

# 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 March 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 9:00 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 15th day of March, at 9:00 a.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
6. KNNB RADIO
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

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

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

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

**Date:** March 16, 2010

**Time:** 9:00 a.m.

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<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Allegations of Improper Administrator Compensation (T3) ----- (Action)	President Swarthout Vice President Vest
2.	2010-2011 Wage and Salary Proposal (First Read) (T4) -----	Vice President Hatch
3.	Proposed Procedure 2777-Early Retirement (First Read) (T5) -----	Vice President Hatch
4.	Preliminary Budget Analysis (Informational) (T6) -----	Vice President Hatch
5.	Request to Approve Adjustment to FY 2008-09 Adopted Budget (T7) – (Action)	Vice President Hatch
6.	Request to Approve 2010-2011 Tuition and General Fees (T8) ----- (Action)	Vice President Hatch
7.	Request to Approve 2010-2011 Course Fees (T9) ----- (Action)	Vice President Hatch
8.	Request to Approve Disposition of Blunk Property (T10) ----- (Action)	Vice President Hatch
9.	Request to Approve Atwell Proposal (T11) ----- (Action)	Vice President Hatch
10.	Request to Approve Lease of Fitness Center Equipment (T12) ----- (Action)	Vice President Hatch
11.	Request to Approve Program Deletions (T13) ----- (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:** March 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. Financial Position (T14) -----	<b>Vice President Hatch</b>
	B. NPC CASO -----	<b>Ina Sommers</b>
	C. NPC Faculty Association -----	<b>Sandra Johnson</b>
	D. NPC Student Government Association -----	<b>Jake Hinton</b>
	E. NPC Foundation -----	<b>Lance Chugg</b>
5.	<b>Consent Agenda</b> ----- (Action)	<b>Chairman Jeffers</b>
	A. February 16, 2010 Study Session Minutes (T2)	
	B. February 16, 2010 Regular Board Meeting Minutes (T2)	
	C. Intergovernmental Agreement Between Navajo County Community College District and Show Low Unified School District No. 10	
6.	<b>Old Business</b>	
	A. None	
7.	<b>New Business</b>	
	A. <b>Allegation of Improper Administrator Compensation (T3)</b> ----- (Action)	<b>President Swarthout</b>
	The Board will consider, and may take action regarding, an anonymous complaint of which the College is aware, regarding allegations that administrator(s) may be being improperly compensated for their work.	
	B. <b>Request to Approve Adjustment to FY 2008-09 Adopted Budget (T7)</b> (Action)	<b>Vice President Hatch</b>
	C. <b>Request to Approve 2010-2011 Tuition and General Fees (T8)</b> ----- (Action)	<b>Vice President Hatch</b>
	D. <b>Request to Approve 2010-2011 Course Fees (T9)</b> ----- (Action)	<b>Vice President Hatch</b>
	E. <b>Request to Approve Disposition of Blunk Property (T10)</b> ----- (Action)	<b>Vice President Hatch</b>
	F. <b>Request to Approve Atwell Proposal (T11)</b> ----- (Action)	<b>Vice President Hatch</b>
	G. <b>Request to Approve Lease of Fitness Center Equipment (T12)</b> ----- (Action)	<b>Vice President Hatch</b>
	H. <b>Proposition 100 (Informational) (T15)</b> -----	<b>Vice President Hatch</b>
8.	<b>Standing Business</b>	
	A. Curriculum: Request to Approve Program Deletions (T13) -----	<b>Vice President Vest</b>
	B. Strategic Planning and Accreditation Steering Committee Report -----	<b>Director Bishop</b>
	C. Human Resources Update (T16) -----	<b>Peggy Belknap</b>
	D. Alumnus of the Month Award -----	<b>Curtis Casey</b>
	E. Employee of the Month Award -----	<b>Peggy Belknap</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>April 20, 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

February 16, 2010

2251 Navajo Boulevard, Holbrook, Arizona, 86025

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**Governing Board Members Present:** Bill Jeffers, Ginny Handorf, E.L. Parsons 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.

## Reports:

### 1. Request for Direction Regarding Modular Buildings at Former PDC-Hermosa Campus – Vice President Hatch

Mr. Hatch requested additional direction with regard to the modular buildings located on the former NPC campus located on Hermosa Drive. The request is primarily related to the City of Holbrook request to remove buildings owned by the college. Mr. Hatch reported that the contract with the City of Holbrook, signed two years ago, has been reviewed by staff and the language indicates that the college has up to ten years to relocate college buildings from the Hermosa property.

Given current budget concerns, staff does not recommend that any of the modular units be retained by the college. Mr. Hatch reported that some partners, including Apache County, have indicated that there may be an interest in using the modular buildings and potentially, the college could dispose of the buildings by allocating them to college partners. Mr. Hatch added that there could be private interest in the facilities and one option would be to initiate a public auction process to identify potential buyers. Board members were presented with information on the nine modular units retained by the college, a copy of the contract between the college and the City of Holbrook, as well as a map of the Hermosa property. Mr. Hatch added that there are a number of facilities that the college did not retain and are now owned by the City. Referencing the map, Mr. Hatch reviewed which modular units are owned by the college. Mr. Hatch offered to answer any Board questions and explained that the primary purpose of presenting this item is to get Board direction with regard to the modular buildings.

Responding to a Board question, Mr. Hatch explained that at this time, primarily related to budget concerns, the college has not prioritized expanding facilities and spending the money to place modular units back on campuses. Mr. Hatch explained that the college has made initial contact with partners that may be interested in the facilities and that the college would work with partners to accommodate identified facility needs. Mr. Hatch explained that the college has looked at the associated environmental issues and that there are no significant issues associated with the modular buildings that could not be addressed very simply by those who acquire them. Responding to a question from Chairman Jeffers, Dr. Swarouth reported that there has been no further contact with the City of Holbrook following the meeting last month. Responding to a Board question, Mr. Hatch explained that a public auction process would allow for opportunities to participate and once buyers were identified, the college would require, as part of the sale, that the buyer remove the building in a 90 to 120 day period. Should public partners want to acquire the facilities, the college would forego the auction process and as with a private sale, would require a specified timeframe for removal of the buildings from the Hermosa property. Hearing no concerns from Board members, Chairman Jeffers indicated that staff may proceed as it sees fit to dispose of the modular buildings.

### 2. 2010-2011 Tuition and Fees (First Read) – Vice President Hatch

Mr. Hatch presented the staff recommendation for 2010-2011 tuition and fees as a first read to Board members. Mr. Hatch noted that the college is on target for budget development and added that the tuition and fees will be presented to the Board in March for action. Mr. Hatch reported that the college has received 2010 primary property tax levy information and that assessed valuation information is very positive with an overall increase of 3.2%. Mr. Hatch explained that the increase is primarily related to a nearly 10% increase in centrally assessed properties. Mr. Hatch added that local real property assessed valuation increased 1.5%. Mr. Hatch explained that as a result of these increases, along with moving to the maximum allowable levy of 2%, the levy will generate about \$600,000. Mr.



Hatch added that neither property tax nor potential State aid outcomes will do much to minimize concerns about total revenues for next year. Mr. Hatch recommended that the college continue to maintain steady tuition revenue growth as it is an important factor that affects the financing of college services.

Staff is proposing a \$4 increase in tuition bringing the in-state tuition rate to \$56 per credit hour, an increase of 7.7%, as well as elimination of the tuition plateau. Staff is proposing that out of state tuition for 1 to 6 credit hours be set at \$95 per credit hour; for 7 credit hours and beyond, out of state tuition increases to \$270 per credit hour. Mr. Hatch noted that the college has the option of keeping tuition rates lower for 1 to 6 credit hours to benefit new arrivals to the area that would like to take some courses, but could not afford to at the \$270 per credit hour tuition rate. Mr. Hatch explained that the \$4 tuition increase and the elimination of the tuition plateau effects students enrolled in 3.5 to 7.5 credit hours the most. Responding to a Board question, Mr. Hatch explained that Eastern Arizona College also has a tuition plateau, though it differs greatly from the current NPC plateau; Coconino Community College had a tuition plateau up until this year. Mr. Hatch reviewed comparative tuition information for the Board members and noted that with the proposed tuition increase, NPC would remain in the bottom quarter as compared to other Arizona community colleges. Mr. Hatch reported that the \$4 tuition increase is expected to bring in about \$200,000 in revenue. Mr. Hatch added that the elimination of the tuition plateau may bring in as much as \$50,000 in revenue, or some lower amount as he anticipates that some students will elect not to take a second course without the plateau. Mr. Hatch explained that the elimination of the plateau will result in increased administrative efficiency and allow for easier and more accurate course cost analyses.

Addressing general fees, Mr. Hatch reported that no change is proposed for the \$35 media fee. Responding to a question from Chairman Jeffers, Mr. Hatch reported that there was not really any vocal complaints regarding the media fee and that the college communicated to students the purpose of the fee and why it was being implemented. Mr. Hatch reviewed proposed increases to graduation and transcript fees and a new late registration fee of \$25 that would not generate large amounts of revenue, but would serve to encourage early registration. Mr. Vest reported that late registration has declined over the last four years; especially most recently and may be an indication that students understand that enrollment increases and budget decreases result in classes filling sooner. Mr. Hatch anticipates that increased graduation, transcript and the implementation of a late registration fee will generate about \$60,000 in revenue.

Addressing course fees, Mr. Hatch reported that out of approximately 1,300 courses listed in the catalog, about one-third have course fees. As a result of a comprehensive review of course fees by instructional staff, whose purpose was to ensure that course fees covered the cost of consumables, staff is proposing increases to 121 course fees. Mr. Hatch reviewed the proposed course fee increases breaking them down by divisions and departments. Responding to a question from Chairman Jeffers, Mr. Hatch explained that the purpose of the increased course fee for ECD 233 is to offset associated online costs, as the two-credit hour course is not subject to the media fee. Mr. Vest added that the fee will affect approximately ten students per semester. Mr. Vest explained that similarly, the \$50 course fee for EDU 281 is to offset online costs, much like POS courses also offered for certification. Dr. Sandra Johnson reported that the course fee will affect about 120 students per semester. Mr. Hatch reported that the college has not yet assessed the amount of revenue that will be generated from increased course fees but will present that information at the next Board meeting. Mr. Hatch reported that the increase in tuition and elimination of the tuition plateau are expected to generate approximately \$250,000 in revenue.

Claude Endfield reported that she reviewed fall and spring ECD registration noting that residential childcare students typically take two-credit hour courses. Ms. Endfield suggested that the elimination of the plateau would do away with the student incentive to take 2 two-credit hour courses instead of only one. Ms. Endfield reported that she researched changes as a result of the media fee--in the fall, 45 students registered for only two credit hours due to, as she believes, the media fee. Ms. Endfield added that of the 45 students, 28 were on scholarships that would not pay for the media fee. Ms. Endfield reported that spring enrollment numbers were similar with 43 total students enrolled in only two credit hours. Ms. Endfield added that of the 43 students, 21 students are on D.E.S scholarships. Ms. Endfield stated that the scholarship students limited enrollment to two credit hours to avoid the media fee. Ms. Endfield added that despite the willingness of the agency offering the D.E.S. scholarship to cover the media fee, 21 scholarship students elected to enroll in only two credit hours of courses.



Rickey Jackson, Director of Developmental Services, reported that 3,300 students were served last fiscal year and that student enrollment averaged 4.4 credit hours of enrollment. Mr. Jackson explained that the program receives a grant from the Department of Education, which is currently in jeopardy. This grant allows NPC to offer tuition in-kind serving approximately 600 students per year, tuition free for up to six credit hours. Mr. Jackson stated that the proposed elimination of the tuition plateau would increase the amount of institutional in-kind assistance. Mr. Jackson is concerned that should the program not receive State funding, the in-kind tuition will also go away. Mr. Jackson added that the program would have to be restructured so that students would be limited to three credit hours. Mr. Vest added that a certain segment of developmental services students are more greatly affected as they do not have their G.E.D, or are taking adult basic education courses. In both instances, the students are not eligible for Pell grants.

Responding to a Board question, Mr. Vest explained that the ECD, AIS and BUS programs have the greatest potential to be affected by the elimination of the plateau as they have a large number of one and two-credit hour courses. Mr. Vest added that other college programs are built around 3 or 4 credit hour courses. Mr. Vest explained that the tuition plateau does not generate tuition revenue or State aid based upon FTSE. Mr. Vest explained that while total enrollment is down, on-campus enrollment is up by 9% over last year. Mr. Vest defined on-campus enrollment to be any enrollment that is not NAVIT, dual enrollment or Department of Corrections.

**3. Agenda Item 6.A.: Request to Approve Closure of the Heber Center – Vice President Hatch**

Mr. Hatch presented the staff recommendation for the closure of the Heber Center, as discussed at the last Board meeting. Mr. Hatch explained that the proposed closure is based upon a number of factors including: State aid funding concerns; an increase in the cost of operating and maintaining the center; continued downward enrollment trends; the college leases the facility from the high school; the difficulty in locating adjunct faculty; and the close proximity of full service campuses in Snowflake and Show Low. Mr. Hatch explained that many Heber-Overgaard area students take at least one class at the Show Low campus. Mr. Hatch noted that facilities will still be available for certain course offerings and that staff is not proposing elimination of all courses in Heber, rather to eliminate availability of a center office. Mr. Hatch reported that the Heber Center costs approximately \$90,000 per year to operate. The closure of the Heber Center would be effective at the end of the current academic year.

**4. Agenda Item 7.A.: Request to Approve Closure of the Fitness Center at PDC – Vice President Hatch**

Mr. Hatch presented the staff recommendation for the closure of the Fitness Center on the Painted Desert Campus. Mr. Hatch reported that the proposed closure is related to the relocation of district-wide services to PDC. Mr. Hatch explained that the college does not provide a fitness center at any other location. Mr. Hatch added that a variety of operational models have been used since 1998, none of which generated revenues in excess of expenditures. Mr. Hatch reported that current expenditures have outpaced revenues by just over \$13,000 and added that last year, revenues were just over \$28,000 and expenditures totaled over \$54,000. Mr. Hatch acknowledged community support for the retention of a fitness facility. Should the closure be approved, the college will work to transfer the equipment to a local entity that is interested in operating a fitness facility with reasonable terms to continue to offer fitness services.

**5. Agenda Item 7.B.: Request to Approve Vacation of Facility – Vice President Hatch**

Mr. Hatch presented the staff recommendation to vacate the district office in downtown Holbrook. Mr. Hatch reported that currently, the district office building is owned by the NPC Foundation and leased to the college. Mr. Hatch added that in lieu of rental fees, the college provides a full time Executive Director for the Foundation. Mr. Hatch reported that he expects an annual utility savings of approximately \$25,000 as well as future savings as the facility needs additional facility upgrades that have been put on hold. Additional savings will come from the elimination of one infrastructure point for the college's information services. Mr. Hatch added that the relocation will benefit students as they will be able to access more college services at a single campus location. Mr. Hatch outlined the specific office relocations and added that from a facilities perspective, no physical changes will need to be made. Mr. Hatch reported that there will be some cost associated with relocating Information Services equipment. Director Bishop reported that the one-time relocation cost is estimated to be approximately \$3,000 as equipment from the Heber Center and the District Office can be redeployed at PDC. Additionally, the college will see a recurring annual savings of approximately \$21,000 by eliminating the T1 line to the District Office. Dr. Swarhout reported the President's Office will be one of the first to move. Dr. Swarhout reported that the college is



in discussion with the Foundation as to the possibility of assisting the community by operating a fitness center at another location.

- 6. Agenda Item 7.C.: Request to Approve Closure of the Therapeutic Massage Program – Vice President Vest**  
Mr. Vest presented the request to approve closure of the TMP program that would result in a savings of approximately \$65,000 annually. Mr. Vest reported that the faculty line in TMP is vacant; the 11 students currently in the program will be able to take a summer capstone course and be ready for certification; while a priority for enrolled students, TMP is not as community or mission critical as other programs in the division such as Emergency Medical Technician and Nursing; and the dean is exploring the possibility of offering certification courses even if the program is discontinued.
- 7. Agenda Item 7.D.: Request to Approve Virtual Bookstore Partnership – Vice President Hatch**  
Mr. Hatch presented the request to approve a virtual bookstore partnership as discussed in the January study session. Mr. Hatch explained that the virtual bookstore will be beneficial to the college from a cash flow perspective. Students will be able to get textbooks more quickly by purchasing them directly. Mr. Hatch added that the college is aware that some students may need assistance transitioning to the proposed approach and the college is ready to assist such students. Mr. Hatch reported that the agreement with E-Campus virtual bookstore has been reviewed by legal council and the college is ready to move forward.
- 8. Agenda Item 7.E.: Request to Approve the 2010-2011 Academic Calendar – Vice President Vest**  
Due to a lack of time remaining in study session, Chairman Jeffers requested that staff save presentation of the 2010-2011 Academic Calendar for the regular meeting. Chairman Jeffers notified the Board, staff and the audience that the order of the regular meeting agenda will need to be altered to accommodate a legislative update via speakerphone.

