the semester	100% before 1 <sup>st</sup> day of semester and if NPC cancels the class. 50% during 1 <sup>st</sup> and 2 <sup>nd</sup> weeks of the semester. No refund after the end of the second week of the semester
<b>SUMMER SESSION REFUNDS</b>	100% prior to 1 <sup>st</sup> day of session. 50% through 1 <sup>st</sup> two days of the term	100% prior to 1 <sup>st</sup> day of session. 50% through 1 <sup>st</sup> two days of the term
<b>SHORT-TERM COURSE REFUNDS</b>	100% prior to 1 <sup>st</sup> day of session. 50% through 1 <sup>st</sup> two days of the term	100% prior to 1 <sup>st</sup> day of session. 50% through 1 <sup>st</sup> two days of the term



**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**  
**NORTHLAND PIONEER COLLEGE**  
**2010-2011**  
*Proposed*

FEES	Approved 2009-10	Proposed 2010-11
<b>GENERAL</b>		
Media Fee <sup>①</sup>	\$35/semester	\$35/semester
<b>SPECIAL</b>		
<b>Graduation Fee (non-refundable)</b>	\$20	<b>\$35</b>
Special Certificate	\$15	\$15
<b>Transcript (each)</b>	\$5	<b>\$10</b>
<b>Transcript (each) On demand</b>	\$5	<b>\$15</b>
<b>Transcript (each) Next day delivery</b>	\$5	<b>\$20</b>
GED Retest	\$12	\$12
COMPASS/ASSET Testing <sup>③</sup>	\$10	\$10
<b>Late Registration Fee</b>		<b>\$25</b>
Credit by Exam	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation <sup>④</sup>	50% of in-state tuition rate	50% of in-state tuition rate
Credit by Evaluation Fee (non-refundable)	\$15	\$15
Delinquent Account Charge	\$10/month	\$10/month
HESI Testing	\$35	\$35
Promissory Note Fee Deferment for Books	\$50	\$50
Promissory Note Fee Deferment for Tuition & Fees	\$50	\$50
Promissory Note Late Fee after 3 months delinquency	\$25	\$25
Promissory Note Late Fee after 6 months delinquency	\$50	\$50
Student Emergency Loan Processing Fee	\$10	\$10

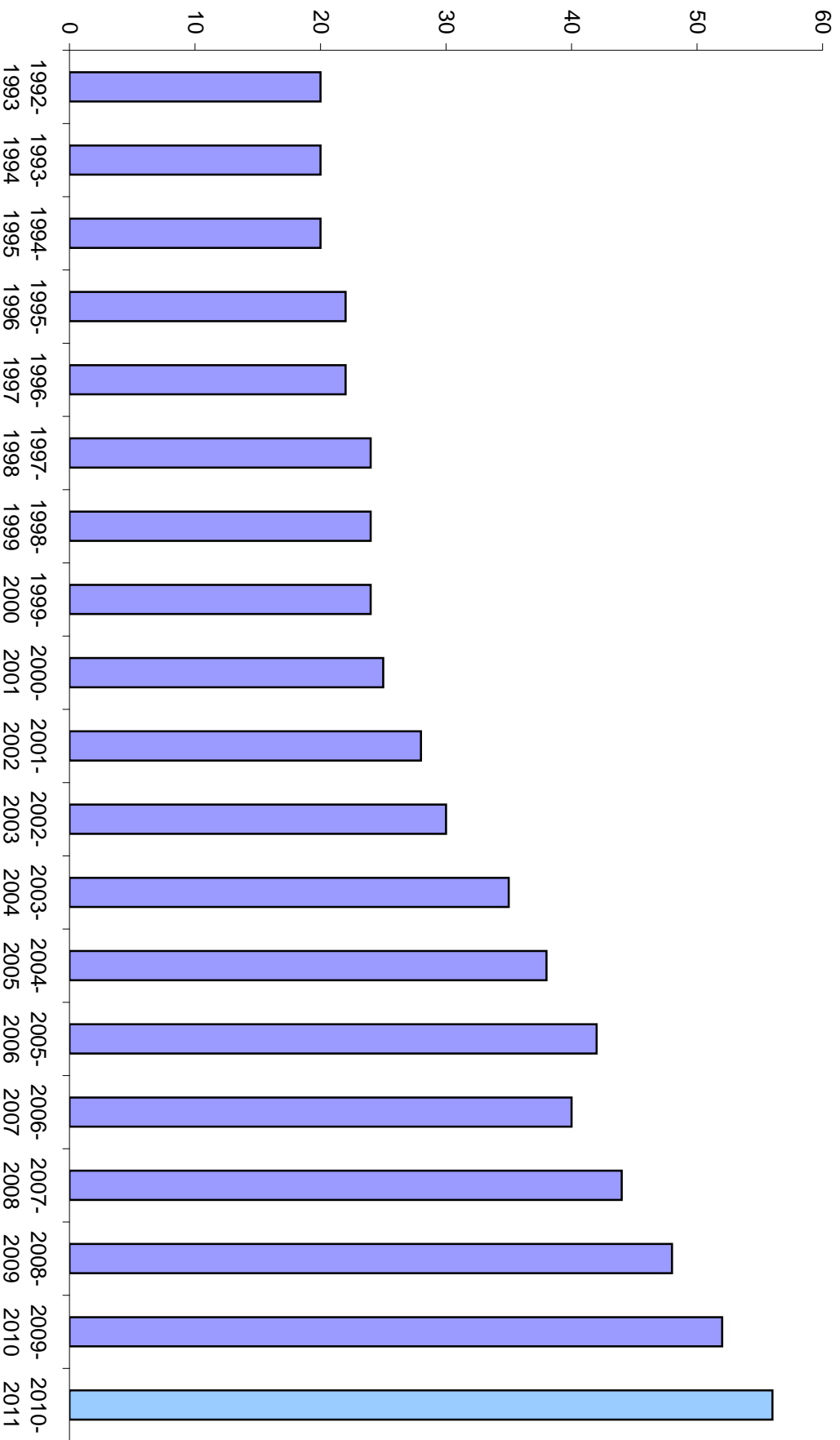
① Assessed to all students enrolling in three (3) or more credit hours.

② Includes a \$15.00 Arizona State Surcharge Fee.

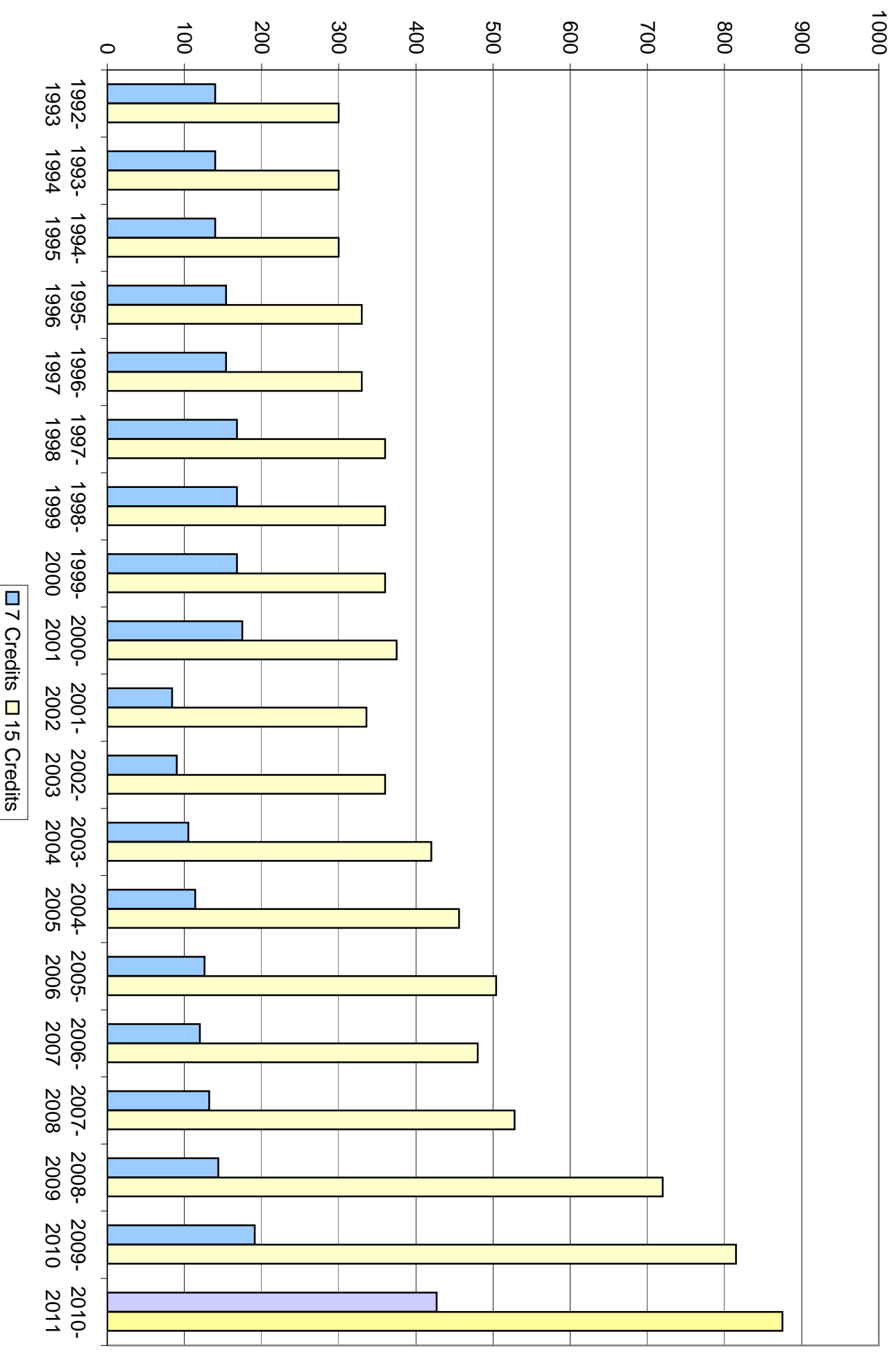
③ Includes up to three (3) tests.

④ Evaluation of Learning Certificates from business, industry, government, military, and non-regionally accredited institutions without waiver agreement.

