

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on **November 15, 2016 beginning at 10:00 a.m.** The meeting will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

One or more Board members and/or staff members may participate in the meeting by telephone if necessary.

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agenda may be obtained through the Office of the President, Northland Pioneer College, Painted Desert Campus, 2251 E. Navajo Blvd., Holbrook, AZ, telephone (928) 524-7418 or (800) 266-7845 Ext. 7418, at least 24 hours in advance of the meeting. If any disabled person needs any type of accommodation, please notify Paul Hempsey at the above address or telephone number at least 24 hours prior to the scheduled time.

The Board may vote to hold an executive session for discussion or consideration of a personnel matter pursuant to A.R.S. §38-431.03(A)(1). The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I, Paul Hempsey, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 14th day of November 2016, at 10:00 a.m.

Paul Hempsey
Recording Secretary to the Board

NOTICE DISTRIBUTION

1. WHITE MOUNTAIN INDEPENDENT NEWSPAPER
2. TRIBUNE-NEWS & SNOWFLAKE HERALD NEWSPAPERS
3. NAVAJO TIMES
4. NAVAJO-HOPI OBSERVER
5. KINO RADIO
6. KNNB RADIO
7. COUNTRY MOUNTAIN AIRWAVES [KQAZ/KTHQ/KNKI RADIO]
8. KWKM RADIO
9. WHITE MOUNTAIN RADIO
10. NPC WEB SITE
11. NPC ADMINISTRATORS AND STAFF
12. NPC FACULTY ASSOCIATION PRESIDENT
13. NPC CLASSIFIED AND ADMINISTRATIVE SUPPORT ORGANIZATION PRESIDENT
14. NPC STUDENT GOVERNMENT ASSOCIATION PRESIDENT

OUR MISSION

Northland Pioneer College
creates, supports
and promotes
lifelong learning.



Northland Pioneer College

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

Governing Board Meeting Agenda

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

Date: November 15, 2016

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chair Handorf
2.	Adoption of the Agenda (Action)	Chair Handorf
3.	Call for Public Comment..... <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Handorf
4.	Reports:	
A.	Financial Position	Interim Vice President Ellison
B.	NPC Friends and Family	Director Wilson
C.	NPC Faculty Association	Ryan Rademacher
D.	Human Resources	Written Report
E.	NPC Classified and Administrative Support Organization (CASO)	Written Report
F.	NPC Student Government Association	Written Report
5.	Consent Agenda..... (Action)	Chair Handorf
A.	October 18, 2016 Regular Board Minutes	
B.	October 18, 2016 Executive Session Minutes	
6.	Old Business: None.	
7.	New Business:	
A.	Outstanding Alumnus Award Fall 2016 – Amie Rodgers	Director Wilson
B.	APS – Cholla Power Plant Recognition.....	Dean Belknap
C.	Budget Assumptions and Guidelines – First Read	Interim Vice President Ellison
D.	Review of Fall 2016 Enrollment Report	Vice President Vest
E.	Placement Process Review.....	Vice President Vest
8.	Standing Business:	
A.	Strategic Planning and Accreditation Steering Committee Report.....	Vice President Vest
B.	President’s Report.....	President Swarhout
C.	DGB Agenda Items and Informational Needs for Next Meeting.....	Chair Handorf
9.	Board Report/Summary of Current Events	Board Members
10.	Announcement of Next Regular Meeting December 20, 2016	Chair Handorf
11.	Adjournment..... (Action)	Chair Handorf

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



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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2016 to September 30, 2016

Budget Period Expired

25%

Tax Supported Funds

	General Unrestricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	14,361,969	914,531	1,112,852	8%
State Aid:				
Maintenance and Operations	1,606,000	-	401,500	25%
Equalization	6,081,500	-	1,520,375	25%
Tuition and Fees	4,700,000	261,409	1,237,413	26%
Investment earnings	140,000	17,507	67,205	48%
Grants and Contracts	1,800,000	2,154	7,686	0%
Other Miscellaneous	196,300	26,549	68,918	35%
Fund Balance	377,250			
Transfers	(2,800,000)	(101,066)	(700,000)	25%
TOTAL REVENUES	\$ 26,463,019	\$ 1,121,084	\$ 3,715,949	14%
EXPENDITURES				
Salaries and Wages	17,781,414	1,415,327	3,597,474	20%
Operating Expenditures	8,681,605	600,653	1,732,330	20%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 26,463,019	\$ 2,015,980	\$ 5,329,804	20%