**Study session ended at 11:00 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

February 16, 2010 – 11:00 a.m.  
2251 Navajo Boulevard, Holbrook, Arizona, 86025

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**Governing Board Member Present:** Bill Jeffers, Ginny Handorf, E.L. Parsons, Daniel Peaches and A.T. Siquah.

**Staff Present:** President, Dr. Jeanne Swarhout; 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, Kelley Horn, Ina Sommers, Rickey Jackson, Claude Endfield, Jake Hinton, Daniel Duran, Tom Hansen, Peggy Belknap, Don Richie, Linda Kor, Prescott Winslow, Matt Weber, Maderia Ellison, Beulah Bob-Pennypacker, Eric Henderson, JoAnn Barnes-Slocum, MiAnna Tyler, Jonathan Taylor, Sandra Johnson, Karalea Kowren, Kerry Ballard, Kathy McPherson, Kate Dobler-Allen, Preston Romero and Susan Olsen.

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

Chairman Jeffers called the meeting to order at 11:06 a.m. Mr. Siquah led the Pledge of Allegiance.

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

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

## **Agenda Item 3: Call for Public Comment**

Chairman Jeffers received two calls for public comment and reminded the speakers of the five minute time limit and notified them that the Board will take no action on an item unless it is on the agenda.

- Chairman Jeffers recognized Prescott Winslow, representing the Center for Career and College Advising, to address the Board regarding the marketing of post secondary education. Mr. Winslow reported that he is a volunteer in the Winslow school district and serves as a math tutor in the elementary and junior high schools and is working actively with high school teachers and counselors to promote post secondary education or some type of post secondary career and educational plan. Mr. Winslow reported that by Arizona Department of Education mandate, the members of the graduating high school class of 2013 will, as freshmen, be required to have an Education and Career Action Plan (ECAP). The ECAP must be updated each year of high school. Mr. Winslow recently founded the non-profit Center for Career and College Advising with the purpose of expanding the educational target audience and promoting post secondary education and vocational training as concepts unto themselves. Mr. Winslow explained that a marketing campaign in Navajo and Apache counties could serve to stress the importance of a post secondary education or vocational training plan for students who will work in a competitive global economy.
- Chairman Jeffers recognized Kerry Ballard, NPC Foundation Chairman. Mr. Ballard opted to address the Board during Mr. Chugg's report to the Board.

## **Agenda Item 4: Reports**

### **4.A. – Legislative Update – Kristen Boilini**

College Lobbyist Kristen Boilini joined the meeting via speakerphone to provide Board members with an update on legislative action. Ms. Boilini reported that the legislative special session ended last week and a number of





things were done to help fill the gap in the current fiscal year including: passage of a bill to reauthorize the state lottery and allow the State to bond against lottery revenue for a revenue stream of about \$450 million that will hit in the 2011 budget; completion of additional lease-purchase options on prisons for \$300 million that will hopefully hit in the current fiscal year; as well as the authorization of a \$0.01 sales tax to be put on a ballot in May 2010.

Ms. Boilini explained that the current working budget assumes passage of the sales tax. Current budget talks include some contingency planning in case the sales tax does not pass. Legislators are considering developing an 18-month budget as what is done in 2010 will have a huge impact on what the legislature can do in 2011. Ms. Boilini reported that for community colleges, universities and K12 schools, the maintenance of effort calculation, as required by the federal stimulus package, will afford protection in 2011 and schools will be funded at last year's levels. Ms. Boilini added that should the sales tax fail at the polls, the Governor's Office will probably have no choice but to seek a federal maintenance of effort waiver. Ms. Boilini added that legislators are meeting in some small groups and are trying to get agreements between the House, Senate and Executive on big picture items, revenue estimates, as well as additional rollovers and bonding.

Ms. Boilini highlighted some bills currently being worked on including:

- Bills in the House and Senate that would have allowed community college, university and K12 faculty to carry concealed weapons. The House bill never got a hearing and the Senate bill received a hearing but was held in committee and has not been rescheduled. Ms. Boilini reported that there is another bill moving through the legislature that would allow anyone 21 years of age with a permit to carry a concealed weapon anywhere that does not have a secured area. This bill is of concern as the language may pull in schools. The Board of Regents believes that because schools are not specifically named in this bill, that rules could be promulgated to prevent the carrying of concealed weapons on campuses.
- A government transparency bill that would require government entities, including community colleges, to establish official websites with an electronically searchable database of all receipts of revenues and any expenditures over \$5,000. This would be a technological challenge and Ms. Boilini reported that the bill sponsors are being shown what is currently available to the public and informed of the cost incurred by any college district attempting to comply with the proposed legislation.
- A legislative attempt to enhance articulation and the ability of students to earn Bachelor's degrees faster and easier. Ms. Boilini reported that she and Dr. Swarthout met with the chair of House appropriations and Representative Kavanagh who will not move his bill forward.
- A bill that would require common course numbering among community colleges and the universities. A meeting is being coordinated to discuss the cost of a course numbering overhaul in a time when funds are not available.
- Putting a community college coordinating council into statute this session. While there has been a lot of discussion as to how this group would function, Ms. Boilini explained that there is simply no State money to fund the group and there is little political legislative interest and this effort is coming out of the Governor's Office. Ms. Boilini commented that any group formed needs to represent rural, northern Arizona.

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

Mr. Hatch reported that 50% of the budget period has expired and property tax receipts total \$455,000 for December 2009. Mr. Hatch reported that the remainder of revenues in the general unrestricted fund are on target. Mr. Hatch noted that the amount listed for grants and contracts has been adjusted downward as a result of the movement of some revenues into the prior year during the college financial audit. Mr. Hatch added that the amount shown, 22% collected, is accurate. Mr. Hatch reported that general fund expenditures are at 39% and are lower than expected. Mr. Hatch commended college staff for their efforts to reduce expenditures. Mr. Hatch reported that the unrestricted plant fund is where he expects it to be and that the college continues to receive past



due amounts from the secondary property tax. Mr. Hatch noted that a small amount of money is being transferred from the general fund to the restricted fund to balance the fund and transfers to date total about \$70,000. Mr. Hatch reported that auxiliary fund revenues are on target and fund expenditures mirrors general fund expenditures at 39%. Mr. Hatch reported that half way through the fiscal year, net cash for all activities totals \$4.9 million. Mr. Hatch presented the latest edition of the JLBC fiscal highlights and noted that State year to date revenues are down 17% from the prior year, \$500 million below the budget forecast and lease back proceeds have made State cash flow easier. Mr. Hatch will continue to provide State budget updates to Board members.

**4.C. – NPC CASO – Ina Sommers**

Ms. Sommers reported that she has been asked by CASO members to communicate the following:

- Classified staff would like to have greater involvement in the college decision making process and be engaged in the shared governance process.
- Staff would like to have at least one representative from each campus and center on each college committee.
- CASO members would prefer to see a potential pay cut based upon salary as opposed to a flat percentage. Also, instead of a reduction in pay, CASO members would like administration to consider a cut to leave or holiday pay.
- CASO appreciates the notice regarding changes to leave over spring break and would, in the future, appreciate as much notice as possible so that staff can make plans.
- CASO members wonder if it is possible to have live Internet feeds so that staff unable to attend college meetings due to job responsibilities may be able to view the meetings at their work stations.
- CASO would like another opportunity to generate ideas for cost savings.
- CASO members are looking forward to the spring picnic and are willing to assist.

**4.D. – NPC Faculty Association – Dr. Sandra Johnson**

Dr. Johnson reported that the Faculty Association met with Dr. Swarthout and Vice Presidents Hatch and Vest to discuss ideas for generating revenue and to brainstorm. Dr. Johnson reported that the Faculty Association met last Friday and heard a NAVIT update from Matt Weber and a report from the Budget Reduction Committee. The Faculty Association recommends that:

- Any changes related to Human Resources procedures or changes to faculty/staff contracts for 2010-2011, due to budget constraints, be made for only one year and reviewed annually.
- The college continues to support the centers located on the Hopi, Navajo and White Mountain Apache reservations as they are viewed as key to the mission of the college.
- A potential pay decrease is done on a tiered basis so that those making less would see less of a decrease. Dr. Johnson explained that a pay cut should also be applied to all faculty and staff with no position exempt from the decrease.

**4.E. – NPC Student Government Association – Preston Romero**

SGA President, Preston Romero, reported that SGA held a basketball tournament on January 30<sup>th</sup> and 31<sup>st</sup> at Holbrook Jr. High School and had 12 teams participate. Mr. Romero reported that SGA will host a dance this month at the Performing Arts Center. Mr. Romero reported the SGA has filed membership papers for the American Student Government Association. Mr. Romero announced that on the first weekend in March, SGA will host a transfer road trip to the three state universities and added that 19 students have already signed up to participate.

**4.F. – NPC Foundation – Lance Chugg**

Mr. Chugg, Executive Director of the NPC Foundation, reported that the Foundation looks forward to working with the Board regarding the District Office and finding ways in which the Foundation can assist with the budget situation. Mr. Chugg announced that the Hopi Center is leading in the distribution of citrus fruit. Mr. Chugg



reported that he will work with the Art Department to arrange the selection the second Martia A. Smith Memorial Art Scholar. Mr. Chugg reported that the Foundation has approved the acquisition of software that will allow the Foundation to apply for private grants and that the college could utilize the software to seek out grant opportunities. Mr. Chugg estimated that the grant effort will be set up in 45 to 60 days. Mr. Chugg announced that the Foundation is interested in working with the college to obtain the fitness equipment so that fitness facilities may continue to be available to students and the public. Mr. Chugg introduced Kerry Ballard who was elected as the new Foundation President. Mr. Chugg announced that Todd Bosum is President-Elect, Bonnie Adams was reelected as Treasurer and Jane Lee has been elected Secretary. Mr. Ballard commented that he looks forward to working with the college and offered his assistance in generating good ideas that will serve to benefit NPC students.

#### **Agenda Item 5: 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. January 19, 2010 Study Session Minutes
- B. January 19, 2010 Regular Board Minutes

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

##### **6.A. – Request to Approve Closure of the Heber Center – Vice President Hatch**

Mr. Hatch presented the staff recommendation for the closure of the Heber Center, effective at the end of the current academic year, as discussed in the January and February Board study sessions. Mr. Hatch explained that budget concerns, downward enrollment trends, increasing operational costs, the continued ability of the college to offer courses at other locations, as well as close proximity to two full service campus locations factored into the recommendation to close the Heber Center. Ms. Handorf moved to approve the staff recommendation to close the Heber Center at the end of the spring 2010 semester. Mr. Jeffers seconded the motion. *The motion passed with three affirmative votes and one abstention.*

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

##### **7.A. – Request to Approve Closure of the Fitness Center at PDC – Vice President Hatch**

Mr. Hatch presented the staff recommendation to close the Fitness Center at PDC as discussed in study session. Mr. Hatch explained that the recommended closure is associated with college budget reduction plans. Mr. Hatch added that the college provides fitness services at no other location and the closure is tied to the relocation of District Offices to the Painted Desert Campus. Mr. Hatch explained that Fitness Center expenditures have continued to outpace revenues. Mr. Hatch explained that staff is aware opportunities exist to find another option for the Fitness Center and will work toward that end. Mr. Peaches moved to approve the closure of the Fitness Center at PDC, as presented. Mr. Sinquah seconded the motion. *The vote was unanimous in the affirmative.*

##### **7.B. – Request to Approve Vacating of Facility – Vice President Hatch**

Mr. Hatch presented the staff recommendation to vacate the building at 103 N. 1<sup>st</sup> Avenue that is owned by the NPC Foundation and leased by the college, as discussed in study session. Mr. Hatch anticipates utility cost savings and benefit to students who will have access to college services in a centralized location. Mr. Hatch does not anticipate the need for physical remodeling. The college will also see savings in Information Services as existing equipment can be relocated to PDC; one infrastructure maintenance point will be eliminated by the relocation; and approximately \$22,000 will be saved annually through the elimination of a T1 line connection to the District Office. Responding to a question from Chairman Jeffers, Mr. Bishop explained that the relocation would result in a one-time cost of approximately \$2,000. Mr. Bishop added that the estimated cost only addresses direct costs for supplies and equipment and does not factor in any indirect staffing costs.



Mr. Ballard requested input from the Board and the college for ways of turning the Foundation building into a revenue stream. Mr. Ballard commented that he is open to suggestions and that any assistance would be appreciated.

Ms. Handorf moved to approve the staff recommendation to vacate the District Office building as presented. The motion was seconded by Mr. Peaches. *The vote was unanimous in the affirmative.*

**7.C. – Request to Approve the Closure of the Therapeutic Massage Program** – Vice President Vest

Mr. Vest summarized the staff recommendation to close the Therapeutic Massage Program as discussed in study session. Mr. Vest explained that the recommendation is primarily related to budget reduction in the face of the State budget crisis. Mr. Vest added that the faculty line in the TMP program is currently vacant; the program currently has 11 students who will complete the program this summer; and it is the opinion of administration and the division dean that TMP is less mission critical than other programs within the division. Mr. Siquah moved to approve the recommendation to close the Therapeutic Massage Program. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**7.D. – Request to Approve the Virtual Bookstore Partnership** – Vice President Hatch

Mr. Hatch explained that the virtual bookstore concept has been studied since 2008. Mr. Hatch explained that moving to a virtual bookstore partnership will primarily reduce a cash outlay requirement to purchase textbooks which for the current year, will amount to about \$500,000 in savings. Mr. Hatch added that the partnership includes a commission structure that will provide some revenues and allow the college to coordinate and assist students in acquiring textbooks from the vendor. Mr. Hatch noted that a portion of the commission will be allocated to reduce the cost of textbooks for students. The college is ready to assist students that may not have direct access to the partnership. Mr. Hatch added that the partnership agreement has been reviewed by legal council and staff recommends approval of the partnership with E-Campus for a virtual bookstore. Mr. Peaches moved to approve the partnership with E-Campus for a virtual bookstore, as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**7.E. – Request to Approve the 2010-2011 Academic Calendar** – Vice President Vest

Mr. Vest explained that for fall, classes will begin on Thursday, as opposed to Monday. The Thursday start date will allow the college to deal with two Thursday holidays and still have the necessary number of contact hours required for all classes. The shift in start date also provides more time between the end of the semester and winter break which will give faculty members more time to submit grades as well as decompress timeframes for college offices that perform a function related to grades. Mr. Vest explained that faculty members would basically return to one work one day early in exchange for an extra week off during winter break. Mr. Vest notified the Board that he will meet with faculty and the deans to explore a similar adjustment for spring semester; changes to the 2011-2012 academic calendar may result. Mr. Vest explained that the proposed summer session will be a 10-week block that would allow scheduling flexibility for full term or sequenced courses, as determined by what will work best for the course and students. Mr. Parsons moved to approve the 2010-2011 Academic Calendar, as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 8: Standing Business**

**8.A. – Strategic Planning and Accreditation Steering Committee Report** – President Swarhout

Dr. Swarhout reported that SPASC is back at work, getting organized and beginning to update the strategic plan. Recommendations for updates to the strategic plan will incorporate information from community outreach, data from convocation, budget reduction committee information, as well as information gathered as SPASC subcommittees reach out to the college for even more information. Dr. Swarhout notified Board members that the updated strategic plan will come before them as a first read in May with final approval to follow in June.



**8.B. – Human Resources Update – Peggy Belknap**

Ms. Belknap, Director of Human Resources, announced that two positions, one in the Business Office, the other in Financial Aid, have been frozen. Ms. Belknap reported that the Faculty in Educational Technology position is in process and potential candidates have been asked to do an online class, with interviews to follow in the near future. Ms. Belknap reported that 22 applications have been received for an open Academic Advisor position.

**8.C. – First Things First Update – Kate Dobler-Allen**

Ms. Dobler-Allen presented Board members with copies of the FTF funding plan for fiscal year 2011. Ms. Dobler-Allen added that the funding plan has received council and board approval. Ms. Dobler-Allen reported that FTF is moving ahead with a program of professional development that will prepare center directors and staff to develop successful child care service businesses. Ms. Dobler-Allen reported that a new FTF director has been appointed by the board and will begin today. FTF councils across the state began with several two-year seats that will come to term in June; five additional two-year seats across the state will become four-year seats. Ms. Dobler-Allen reported that the process will begin this spring and that community members may fill out an online application with board approval to occur in June.