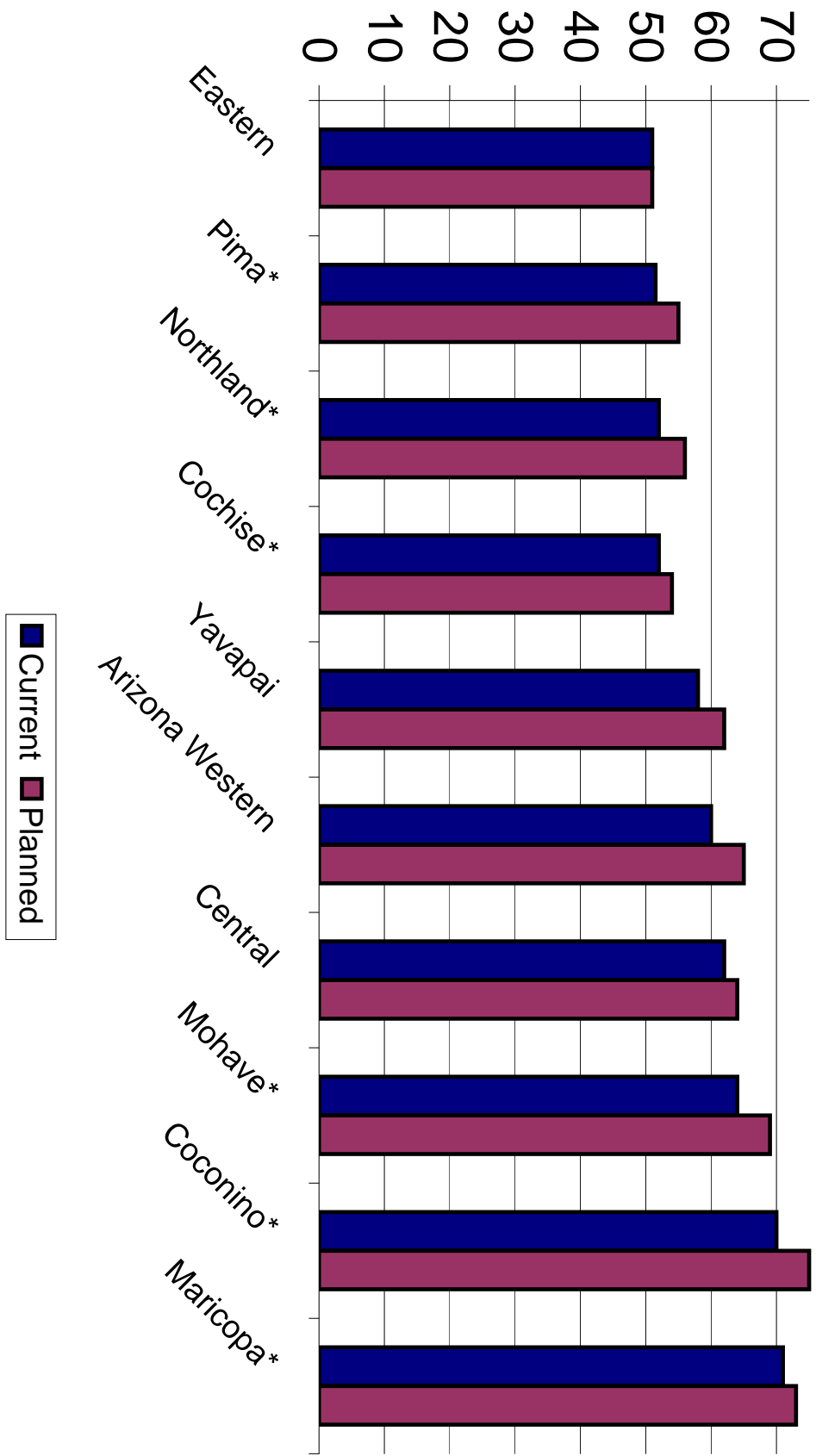
### NPC Tuition History per Credit Hour



## NPC Tuition History (7 and 15 Credits)

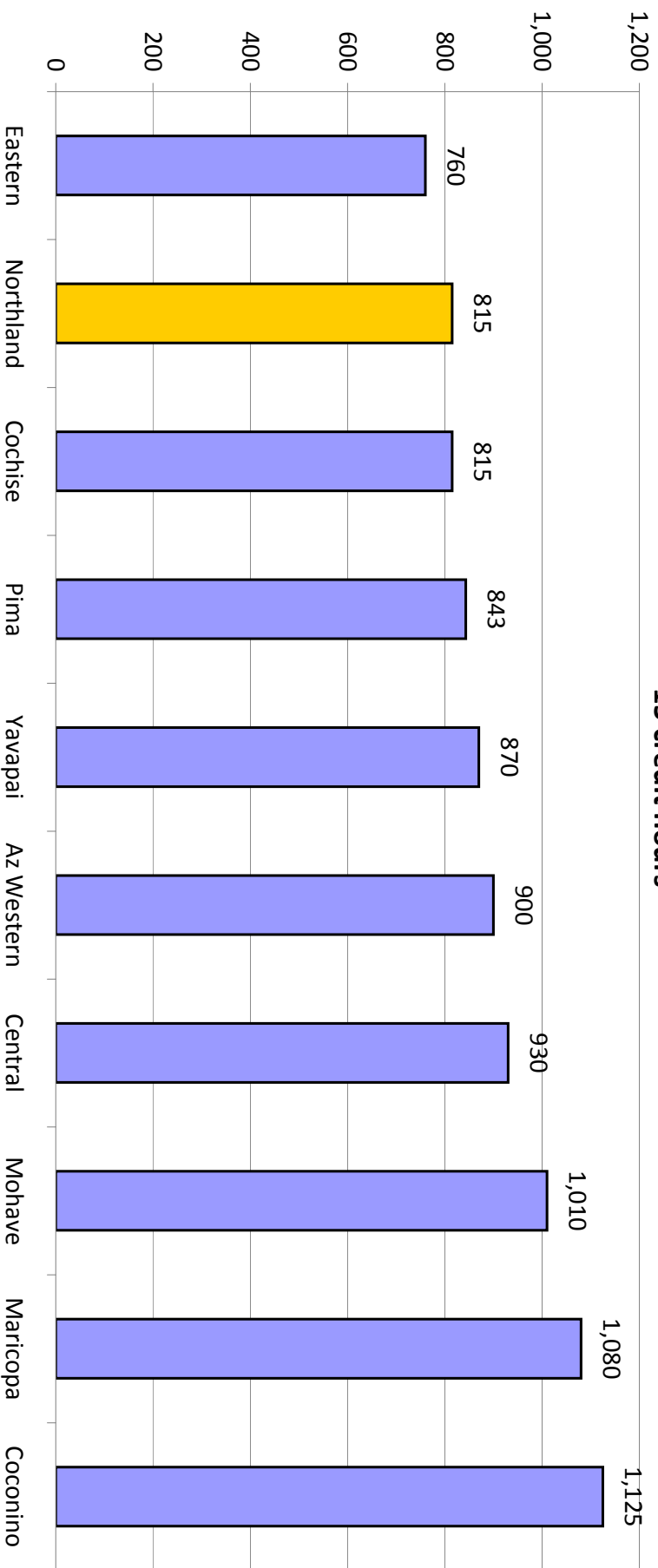


# FYE 2010 Credit Hour Tuition Comparison



# FY 09 Tuition & Fees

15 credit hours



**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
2010-2011  
Proposed Course Fees**

<b>ARTS &amp; SCIENCES</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
ART	103	Basic Design	\$15	\$15
ART	105	Beginning Drawing I	\$15	\$15
ART	110	Figure Drawing I	\$15	\$15
ART	140	Lettering	\$15	\$15
ART	150	Advertising Design	\$15	\$15
ART	155	Printmaking	\$15	\$15
ART	170	Sculpture I	\$15	\$15
ART	175	Painting	\$15	\$15
ART	180	Watercolor	\$15	\$15
ART	185	Handbuilding Pottery	\$20	\$20
ART	186	Clay Sculpture	\$20	\$20
ART	187	Raku Pottery	\$20	\$20
ART	190	Ceramics	\$20	\$20
ART	205	Drawing II	\$15	\$15
ART	206	Figure Drawing II	\$15	\$15
ART	220	Painting II	\$15	\$15
ART	225	Watercolor II	\$15	\$15
ART	245	Ceramics II	\$20	\$20
ART	246	Ceramics III	\$20	\$20
ART	247	Ceramics IV	\$20	\$20
ART	280	Art Studio – 2 Dimensional	\$15	\$15
ART	281	Art Studio – 3 Dimensional	\$20	\$20
<b>BIO</b>	<b>100</b>	<b>Biological Concepts</b>	\$30	<b>\$35</b>
<b>BIO</b>	<b>160</b>	<b>Intro. to Human Anatomy &amp; Physiology</b>	\$30	<b>\$35</b>
<b>BIO</b>	<b>181</b>	<b>General Biology I</b>	\$30	<b>\$35</b>
<b>BIO</b>	<b>182</b>	<b>General Biology II</b>	\$30	<b>\$35</b>
<b>BIO</b>	<b>201</b>	<b>Human Anatomy &amp; Physiology I</b>	\$30	<b>\$35</b>
<b>BIO</b>	<b>202</b>	<b>Human Anatomy &amp; Physiology II</b>	\$30	<b>\$35</b>
<b>BIO</b>	<b>205</b>	<b>Microbiology</b>	\$30	<b>\$35</b>
<b>CHM</b>	<b>ALL</b>	<b>All Courses</b>	\$ 30	<b>\$35</b>