	Unrestricted Plant			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	353,700	-	88,425	25%
Other Miscellaneous				
Fund Balance	3,000,000			
Transfers	2,000,000	89,719	500,000	25%
TOTAL REVENUES	\$ 5,353,700	\$ 89,719	\$ 588,425	11%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	5,353,700	120,747	619,453	12%
TOTAL EXPENDITURES	\$ 5,353,700	\$ 120,747	\$ 619,453	12%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2016 to September 30, 2016

Budget Period Expired 25%

Restricted and Auxiliary Funds

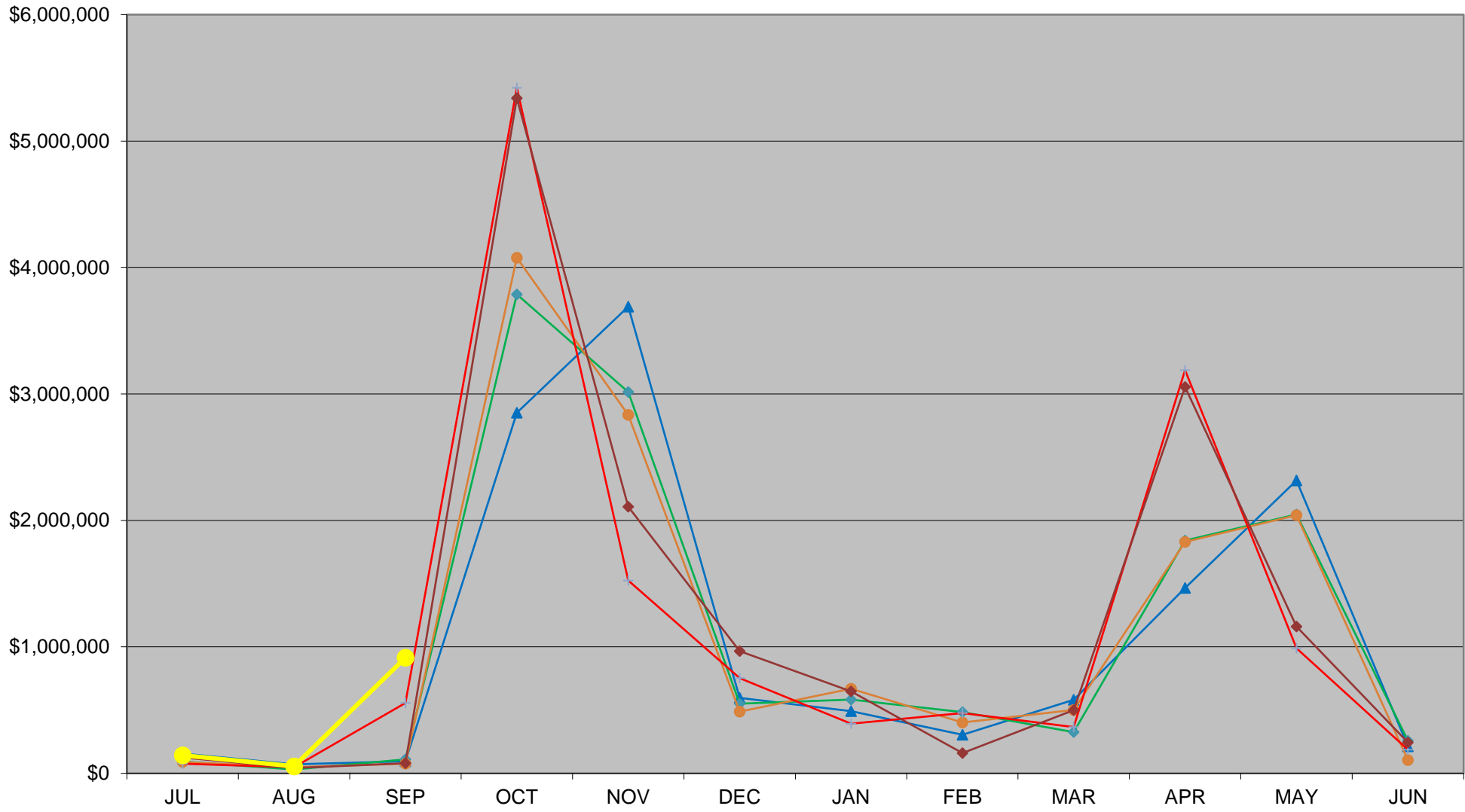
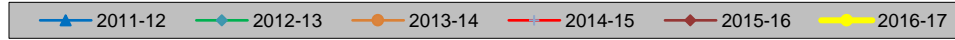
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	852,625	994,019	17%
Fund Balance	-			
Transfers	600,000	-	150,000	25%
TOTAL REVENUES	\$ 6,600,000	\$ 852,625	\$ 1,144,019	17%
EXPENDITURES				
Salaries and Wages	1,053,961	83,202	233,017	22%
Operating Expenditures	5,546,039	179,740	1,000,295	18%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 262,942	\$ 1,233,312	19%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	450,000	(2,530)	28,101	6%
Fund Balance	-			
Transfers	200,000	11,347	50,000	25%
TOTAL REVENUES	\$ 650,000	\$ 8,817	\$ 78,101	12%
EXPENDITURES				
Salaries and Wages	239,746	20,810	66,928	28%
Operating Expenditures	410,254	4,194	26,851	7%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 650,000	\$ 25,004	\$ 93,779	14%