**8.D. – Outstanding Alumnus Award – Susan Olsen**

Ms. Olsen introduced Laurel Endfield, the February 2010 NPC Alumnus of the Month, who was nominated by Marketing and Public Relations Director, Ann Hess. Ms. Endfield returned to NPC in 1989, earning two Early Childhood Development degrees before moving on to Northern Arizona University. Ms. Endfield is currently working toward her Doctoral degree. Ms. Endfield designed the Alchesay Beginning Development Daycare Program and is currently the program director overseeing a program that serves over 100 children. In addition, Ms. Endfield has been asked to head the Career and Technical Education department at Alchesay High School. Ms. Endfield teaches for Alchesay High School, NPC, Yavapai Community College and Northern Arizona University. Ms. Endfield credits the support of her family as a key factor in her success. Following the presentation of the award plaque and hearty audience applause, Ms. Endfield credited NPC with playing a big role in her life and expressed her thanks.

**Agenda Item 9: President's Report – President Swarthout**

Dr. Swarthout reported that she, Rickey Jackson and several other people will attend an Adult Basic Education rally. Dr. Swarthout will meet with a John McCain staff member in Phoenix. The main objective of the Phoenix trip is to protect ABE and Career and Technical Education funding.

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

Ms. Handorf announced that High Country Barbershop Quartet and the White Mountain Belles will offer a sampling of songs from each decade of the 1900s on March 13, 2010. Dr. Swarthout encouraged Board members, staff and the audience to attend a showing of The Beaux Stratagem. Chairman Jeffers recognized Matt Weber and Tom Hansen of the Apache County Higher Education Committee and thanked them for their attendance.

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

**Agenda Item 12: Adjournment**

*The meeting was adjourned at 12:40 p.m. upon a motion by Mr. Siquah, 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



SUBMITTED DATA:

Message type: Letter to the Editor

Author name: NPC Staff

Author city: Show Low

Author email: [ConcernedAtNPC@hotmail.com](mailto:ConcernedAtNPC@hotmail.com)

Address\_phone: Show Low, Arizona

Letter subject: Financial Abuses at Northland Pioneer College

To the Editor:

We believe the administration of NPC is practicing financial malfeasance with regards to compensation for administrators. While the college is reducing services and firing staff we find it unconscionable for administrators to demand double pay for the same hours worked. The specific issue is that the Vice President for Learning and Student Services receives both his normal salary and an adjunct faculty salary simultaneously when teaching. Think about this for a moment, while he is drawing his Vice President's salary, he hires himself to teach a class and then demands to be paid extra for the time he spends teaching. Note this is NOT time spent in addition to his normal work, but time he takes away from the administrative duties for which he earns a salary. When confronted, the Vice President threatened to stop paying all employees for extra time worked in an e-mail. The difference between their situation and his is that they work extra hours for extra pay, he works the same hours and expects to be paid twice. When he is teaching he is not performing his administrative duties but still receives that pay plus the pay he demands for teaching the class. If teaching is in his job description, then he shouldn't be taking the extra pay as faculty. If teaching is not part of his administrative duties then it should not be performed during the time he is being paid to be an administrator. It's not possible to have it both ways. We call for an investigation into this financial malfeasance by the Vice President. At the very least he should be required to refund to the college all wages paid to him plus interest he took as part of this salary double dipping scam.

Concerned Faculty, Staff and Students.

Please note that this is an anonymous letter to the Editor precisely because the Vice President responsible for the problem also holds the ability to dismiss college faculty and staff and we feel our jobs and careers would be jeopardized if we signed our names to this letter. We sincerely hope that the Editor relaxes the policy for printing anonymous letters in this unique circumstance or at the very least the newspaper instigates its own public investigation into the issue. Again our concern is with fairness and equitable usage of the college's financial resources in these difficult economic times. If we felt the issue could be honestly addressed within the mechanisms provided by the college we would happily do so, but any attempt to do so has been met with unresponsiveness and hostility by the administration generally and the Vice President specifically. The college is a publically funded institution and as such we feel it is important that the public understand what is happening there. We have set up an email address which can be used to reply to this message or to address concerns about its legitimacy. It is [ConcernedAtNPC@hotmail.com](mailto:ConcernedAtNPC@hotmail.com). Please contact us there if need be. A copy of this letter will be mailed to the College as well. Please contact us at the email above to verify legitimacy. We believe this is an important public issue.  
Thank you.

**From:** Vest, Mark H.  
**Sent:** Tuesday, January 26, 2010 2:43 PM  
**To:** Faculty  
**Subject:** Teaching beyond base pay

Good afternoon, everyone. Over the past couple of months, the faculty association president and a number of college employees have informed me that the following topic has arisen regarding budgets and the NPC financial situation: The budget situation would be improved if college administrators generally, and me, specifically, taught as adjunct faculty for no compensation. At the risk of being blunt, I generally prefer to address issues head on, so here goes.

I cannot and will not speak for other administrators. I can, however, speak for myself on this issue. At a number of the institutions where I have worked, a consistent and, in my mind, legitimate complaint from faculty is that administration works in bubble, removed from the daily work of faculty, staff, and students. I teach as an adjunct in part to address that concern. I think it is very important that those tasked to make decisions that broadly affect the college community have a ground level understanding of the teaching and learning environment. That's why I teach 1 class each semester, and make sure to teach on audio and video as well as on-site.

I also receive standard adjunct compensation for teaching a class. I received that compensation as an adjunct when I began working at NPC in a staff role in 2001, and still do today. In my mind, there is an issue here of fair compensation for work done. I have not and will not ask or demand that any college employee do work for the college, gratis. College employees have salary levels across the spectrum. What we have in common is an expectation that the college will compensate us for work done, whether that be work done to meet the terms of an annual contract or work done in addition to that contract. Qualified college employees routinely have the opportunity to work beyond the terms of their annual contracts and receive compensation for that work. We utilize faculty and staff in this capacity whether it be through overload or adjunct pay.

I understand that many college employees routinely volunteer their time and effort to support college activities, with no expectation of compensation. All of you who do that should be commended. There is a clear difference, in my mind, from applauding volunteerism and expecting or demanding work without compensation. I think the latter is a dangerous road to head down in terms of ongoing issues of employee compensation.



With this in mind, there may be a couple of issues here that we could address Friday: First, if any faculty have concerns about administrators generally or me specifically teaching, I will be happy to hear those directly and address them to the best of my ability during our Friday meeting or at any other time. I would much prefer to address them directly with those who have concerns rather than hear about concerns second or third hand. Second, if faculty would like to discuss the option of college employees (faculty, staff, and administration) teaching gratis for the college beyond their contracted work and salary, I'd be happy to discuss that as well. I say this because that is essentially what I hear being proposed regarding administrators teaching as adjuncts. I would personally disagree with that approach, as I think it is unreasonable to ask or demand any college employee to provide a service for free on which we currently place a monetary value. Finally, if the issue at hand is really personal (ie, a faculty member has a particular concern with me, rather than college policy or process), then it would be best for all concerned if that issue were addressed directly to me, rather than derailing broader discussions about budget and college finances.

Thanks, and see you all Friday.

Mark Vest  
Vice President for Learning and Student Services  
Northland Pioneer College  
[mark.vest@npc.edu](mailto:mark.vest@npc.edu)  
(928) 532-6141  
Fax (928) 532-6184

## Wage and Salary Proposal

Due to the current budget situation, ongoing economic conditions, increase in Arizona State Retirement matching contribution and anticipated major increase in health insurance cost, staff recommends a two percent decrease in wages for the exempt salary group and to the faculty salary schedule. The salary schedule for the non-exempt group reflects a decrease of 1.2 percent up to 2 percent. No changes are proposed to the adjunct faculty rate or the substitute rate. All current salary schedules are also attached for comparison.

Employee ASRS and NPC matching contributions will increase from 9.4 percent to 9.85 percent. (See attached ASRS Fact Sheet and historical rate chart.) Total cost of the increase is expected to have a \$55,000 impact on the college and will further reduce employee net pay.

While a final decision of the Navajo County School Employee Trust is pending, staff expects both an increase in cost of health insurance and a reduction in plan benefits. Dependent coverage will continue to be offered as an option with the employee bearing the entire cost. (See attached for current cost and renewal options.)

The reduction reflected in the wage schedules passes the health insurance cost increase and the ASRS matching increase to employees. The total impact to employees will be a decrease in take home pay of approximately 2.5 percent. (See attached chart showing employee impact.) On a seasonally adjusted basis, the January Consumer Price Index (CPI-U) rose 0.2 percent according to the U.S. Bureau of Labor Statistics. Over the last 12 months, the index increased 2.6 percent (see attached graph and table).

Additionally, staff proposes that no step increases be given and no lateral moves be authorized in 2010-11.

The attached chart presents wage increases applied in the community college system in 2009-10 and expected salary changes for 2010-11.



# Northland Pioneer College

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**Northland Pioneer College**  
**Proposed 2010 - 2011 Faculty Salary Schedule**

Base Step=3%  
 \$38,898 Grade=1.8%

Step	1	2	3	4	5	6	7	8	9	10	11
1	\$ 38,120	\$38,806	\$39,505	\$40,216	\$40,940	\$41,676	\$42,427	\$43,190	\$43,968	\$44,759	\$45,565
2	\$39,263	\$39,970	\$40,690	\$41,422	\$42,168	\$42,927	\$43,699	\$44,486	\$45,287	\$46,102	\$46,932
3	\$40,441	\$41,169	\$41,910	\$42,665	\$43,433	\$44,215	\$45,010	\$45,821	\$46,645	\$47,485	\$48,340
4	\$41,655	\$42,404	\$43,168	\$43,945	\$44,736	\$45,541	\$46,361	\$47,195	\$48,045	\$48,910	\$49,790
5	\$42,904	\$43,677	\$44,463	\$46,188	\$46,078	\$46,907	\$47,752	\$48,611	\$49,486	\$50,377	\$51,284
6	\$44,191	\$44,987	\$45,797	\$46,621	\$47,460	\$48,314	\$49,184	\$50,069	\$50,971	\$51,888	\$52,822
7	\$45,517	\$46,336	\$47,171	\$48,020	\$48,884	\$49,764	\$50,660	\$51,571	\$52,500	\$53,445	\$54,407
8	\$46,883	\$47,727	\$48,586	\$49,460	\$50,350	\$51,257	\$52,179	\$53,119	\$54,075	\$55,048	\$56,039
9	\$48,289	\$49,158	\$50,043	\$50,944	\$51,861	\$52,794	\$53,745	\$54,712	\$55,697	\$56,700	\$57,720
10	\$49,738	\$50,633	\$51,544	\$52,472	\$53,417	\$54,378	\$55,357	\$56,354	\$57,368	\$58,401	\$59,452
11	\$51,230	\$52,152	\$53,091	\$54,046	\$55,019	\$56,010	\$57,018	\$58,044	\$59,089	\$60,153	\$61,235
12	\$52,767	\$53,717	\$54,684	\$55,668	\$56,670	\$57,690	\$58,728	\$59,785	\$60,862	\$61,957	\$63,072
13	\$54,350	\$55,328	\$56,324	\$57,338	\$58,370	\$59,421	\$60,490	\$61,579	\$62,687	\$63,816	\$64,964
14	\$55,980	\$56,988	\$58,014	\$59,058	\$60,121	\$61,203	\$62,305	\$63,426	\$64,568	\$65,730	\$66,913
15	\$57,660	\$58,698	\$59,754	\$60,830	\$61,925	\$63,039	\$64,174	\$65,329	\$66,505	\$67,702	\$68,921
16	\$59,390	\$60,459	\$61,547	\$62,655	\$63,782	\$64,931	\$66,099	\$67,289	\$68,500	\$69,733	\$70,988
17	\$61,171	\$62,272	\$63,393	\$64,534	\$65,696	\$66,878	\$68,082	\$69,308	\$70,555	\$71,825	\$73,118

**Adjunct Faculty Rate/Load Unit**

Level	Armt
Level 1	\$600
Level 2	\$620
Level 3	\$640

Substitute Rate  
 \$19.00/hr



## Exempt Salary Range Chart 2010-2011

12 Month Staff		
Group	Base	Max
B2	\$32,274	\$45,184
B1	\$35,026	\$49,037
C3	\$35,921	\$50,289
C2	\$39,334	\$55,068
C1	\$41,864	\$58,610
D3	\$46,709	\$65,392
D2	\$58,475	\$81,864
D1	\$76,122	\$102,764
E	\$96,147	\$129,798

10 Month Staff		
Group	Base	Max
B2	\$26,688	\$37,363
B1	\$28,964	\$40,549
C3	\$29,704	\$41,585
C2	\$32,526	\$45,537
C1	\$34,619	\$48,466
D3	\$38,625	\$54,074
D2	\$48,354	\$67,695

Exempt Positions by Salary Group	
B2	Center Manager
B2	Financial Aid Advisor/Technician
B2	IS Department Manager
B2	Lead Technician for Technical Services
B2	Technical Designer/Production Manager
B1	Associate Librarian
B1	Bookstore Manager
B1	Campus Manager
B1	Small Business Analyst
C3	Academic Advisor
C3	Career Services Advisor
C3	Carl Perkins Grant Manager
C2	Apache Families First Coordinator
C2	Assistant to the President
C2	Carl Perkins Grant Manager
C2	Coordinator of High School Programs
C2	Head Librarian
C2	Media Relations Coordinator
C2	Payroll Supervisor
C1	ABE Special Sites Coordinator
C1	ADOC Program Coordinator
C1	Business and Industry Training Coordinator
C1	Coordinator of Community Education
C1	Coordinator of Student Services Info Systems
C1	Disabilities Resource & Access Coordinator
C1	Institutional Research Analyst
C1	System Analyst/Programmer
D3	Apache County Coordinator
D3	Director of Financial Aid
D3	Director of Small Business Development Center
D3	Executive Director NPC Foundation
D2	Controller
D2	Director of Developmental Services
D2	Director of Enrollment Services
D2	Director of Facilities and Vehicles
D2	Director of Marketing & Public Relations
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Nursing & Allied Health
D1	Director of Financial Services
D1	Director of Human Resources
D1	Director of Information Services
E	Vice President for Administrative Services
E	Vice President for Learning & Student Services

**Northland Pioneer College  
2009-2010 Faculty Salary Schedule**

Base Step=3%  
\$38,898 Grade=1.8%

Step	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
1	\$38,898	\$39,598	\$40,311	\$41,036	\$41,775	\$42,527	\$43,292	\$44,072	\$44,865	\$45,673	\$46,495
2	\$40,065	\$40,786	\$41,520	\$42,267	\$43,028	\$43,803	\$44,591	\$45,394	\$46,211	\$47,043	\$47,890
3	\$41,267	\$42,010	\$42,766	\$43,535	\$44,319	\$45,117	\$45,929	\$46,756	\$47,597	\$48,454	\$49,326
4	\$42,505	\$43,270	\$44,049	\$44,842	\$45,649	\$46,470	\$47,307	\$48,158	\$49,025	\$49,908	\$50,806
5	\$43,780	\$44,568	\$45,370	\$46,187	\$47,018	\$47,864	\$48,726	\$49,603	\$50,496	\$51,405	\$52,330
6	\$45,093	\$45,905	\$46,731	\$47,572	\$48,429	\$49,300	\$50,188	\$51,091	\$52,011	\$52,947	\$53,900
7	\$46,446	\$47,282	\$48,133	\$49,000	\$49,882	\$50,779	\$51,693	\$52,624	\$53,571	\$54,535	\$55,517
8	\$47,839	\$48,701	\$49,577	\$50,470	\$51,378	\$52,303	\$53,244	\$54,203	\$55,178	\$56,172	\$57,183
9	\$49,275	\$50,162	\$51,064	\$51,984	\$52,919	\$53,872	\$54,842	\$55,829	\$56,834	\$57,857	\$58,898
10	\$50,753	\$51,666	\$52,596	\$53,543	\$54,507	\$55,488	\$56,487	\$57,504	\$58,539	\$59,592	\$60,665
11	\$52,275	\$53,216	\$54,174	\$55,149	\$56,142	\$57,153	\$58,181	\$59,229	\$60,295	\$61,380	\$62,485
12	\$53,844	\$54,813	\$55,800	\$56,804	\$57,826	\$58,867	\$59,927	\$61,006	\$62,104	\$63,222	\$64,360
13	\$55,459	\$56,457	\$57,474	\$58,508	\$59,561	\$60,633	\$61,725	\$62,836	\$63,967	\$65,118	\$66,290
14	\$57,123	\$58,151	\$59,198	\$60,263	\$61,348	\$62,452	\$63,576	\$64,721	\$65,886	\$67,072	\$68,279
15	\$58,836	\$59,896	\$60,974	\$62,071	\$63,188	\$64,326	\$65,484	\$66,662	\$67,862	\$69,084	\$70,327
16	\$60,602	\$61,692	\$62,803	\$63,933	\$65,084	\$66,256	\$67,448	\$68,662	\$69,898	\$71,156	\$72,437
17	\$62,420	\$63,543	\$64,687	\$65,851	\$67,037	\$68,243	\$69,472	\$70,722	\$71,995	\$73,291	\$74,610