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

<b>ARTS &amp; SCIENCES (cont'd)</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
ECD	ALL	ECD Permanent Number/1 cr.	\$17	\$17
ECD	143	Inclusion of Children w/ Special Needs	\$17	\$17
<b>ECD</b>	<b>233</b>	<b>Developing Policies and Procedures for Early Childhood Programs</b>		<b>\$35</b>
<b>EDU</b>	<b>281</b>	<b>Introduction to Structured English Immersion</b>		<b>\$50</b>
GEO	111	Physical Geography	\$20	\$20
GLG	ALL	All Geology Courses	\$ 25	\$ 25
<b>MUS</b>	<b>155</b>	<b>Music Applied (all)</b>	<b>\$60</b>	<b>\$120</b>
PHO	100	Beginning Photography	\$20	\$20
PHO	101	Digital Photography	\$20	\$20
PHO	115	Pictorial Journalism	\$20	\$20
PHO	150	Investigative Photo I	\$20	\$20
PHO	151	Investigative Photo II	\$20	\$20
PHO	200	Intermediate Photography	\$20	\$20
PHO	201	Intermediate Digital Photography	\$20	\$20
PHO	212	Color Photography I	\$20	\$20
PHO	213	Color Photography II	\$20	\$20
PHO	220	Advanced Photography	\$20	\$20
PHO	230	View Camera Photo	\$20	\$20
PHO	240	Photography Portfolio	\$20	\$20
PHO	270	Free Lance/Stock Photo	\$20	\$20
PHO	280	Photography Practicum	\$20	\$20
<b>POS</b>	<b>221</b>	<b>Arizona Constitution and Government</b>	<b>\$50</b>	<b>\$50</b>
<b>POS</b>	<b>222</b>	<b>U.S. Constitution</b>	<b>\$50</b>	<b>\$50</b>
PHY	ALL	All Physics Courses	\$25	\$25

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

<b>CAREER &amp; TECHNICAL EDUCATION</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
<b>AIS</b>	<b>110</b>	<b>Basic Keyboarding &amp; Formatting</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>111</b>	<b>Advanced Keyboarding &amp; Document Processing</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>114</b>	<b>Intro to Modern Office</b>	\$10	Delete
<b>AIS</b>	<b>115</b>	<b>Ten-Key Adding Machine</b>		<b>\$15</b>
<b>AIS</b>	<b>116</b>	<b>Electronic Calculators</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>118</b>	<b>MediSoft Billing</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>119</b>	<b>Medical Office Procedures</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>127</b>	<b>Medical Office Ins. &amp; Coding</b>	\$10	Delete
<b>AIS</b>	<b>130</b>	<b>Machine Transcription</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>135</b>	<b>Intro to MedTranscription</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>140</b>	<b>Microsoft Word Basic</b>		<b>\$15</b>
<b>AIS</b>	<b>142</b>	<b>WordPerfect Word Processing</b>	\$10	Delete
<b>AIS</b>	<b>145</b>	<b>Microsoft Word for Windows</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>148</b>	<b>Intro to Corel Office Suite</b>	\$10	Delete
<b>AIS</b>	<b>170</b>	<b>Written Business Comm</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>191</b>	<b>Intro to Law Ofc Procedures</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>226</b>	<b>Advanced WordPerfect</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>230</b>	<b>Adv Machine Transcription Legal</b>	\$10	Delete
<b>AIS</b>	<b>231</b>	<b>Intro to Microsoft Office</b>		<b>\$15</b>
<b>AIS</b>	<b>232</b>	<b>Advanced Microsoft Office</b>		<b>\$15</b>
<b>AIS</b>	<b>235</b>	<b>Adv Transcription-Med I</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>236</b>	<b>Adv Transcription-Med II</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>245</b>	<b>Advanced Microsoft Word</b>	\$10	<b>\$15</b>
<b>AIS</b>	<b>248</b>	<b>Advanced Corel Office Suite</b>	\$10	Delete
<b>AIS</b>	<b>260</b>	<b>Desktop Publishing</b>	\$10	Delete
<b>ATO</b>	<b>ALL*</b>	<b>All Automotive Courses except ATO 103</b>		<b>\$30</b>
<b>ATO</b>	<b>100</b>	<b>Engine Repair</b>	\$25	
<b>ATO</b>	<b>102</b>	<b>Engine Performance</b>	\$25	
<b>ATO</b>	<b>104</b>	<b>Automatic Transmission Sys</b>	\$25	
<b>ATO</b>	<b>106</b>	<b>Brake Systems</b>	\$25	
<b>ATO</b>	<b>200</b>	<b>Electrical &amp; Electronic Sys</b>	\$25	
<b>ATO</b>	<b>202</b>	<b>Heating &amp; AC Systems</b>	\$25	
<b>ATO</b>	<b>204</b>	<b>Manual Drive Train</b>	\$25	
<b>ATO</b>	<b>206</b>	<b>Suspension &amp; Steering Sys</b>	\$25	

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.



<b>CAREER &amp; TECHNICAL EDUCATION (cont'd)</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
BOC	102	Construction Safety Practice	\$25	\$25
BOC	105	Wood & Steel Framing	\$25	\$25
BOC	106	Building Exteriors	\$25	\$25
BOC	107	Drywall Techniques	\$25	\$25
BOC	115	Block & Brick Masonry	\$25	\$25
BOC	117	Concrete Flatwork & Formwork	\$25	\$25
BOC	120	Cabinetmaking I	\$25	\$25
BOC	130	Contractor License & Law	\$25	\$25
BOC	135	Furniture making I	\$25	\$25
BOC	136	Plumbing Level I	\$25	\$25
BOC	137	Plumbing Level II	\$25	\$25
BOC	138	Plumbing Level III	\$25	\$25
BOC	139	Plumbing Level IV	\$25	\$25
BOC	146	Electrical Level I	\$25	\$25
BOC	147	Electrical Level II	\$25	\$25
BOC	148	Electrical Level III	\$25	\$25
BOC	149	Electrical Level IV	\$25	\$25
BOC	152	Commercial Wiring	\$25	\$25
BOC	153	Industrial Wiring	\$25	\$25
BOC	156	HVAC Level 1	\$25	\$25
BOC	157	HVAC Level II	\$25	\$25
BOC	158	HVAC Level III	\$25	\$25
BOC	159	HVAC Level IV	\$25	\$25
BOC	170	Carpentry Level I	\$25	\$25
BOC	171	Carpentry Level II	\$25	\$25
BOC	172	Carpentry Level III	\$25	\$25
BOC	173	Carpentry Level IV	\$25	\$25
BOC	180	Building Maintenance	\$25	\$25
BOC	205	Adv Framing Techniques	\$25	\$25
BOC	220	Cabinetmaking II	\$25	\$25
BOC	221	Cabinetmaking III	\$25	\$25
BOC	235	Furniture making II	\$25	\$25
<b>BUS</b>	<b>122</b>	<b>Computer Accounting</b>	\$10	<b>\$15</b>
<b>BUS</b>	<b>128</b>	<b>Spreadsheet Applications for Business</b>	\$10	<b>\$15</b>
<b>BUS</b>	<b>129</b>	<b>Data Base Applications for Business</b>	\$10	<b>\$15</b>
<b>CIS</b>	<b>ALL</b>	<b>All 1, 2 and 3 credit CIS courses</b>	\$10	<b>\$15</b>
<b>COS</b>	<b>ALL</b>	<b>All Cosmetology Courses</b>	\$50	<b>\$40</b>

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

<b>CAREER &amp; TECHNICAL EDUCATION (cont'd)</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
CTP	150	Computer Setup & Repair for Home & Business	\$25	Delete
CTP	151	Computer Troubleshooting A+ Hardware	\$25	Delete
CTP	152	Computer Troubleshooting A+ Operating Systems	\$25	Delete
CTP	180- 249	(Software agreements for labs)	\$25	Delete
CTP	250	Computer Repair I	\$25	Delete
CTP	251	Computer Repair II	\$25	Delete
CTP	252	Computer Peripheral Diagnosis & Repair	\$25	Delete
CTP	253	Network Hardware Installation & Maintenance	\$25	Delete
CTP	260-299	(Software agreements for labs)	\$25	Delete
<b>DRF</b>	<b>ALL</b>	<b>All Drafting Courses</b>	\$15	<b>\$30</b>
<b>ELC</b>	<b>ALL</b>	<b>All Electronics Courses</b>	\$10	Delete
FRS	100	Firefighter Orientation & Terminology	\$15	\$15
<b>FRS</b>	<b>102</b>	<b>First Responder for the Fire Service</b>	\$20	<b>\$25</b>
<b>FRS</b>	<b>104</b>	<b>Firefighter I &amp; II</b>	\$200	<b>\$225</b>
FRS	106	Firefighter Health & Safety	\$20	\$20
FRS	108	Firefighting Strategies & Tactics	\$10	\$10
FRS	109	Hazardous Materials Awareness	\$30	\$30
FRS	110	HazMat First Responder	\$20	\$20
FRS	112	Managing Company Tactical Ops	\$10	\$10
FRS	113	Confined Space I	\$30	\$30
<b>FRS</b>	<b>115</b>	<b>Principles of Fire Prevention</b>		<b>\$10</b>
FRS	116	Intro Respiratory Protection	\$10	\$10
FRS	117	Intro to Forcible Entry Tools	\$10	\$10
FRS	118	Intro to Fire Hose, Streams & Nozzles	\$10	\$10

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

<b>CAREER &amp; TECHNICAL EDUCATION (cont'd)</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
FRS	119	Intro to Fire Pumps/Apparatus	\$10	\$10
FRS	120	Emergency Vehicle Driving	\$20	\$20
FRS	121	Emergency Stabilization & Extrication	\$35	\$35
FRS	122	Fire Svc Ventilation & Ladders	\$10	\$10
FRS	123	Intro to Extinguishers & Foam Suppression	\$25	\$25
FRS	124	Intro to Fire Svc Ropes & Knots	\$20	\$20
FRS	125	Intro to Water Supply & Hydrant Testing	\$10	\$10
FRS	126	Rope Rescue I	\$10	\$10
FRS	127	Rope Rescue II	\$10	\$10
FRS	128	Rope Rescue III	\$10	\$10
FRS	130	Incident Command System	\$10	\$10
FRS	131	Vehicle Firefighting	\$10	\$10
FRS	133	Intro to Fire Behavior & Detection	\$10	Delete
FRS	134	Rapid Intervention Crew	\$20	Delete
<b>FRS</b>	<b>136</b>	<b>Fire Apparatus, Equipment, &amp; Hydraulics</b>		<b>\$10</b>
<b>FRS</b>	<b>137</b>	<b>Strategies and Tactics</b>		<b>\$10</b>
FRS	140	Fire Service Report Writing	\$10	Delete
FRS	150	Wildland Firefighter	\$40	Delete
<b>FRS</b>	<b>207</b>	<b>Fire Svc Bldg Construction</b>		<b>\$10</b>
<b>FRS</b>	<b>214</b>	<b>Incident Safety Officer</b>		<b>\$10</b>
<b>FRS</b>	<b>217</b>	<b>Fire Officer I</b>		<b>\$10</b>
<b>FRS</b>	<b>218</b>	<b>Fire Officer II</b>		<b>\$10</b>
<b>FRS</b>	<b>219</b>	<b>Fire Officer III</b>		<b>\$10</b>
FRS	222	Leadership I, II, III	\$10	Delete
HCT	096A	Stained Glass	\$10	Delete
HCT	097A	Navajo Rug Weaving	\$10	Delete
HCT	097B	Beginning Weaving	\$10	Delete
HCT	098A	Beginning Strip Quilting	\$10	Delete
HCT	098B	Intermediate Strip Quilting	\$10	Delete
HCT	098C	Advanced Strip Quilting	\$10	Delete
HCT	098D	Advanced Quilt Studio	\$10	Delete