Cash Flows

Cash flows from all activities (YTD)	\$5,526,494
Cash used for all activities (YTD)	\$7,276,348
Net Cash for all activities (YTD)	(\$1,749,854)

Monthly Primary Property Tax Receipts



Faculty Association Report
November 2016

- We've nominated faculty to serve as Faculty Marshalls for Commencement 2017. Professors Ryan Jones and Pat Lopez will serve as Faculty Marshalls.
- We've heard more about how faculty will be trained to use Starfish which is the software underpinning the Quality Initiative required by HLC. There will either be trainings after Convocation or Division Meetings. There will also be opportunities to schedule other trainings, as needed, by Deans and/or department chairs.
- We continue to brainstorm ideas of how we can create a stronger relationship with the DGB. We will let Dr. Swarhout and the Board know when we have a fully formed idea. We look forward to the possibility of being involved in the next DGB retreat.

Human Resources UPDATE
DGB-November 15, 2016

EXTERNAL OPENINGS

- 1. Database Administrator – Open until filled. 22 applicants.**
- 2. Network Security Coordinator – Open until filled. 5 applicants.**
- 3. Training Coordinator – Closed September 30, 2016. 11 applicants.**
- 4. Science Lab Manager – Open until filled. 23 applicants.**
- 5. IS Support Tech I, WMC – Open until filled. 19 applicants.**
- 6. Dual Enrollment Operations Specialist – Closed September 15, 2016. 10 applicants.**
- 7. Apache County Coordinator – Closed September 29, 2016. 19 applicants.**
- 8. Director of Institutional Effectiveness – Closes November 23, 2016. 5 applicants.**
- 9. Faculty in Business, LCC – Closes January 31, 2017. 9 applicants.**
- 10. HR/Payroll Specialist II – Closed October 31, 2016. 11 applicants.**
- 11. Jr. Network and System Administrator – Closes November 15, 2016. 5 applicants.**
- 12. Systems Support Technician – Closes November 15, 2016. 3 applicants.**
- 13. Associate Dean of Ed and CCP – Closes January 13, 2017. 5 applicants.**
- 14. Faculty in Psychology – Closes January 6, 2017. 13 applicants.**

INTERNAL OPENINGS

- 15. Lead Support Center Operator – Closed October 31, 2016. 2 applicants.**

CASO Report November 2016

CASO is pleased to report that our Oven Mitt fundraiser has been very successful.

Of 150 mitts ordered, only about 20 remain to be sold.

Approximately \$800 will be earned for student scholarships from this fundraiser.

Happy Thanksgiving to all.

Ina Sommers
CASO President

Student Government Association November Report

The SGA has donation boxes, for the Food Drive, out to some of the campuses including:

Whiteriver

Snowflake

Show Low

Winslow

Holbrook

One local business in Holbrook has accepted a box as well.

Donations end Dec. 6th and all proceeds go to local charities within the communities.