Associate Faculty Rate/Load Unit  
 Level Amt  
 Level 1 \$600  
 Level 2 \$620  
 Level 3 \$640

Substitute Rate  
 \$20.00/hr

**Hourly Rate - Nonexempt Staff for 2009-2010 Budget Year**

Step	Grade >												
	1	2	3	4	5	6	7	8	9	10	11		
1	\$ 11.10	\$ 11.45	\$ 11.80	\$ 12.15	\$ 12.50	\$ 12.85	\$ 13.20	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60		
2	\$ 11.45	\$ 11.80	\$ 12.15	\$ 12.50	\$ 12.85	\$ 13.20	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95		
3	\$ 11.80	\$ 12.15	\$ 12.50	\$ 12.85	\$ 13.20	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30		
4	\$ 12.15	\$ 12.50	\$ 12.85	\$ 13.20	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65		
5	\$ 12.50	\$ 12.85	\$ 13.20	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00		
6	\$ 12.85	\$ 13.20	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35		
7	\$ 13.20	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70		
8	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05		
9	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40		
10	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75		
11	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10		
12	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45		
13	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80		
14	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15		
15	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50		
16	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50	\$ 19.85		
Level 1													

**Proposed Hourly Rate - Technical and Skilled Craft - 2009-2010 Schedule**

Step	Grade >												
	1	2	3	4	5	6	7	8	9	10	11	12	
1	\$ 12.85	\$ 13.20	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	
2	\$ 13.20	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	
3	\$ 13.55	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	
4	\$ 13.90	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	
5	\$ 14.25	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	
6	\$ 14.60	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	
7	\$ 14.95	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	
8	\$ 15.30	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	
9	\$ 15.65	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50	
10	\$ 16.00	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50	\$ 19.85	
11	\$ 16.35	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50	\$ 19.85	\$ 20.20	
12	\$ 16.70	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50	\$ 19.85	\$ 20.20	\$ 20.55	
13	\$ 17.05	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50	\$ 19.85	\$ 20.20	\$ 20.55	\$ 20.90	
14	\$ 17.40	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50	\$ 19.85	\$ 20.20	\$ 20.55	\$ 20.90	\$ 21.25	
15	\$ 17.75	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50	\$ 19.85	\$ 20.20	\$ 20.55	\$ 20.90	\$ 21.25	\$ 21.60	
16	\$ 18.10	\$ 18.45	\$ 18.80	\$ 19.15	\$ 19.50	\$ 19.85	\$ 20.20	\$ 20.55	\$ 20.90	\$ 21.25	\$ 21.60	\$ 21.95	
Level T1													

**Exempt Salary Range Chart 2009-2010**

12 Month Staff		
Group	Base	Max
B2	\$32,933	\$46,106
B1	\$35,741	\$50,038
C3	\$36,654	\$51,315
C2	\$40,137	\$56,192
C1	\$42,718	\$59,806
D3	\$47,662	\$66,727
D2	\$59,668	\$83,535
D1	\$77,675	\$104,861
E	\$98,109	\$132,447

10 Month Staff		
Group	Base	Max
B2	\$27,233	\$38,126
B1	\$29,555	\$41,377
C3	\$30,310	\$42,434
C2	\$33,190	\$46,466
C1	\$35,325	\$49,455
D3	\$39,413	\$55,178
D2	\$49,341	\$69,077

Exempt Positions by Salary Group	
B2	Center Manager
B2	Financial Aid Advisor/Technician
B2	Lead Technician for Technical Services
B2	IS Department Manager
B1	Associate Librarian
B1	Bookstore Manager
B1	Business Office Manager
B1	Campus Manager
B1	Small Business Analyst
C3	Academic Advisor
C3	Career Services Advisor & GED Chief Examiner
C3	Carl Perkins Grant Manager
C3	High School Programs Advisor
C2	Assistant to the President
C2	Head Librarian
C2	Media Relations Coordinator
C2	Payroll Supervisor
C1	Coord of Community Education
C1	Business and Industry Training Coordinator
C1	Coord of Student Services Information Systems
C1	Disabilities Resource & Access Coordinator
C1	DOC Program Coordinator
C1	Institutional Research Analyst
C1	System Analyst/Programmer
D3	Exec Dir NPC Foundation
D3	Director of Financial Aid
D3	Director of Small Business Development Center
D3	Apache County Program Coordinator
D2	Controller
D2	Director of Developmental Services
D2	Director of Facilities and Vehicles
D2	Director of Enrollment Services
D2	Director of Marketing & Recruitment
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Nursing Programs
D1	Director of Financial Services
D1	Director of Human Resources
D1	Director of Information Services
E	Vice President for Administrative Services
E	Vice President for Learning & Student Services





# Arizona State Retirement System

3300 North Central Avenue, Phoenix, AZ 85012

WWW.AZASRS.GOV

## Fact Sheet

Questions?  
 AskMac@azasrs.gov  
 Phoenix (602) 240-2000  
 Tucson (520) 239-3100  
 Toll-free (800) 621-3778

### **CONTRIBUTION RATES**

#### **Defined Benefit Plan**

The Arizona State Retirement System, created in 1953, is a state agency providing a guaranteed life-long pension benefit, a long-term disability income plan, retiree health insurance and survivor benefits to its members.

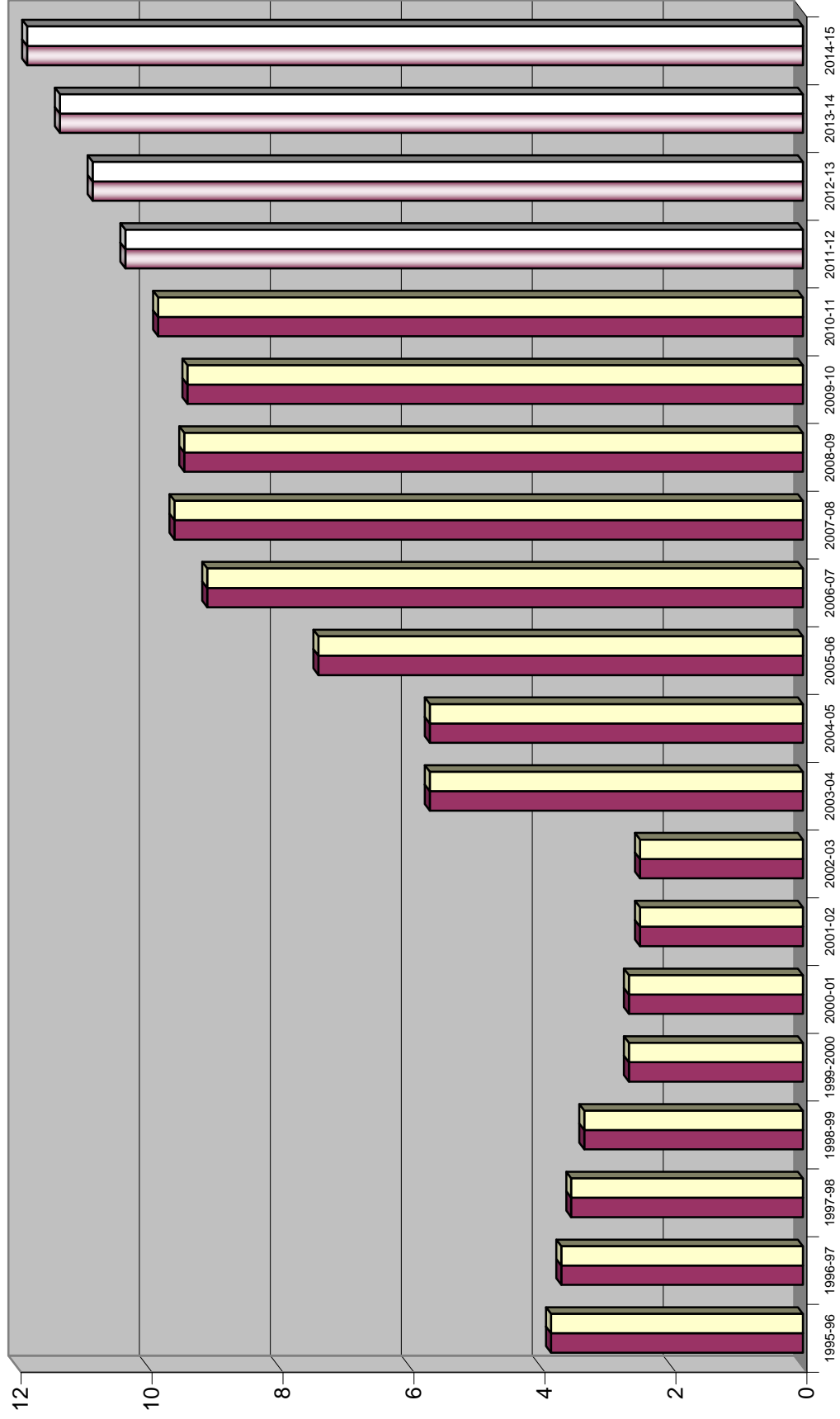
Contribution rates are actuarially determined and are adjusted to ensure the plan remains fiscally sound and able to meet current and future obligations. Contribution rates are approved annually by the ASRS Board of Trustees. The ASRS is a match plan, meaning the contribution rate applies to employees and employers.

There are two portions to the ASRS contribution rate – the Retirement Pension & Health Insurance Benefit, and the Long Term Disability Income Plan. The Pension Plan contribution is a pre-tax deduction, and the long term disability deduction is post-tax.

	<b>Fiscal 2009-10 (Effective July 1, 2009)</b>		
	<b>Retirement Pension &amp; Health Insurance Benefit</b>	<b>Long Term Disability Income Plan</b>	<b>Total</b>
<b>Employee</b>	9.0%	0.40%	<b>9.40%</b>
<b>Employer</b>	9.0%	0.40%	<b>9.40%</b>

	<b>Fiscal 2010-11 (Effective July 1, 2010)</b>		
	<b>Retirement Pension &amp; Health Insurance Benefit</b>	<b>Long Term Disability Income Plan</b>	<b>Total</b>
<b>Employee</b>	9.6%	0.25%	<b>9.85%</b>
<b>Employer</b>	9.6%	0.25%	<b>9.85%</b>

**ASRS Contribution Rates**  
*Percentage of Payroll*



# NORTHLAND PIONEER COLLEGE

## Insurance Costs for Employees

Effective July 1, 2009

Navajo County Schools Employee Benefits Trust Cost of Medical Insurance

### 2009-2010 Contribution Rates

#### Premier Plan (A-15)\*

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee & Spouse	\$527	\$38	\$565
Employee & Child (ren)	\$527	\$44	\$571
Employee & Family	\$630	\$71	\$701
Employee Only	\$502	\$33	\$ 50

\*The cost of the Basic Plan employee medical & dental insurance is a benefit and is deducted from the total cost of the Premier Plan.

#### Basic Plan (B-15)\*\*

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Spouse	\$430	\$38	\$468
Child (ren)	\$430	\$44	\$474
Family	\$525	\$71	\$596
Employee	\$452	\$33	\$ 0

\*\*The Basic Plan employee medical & dental insurance is a benefit and is not charged to the employee.

#### VOLUNTARY DEDUCTION

Cost of Avesis Insurance Group ID 1056 Carrier #10790

Covered Group	Vision Cost
Employee Only	\$8.05
Employee & Spouse	15.13
Employee & Child (ren)	16.58
Employee & Family	20.93

For benefit questions call 1-800-828-9341

Locate an AVESIS Provider at: [www.avesis.com](http://www.avesis.com)



NAVAJO CONSORTIUM  
ASBAIT RATE SUMMARY  
EFFECTIVE JULY 1, 2010 THROUGH JUNE 30, 2011  
TABLE #1  
CURRENT PLAN(S) OFFERED BY YOUR DISTRICT



	MONTHLY PREMIUM A \$15	MONTHLY PREMIUM B \$15
Employee Only	\$571.00	\$532.00
+Spouse (Additional)	\$542.00	\$506.00
+ Child(ren) (Additional)	\$542.00	\$506.00
+ Family (Additional)	\$659.00	\$616.00
<b>DENTAL / VISION</b>	<b>DENTAL</b>	<b>VISION</b>
Employee Only	\$37.00	\$6.00
+Spouse (Additional)	\$43.00	\$6.00
+ Child(ren) (Additional)	\$49.00	\$6.00
+ Family (Additional)	\$80.00	\$11.00
<b>BASIC LIFE &amp; AD&amp;D</b>		
<b>COVERAGE to max 100,000</b>		
Employee Life (per \$1,000)	\$0.16	
Employee AD&D (per \$1,000)	\$0.03	
Dependent Life	N/A	

ASBAIT RENEWAL 2010-2011  
TABLE #1

- ▶ Please update your 2010-2011 Policy Statement.
- ▶ See "second" sheet for "Add. Med Plans - Rates".
- ▶ The District can budget at one Medical Schedule and the Employee can buy up or down.

TABLE #2

	MONTHLY PREMIUM B \$25	*RETIREE RATES*
<b>RETIREE RATES</b>		
Employee Only	\$786.00	
+Spouse (Additional)	\$786.00	
+ Child(ren) (Additional)	\$843.00	
+ Family (Additional)	\$1,146.00	
<b>RETIREE DENTAL</b>	<b>DENTAL</b>	
Employee Only	\$43.00	
+Spouse (Additional)	\$49.00	
+ Child(ren) (Additional)	\$57.00	
+ Family (Additional)	\$91.00	

ASBAIT (RETIREE) DIVISION  
TABLE #2

- ▶ New Retirees will only be offered the B \$25 Plan.
- ▶ The Retiree rates for Vision and Life are the same as the active employee rate shown in Table#1 (if applicable).

PLEASE RETURN THIS FORM WITH ORIGINAL SIGNATURES - DO NOT FAX

Use this sheet to continue your current plan selections for the 2010-2011 Plan Year, please sign below.  
(Do not use this renewal sheet if the district is making changes)

District budgeted Medical Schedule: \_\_\_\_\_ Optional Medical Schedule Selection (if applicable): \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_





NAVAJO CONSORTIUM  
ASBAIT RATE SUMMARY

EFFECTIVE JULY 1, 2010 THROUGH JUNE 30, 2011



PLANS THAT ARE AVAILABLE THROUGH ASBAIT

ASBAIT (PPO) PLANS ACTIVE MONTHLY PREMIUMS	SCHEDULE A \$15	SCHEDULE A \$25	SCHEDULE B \$15	SCHEDULE B \$25	SCHEDULE C \$30	SCHEDULE C \$700	SCHEDULE SC	SCHEDULE HDHP \$1,500	SCHEDULE HDHP \$2,500
Employee Only	\$571.00	\$554.00	\$532.00	\$510.00	\$482.00	\$454.00	\$432.00	\$382.00	\$360.00
+Spouse (Additional)	\$542.00	\$527.00	\$506.00	\$485.00	\$458.00	\$432.00	\$411.00	\$364.00	\$343.00
+ Child(ren) (Additional)	\$542.00	\$527.00	\$506.00	\$485.00	\$458.00	\$432.00	\$411.00	\$364.00	\$343.00
+ Family (Additional)	\$659.00	\$641.00	\$616.00	\$590.00	\$558.00	\$526.00	\$500.00	\$442.00	\$417.00
<b>RETIREE RATES</b>				<b>B \$25</b>					
Employee Only				\$786.00					
+Spouse (Additional)				\$786.00					
+ Child(ren) (Additional)				\$643.00					
+ Family (Additional)				\$1,146.00					
<b>ACTIVE DENTAL / VISION</b>		<b>DENTAL</b>		<b>VISION</b>		<b>RETIREE DENTAL</b>			
Employee Only	\$37.00			\$6.00					
+Spouse (Additional)	\$43.00			\$6.00					
+ Child(ren) (Additional)	\$49.00			\$6.00					
+ Family (Additional)	\$80.00			\$11.00					
<b>BASIC LIFE &amp; AD&amp;D</b>									
<b>COVERAGE to max 100,000</b>									
Employee Life (per \$1,000)	\$0.16								
Employee AD&D (per \$1,000)	\$0.03								
Dependent Life	N/A								
If you are adding ASBAIT life coverage or changing your existing ASBAIT life policy please contact AEI client services at 1-800-762-2234.									

- ▶ It is the option of the District to offer up to (3) Medical Schedules.
- ▶ Employees and their dependents must enroll in the same plan.