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

<b>CAREER &amp; TECHNICAL EDUCATION (cont'd)</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
HEC	112	Beginning Clothing const.	\$20	
HEC	113	Intermediate Clothing Construction	\$20	
HEC	114	Sewing with New Fabrics	\$20	
HEC	245	Advanced Clothing Construction	\$20	
HEC	246	Tailoring	\$20	
HPE	106	Aerobics	\$20	\$20
HPE	110	Beginning Weight Training	\$20	\$20
HPE	111	Adv. Weight Training	\$20	\$20
HPE	115	Golf	\$20	\$20
HPE	124	Beginning Swimming	\$20	\$20
HPE	126	Fitness Swimming	\$20	\$20
HPE	127	Aqua Fit	\$20	\$20
HPE	128	Aquatic Calisthenics	\$20	\$20
HPE	136	Karate I	\$20	\$20
HPE	150-155	Physical Fitness I - VI	\$20	\$20
HPE	161	Land Navigation & Wilderness Survival	\$20	\$20
HPE	192	Square Dance	\$20	\$20
HPE	232	Water Safety Instructor	\$20	\$20
<b>HQO</b>	<b>109</b>	<b>Basic Operations Techniques/Tractors</b>		<b>\$45</b>
<b>HQO</b>	<b>119</b>	<b>Introduction to Earthmoving and Trucks</b>		<b>\$45</b>
<b>HQO</b>	<b>121</b>	<b>Rollers and Scrapers</b>		<b>\$45</b>
<b>HQO</b>	<b>122</b>	<b>Loaders and Forklifts</b>		<b>\$45</b>
<b>HQO</b>	<b>211</b>	<b>Backhoes and Dozers</b>		<b>\$45</b>
<b>HQO</b>	<b>212</b>	<b>Intro Crew Leader &amp; Excavators</b>		<b>\$45</b>
<b>HQO</b>	<b>230</b>	<b>Motor Graders</b>		<b>\$45</b>
<b>HQO</b>	<b>232</b>	<b>Finishing/Grading &amp; Soils</b>		<b>\$45</b>
<b>HQO</b>	<b>233</b>	<b>Cranes and Rigging</b>		<b>\$45</b>
<b>HQO</b>	<b>240</b>	<b>Adv Loader Operation</b>		<b>\$45</b>
<b>HQO</b>	<b>241</b>	<b>Adv Dump Truck Op</b>		<b>\$45</b>
<b>HQO</b>	<b>242</b>	<b>Adv Scraper Operation</b>		<b>\$45</b>
<b>HQO</b>	<b>243</b>	<b>Adv Backhoe Operation</b>		<b>\$45</b>
<b>HQO</b>	<b>244</b>	<b>Adv Excavator Operation</b>		<b>\$45</b>
<b>HQO</b>	<b>245</b>	<b>Adv Forklift Operation</b>		<b>\$45</b>
<b>HQO</b>	<b>246</b>	<b>Adv Dozer Operation</b>		<b>\$45</b>
<b>HQO</b>	<b>247</b>	<b>Adv Motor Grader Op</b>		<b>\$45</b>
<b>INA</b>	<b>ALL</b>	<b>All Industrial Arts Courses</b>	\$10	<b>\$25</b>

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

<b>CAREER &amp; TECHNICAL EDUCATION (cont'd)</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
<b>ITP</b>	<b>ALL</b>	<b>All Industrial Maintenance Courses</b>		<b>\$145</b>
ITP	105	Unified Technical Concepts of Physics I	\$10	
ITP	106	Unified Technical Concepts of Physics II	\$10	
ITP	150	Pneumatics/Hydraulics Control Systems	\$10	
ITP	160	Robotics	\$10	
ITP	161	Intro to Computer-Aided Mfg.	\$10	
ITP	200	Systems Critical Thinking & Control	\$10	
ITP	209	Industrial Computational Skills	\$50	
ITP	210	Power Principles I	\$135	
ITP	211	Power Principles II	\$135	
ITP	212	Power Principles III	\$135	
ITP	213	Power Principles IV	\$135	
ITP	230	Mechanical Maintenance I	\$145	
ITP	231	Mechanical Maintenance II	\$145	
ITP	232	Mechanical Maintenance III	\$145	
ITP	233	Mechanical Maintenance IV	\$145	
ITP	268	Programmable Logic	\$135	
REA	190	Principles of Real Estate	\$60	\$60
REA	191	Agency in Real Estate	\$15	\$15
REA	192	Contract Writing	\$15	\$15
REA	193	Commissioner's Rules	\$15	\$15
REA	194	Fair Housing	\$15	\$15
REA	195	Real Estate Legal Issues	\$15	\$15
REA	196	Exploring the MLS Software I	\$15	\$15
REA	290	Real Estate Broker Law & Finance	\$60	\$60

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199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

<b>CAREER &amp; TECHNICAL EDUCATION (cont'd)</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
<b>WLD</b>	<b>130</b>	<b>Metal Art</b>		<b>\$55</b>
<b>WLD</b>	<b>131</b>	<b>Int. Metal Art</b>		<b>\$55</b>
<b>WLD</b>	<b>151</b>	<b>Cutting Process &amp; Welding</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>152</b>	<b>SMAW Plate I</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>153</b>	<b>SMAW Plate II</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>154</b>	<b>GMAW Plate</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>155</b>	<b>GTAW Plate</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>157</b>	<b>AWS Level I Certification</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>240</b>	<b>Intro to Plastics</b>	\$20	<b>\$55</b>
<b>WLD</b>	<b>241</b>	<b>Plastic Welding</b>	\$20	<b>\$55</b>
<b>WLD</b>	<b>242</b>	<b>Fabrication of Plastics</b>	\$20	<b>\$55</b>
<b>WLD</b>	<b>243</b>	<b>Pipe Fitting for Plastic</b>	\$20	<b>\$55</b>
<b>WLD</b>	<b>260</b>	<b>Fit Up/Inspect/Metallurgy</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>261</b>	<b>SMAW Open V Butt I</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>262</b>	<b>SMAW Open V Butt II</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>263</b>	<b>SMAW Open Root Pipe I</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>264</b>	<b>SMAW Open Root Pipe II</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>265</b>	<b>GMAW Pipe</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>266</b>	<b>FCAW Pipe</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>267</b>	<b>GTAW Pipe I</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>268</b>	<b>GTAW Pipe II</b>	\$45	<b>\$55</b>
<b>WLD</b>	<b>290</b>	<b>Welding Fabrication</b>	\$45	<b>\$55</b>

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

<b>NURSING AND ALLIED HEALTH</b>			<b>Approved 2009-10</b>	<b>Proposed 2010-11</b>
HES	109	Phlebotomy	\$100	\$100
EMT	090	Heart Saver CPR	\$10	\$10
EMT	095	Healthcare Provider CPR	\$10	\$10
EMT	104	Healthcare Provider CPR & First Aid	\$10	\$10
EMT	120	Emergency Medical Responder	\$10	\$10
EMT	121	EMR Refresher	\$10	\$10
EMT	130	EMT Prep Course	\$10	\$10
EMT	132	Emergency Medical Training	\$15	\$15
EMT	133	Refresher Course- EMT Recertification	\$40	\$40
<b>EMT</b>	<b>134</b>	<b>EMT IVC</b>		<b>\$25</b>
EMT	236	Advanced Cardiac Life Support	\$80	\$80
EMT	237	Pediatric Advanced Life Support	\$80	\$80
EMT	238	ACLS Renewal	\$50	\$50
EMT	239	PALS Renewal	\$50	\$50
EMT	240	Basic ECG & Pharmacy	\$10	\$10
EMT	241	ALS Refresher	\$150	\$150
EMT	244	Paramedic Training I	\$600	\$600
EMT	245	Paramedic Training II	\$600	\$600
EMT	250	Instructor Strategy	\$20	\$20
EMT	251	Instructor Renewal	\$10	\$10
MDA	120	Administrative Ofc Procedures	\$10	\$10
MDA	123	Clinical Procedures	\$60	\$60
NAT	101	Nursing Assistant	\$40	\$40
NUR	116	LPN to RN Transition	\$200	\$200
NUR	121	Nursing I	\$200	\$200
NUR	122	Nursing II	\$200	\$200
NUR	221	Nursing III	\$200	\$200
NUR	222	Nursing IV	\$200	\$200
NUR	290	RN Refresher Course	\$200	\$200
PHT	101	Pharmacy Technician	\$40	\$40
TMP	105	A& P with Kinesiology I	\$20	\$20
TMP	106	A&P with Kinesiology II	\$20	\$20
TMP	203	Applied Therapeutic Massage	\$25	\$25
TMP	215	Massage Techniques	\$25	\$25
TMP	250	Massage Clinical Practice	\$50	\$50

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.





<b>Service</b>	<b>Proposed 2010-2011</b>
<b>Cosmetology (cont'd)</b>	
<b><u>Chemical Texture Services</u></b>	
Traditional Perm – Starting at	\$22.00 (short hair – 6 or below -plus \$5.00 for each additional perm used
Specialty Wrap ( 6” or more)	\$27.00(to shoulders) \$32.00 mid back \$37.00 at waste and below
Pre Wraps	\$2.00
Plus \$5.00 for each additional Perm	
Chi Relaxer	\$65.00 for full bottle application
Relaxer retouches	\$45.00 for ½ bottle application
<b><u>Nail Services</u></b>	
Plain Manicure	\$5.00
Hot Oil Manicure	\$8.00
French Manicure	\$10.00
Polish Change	\$2.00
Plain Pedicure	\$5.00
Toe Polish Change	\$2.00
Full Set Sculpture	\$22.00
Fill Ins	\$12.00
Tips with over lays	\$22.00
French Tip	\$2.00 extra
Repair	\$2.00 each
Nail Art	\$2.00 each
<b><u>Facial Services</u></b>	
Eye Brow Wax	\$4.00
Lip Wax	\$4.00
Chin Wax	\$4.00
Brow Wax	\$4.00
Plain Facial	\$5.00
Daytime Makeup	\$3.00
Evening Makeup	\$5.00
<b>Automotive</b>	
Shop Fee, per hour	\$25.00
<b>Welding</b>	
Project, per man hour	\$10.00

## Request to Approve Closure of the Heber Center

### **Recommendation:**

Staff recommends closure of the Heber Center effective at the end of the 2009-2010 academic year.