The Eagle Club is celebrating 'Rock your Mocs' November 13-16, any student or faculty rocking their Mocs should tag the Eagle Club on Facebook to show their support.

Samantha Fitzgerald

SGA President

Navajo County Community College District Governing Board Meeting Minutes

October 18, 2016 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Ms. Ginny Handorf; Mr. James Matteson; Mr. Frank Lucero; Mr. Daniel Peaches; Mr. George Joe.

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

Others Present: Kim Reed; Everett Robinson; Ann Hess; Betsyann Wilson; Terrie Shevat; Ryan Rademacher; Stuart Bishop; David Huish; Bill Fee; Josh Rogers; Rickey Jackson; Peggy Belknap; Richard Dean; Jason LaBute; Jeremy Raisor; Beulah Bob-Pennypacker; Amber Hill; Vicki Bessinger; Linda Kor.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:01a.m. and asked Mr. Matteson to lead the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None

Agenda Item 4: Reports

4.A. Financial Position – Interim Vice President Ellison

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

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and stated Pedal the Petrified raised \$40,500.00 this year which will allow Friends and Family to fulfill all the Leg up and Fill the Gap scholarships for the upcoming year. Director Wilson has been offering classes to help students with their applications and essays for each scholarship and is hopeful to receive lots of interest.

Mr. Matteson asked how many students received a Friends and Family Scholarship last year. Director Wilson responded in the neighborhood of 45 were given out last year. Mr. Matteson asked how many were expected to be given out this year. Director Wilson stated that, due to the 40th Anniversary scholarship ending she would expect to give around 36 this coming year.

Chair Handorf asked about the Scholarship in Prescott Winslow's name. Director Wilson commented that there is approximately \$9,300.00 in the fund and that she had been in contact with Mr. Winslow's family regarding how to use the money. The possibility of a memorial service in Winslow may swell the funds further as will the sale of two Navajo rugs that were donated.

4.C. Faculty Association (FA) – Ryan Rademacher

FA President Rademacher addressed the Board and stated the Faculty Association had forwarded changes for Procedure 2625, on Academic Misconduct, to Dr. Swarthout's office and have created a one page form for Faculty to complete and file with the Vice President of Learning and Student Services office.

FA met with Allison Landy, Chair of the Early Childhood Program, to discuss ways to encourage students to take a survey on Childcare needs and faculty members invited her into their classrooms to present the survey to students.

FA is still looking for ways to improve their relationship with the District Governing Board and had thought to invite members of the Board to attend an FA meeting in the future. Mr. Joe asked when the meetings take place. Ryan Rademacher responded the meetings take place on the first Friday of the month on the Video system.

4.D. Human Resources

Written Report.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

Written Report.

Chair Handorf commented that, although the meetings move faster with the written reports, it is nice to see each group occasionally for a verbal report. Dr. Swarthout commented that perhaps a quarterly in-person report could be arranged.

Agenda Item 5: Consent Agenda

- A. September 20, 2016 Regular Board Minutes
- B. September 20, 2016 Executive Session Minutes
- C. June 16, 2015 Executive Session Minutes
- D. Intergovernmental Agreement between Navajo County Community College District and Northern Arizona Vocational Institute of Technology (NAVIT)

Mr. Matteson made a motion to approve the consent agenda as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Request to Approve the 2016-2017 Strategic Priorities

Vice President Vest addressed the Board and reviewed the request to approve the 2016-2017 Strategic Priorities stating staff recommends approval.

Mr. Matteson made a motion to approve the 2016-2017 Strategic Priorities as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.

7.B. Financial Audit NPC Friends & Family Report

Interim Vice President Ellison informed the Board that she would review both the Friends & Family Audit and the NATC audit together emphasizing both received clean audits.

Mr. Matteson asked if a Financial Planner was used to manage Friends and Family investment funds and how they were performing. Director Wilson stated Friends & Family use Edward Jones in Snowflake for financial planning as well as investment purposes and keep a close eye on the returns as it will effect whether the endowment scholarships are offered each semester.

7.C. Financial Audit Northeast Arizona Training Center (NATC) Report

Interim Vice President Ellison commented that the majority of assets in the NATC relate to the property as well as the equipment located at the facility. Vice President Vest commented that much of the loss noted in the NATC audit was mostly down to depreciation of the equipment.