Please indicate your district choice(s) below:

District budgeted Medical Schedule: Optional Medical Schedule(s) Selection (if applicable): \_\_\_\_\_

Dental  Yes  No

Life  Yes  No

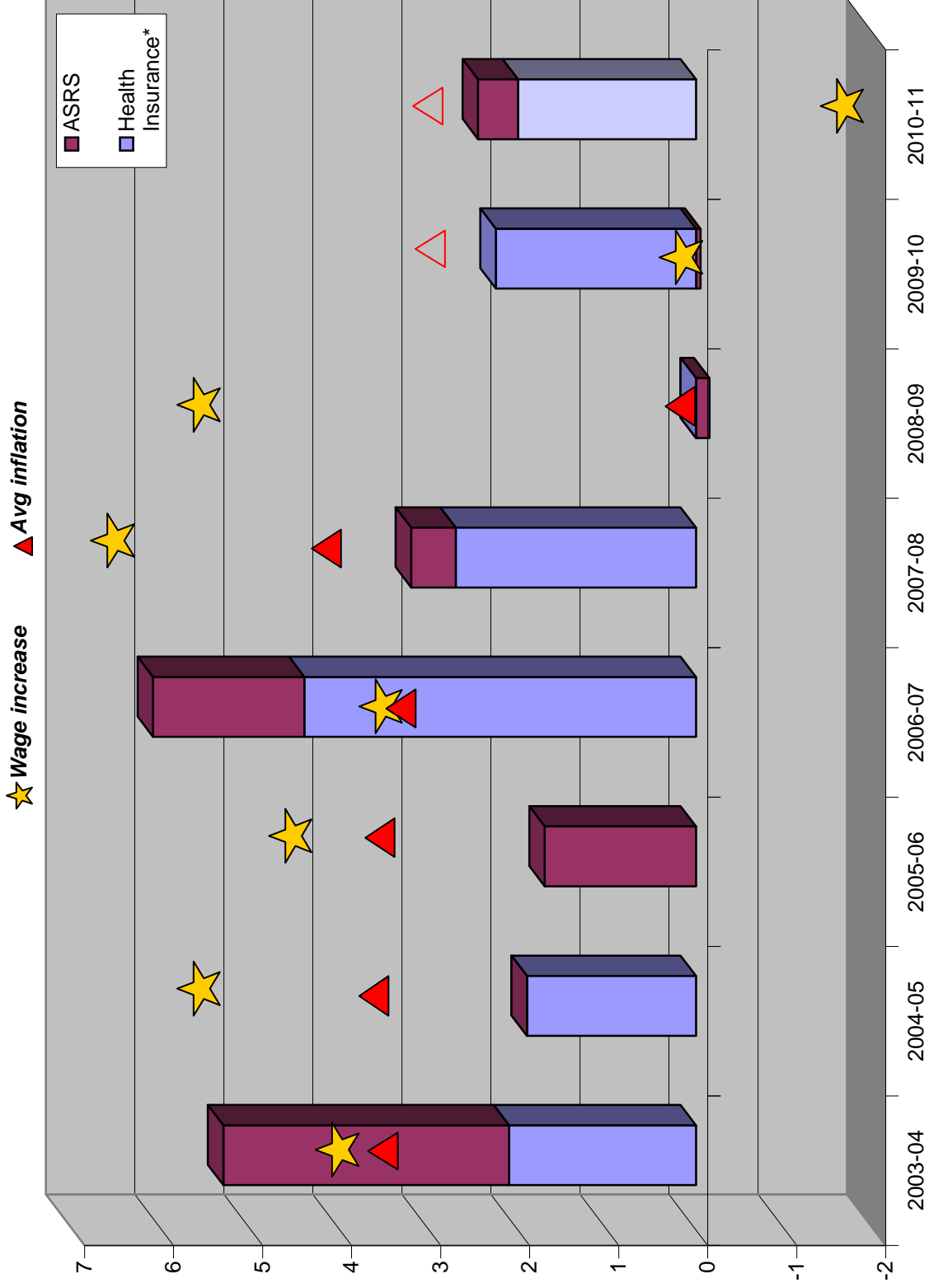
Employee Life Volume \_\_\_\_\_

Authorized Signature \_\_\_\_\_

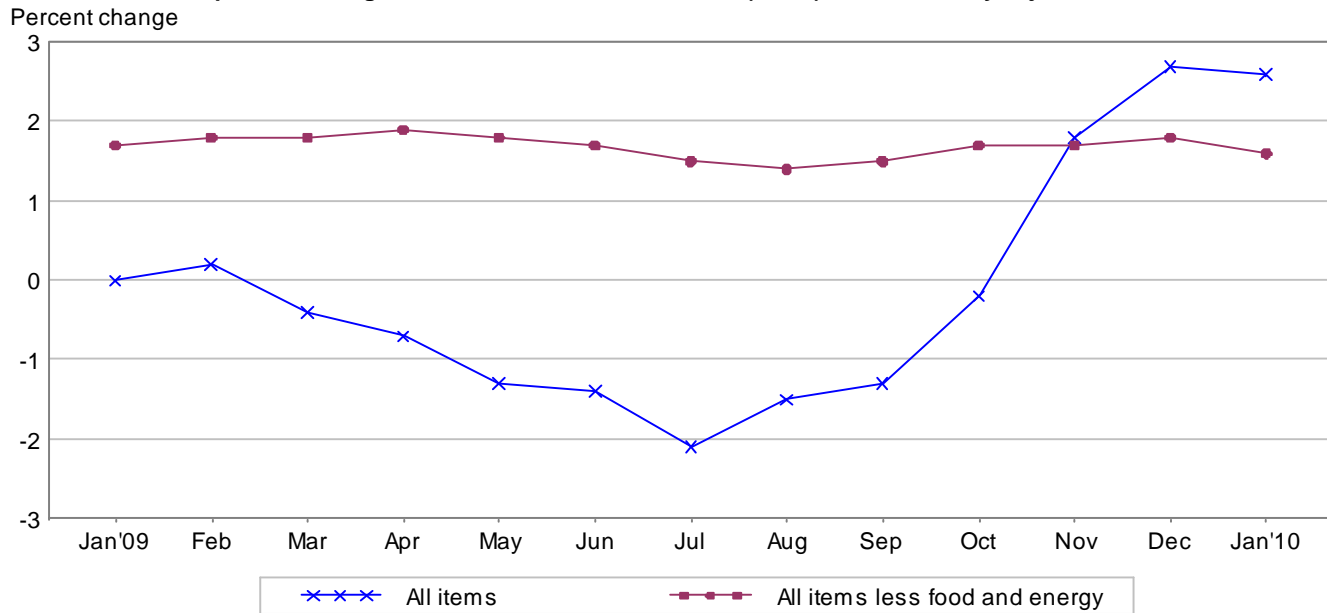
Title \_\_\_\_\_

Date \_\_\_\_\_

# Employee Percentage Changes in Benefit Costs



**Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Jan. 2009 - Jan. 2010**



**Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average**

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Jan. 2010
	July 2009	Aug. 2009	Sep. 2009	Oct. 2009	Nov. 2009	Dec. 2009	Jan. 2010	
All items .....	.1	.4	.2	.2	.2	.2	.2	2.6
Food .....	-.2	.0	-.1	.0	.1	.1	.2	-.4
Food at home .....	-.5	-.1	-.3	.0	.0	.2	.4	-2.0
Food away from home <sup>1</sup> .....	.1	.1	.1	.1	.2	.1	.1	1.6
Energy .....	.5	3.7	.6	.6	2.2	.8	2.8	19.1
Energy commodities .....	1.0	6.7	1.1	.4	3.0	1.6	4.9	46.6
Gasoline (all types) .....	1.1	6.9	.9	.3	2.7	2.3	4.4	51.3
Fuel oil <sup>1</sup> .....	-.3	5.0	-.3	2.2	7.4	.0	6.1	19.3
Energy services .....	-.2	.1	-.1	.8	1.1	-.3	.0	-4.7
Electricity .....	-.4	-.1	.3	.8	1.2	-.2	-1.1	-1.9
Utility (piped) gas service .....	.5	.5	-1.5	.7	.9	-.7	3.5	-12.2
All items less food and energy .....	.1	.1	.2	.2	.0	.1	-.1	1.6
Commodities less food and energy								
commodities .....	.2	-.2	.3	.4	.2	.1	.1	2.9
New vehicles .....	.5	-1.0	.3	1.4	.5	-.2	-.5	4.1
Used cars and trucks .....	.0	2.0	1.7	3.1	1.9	2.2	1.5	11.5
Apparel .....	.4	.0	.2	-.3	-.3	.4	-.1	1.7
Medical care commodities <sup>1</sup> .....	-.1	.5	.6	.2	.1	-.1	.7	3.5
Services less energy services .....	.1	.2	.1	.1	.0	.1	-.2	1.0
Shelter .....	-.1	.1	.0	.0	-.2	.0	-.5	-.1
Transportation services .....	.5	.5	.7	.5	.5	.3	-.3	3.3
Medical care services .....	.3	.2	.3	.2	.3	.2	.5	3.5

<sup>1</sup> Not seasonally adjusted.

## Wage Comparison

### 2009-2010

	Faculty	Classified Staff	Admin Staff
Median	0%	0%	0%
Yavapai	0%	0%	0%
NPC	0%	0%	0%
Coconino	0%	0%	0%
Eastern	0%	0%	0%
Arizona Western	0%	0%	0%
Central	3%	3%	3%
Cochise	0%	0%	0%
Mohave	0%	0%	0%
<hr/>			
<b>NPC Var from Median</b>	0.0%	0.0%	0.0%
<b>NPC Var from Average</b>	-0.4%	-0.4%	-0.4%

### 2010-2011 Preliminary

	Faculty	Classified Staff	Admin Staff
Median	0.2%	0.2%	0.2%
Average	0.6%	0.6%	0.6%
2,3 Yavapai	2%	2%	2%
1 NPC	-2%	-2%	-2%
1 Coconino	0%	0%	0%
Eastern	0%	0%	0%
Arizona Western	0.5%	0.5%	0.5%
Central	3%	3%	3%
1 Cochise	0%	0%	0%
1,3 Mohave	2.4%	2.4%	2.4%
1 Pima	0.5%	0.5%	0.5%
Maricopa	0%	0%	0%
<hr/>			
<b>NPC var from Median</b>	-2.2%	-2.2%	-2.2%
<b>NPC var from Average</b>	-2.6%	-2.6%	-2.6%

<sup>1</sup> Confirmed medical insurance increase

<sup>2</sup> Medical insurance increase will not be passed to employees

<sup>3</sup> ASRS increase will not be passed to employees

<b>2YR Var from Median</b>	-2.2%	-2.2%	-2.2%
<b>2YR Var from Average</b>	-3.0%	-3.0%	-3.0%



# Procedure 2777

## Early Retirement

---

This procedure is designed to provide full-time college employees with an early retirement incentive. The program is open to all full-time employees of the college who meet the qualifications as stated in the sections below.

To be eligible to participate in this option staff must have worked for the college in a regular full time position for at least 10 years continuously to be eligible. Only staff who are employed full time on their date of application for this benefit are eligible to participate.

The college offers a monthly benefit of \$300 to retirees toward the purchase of health insurance. The acquisition of the health insurance would be the responsibility of the retiree. The retiree may continue to receive this benefit until they become eligible for Medicare benefits or the college has provided the benefit for three years, whichever occurs first.

If the retiree does not maintain continuous participation in a health insurance plan they forfeit their right to future benefits under this procedure.

[Based on Policy #1581; Rev]

# BUDGET DEVELOPMENT CALENDAR

## FISCAL YEAR 2010 – 2011

ACTIVITY	RESOURCE	DUE BY
<del>1. Receive overview and schedule</del>	<del>DGB</del>	<del>15 December</del>
<del>2. Departmental budget material distributed</del>	<del>Ellison</del>	<del>15 January</del>
<del>3. Prepare revenue estimates</del>	<del>Hatch/Ellison</del>	<del>29 January</del>
<del>4. Receive tuition and fee schedules</del>	<del>DGB</del>	<del>16 February</del>
<del>5. Departmental budgets received</del>	<del>Executive Team</del>	<del>12 February</del>
<del>6. Executive review of budget</del>	<del>Executive Team</del>	<del>4 March</del>
7. Tuition and fee schedules approved	DGB	16 March
8. Receive preliminary budget analysis	DGB	16 March
9. Receive wage and salary recommendation	DGB	16 March
10. Budget hearings	Budget Managers	19 March
11. Receive complete budget analysis	DGB	20 April
12. Approve budget publication	DGB	20 April
13. Approve salary schedules	DGB	20 April
14. Tentative budget adopted	DGB	20 April
15. Notice of public hearing and TNT hearing first published	Hatch/Ellison	30 April
16. Notice of public hearing and TNT hearing second publication	Hatch/Ellison	11 May
17. Public hearing conducted for taxpayers	DGB	18 May
18. Final budget adopted	DGB	18 May
19. Notify PTOC of the amount of the primary property tax levied	Hatch/Ellison	19 May
20. Submit Tax levy to Navajo County	Hatch/Ellison	19 May

March 22 – 26 Spring Break  
 May 15 Commencement  
 May 31 Memorial Day



## Adjustment to Fiscal Year 2008-09 Adopted Budget

### **Recommendation:**

Staff recommends approval of the adjustments to the fiscal year 2008-09 adopted budget as detailed in the attached explanation.

### **Summary:**

The Annual Budgeted Expenditure Limitation Reports (ABELR) for the fiscal year ending 2009 incorporates adjustments to reconcile the budgeted expenditures with the actual expenditures for the fiscal year. The details of the budget adjustments are included in the attached document.

The 2009 ABELR will be distributed to the Board directly from the auditor.



# Northland Pioneer College

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

## ADJUSTMENT TO FISCAL YEAR 2009 ADOPTED BUDGET

The proposed adjustment to the adopted budget is an outcome of the completed financial audit for the fiscal year ended June 30, 2009. The adjustment produced a favorable variance in the expenditure limitation report for the same year. The expenditure limitation report has been finalized by Heinfeld, Meech & CO., P.C. and has been submitted to the Auditor General.

The adopted budget in the fiscal year ended June 30, 2009 for the General Fund, Auxiliary Enterprises Fund, Restricted Fund, Unexpended Plant Fund, and Retirement of Indebtedness Fund were \$24,896,370, \$1,512,725, \$4,475,000, \$3,855,000, and \$1,903,871, respectively. As the District did not spend all of the General Fund, Auxiliary Enterprises Fund, and Unexpended Plant Fund, as of June 30, 2009, the budgets for these funds were reduced to the actual expenditure amounts of \$19,386,776, \$1,506,502, and \$755,247, respectively. The District overspent its budget in the Restricted Fund and Retirement of Indebtedness Fund, and the budget for these funds was increased to the actual expenditure amounts of \$5,461,188 and \$1,907,163, respectively.

The following summarizes the original adopted budget, the revisions, and the actual expenditures reported for the year ended June 30, 2009.

	General Fund	Auxiliary Enterprises Fund	Restricted Fund	Unexpended Plant Fund	Retirement of Indebtedness Fund	Total
Adopted Budget	\$ 24,896,370	\$ 1,512,725	\$ 4,475,000	\$ 3,855,000	\$ 1,903,871	\$ 36,642,966
Budget Adjustment	(5,509,594)	(6,223)	986,188	(3,099,753)	3,292	\$ (7,626,090)
Revised Budget	19,386,776	1,506,502	5,461,188	755,247	1,907,163	\$ 29,016,876
Actual Expenses	19,386,776	1,506,502	5,461,188	755,247	1,907,163	\$ 29,016,876
Variance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note: Expenses for Unexpended Plant Fund included in the audited financial statements excludes amounts that were capitalized. If they were included actual expenses would have been \$3,322,231 higher or \$4,077,478.

## Request to Approve Tuition and General Fees

### **Recommendation:**

Staff recommends approval of the 2010-2011 Tuition and General Fees as presented.

### **Background Information:**

The attached tuition and fee schedules are unchanged from the information presented in February. Approximately \$240,000 of additional revenue will be generated by the proposed increases in tuition.

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.