### **Summary:**

The staff recommendation to close the Heber Center is based on a number of factors, including the impact of current State budget concerns and expected future State Aid adjustments. The cost of operating and maintaining the center will continue to grow while enrollment trends are moving downward. Currently, NPC leases facility space from Mogollon High School.

Enrollment declines are the result of difficulties in locating adjunct faculty, the close proximity of full services campuses at Snowflake and Show Low and availability of web-based courses. Analyses of student residency and enrollment reveal that a large percentage of Heber/Overgaard students take at least one class at the Show Low campus. Students attending WMC or SCC have more course options than Heber which are largely limited to audio and video offerings.

Staff has determined that the local facilities will continue to be available to provide regular class space and many existing course offerings will be able to continue to be offered.

Residents of the Heber/Overgaard area will have several options for registration and other student services, including telephone, Internet and the campuses at Show Low and Snowflake.



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**Northland Pioneer College  
Analysis of Heber Operations  
FY0607 to FY0910 (estimated)**

<b>Estimated Revenues:</b>	<b>FY0607</b>	<b>FY0708</b>	<b>FY0809</b>	<b>FY0910 estimated</b>
<b>Regular FTSE (excludes Dual Enrollment)</b>				
Fall - Heber	24.23	22.33	13.27	14.53
Spring - Heber	23.17	15.67	25.07	15.00
Total Regular FTSE - Heber	47.40	38.00	38.34	29.53
Annualized FTSE	23.70	19.00	19.17	14.77
Fall - All NPC	1,867.30	1,398.14	1,539.10	1,522.29
Spring - All NPC	1,346.62	1,479.55	1,627.51	1,680.00
Total Regular FTSE - All NPC	3,213.92	2,877.69	3,166.61	3,202.29
Annualized FTSE	1,606.96	1,438.85	1,583.30	1,601.15
<b>Estimated Tuition based on FTSE</b>				
Credit Hours based on regular FTSE	711	570	575	443
Tuition per Credit Hour	40	44	48	52
<b>Total Estimated Revenues</b>	<b>\$ 22,752</b>	<b>\$ 20,064</b>	<b>\$ 22,084</b>	<b>\$ 18,427</b>

**Notes:**

Fall 2006 FTSE report did not separate regular FTSE versus Dual Enrollment or NAVIT, so amounts may be overstated  
 Excluded short-term and summer FTSE; Heber doesn't offer summer classes and short-term classes are assumed to be minimal  
 Estimated tuition revenue assumes all students charged in-state tuition rate and college received 80% of total charge to factor plateau tuition rate

<b>Expenditures:</b>	<b>FY0607</b>	<b>FY0708</b>	<b>FY0809</b>	<b>FY0910 estimated</b>
<b>Fund Dept Dept Description</b>				
00 1010 INSTRUCTIONAL SUPPORT	144	25	-	-
00 1120 BUSINESS ADMINISTRATION	2,807	2,540	-	-
00 1125 COMPUTER INFORMATION SVC	-	175	-	-
00 1160 ADMIN INFORMATION SUPPT	3,220	4,553	-	-
00 1170 WELDING	2,218	-	4,930	2,000
00 1220 EARLY CHILDHOOD DEVLPMNT	1,677	651	-	-
00 1225 EDUCATION	-	180	1,551	-
00 1250 LANGUAGE	5,066	4,307	3,950	4,000
00 1270 PSYCHOLOGY	-	-	3,274	-
00 1335 EMERGENCY MEDICAL TRNG	2,408	827	520	500
00 1510 DEVELOPMENTAL SERVICES	7,180	5,615	4,824	4,000
00 1540 COMMUNITY SERVICES	12,104	12,555	10,721	10,000
00 1541 BUS & INDUSTRY TRAINING	21	-	-	-
00 1650 HEALTH/PHYSICAL EDUCATIO	2,861	3,769	3,456	4,000
00 4030 COUNSELING/ADVISING	368	-	-	-
00 4070 TUTORING	-	-	-	100
00 4190 REGISTRAR'S OFFICE	301	336	-	-
00 5100 FISCAL CONTROL	619	441	32	-
00 5130 CAMPUSES/CTRS/SATELLITES	64,907	62,356	75,658	72,000
00 5350 GENERAL INSTITUTION	-	-	120	-
00 5600 SYSTEMS AND NETWORKS	-	-	740	5,000
00 5870 NCA - HLC	-	797	-	-
00 5920 MKTNG & PUBLIC RELATIONS	-	-	756	-
00 6100 OPERATIONS & MAINTENANCE	7,065	7,673	4,699	4,000
<b>Total Expenditures</b>	<b>\$ 112,966</b>	<b>\$ 106,800</b>	<b>\$ 115,231</b>	<b>\$ 105,600</b>
<b>Estimated Net Loss</b>	<b>\$ (90,214)</b>	<b>\$ (86,736)</b>	<b>\$ (93,147)</b>	<b>\$ (87,173)</b>

## **Request to Approve Closure of the Fitness Center on Painted Desert Campus**

### **Recommendation:**

Staff recommends closure of the Fitness Center located on the Painted Desert Campus.

### **Summary:**

As part of the plans associated with budget reduction, staff proposes closure of the Fitness Center on Painted Desert Campus in Holbrook. The College does not provide this service at other campus or center locations. In addition, in order to accommodate relocation of all functions currently provided at 103 N. Avenue in Holbrook, the space currently used by the Fitness Center is required.

The Fitness Center has been operating since 1998 under a variety of models, initially primarily as a class room and currently primarily as a fee for service. None of the models have generated revenue in excess of expenditures, although the Fitness Center has been classified as an Auxiliary fund activity throughout its existence.

Current year-to-date expenditures have outpaced revenues by \$13,373 with expenditures of \$24,588 and revenues of \$11,215. Revenues represent pre-paid “memberships”, so the gap this year is expected to grow.

Last year total revenues equaled \$28,568 and expenditures were \$54,693 for a shortfall of \$26,125.

Staff recognizes significant support among community members to retain a local fitness center. If the closure is approved, staff plans to work with local entities to provide access to the equipment at reasonable terms if an alternate non-College location were identified. If no viable alternatives for a continuation locally develop, staff plans to attempt disposal of the equipment through a local public process.



# **Northland Pioneer College**

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## Request Approval to Vacate Facility

### **Recommendation:**

Staff recommends vacating the building at 103 N. First Avenue in Holbrook.

### **Summary:**

The building at 103 N. First Avenue is leased by the College from the NPC Foundation. In lieu of rental fees the College provides an Executive Director for the Foundation.

Vacating the building is expected to save the \$25,000 in utility fees, as well as additional future savings associated with elimination of certain technology related infrastructure and necessary building improvements. Additional benefits include better access for students and consolidation of staff into a campus environment.

Current plans include relocating the president's offices from their current location to Tawa Center 211 and 212 (formerly the Vice President for Learning offices). Relocating the Support Center from the Nizhoni Learning Center to Tawa Center 225 and ECD faculty office and storage to the Nizhoni Learning Center 148 (currently the Support Center). SBDC office space in Tawa Center 214 would be eliminated and temporary office and meeting space provided as needed.

Records and Registration would occupy Tawa Center 253 -261 (currently the president's offices); Financial Aid would occupy Tawa Center 201-205 (currently ECD faculty offices and storage and a classroom); Human Resources would occupy Tawa Center 213 -215 (213 and 215 are currently vacant).

Business Office, Payroll and Vice President for Administrative Services offices would occupy space now used as the Fitness Center in the Tiponi Community Center.

Marketing offices would be moved to Silver Creek Campus.

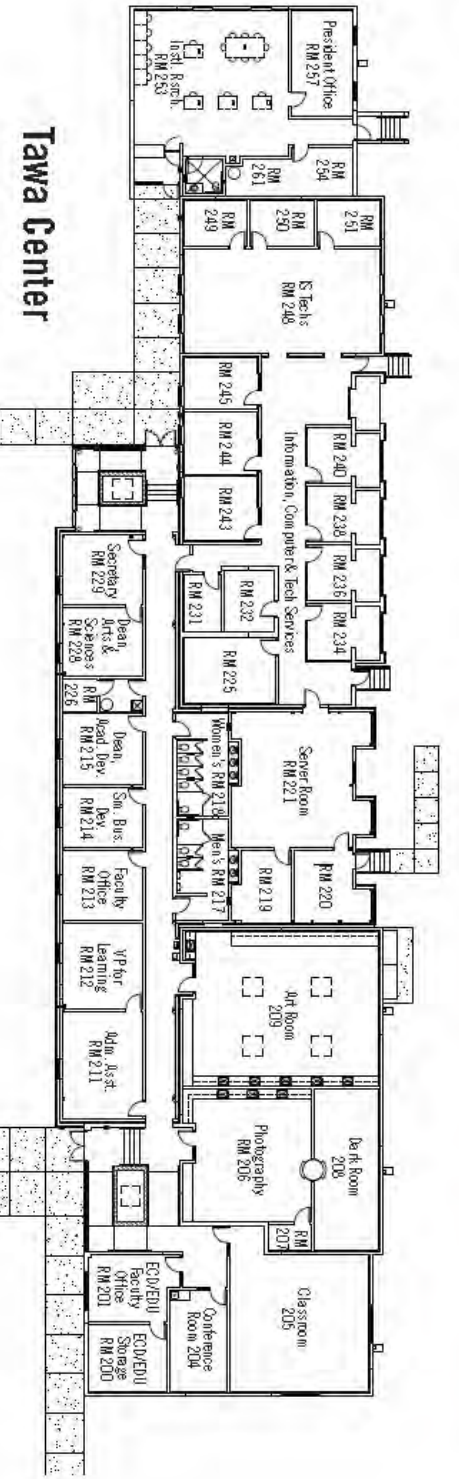
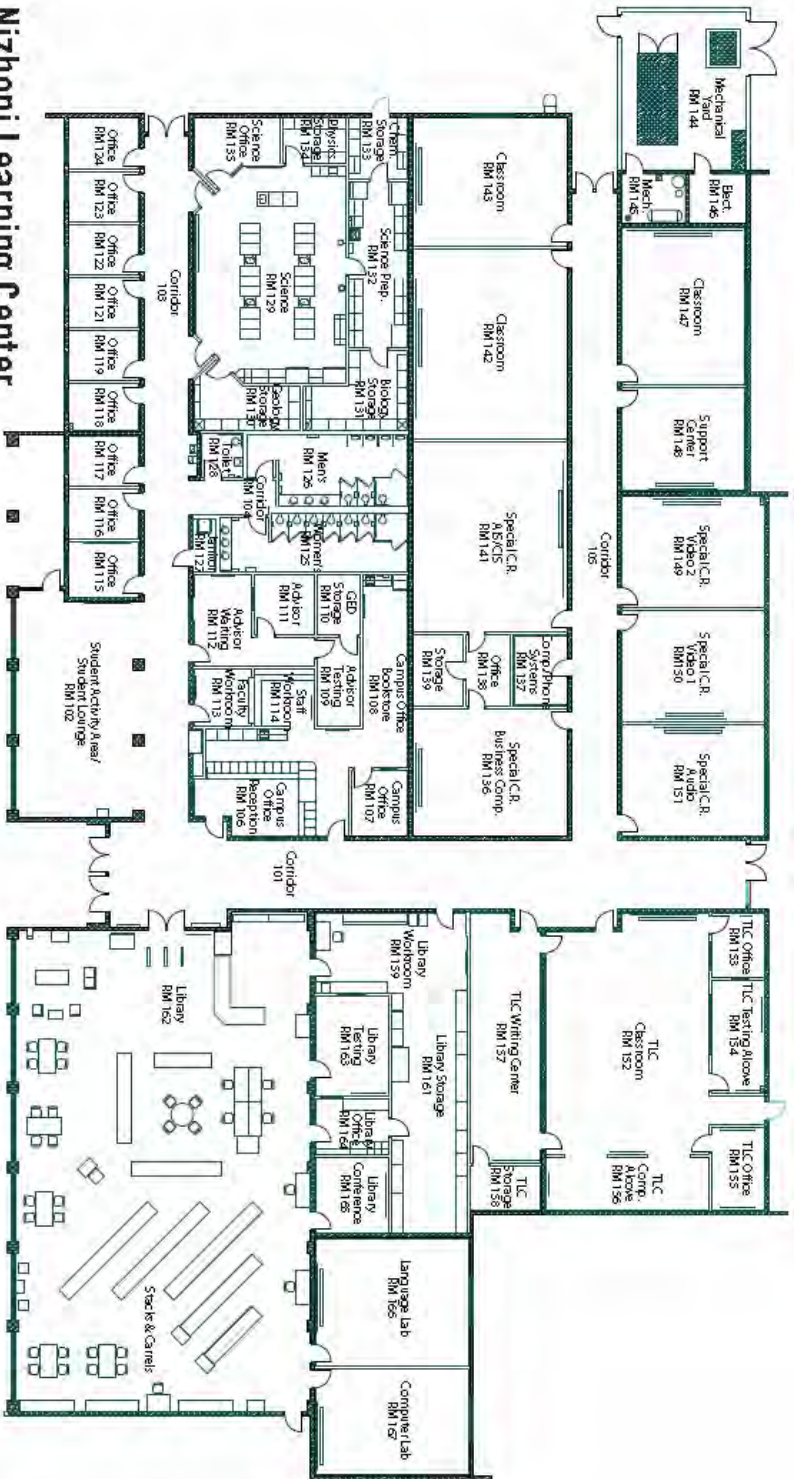
Staff does not anticipate any facility remodeling will be required under the proposed plan. Certain technical infrastructure improvements and adjustments are expected. Staff will present the estimated cost associated with the changes during the study session.

If approved the relocation is expected to be completed during the summer.



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## Request to Approve Closure of the Therapeutic Massage Program

### **Recommendation:**

Staff recommends the closure of the Therapeutic Massage Program as part of its cost reduction program.

### **Summary:**

The Therapeutic Massage Program is recommended for closure at this time. While it is not NPC's most costly program, closure will result in an annual savings of \$65,000. It is recommended for closure at this time because:

1. The faculty line is currently vacant.
2. All TMP students currently in the program can complete their goals through a capstone course to be offered this summer.
3. TMP is not as core to the college mission as other programs considered for closure.
4. TMP is not as critical to NPC's communities as other Allied Health programs such as nursing and certified nursing assistant.



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# Request to Approve Virtual Bookstore Partnership

## **Recommendation:**

Staff recommends approval of a partnership with eCampus for a virtual bookstore.

## **Summary:**

Beginning in Fall 2008, a Bookstore Review Team, made up of faculty and college staff, was organized to evaluate a virtual bookstore. The team initially reviewed three vendor products, EdMap, MBS Direct, and eCampus. EdMap withdrew from the evaluation process in early January 2009. Both MBS Direct and eCampus visited an NPC campus and demonstrated their virtual bookstore to the team. SGA representatives were also invited to the presentations. The review team overwhelmingly preferred eCampus based on book prices, the buy-back process, the ease using their website and the level of support provided to faculty.

An eCampus representative attended the Spring convocation in January 2010 to present the partnership concept to all faculty and interested staff.

The adoption of a virtual bookstore partnership will allow the College to reduce cash outlays of more than \$1 million each year related to purchasing textbook inventory. The virtual bookstore partnership has a fixed commission structure. It is proposed that the 10% fixed rate commission be divided equally between the college and students, with the student portion resulting in textbook discounts. Annual commission revenues are estimated to exceed \$50,000. The commission is expected to cover the cost of a bookstore coordinator who will be the primary interface with the vendor. Moving to a virtual bookstore partnership will eliminate year-end physical inventory counts, periodic cycle counts, recording and posting of textbook sales and will reduce staff hours related to the year-end financial audit.

Student textbook cost under the eCampus partnership, including shipping, is expected to remain comparable to the student's current cost. eCampus will assist with a marketing campaign to alert students of the partnership.

If the partnership is approved, implementation of the virtual bookstore will begin for students with an eCampus textbook buyback program at the end of the 2010 Spring semester. (See the attached timeline.) eCampus will provide training to the bookstore coordinator, the financial aid office, the business office and faculty to minimize challenges during the transition process.

The partnership agreement has been reviewed by legal counsel.



## Northland Pioneer College

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## Summer 2010 Implementation Timeline - Northland Pioneer College Virtual Bookstore

ID	Task Name	Start	Finish	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Execute eCampus Agreement	Mon 3/1/10	Mon 3/1/10	NPC							
2	Hold NPC Program Launch Meeting	Wed 3/3/10	Wed 3/3/10	eCampus / NPC							
3	Review & Approve NPC Virtual Bookstore	Thu 3/4/10	Thu 3/4/10	NPC							
4	Provide Templates (Adoption, Liquidation, Financial Aid)	Thu 3/4/10	Thu 3/4/10	eCampus							
5	Submit NPC Summer Adoption List	Fri 3/5/10	Fri 3/12/10	NPC							
6	Cleanse NPC Summer Adoption List	Mon 3/15/10	Fri 3/19/10	eCampus							
7	Provide NPC Summer Adoption List Feedback	Mon 3/22/10	Mon 3/22/10	eCampus							
8	Finalize NPC Summer Adoption List	Tue 3/23/10	Mon 3/29/10	eCampus / NPC							
9	Submit NPC Fall Adoption List	Thu 4/1/10	Thu 4/1/10	NPC							
10	Purchase Summer Inventory to Meet NPC Enrollments	Thu 4/1/10	Thu 4/15/10	eCampus							
11	Cleanse NPC Fall Adoption List	Fri 4/2/10	Thu 4/15/10	eCampus							
12	Finalize NPC Fall Adoption List	Fri 4/16/10	Fri 4/30/10	eCampus / NPC							
13	Submit Summer Financial Aid Template with Student Information	Fri 4/16/10	Tue 6/1/10	NPC							
14	Submit NPC Bookstore Inventory Liquidation Form	Fri 4/30/10	Fri 4/30/10	eCampus							
15	Activate NPC Virtual Bookstore for Summer Student Ordering	Fri 4/30/10	Fri 4/30/10	NPC							
16	Activate On-Line Buybacks	Thu 5/13/10	Thu 5/13/10	eCampus							
17	Conduct On-Campus Buybacks	Thu 5/13/10	Fri 5/14/10	eCampus							
18	Finalize NPC Bookstore Inventory Liquidation Pricing	Fri 5/14/10	Fri 5/14/10	eCampus							
19	Package & Ship Bookstore Inventory Liquidation	Mon 5/24/10	Fri 5/28/10	NPC							
20	Submit Fall Financial Aid Template with Student Information	Tue 6/1/10	Tue 8/24/10	eCampus							
21	Receive NPC Bookstore Liquidation Inventory	Thu 6/3/10	Thu 6/3/10	NPC							
22	Purchase Fall Inventory to Meet NPC Enrollments	Tue 6/1/10	Thu 7/1/10	eCampus							
23	NPC Summer Semester Begins	Tue 6/1/10	Tue 6/1/10	NPC							
24	Activate NPC Virtual Bookstore for Fall Student Ordering	Thu 7/1/10	Thu 7/1/10	eCampus							
25	NPC Fall Semester Begins	Tue 8/24/10	Tue 8/24/10	NPC							

Project: SUMMER 2010 - NPC Imple  
Date: Mon 1/18/10

Task Split Progress

Milestone Summary Project Summary

External Tasks External Milestone Deadline

## Request to Approve the 2010-2011 Academic Calendar

### **Recommendation:**

The College recommends approval of the 2010-2011 academic calendar.

### **Summary:**

The calendar has two major changes from prior years. First, to better align class meeting times with the fall holiday schedule and give adequate time for grade calculation and reporting at the end of the fall semester, fall classes will begin on a Thursday instead of a Monday. Second, the College will move to a 10 week summer session, providing more time for classes difficult to teach in a compressed timeframe and a longer period for sequenced classes to run.