Elimination of the “plateau” in the tuition schedule will result in a revenue gain as a result of students paying for the courses now attended for free. The net gain in revenue is expected to be approximately \$40,000. Substantial processing efficiencies by business office staff and others is expected. Course cost analyses will also become more accurate as each class will have an identifiable tuition component



# Northland Pioneer College

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**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>
NSF Check Collection	\$25	\$25
GED Test <sup>②</sup>	\$80	\$80
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
<b>HESI Testing</b>	\$35	<b>\$38</b>
<del>Promissory Note Fee Deferment for Books</del>	\$50	Delete
<del>Promissory Note Fee Deferment for Tuition &amp; Fees</del>	\$50	Delete
<del>Promissory Note Late Fee after 3 months delinquency</del>	\$25	Delete
<del>Promissory Note Late Fee after 6 months delinquency</del>	\$50	Delete
Student Emergency Loan Processing Fee	\$10	\$10

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

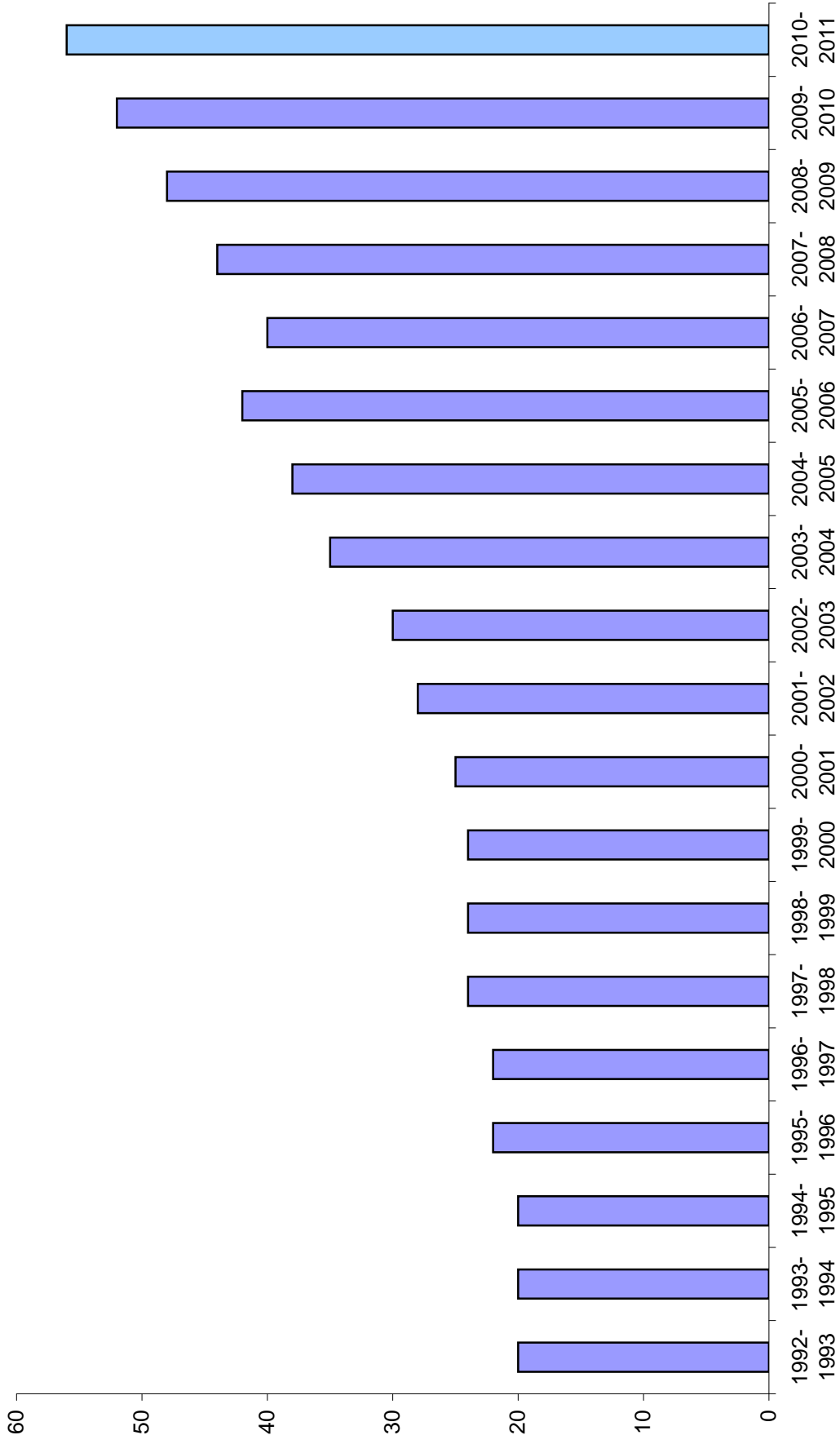
② Includes a \$15.00 Arizona State Surcharge Fee.

③ Includes up to three (3) tests.

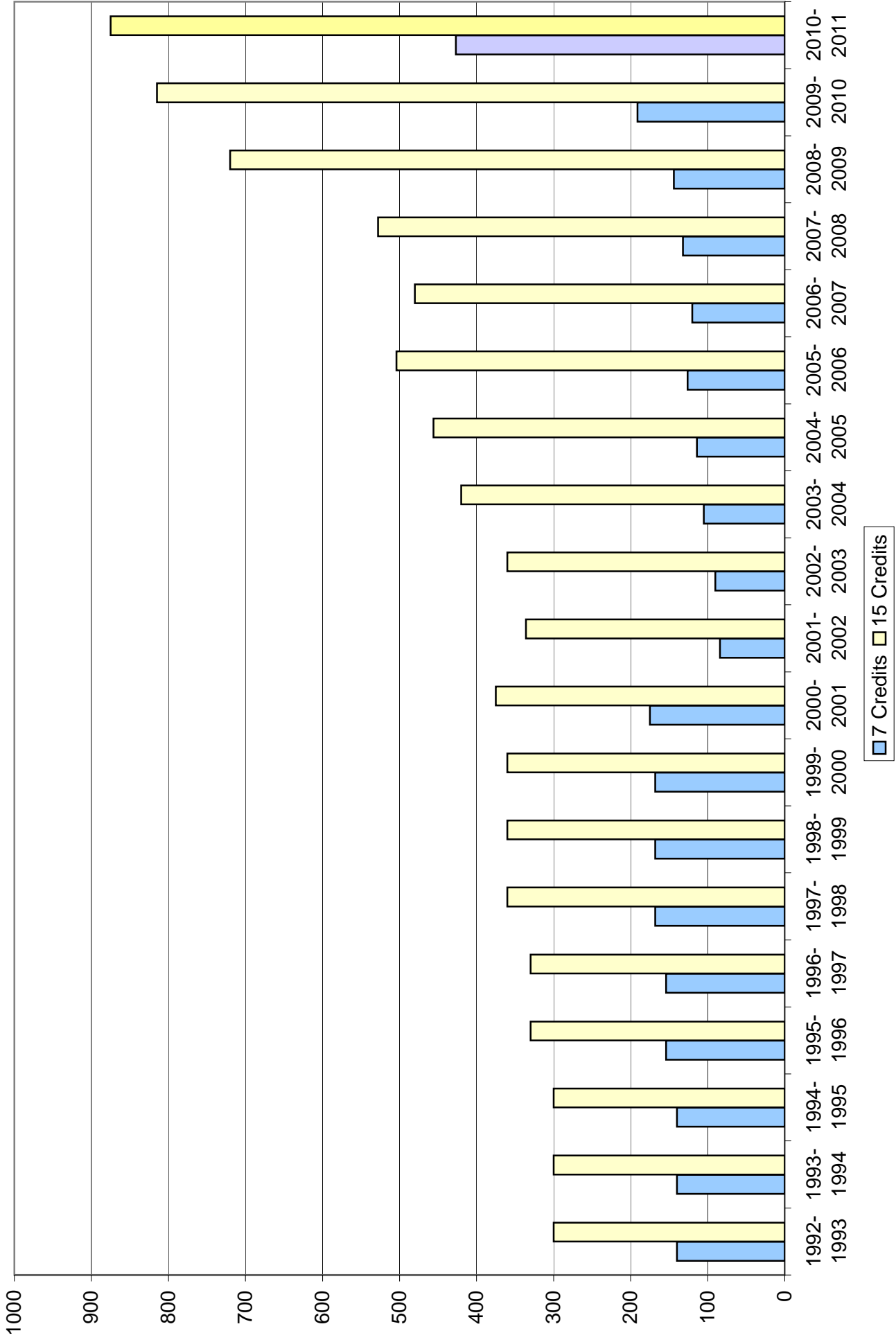
④ Evaluation of Learning Certificates from business, industry, government, military, and non-regionally accredited institutions without waiver agreement.



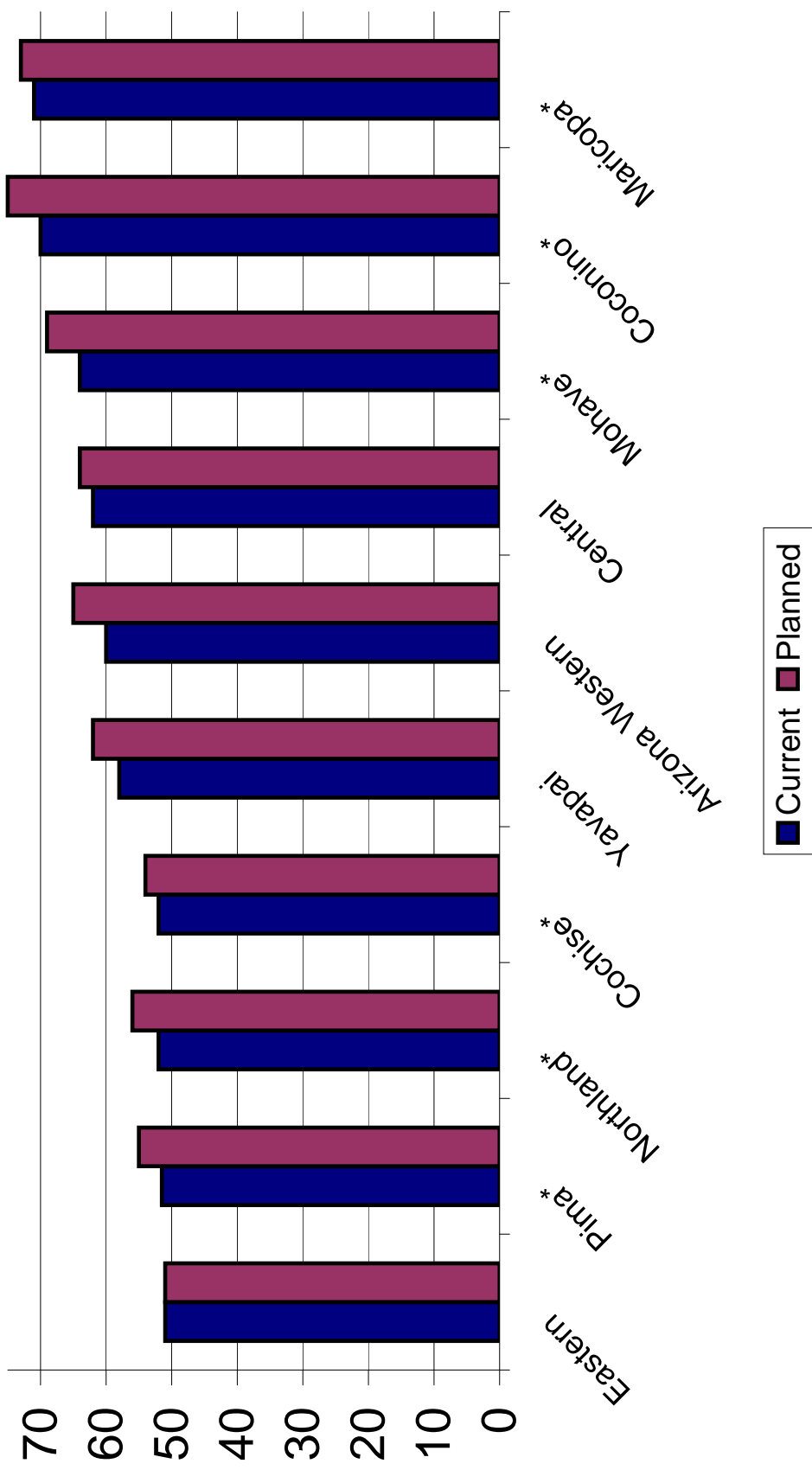
### NPC Tuition History per Credit Hour



# NPC Tuition History (7 and 15 Credits)

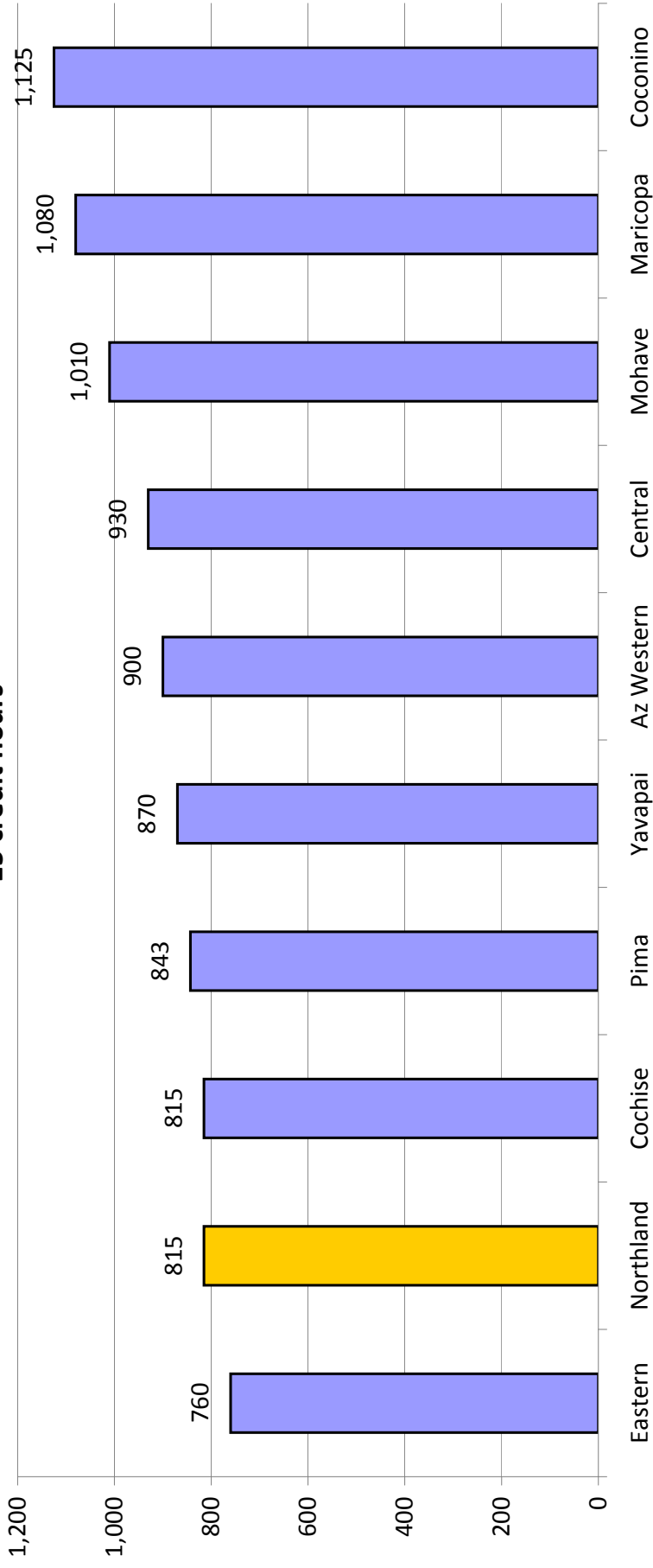


# FYE 2010 Credit Hour Tuition Comparison



# FY 09 Tuition & Fees

15 credit hours



## Tuition and Fees in the West 2009-10

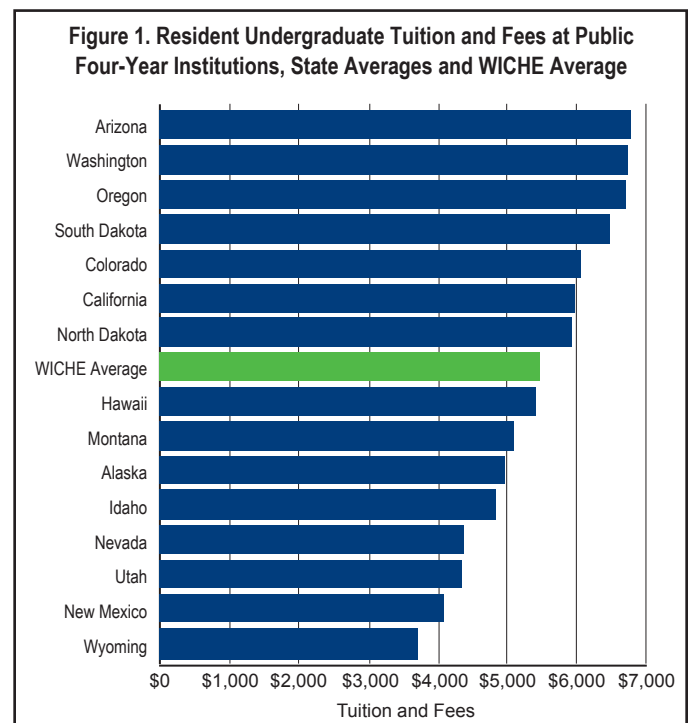
Average resident undergraduate tuition and fees for the academic year 2009-10 at public two-year institutions in the WICHE states increased by 6.4 percent (\$160) from the previous year, while published prices at public four-year institutions grew by 12.5 percent (\$639). By comparison, nationally, the one-year increase was 7.3 percent for two-year and 6.5 percent for four-year institutions. During the same period, the Consumer Price Index fell 2.1 percent. The increase in the regional average price for two-year institutions in the West was slightly below the national average increase. The increase in the regional average price for the West was substantially above the national average for four-year institutions (by 22.3 percent), though the actual average tuition within the region for these institutions remains substantially below the national average.