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FALL 2010	ACADEMIC CALENDAR 2010-2011
<u>August 13</u>	<u>College Professional Development Day/Convocation</u> ( <b>College Closed</b> - No Classes). Faculty returns to work.
August 17	Class cancellation Day - Courses without sufficient enrollment will be dropped
<b>August 19</b>	<b>Regular Fall 2010 Term Classes Begin</b>
August 30	Students <u>must</u> get instructor permission to register for classes from this date forward.
September 3	Last day to make course schedule changes for financial aid purposes
<u>September 6</u>	<u>Labor Day</u> (College Closed- No Classes)
<b>September 7 &amp; 8</b>	<b>No registration.</b> Financial aid finalizing awards.
September 17	Last Day for Students to Withdraw from Classes without a "W" on transcript and Instructor Signature. Dean and instructor approval required for course add.
October 6	FTSE Day
October 7	<b>Last Day to File for December Graduation</b>
<u>November 11</u>	<u>Veterans Day</u> ( <b>College Closed</b> - No Classes)
<u>November 25-27</u>	<u>Thanksgiving Recess</u> ( <b>College Closed</b> - No Classes)
<b>November 29</b>	<b>Spring 2011 Registration begins</b>
<b>December 11</b>	<b>Last Day of Fall 2010 Semester</b>
December 15	Fall Semester Grades Due
<u>Dec. 20- Jan. 2, 2010</u>	<u>Winter Break – No Classes.</u> (NPC offices will be <b>OPEN</b> on Dec. 20, 21 and 22, 28, 29.)

# Spring Semester 2011

November 29, 2010	<b>Spring 2011 Registration begins</b>
January 5	Class Cancellation Day
<u>January 7, 2011</u>	<u>College Professional Development Day/Convocation</u> ( <b>College Closed</b> - No Classes)
<b>January 10</b>	<b>Regular Spring 2011 Term Classes Begin</b>
<u>January 17</u>	<u>Martin Luther King Day</u> ( <b>College Closed</b> )
January 18	Students <u>must</u> get instructor permission to register for classes from this date forward.
January 24	Last day to make course schedule changes for financial aid purposes
<b>January 25 &amp; 26</b>	<b>No registration.</b> Financial aid finalizing awards.
January 28	Business Office mails financial aid checks
February 4	Last Day for Students to Withdraw from Classes without a "W" on transcript and Instructor Signature. Dean and instructor approval required for course add.
<u>February 21</u>	<u>Presidents Day</u> ( <b>College Closed</b> - No Classes)
February 23	FTSE Day
<b>March 4</b>	<b>Last Day to file Application for Graduation</b>
<u>March 21-26</u>	<u>Spring Break</u> ( <b>College OPEN</b> - No Classes)
<b>April 11</b>	<b>SUMMER 2011 Registration begins</b>
<b>May 2</b>	<b>FALL 2011 Registration begins</b> - use <u>online</u> class schedule search engine to find course offerings
<b>May 14</b>	<b>Commencement Ceremony</b>
<b>May 14</b> <b>May 18</b>	<b>Last Day of Spring 2011 Semester</b> <b>Spring Semester Grades Due</b>

# Summer Session 2011

April 11	Summer 2011 Registration begins
May 2	FALL 2011 Registration begins - use <u>online</u> class schedule search engine to find course offerings
May 23	Summer 2011 Session begins
May 30	Memorial Day (College Closed - No Classes)
July 4	Independence Day Holiday (College Closed - No Classes)
July 22	<u>Printed</u> Fall 2011 Class Schedule available (before this date use <u>online</u> class schedule search engine to find course offerings)
August 1	Last Day of the Summer 2011 Semester

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
Statement of Financial Position  
For the period

July 1, 2009 to December 31, 2009

Budget Period Expired

50%

Tax Supported Funds

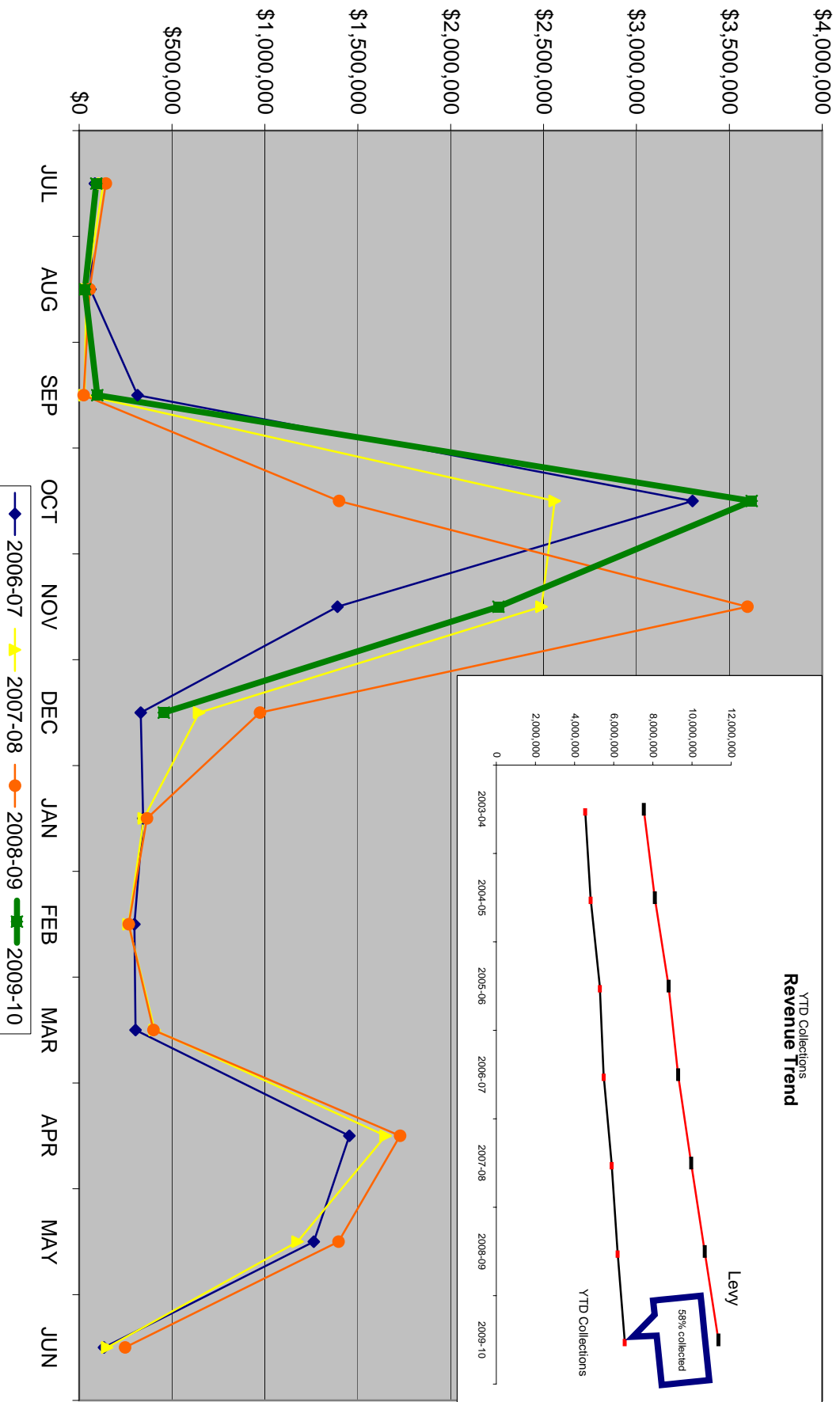
	General Unrestricted				Unrestricted Plant				Retirement of Indebtedness			
	Budget	Current Month Actual	Y-T-D Actual	%	Budget	Current Month Actual	Y-T-D Actual	%	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>												
Primary Tax Levy	11,344,683	455,711	6,554,017	58%						0	11,091	46,650
Secondary Tax Levy												
State Aid:												
Maintenance and Operations	4,250,300		1,795,000	42%								
Capital												
Equalization	5,386,500		3,312,000	61%	0,001,428,571							
Tuition and Fees	4,335,000	516,996	2,443,728	56%								
Investment earnings	175,000	8,852	50,152	29%	25,000	1,265	7,304	29%				
Grants and Contracts	750,000	150,145	168,543	22%								
Other Miscellaneous	100,000	15,543	127,331	127%								
Transfers:	(2,950,000)	(242,300)	(1,194,529)	40%	2,250,000	187,500	1,125,000	50%				
<b>TOTAL REVENUES</b>	<b>\$23,391,483</b>	<b>\$904,947</b>	<b>\$13,256,243</b>	<b>57%</b>	<b>\$2,275,000</b>	<b>\$188,765</b>	<b>\$1,132,304</b>	<b>50%</b>	<b>\$0</b>	<b>\$11,091</b>	<b>\$46,650</b>	
<b>EXPENDITURES</b>												
Salaries and Wages	15,870,152	1,239,254	6,638,342	42%								
Operating Expenditures	6,506,448	295,475	2,150,042	33%						0	0	0
Capital Expenditures	437,400	5,145	217,139	50%	2,275,000	13,663	704,281	31%				
<b>TOTAL EXPENDITURES</b>	<b>\$22,814,000</b>	<b>\$1,539,874</b>	<b>\$9,005,523</b>	<b>39%</b>	<b>\$2,275,000</b>	<b>\$13,663</b>	<b>\$704,281</b>	<b>31%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

Restricted, Auxiliary and Agency Funds

	Restricted				Auxiliary				Agency			
	Budget	Current Month Actual	Y-T-D Actual	%	Budget	Current Month Actual	Y-T-D Actual	%	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>												
Grants and Contracts	4,650,000	133,795	2,482,862	53%								
Sales and Services					1,000,000	44,257	698,249	70%				
Bookstore					70,000	12,119	29,471	42%			0	3,489
Other												
Investment Earnings												
Donations												
Board Designated Donation	400,000	54,800	69,529	17%	300,000	0	0	0%				
Transfers:												
<b>TOTAL REVENUES</b>	<b>\$5,050,000</b>	<b>\$133,795</b>	<b>\$2,552,391</b>	<b>51%</b>	<b>\$1,370,000</b>	<b>\$56,376</b>	<b>\$727,720</b>	<b>53%</b>	<b>\$0</b>	<b>\$636</b>	<b>\$3,489</b>	
<b>EXPENDITURES</b>												
Salaries and Wages	838,787	88,330	416,787	50%	166,207	11,232	70,606	42%			0	519
Operating Expenditures	4,211,213	100,265	2,135,604	51%	1,199,793	99,086	462,332	39%				2,689
Capital Expenditures					4,000			0%				
<b>TOTAL EXPENDITURES</b>	<b>\$5,050,000</b>	<b>\$188,595</b>	<b>\$2,552,391</b>	<b>51%</b>	<b>\$1,370,000</b>	<b>\$110,328</b>	<b>\$532,938</b>	<b>39%</b>	<b>\$0</b>	<b>\$519</b>	<b>\$2,689</b>	

Cash flows from all activities (YTD) ..... 17,718,796  
 Cash used for all activities (YTD) ..... 12,797,822  
**Net Cash for all activities (YTD) ..... \$ 4,920,974**

# Monthly Primary Property Tax Receipts





1716 W. Adams  
Phoenix, AZ 85007

Phone:  
(602) 926-5491  
Fax:  
(602) 926-5416



[www.azleg.gov/jlbc.htm](http://www.azleg.gov/jlbc.htm)

*“Year-to-date, revenues are (16.7)% below the prior year, and \$(554.5) million below the budget forecast.”*

This report has been prepared for the Arizona Legislature by the Joint Legislative Budget Committee Staff on January 29, 2010.

## Summary



In December, state revenues slightly outpaced the rate of spending. General Fund revenues exceeded expenditures by \$43 million for the month. Fiscal year-to-date, however, General Fund revenues are \$3.36 billion compared to spending of \$5.24 billion, for a 6-month deficit of \$(1.88) billion.

December was another poor revenue collection month. December General Fund revenue collections were \$681.0 million. Excluding budgeted transfers and Urban Revenue Sharing, December collections were (12.2)% below the prior year, and \$(90.2) million below the original budget forecast. (See Table 1 on page 2 and Table 6 on page 6 for more information.)

Year-to-date, revenues are (16.7)% below the prior year, and \$(554.5) million below the budget forecast. Beginning next month, collections will be gauged against the updated January consensus forecast.

December 2009 General Fund spending was \$638.5 million. December expenditures were lower than the prior year due to the deferral of a (\$73.8) million payment to the Universities. Year-to-date spending is (\$287) million less than FY 2009.

After reaching the high water mark of \$905 million in December, daily borrowing declined somewhat in January. The state pays its bills out of the operating fund balance, which consists of General Fund and certain dedicated funds. To cover last year’s \$(480) million shortfall and this year’s \$(1.9) billion shortfall in the General Fund, the state has

already effectively borrowed all of the state’s approximately \$1.6 billion in dedicated funds in the operating balance. Having exhausted that source, the state literally borrowed as much as \$885 million in January by issuing Treasurer Warrant Notes (TWNs). The average daily borrowing was \$558 million.

With the recent receipt of \$735 million in sale/lease-back proceeds (see page 3 for more information), the state’s financial position has improved in the last few days. As a result, the state did not issue any TWNs for several days. Borrowing is expected to resume, however, in February.

### FY 2010 Revenues

The (12.2)% decline in December revenues reflects the 17<sup>th</sup> consecutive month of double-digit declines in General Fund revenue collections compared to the prior year. Among the major revenue categories:

- December sales tax collections were down (10.0)% compared to December 2008, and were \$(36.5) million below the monthly forecast. Year-to-date, sales tax collections are down (15.4)% from the prior year, and are \$(186.0) million below forecast. As in November, the retail category decrease has improved, while contracting continues its large decline. December retail collections were down (3.1)% compared to the prior year, while contracting was down (36.6)%.
- December individual income tax collections were (6.9)% below December 2008, and were \$(23.4) million below

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## Summary (continued)

	FY 2010 Collections	Difference From Budget Forecast	Difference From FY 2009
December	\$ 681.0	\$ (90.2)	\$ (73.3)
Year-to-Date	\$ 3,357.3	\$ (554.5)	\$ (773.1)

*“The (12.2)% decline in December revenues reflects the 17<sup>th</sup> consecutive month of double-digit declines in General Fund revenue collections compared to the prior year.*

forecast. Withholding tax collections were (7.0)% below last year. Estimated and final payments were down (26.3)% below last year. These decreases were partially offset by refunds, which were (72.3)% less than last year.

- December corporate income tax collections were (43.8)% below last year, and were \$(34.3) million below the forecast for the month. The decrease was due to a (30.7)% decrease in gross corporate collections, plus a 16.7% increase in refunds for the month. Year-to-date, corporate collections are down (63.3)% from the prior year, and are \$(162.3) million below forecast.

### FY 2010 Spending

December 2009 spending of \$638.5 million was \$(141) million below December 2008. For the year-to-date, spending of \$5.2 billion is (\$287) million below 2009 (See Table 2). The highlights are:

- The Arizona Department of Education (ADE) has spent \$2.35 billion year-to-date in 2010, or \$407 million more than 2009. In December, ADE spending was \$7.6 million higher than the prior year. The year-to-date increase over last year is primarily due to ADE having made one more payment to districts in FY 2010.
- Spending in AHCCCS, DES and DHS is a combined (\$22.8) million less in December than in 2009. This is generally consistent with the FY 2010 budget assumption that caseload growth in Medicaid spending in those agencies would be offset by varying degrees by enhanced federal match from the federal stimulus legislation.
- University spending was (\$88.3) million less than in December of the prior year. This decrease was due to an Executive branch decision to defer a December payment of \$73.8 million to a later point in

the year. (The deferred payment was made in January). Year-to-date University spending is \$482.2 million, or (\$60.9) million below FY 2009.

- University spending was (\$88.3) million less than in December of the prior year. This decrease was due to an Executive branch decision to defer a December payment of (\$73.8) million to a later point in the year (The deferred payment was made in January). Year to date University spending is \$482.2 million, or (\$60.9) million below FY 2009.
- Offsetting the decreases is an increase of \$40-\$45 million in payroll. State agency payrolls through December totaled 14 year-to-date, compared to 13 in 2009.

### Baseline and Executive Budget Summary

In mid-January the JLBC released its FY 2011 Baseline budget. The Baseline reflects a consensus economic forecast and statutory funding formula requirements. The Baseline does not represent a budget proposal. In summary:

- The General Fund budget shortfall is projected to be \$(1.5) billion in FY 2010 and \$(2.6) billion in FY 2011.
- FY 2011 General Fund revenues are forecasted to grow by 5.1% and revenues would equal \$6.9 billion. (See Finance Advisory Committee discussion on page 11).
- General Fund spending would grow by \$1.1 billion. Of that amount, \$776 million is to replace the loss of one-time federal assistance. Normal formula growth is \$335 million, or 3.5%. FY 2011 spending would equal \$9.5 billion.

In addition the Executive budget was released, which contained the following assumptions:

- The Executive projects the General Fund budget shortfall to be \$(1.4) billion in

## Summary (continued)

- FY 2010 and \$(3.2) billion in FY 2011.
- FY 2011 General Fund revenues are forecasted by the Executive budget to grow by 4.1% and revenues would equal \$6.8 billion.

The Executive would address the FY 2011 shortfall with the following proposals:

- Budget reductions – \$1.28 billion
- Debt - \$320 million
- Fund transfers - \$204 million
- Revenue proposals - \$1.09 billion
- Other proposals - \$95 million
- FY '10 carry forward - \$230 million

### Sale/Lease-back Provisions

The FY 2010 budget authorized the Arizona Department of Administration (ADOA) to enter into a lease-purchase agreement in FY 2010 for existing state-owned facilities. Any lease-purchase agreements are required to result in proceeds totaling \$735 million to the General Fund in FY 2010.

ADOA was able to sell the entire \$735 million issuance at an average tax-exempt interest rate of 4.57%. The first 2 years will be interest only payments of \$42 million in FY 2011 and \$35 million in FY 2012. The average annual debt service payments for the remaining 18 years will be \$60 million.

The following properties were used as collateral for the agreement: the Eyman and

Florence prisons, the Executive Tower, the Senate and House of Representatives buildings, the State Archives building, the Department of Revenue building and parking structure, the Department of Public Safety Phoenix headquarters, the Arizona State Hospital, the Coliseum and Exposition Center, and the Phoenix Day School for the Deaf.

The debt was issued as a sale/lease-back agreement, which means the state will sell the properties to the trustee, and the trustee will lease the properties back to the state. Since the properties will be sold, the trustee will hold the titles to the properties. The control of the properties will remain with the state, but the trustee literally "holds" the titles until the debt is fully repaid.

If a state uses tax-exempt debt financing to eliminate a budget shortfall, federal regulations require the state to repay the debt early if a state's surplus exceeds 5% in a future year. It is unclear whether the surplus amount would include any future Budget Stabilization Fund deposits.

*"ADOA was able to sell the entire \$735 million issuance at an average tax-exempt interest rate of 4.57%."*

Agency	General Fund Spending (\$ in Millions)			
	Dec	Change from Dec 08	Year to Date	YTD Change from FY 09
AHCCCS	129.5	(22.0)	745.3	(82.9)
Corrections	78.5	(9.3)	420.0	(32.8)
Economic Security	3.7	(0.8)	447.6	(104.4)
Education	383.6	7.6	2,349.5	406.5
Health Services	17.2	-	301.9	(195.4)
Public Safety	1.9	(6.1)	42.0	9.7
School Facilities Board	0.1	(0.1)	82.2	(118.2)
Universities	0.1	(88.3)	482.2	(60.9)
Other	23.9	(22.0)	366.0	(108.6)
<b>Total</b>	<b>638.5</b>	<b>(141.0)</b>	<b>5,236.7</b>	<b>(287.0)</b>

## **Human Resources Update**

### **February 16, 2010**

- 1. Faculty in Educational Technology – Reposted/Closed 12-31-09.  
11 Candidates. Committee In-Process.**
- 2. Academic Advisor-Apache County – Closes 2-12-2010.  
10 Applicants as of 2-5-2010.**



# **Northland Pioneer College**

Post Office Box 610 • Holbrook, Arizona • (928) 524-7600 • Fax: (928) 524-7612 • [www.npc.edu](http://www.npc.edu)