This issue of *Policy Insights* reviews the results from WICHE's annual survey of tuition and fees at public colleges and universities in the region. Complete data are available in *Tuition and Fees in Public Higher Education in the West, 2009-10: Detailed Tuition and Fees Tables* ([www.wiche.edu/pub/13232](http://www.wiche.edu/pub/13232)), published by WICHE in November 2009. The survey on which the report and this policy brief are based was administered to state higher education executive offices or system offices in the Western states.<sup>1</sup> The survey response rate was 100 percent. Respondents were invited to correct previous years' data, and the averages calculated were not weighted by enrollment.

### Four-Year Institutions

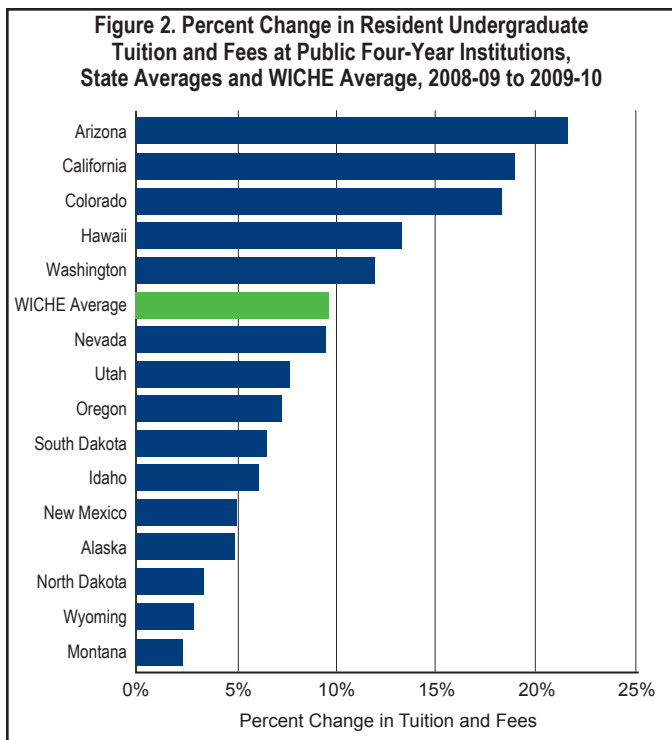
Average tuition and fees for resident undergraduates in 2009-10 at public four-year institutions in the region were \$5,741, an increase over the previous year of \$639 (12.5 percent).<sup>2</sup> By comparison, the national average was \$7,020, which was up \$429 (6.5 percent).<sup>3</sup> After adjusting for inflation, the change in average resident undergraduate tuition in the region was 10.9 percent over 2008-09; the five-year increase, from 2004-05, was 30.7 percent.<sup>4</sup>

Within the WICHE West there was substantial variation in tuition prices at four-year institutions, ranging from \$2,741 at New Mexico Highlands University to \$12,244 at the Colorado School of Mines. The statewide average price in this sector was lowest in Wyoming, at \$3,726, and highest in Arizona, at \$6,798 (Figure 1). The gap between high-price states like Arizona and Washington and low-price states like Wyoming and New Mexico has widened considerably over recent years. The largest



one-year increase in percentage terms also occurred in Arizona, where average statewide tuition and fees climbed 21.6 percent; the smallest rate of growth was in Montana at 2.4 percent (Figure 2). Wyoming had the lowest average increase in dollar terms, \$105; while students in Arizona paid the highest average increase, \$1,207.

The rate of growth in nonresident undergraduate tuition and fees at public four-year institutions in the region did not climb as quickly this year as the resident rates did. The average nonresident undergraduate rate was \$16,486, up 6.7 percent



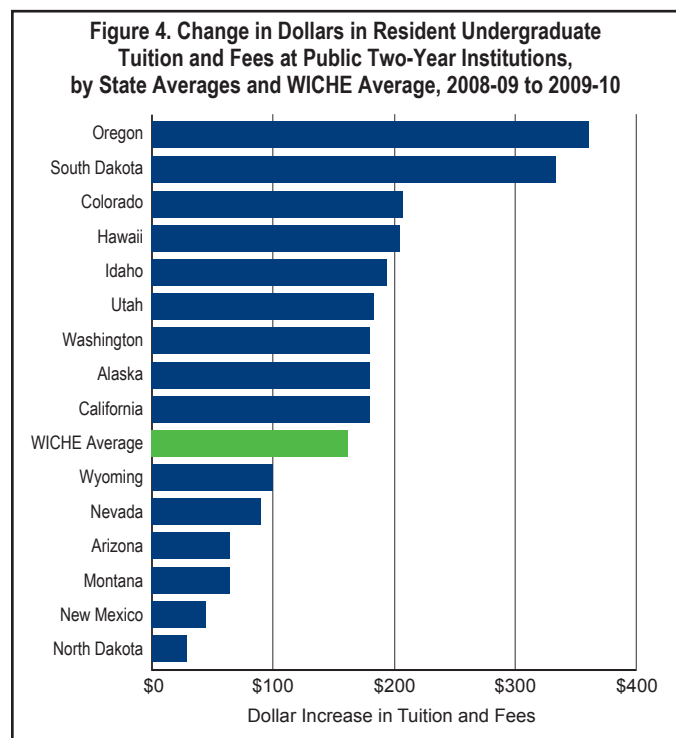
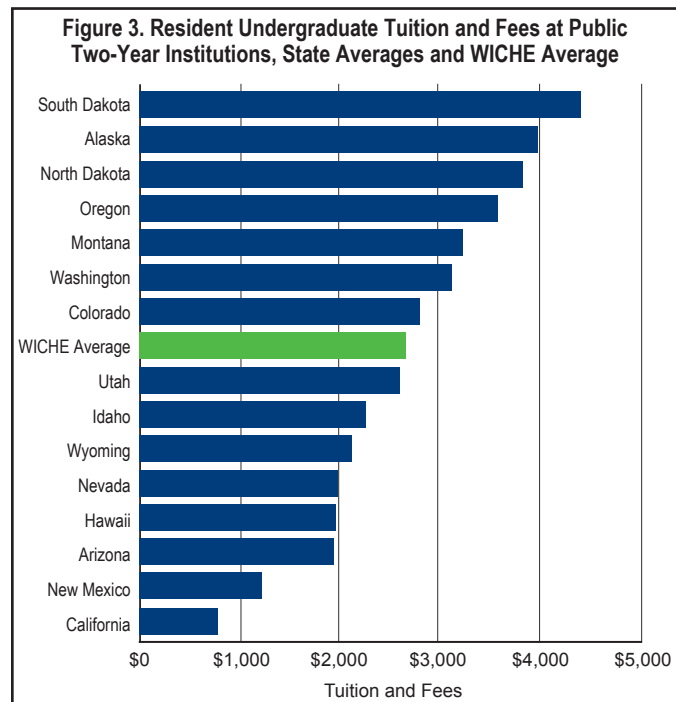
from 2008-09, compared to a 12.5 percent jump for residents. But when measured in dollars, the increase, at \$1,030 on average across the region, exceeded the change in resident undergraduate tuition and fees, at \$639. New Mexico Highlands University charged nonresidents the lowest tuition, at \$4,308, while the most expensive institution for nonresidents was the University of California, Davis, at \$32,027.

### Two-Year Institutions

The West's average two-year tuition rate, excluding California, exceeded the national figure for the fourth consecutive year. Tuition and fees for resident, in-district students at public two-year colleges in the WICHE states averaged \$2,648 in 2009-10, an increase of \$160 (6.4 percent) over the previous year and \$643 (32.1 percent) over 2004-05.<sup>5</sup> By comparison, the national average was slightly lower, at \$2,544, and the increase over the previous year was comparable to the West's, at \$172 or 7.3 percent.<sup>6</sup> The West's inflation-adjusted growth was \$123 (4.9 percent) in the past year.<sup>7</sup>

Within the WICHE states, the community colleges in California continue to charge the lowest rates for in-district students, at \$780. The next lowest rate was New Mexico's, at \$1,209; and the highest was South Dakota's, where the average was \$4,394 (Figure 3). The biggest one-year increase occurred in Oregon, where the average price went up \$361, or 11.3 percent. The largest percentage increase was in California, where the average price climbed by 30 percent, though that represented only an increase

of \$180 (Figure 4). North Dakota had the smallest increase in terms of dollar amount and percentage increase, at only \$29 (0.8 percent).



### Policy Implications

The last half of 2008 marked a time of severe economic decline in the U.S., with collapsing housing and financial markets leading to sharp increases in the nation's unemployment rate. Since December 2007, when the economic recession officially began, the U.S. economy has experienced a net loss of approximately 8 million private-sector jobs, and the

## Request to Approve Course Fees

### **Recommendation:**

Staff recommends approval of the 2010-2011 Course Fees as presented.

### **Background Information:**

The attached course fee schedule is updated as discussed when the information was presented in February. Instructional staff conducted a comprehensive review of all course fees to assure course 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, along with some reductions.

\$60,000 in additional revenue is expected to be generated by the proposed fee increases.



# Northland Pioneer College

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**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

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.

## Approval of Disposition of Blunk Property - Phoenix

### **Recommendation:**

Staff requests direction regarding disposition of real property at 8758 W. Osborn Road, Phoenix, Arizona (Assessor's Property Number 102-24-164). Staff recommends Jeanne Swarthout, President, be authorized to execute all necessary documents to complete Board directives.

### **Summary:**

The property at 8758 W. Osborn Road, Phoenix, Arizona was initially donated by Mr. and Mrs. Blunk as a life estate. NPC built the Blunk Life Sciences building on the Little Colorado Campus in Winslow, in large part, as a result of the Blunk's generous donations.

Please see the attached Comparable Properties Report. The house is currently vacant and requires regular landscape maintenance. Minor renovations were made after ownership transferred to the College. There has also been an incidence of vandalism and a water leak during our ownership.

Escrow costs are estimated at less than \$1,000. It is anticipated that the proceeds of any sale would be placed in the unexpended plant fund.



# Northland Pioneer College

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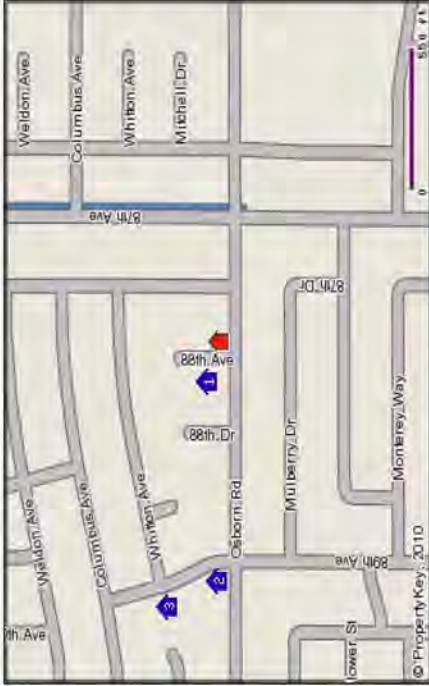


**Subject Property**

APN: 102-24-164  
 Address: 8758 W OSBORN RD  
 PHOENIX, AZ 85037-2628  
 Last Sale Price: \$53,500  
 Last Sale Date: 09/30/1991  
 Full Cash Value: \$73,800  
 Assessed Value: \$7,380  
 Total Area: 1,486 sf  
 Lot Size: 7,880 sf  
 Year Built: 1978  
 Stories: 1  
 Rooms / Fixtures: 6 / 6  
 Pool: Yes  
 Covered Parking: 2 - Carport

**Projected Sale Price**

Estimated Range Based On Value Ratio  
 \$41,100 - \$47,200 - \$51,100  
 Estimated Range Based On Price per SF  
 \$40,800 - \$46,900 - \$51,000



**Statistics About Comparable Properties**

	Sale Price	Building SF	Full Cash Value	\$/SF	FCV Ratio
High:	\$51,000	1,568 sf	\$77,200	\$49.32	0.692
Low:	\$43,000	1,394 sf	\$68,700	\$27.42	0.557
Median:	\$45,900	1,486 sf	\$73,700	\$32.93	0.668
Average:	\$46,633	1,483 sf	\$73,200	\$31.56	0.639

**Explanation of Calculations:** The Projected Sales Price section applies these statistics to determine the most likely sales price based on existing market conditions. Calculations are done using two methods, Value Ratio and Price Per Square Foot. The Price Per Square Foot is the last sale price divided by total building square footage. The Value Ratio is the last sales price divided by the full cash value. A Value Ratio below 0.950 signifies that the property sold for less than the Full Cash Value. It might be a quit claim that does not reflect the true property value. A very high Value Ratio may indicate a property that has been split, or improved since the County Assessor's office assigned the full Cash Value.

**Comparable Properties**

1. 3406 N 88TH AVE PHOENIX, AZ 85037	APN: 102-24-157 FCVR: 0.692	Lot Size: 8,403 sf Full Cash Value: \$73,700	Year Built: 1979 Fixtures: 6	Cov Park: 2 - Carport Rooms: 6 Pool: Yes
Last Sale: \$51,000 on 01/29/2010 (\$34.32/sf)	Assessed Value: \$7,370	Bldg Area: 1,486 sf	Year Built: 1978 Fixtures: 6	Cov Park: 2 - Garage Rooms: 7 Pool: Yes
2. 8902 W OSBORN RD PHOENIX, AZ 85037	APN: 102-24-128 FCVR: 0.557	Lot Size: 8,525 sf Full Cash Value: \$77,200	Year Built: 1978 Fixtures: 6	Cov Park: 2 - Carport Rooms: 6 Pool: No
Last Sale: \$43,000 on 12/21/2009 (\$27.42/sf)	Assessed Value: \$7,720	Bldg Area: 1,568 sf	Year Built: 1978 Fixtures: 6	Cov Park: 2 - Carport Rooms: 6 Pool: No
3. 3424 N 89TH AVE PHOENIX, AZ 85037	APN: 102-24-124 FCVR: 0.668	Lot Size: 7,440 sf Full Cash Value: \$68,700	Year Built: 1978 Fixtures: 6	Cov Park: 2 - Carport Rooms: 6 Pool: No
Last Sale: \$45,900 on 10/21/2009 (\$32.93/sf)	Assessed Value: \$6,870	Bldg Area: 1,394 sf	Year Built: 1979 Fixtures: 6	Cov Park: 2 - Carport Rooms: 6 Pool: No

## Request to Approve Atwell Proposal

### **Recommendation:**

Staff recommends approval of the proposal from Atwell Salvage & Demolition, Inc. for clean up at the former Painted Desert Campus – Hermosa in Holbrook and designating Atwell Salvage & Demolition, Inc. a sole source provider.

### **Background Information:**

On February 23, 2010, staff met with ADEQ and other concerned parties regarding the demolished building on the former PDC-Hermosa. ADEQ had previously issued a Notice of Violation to NPC and subsequently to the general contractor for the project, Mandan Constructors, and the subcontractor who performed the demolition, Atwell.

Atwell offered to provide clean up services at a reduced cost as a partner working toward a resolution and agreed to submit a proposal. The proposal was received on March 2, 2010 (see attached).

The president of Mandan indicated the company was no longer in existence and offered little hope of partnering on the cleanup of the project. It was determined that the contractor has an insurance policy that may offer some benefit. The architect for the project, Schneider Gadbery & Shay, is named as an additional insured on the policy.

The architect was also represented at the February 23 meeting, however, because a Notice of Violation has not been issued to the architect, no participation in the cleanup project has been offered at this time.

Both staff and ADEQ estimate the cost of developing specifications, issuing requests for proposals and the cleanup project would exceed the proposed cost offered by Atwell by an estimated \$100,000 to \$200,000. The quick response time is also appealing to both staff and ADEQ.

It is noted that Atwell's proposal requires a letter from ADEQ prior to commencing the project. Staff has contacted ADEQ and requested the letter.

As the original contractor for the demolition project, Atwell is familiar with the location and nature of the material currently buried on the site. Under college sole source procedures, Atwell meets the criteria of a sole source provider because the requested service requires a supplier that can demonstrate unique skills or experience.



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License Nos. ROC072321 & ROC068747

3001 W. PIMA STREET  
PHOENIX, AZ. 85009



Specialized Demolition  
& Consultancy  
TEL: (602) 484-7301  
(800) 658-8604  
FAX: (602) 484-0132  
MOBILE: (602) 290-6871 (Mick)  
E MAIL: [mick@atwelldemolition.com](mailto:mick@atwelldemolition.com)

March 2, 2010

TO: Northland Pioneer College  
ATTENTION: Blaine Hatch  
TELEPHONE: 928-524-7640 FAX: 928-524-7611  
PROJECT: Clean up at previous college location.

# PROPOSAL

Atwell Salvage & Demolition, Inc. ("Atwell") hereby proposes to perform the following scope of work on the above-referenced project for the sum of Not to exceed \$60,000 (Sixty thousand dollars)

To excavate, sort, screen, haul and dispose of previously buried C&D material at the above site. Finished excavation to be left, so that no dangerous conditions exist.

Price includes all costs for the following: mobilization, equipment, fuel, labor, screening, hauling, dump fees and accommodations. Any and all inert materials to be placed in the resultant excavation and covered with a suitable layer of fill material. No import of material or compaction is included. No work to commence before a letter from the State is received stating that there will be no further action taken.

- Atwell will honor the price quoted for a period of 21 days from the date of this proposal.
- The price quoted contemplates a single move-in with all work performed contiguously without delay or interruption, unless stated otherwise.
- The price quoted contemplates that no asbestos or other hazardous materials are present. The owner or contractor shall provide Atwell with a report showing that all buildings are free of asbestos or other hazardous materials prior to commencement of the work.
- Atwell shall complete the work without undue delay, however, Atwell shall not be responsible for any delays that are not reasonably within its control. All work required to be performed on short notice, at night, or due to unscheduled changes by the contractor or owner, will be charged at overtime rates, unless otherwise agreed in writing. Notice must be given to ADEQ 10 working days prior to the commencement of any structural demolition. All salvaged materials will become the property of Atwell unless stated otherwise.
- On projects requiring less than 60 days to complete, payment shall be due within 10 days of completion. On projects requiring more than 60 days to complete, Atwell shall be paid monthly progress payments in accordance with A.R.S. §. 32-1129 *et. seq.* No retention shall be withheld unless otherwise specified. Any amounts not paid when due shall bear interest at the rate of 1.5% per month.
- Atwell must be notified in writing of any back-charges or claims for damages within two weeks of the occurrence giving rise to such back-charge or claim. Failure of the owner or contractor give Atwell such notice shall constitute a waiver of the owner and/or contractor's right to impose such back-charges or collect such damages. Atwell shall be given the opportunity to perform any required repairs or take other corrective action prior to the imposition of any back-charges.
- In the event any amount due hereunder is not paid when due, Atwell shall be entitled to recover all costs of collection, including, but not limited to, attorney's fees, lien service fees and court costs.
- The following items are excluded from Atwell's scope of work: (a) all items omitted or not clearly shown on the demolition plans or specifications; (b) permits; (c) taxes; (d) bonds; (e) disconnecting and capping of utilities; (f) weatherproofing; (g) dust barriers; (h) shoring; (i) patching; (j) glue residue or adhesive removal; and (k) HVAC, electrical, sprinkler and security system disconnects, (l) NESHAP fees and permits, (m) asbestos surveys, (n) any hidden or buried underground structures unless specifically stated.
- This proposal shall be incorporated into any subsequent contract based upon this proposal even if this proposal has not been signed. To the extent that the terms of this proposal are inconsistent with the terms of the subsequent contract, the terms of this proposal shall control unless the conflicting provisions have been individually initialed by Atwell.

Respectfully submitted by,

M. A. (Mick) Goodhind.  
On behalf of Atwell Demolition.

I have read this agreement and fully understand the same and do hereby authorize Atwell to furnish all equipment, materials and labor necessary to complete the work described herein.

Signature

Date

## Request to Approve Lease of Fitness Center Equipment

### **Recommendation:**

Staff recommends entering into a lease agreement with the NPC Foundation for the Fitness Center Equipment at a lease rate of one dollar per year for a period of three years, with the NPC Foundation responsible for ordinary maintenance, and transferring ownership of the Fitness Center Equipment after the three-year period if the equipment has been continuously available to the Holbrook community through a fitness center operating no less than forty hours each week during the entire three-year period.

### **Background Information:**

The attached proposal has been received from the NPC Foundation. Staff has offered an alternate proposal for the Board's consideration, which is described in the recommendation above.

A detailed list of the Fitness Center Equipment is also attached.



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## Donation of Fitness Center Equipment to NPC Foundation

### **Requested Motion:**

Approve the donation of the College's Fitness Center Equipment to the NPC Foundation as well as providing membership records and any other equipment specific to the operation of the Fitness Center, defined solely at the discretion of the College, effective no later than June 30, 2010, allowing through common agreement for the donation to occur earlier for the benefit and convenience of the College and the Foundation.

**Comment [d1]:** Staff's recommendation is different than the Foundation's proposal.

### **Background:**

As suggested by Bill Jeffers of the District Governing Board, the NPC Foundation has examined the possibility of operating a fitness center in Holbrook. The Foundation's objectives are 1) the continuation of a valued, unique service to the community, 2) the occupancy of the District Office Building benefiting the quality of life for the community and the financial health of the Foundation, and 3) the generation of additional revenue for the NPC Foundation for supporting scholarships and other student programs. Based on our review, we believe we can satisfy those objectives.

We plan to utilize the equipment to operate a Fitness Center at the District Office. The Foundation may operate the facility directly, or we may arrange for a third-party to do so. That choice will depend on how we can best achieve the above objectives.

We understand that timing for moving offices and closing the College's Fitness Center may not be fully established. To facilitate our planning and to allow public notice, we would ask the donation to occur no later than June 30, 2010. As the College determines the timing for the move, an earlier donation date may be more convenient or beneficial. The Foundation would certainly be willing to collaborate and coordinate such. By the same token, the Foundation may find it beneficial and convenient to accelerate that date in its efforts to continue this service to the community. We would ask the College to coordinate and collaborate accordingly.

Attached is a list of the equipment. (This list was provided to the Foundation by the College.) In addition to the equipment, we request that membership records and any other equipment specific to the operation of the Fitness Center be provided to the Foundation, defined solely at the discretion of the College. These will facilitate a smooth transition for patrons and allow the Foundation to better benefit from existing membership.

### **Contact:**

Lance Chugg, Executive Director, NPC Foundation, 1611 S Main St, Snowflake, AZ 85937; 928-536-6245; [lance.chugg@npc.edu](mailto:lance.chugg@npc.edu)



<b>BRAND</b>	<b>EQUIPMENT NAME</b>	<b>MODEL #</b>	<b>QTY</b>
BH Fitness Voyager	Treadmill	LK5900	1
Diamond Series Super Tuff	Treadmill	10135	1
SportsArt 6300 HR	Treadmill	6300/TR63	1
SportsArt E820	Elliptical	E82/E820	1
SciFit SXT-7000	Elliptical Trainer	SXT 7000	1
SportsArt 7100	Stair Climber	7100	1
SportsArt 7100	Stair Climber	7100	1
SportsArt C52r	Recumbent Bike	C52r	1
SportsArt C52u	Upright Bike	C52u	1
<b>Free Weights</b>			
<i>Plates</i>			
	2.5 lb	Regular Smooth Plates	2 plates
	5 lb	Regular Smooth Plates	2 plates
	5 lb	Standard Dynamics	2 plates
	10 lb	Standard	6 plates
	25 lb	Standard	2 plates
	25 lb	Standard Dynamics	2 plates
	25 lb	Champion	4 plates
	35 lb	Champion	4 plates
	35 lb	American Made World Class	2 plates
	35 lb	BSN Corp	2 plates
	45 lb	BSN Corp	2 plates
	45 lb	Tri Bar Gripping System	2 plates
	45 lb	American Made World Class	2 plates
	25 lb	Olympic	1 plate
	25 lb	BSN Corp	1 plate
<b>Dumbbells</b>			
	3 lb		1 pair
	8 lb		1 pair
	10 lb		2 pair
	12 lb		1 pair
	15 lb		2 pair
	20 lb		1 pair





## Request to Approve Program Deletions

### **Recommendation:**

Staff recommends the approval of the following program deletions: Hospitality, Agriculture, Computer Technology, Heritage Preservation, Tribal Court Advocacy, and Parks and Recreation.

### **Summary:**

All these programs have no full time faculty positions associated with them. They all also have little to no enrollment and very low community demand.



July 1, 2009 to January 31, 2010

Budget Period Expired

58%

Tax Supported Funds

General Unrestricted		Unrestricted Plant		Retirement of Indebtedness	
Budget	Actual	Budget	Actual	Budget	Actual
Current Month	Y-T-D Actual	Current Month	Y-T-D Actual	Current Month	Y-T-D Actual
11,344,683	469,041	7,023,058	62%	0	8,984
Secondary Tax Levy				55,634	
State Aid:					
Maintenance and Operations	4,250,300	897,500	63%		
Capital	5,386,500	4,968,000	92%		
Equalization	4,335,000	942,886	78%		
Tuition and Fees	1,750,000	11,432	35%		
Investment earnings	750,000	57,456	102%		
Grants and Contracts	100,000	13,774	141%		
Other Miscellaneous	(2,950,000)	(187,500)	47%		
Transfers:					
TOTAL REVENUES	\$23,391,483	\$3,860,589	\$17,658,745	75%	\$2,275,000
Primary Tax Levy	1,151,152	7,789,494	49%	2,275,000	43,003
Operating Expenses	6,506,448	382,884	39%	2,275,000	747,284
Salaries and Wages	437,400	4,646	32%	2,275,000	747,284
EXPENDITURES	15,870,152	7,789,494	49%	4,303	\$747,284
Operating Expenses	1,151,152	7,789,494	49%	4,303	\$747,284
Capital Expenditures	437,400	4,646	32%	2,275,000	747,284
TOTAL EXPENDITURES	\$22,814,000	\$1,538,682	\$10,463,174	46%	\$2,275,000

TOTAL REVENUES

REVENUES  
 Primary Tax Levy  
 Secondary Tax Levy  
 State Aid:  
 Maintenance and Operations  
 Capital  
 Equalization  
 Tuition and Fees  
 Investment earnings  
 Grants and Contracts  
 Other Miscellaneous  
 Transfers:

TOTAL EXPENDITURES

EXPENDITURES  
 Salaries and Wages  
 Operating Expenses  
 Capital Expenditures

Restricted, Auxiliary and Agency Funds

Restricted		Auxiliary		Agency	
Budget	Actual	Budget	Actual	Budget	Actual
Current Month	Y-T-D Actual	Current Month	Y-T-D Actual	Current Month	Y-T-D Actual
4,650,000	135,157	1,000,000	370,002	0	991
Grants and Contracts	1,313,995	1,068,251	34,954	0	4,480
Sales and Services					
Bookstore					
Other					
Investment Earnings					
Board Designated Donation					
Transfers:					
TOTAL REVENUES	\$5,050,000	\$375,485	\$1,103,205	\$0	\$991
Operating Expenses	4,211,213	1,199,793	575,292	0	3,044
Salaries and Wages	838,787	166,207	83,227	0	3,044
EXPENDITURES	1,545,859	495,794	59%	355	
Operating Expenses	3,681,463	1,199,793	87%	355	
Capital Expenditures	\$4,177,257	\$1,177,257	83%	0	\$3,044
TOTAL EXPENDITURES	\$5,050,000	\$1,624,866	\$4,177,257	\$0	\$355

TOTAL REVENUES

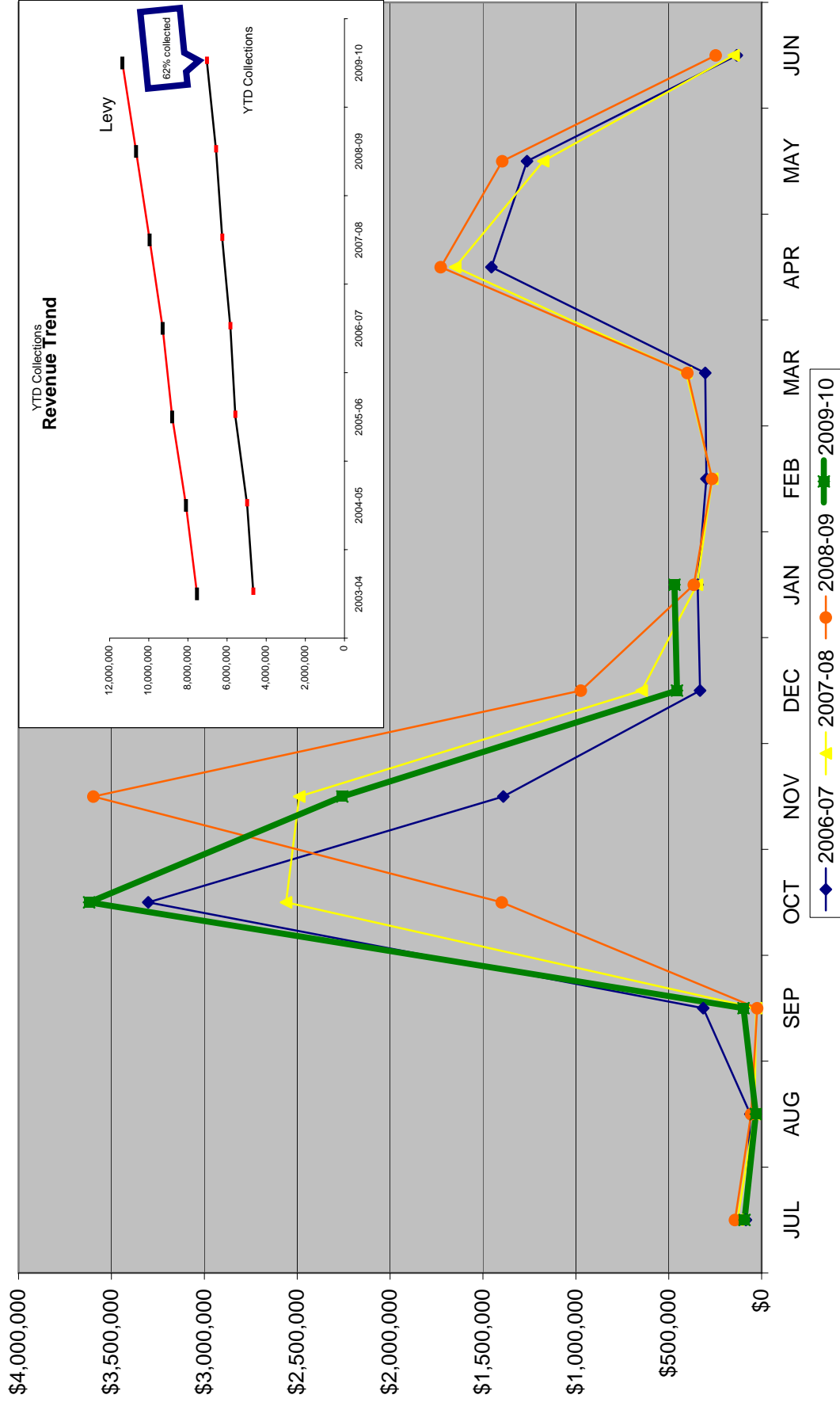
REVENUES  
 Grants and Contracts  
 Sales and Services  
 Bookstore  
 Other  
 Investment Earnings  
 Board Designated Donation  
 Transfers:

TOTAL EXPENDITURES

EXPENDITURES  
 Salaries and Wages  
 Operating Expenses  
 Capital Expenditures

Cash flows from all activities (YTD) 21,527,025  
 Cash used for all activities (YTD) 16,049,278  
 Net Cash for all activities (YTD) \$ 5,477,747

# Monthly Primary Property Tax Receipts



## Proposition 100

On May 18, 2010, Arizona voters will be asked to approve Proposition 100 - a temporary, 18 month, one cent (on \$1) sales tax increase at the ballot.

Please keep in mind that Arizona Revised Statutes section 15-1408 prohibits community college districts from using community college resources or employees to influence the outcome of an election. In short, the law does the following:

- It prohibits community college boards (collectively, as a board) from making statements or submitting arguments in favor or in opposition to a ballot measure.
- It prohibits community college employees, when on college time, from activities that would influence an election.
- It prohibits the use of community college property including equipment, paper, copiers, buildings, computers, etc. from being used to influence an election.

However, it is worth noting what the law does not prohibit:

- Individual action, by individual board members or community college employees not on college time, from exercising their free speech rights and getting involved in campaigns.
- Student political organizations from organizing and using college buildings to have meetings in support of a campaign providing those groups have access to the facilities in the manner any other group would be allowed to have access to the facilities, and providing those groups use the facilities lawfully.
- Free speech rights of individuals (politicking, including flyer distribution) at an event in which the public at-large is welcome, providing that such activity is welcome among all groups and is consistent with college policy for such activity.
- Answering questions from a factual perspective on impact to the community college district depending on election's outcome. (However, be careful here! If facts can be viewed as being overly speculative, skewed or selectively used to further a particular viewpoint, the law may be triggered.)



# Northland Pioneer College

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## **Human Resources Update**

### **March 16, 2010**

- 1. Faculty in Educational Technology – Reposted/Closed 12-31-09. 11 Candidates. Committee In-Process.**
- 2. Academic Advisor-Apache County – Closed 2-12-2010. 21 Applicants. Committee In-Process.**
- 3. Director of Small Business Development Center - Closes 4-1-2010.**



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