Mr. Lucero asked what the membership fees at NATC were. Director Bishop responded that they vary depending on the size of the entity applying and range between \$750 and \$5000.

7.D. Bales Avenue Improvements Status Report

Interim Vice President Ellison provided a status report on the Bales Avenue Improvements project providing engineering drawings, a cost estimate, and timeframe for bidding and construction.

7.E. Arizona Women in Higher Education Conference Report

Vicki Bessinger addressed the Board and provided a report on the Arizona Women in Higher Education organization and the 2016 Conference noting that she, along with Donna Soseman from the Business Office, were asked to present at this year's conference.

7.F. Request to Approve SMARTNET Contract

Director Way addressed the Board and reviewed the request to approve the SMARTNET Contract noting this was an annual renewal of an existing service and a budgeted item with a cost of \$65,963.54, including tax.

Mr. Matteson asked if the college was satisfied with the service provided by Cisco. Director Way stated they were very satisfied.

*Mr. Matteson made a motion to approve the SMARTNET Contract for a cost of \$65,963.54 including tax. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***

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

*At 10:43 a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Lucero seconded the motion. **The motion passed unanimously.***

*At 10:52 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Lucero, seconded by Mr. Matteson **and a unanimous vote.***

7.H. Possible Action on Personnel Contract

*Mr. Matteson made a motion to accept the Resignation of President Swarthout, effective June 30th, 2018 asking Chair Handorf to prepare an official statement for release. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***

Agenda Item 8: Standing Business

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

Vice President Vest stated that SPASC meets on Friday and will move forward with the approved Priorities. The committee will be looking at the current college mission statement and values and using it as a foundation for discussion on Enrollment Management. SPASC will look for input from the Board along the way and keep them up-to-date with their progress.

8.B. President's Report

President Swarthout addressed the Board and stated Governor Ducey has launched Achieve60 Arizona and NPC will need to be heavily involved, as will all Arizona Community Colleges if they intend to reach the targets. As part of Achieve60 Arizona the Community Colleges are reviewing Vision Statements, which they now have five years' worth of data at a college and state level, and AC4 will look closely at them during upcoming meetings.

President Swarthout has been appointed to the Arizona Commerce Authority as an Ex-Officio member due to her role as Chair of AC4.

Librarians from the Community Colleges have formed a statewide consortium for Community Colleges, Tribal Colleges, and Provisional Colleges, to save money on purchases of large databases. They will operate under AC4.

Preparations have begun for the Higher Learning Commission Conference next year and Dr. Swarthout extended an invitation for a Board member to attend.

8.C. Agenda Items/Informational Needs

Mr. Lucero asked for the information from the Board of Nursing regarding moving the program to a new location. Chair Handorf also asked for notes from the Board Retreat.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Matteson stated he had the privilege of attending the dedication of the Veteran's Center at White Mountain Campus. While in attendance he noticed a number of cracks in the building and a strain gauge. Through the President he received a written report from David Huish outlining the issue. Mr. Matteson asked if funds were available to repair or replace buildings affected. President Swarthout commented that the issues were mostly at the White Mountain Campus and the college has been aware of them and does have the resources available to conduct repairs and if a building needs to be replaced it would come out of the building fund.

Mr. Matteson asked if there was a safety hazard associated with the movement of the buildings. President Swarthout responded that it has never been a safety hazard and recommended remediation has been followed. Mr. Matteson suggested the Board need to have a plan in place for either repair or replacement, whichever is recommended.

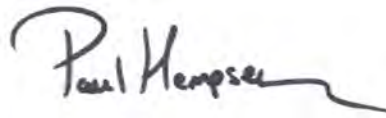
Agenda Item 10: Announcement of Next Regular Meeting:

Regular District Governing Board meeting on Tuesday, November 15, 2016.

Agenda Item 11: Adjournment

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

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Outstanding Alumnus Award Fall 2016 – Amie Rodgers

Bored as a teenager in Show Low, **Amie Rodgers** once thought the city life would be her future. She eventually changed her mind, gladly returned to Show Low and is now one of the community's greatest advocates. The publisher of *The Maverick* magazine is the recipient of the Fall 2016 NPC Outstanding Alumnus Award.

After Rodgers graduated from Blue Ridge High School, her family moved to Iowa. She attended a community college there and then returned to Arizona. She resumed her studies at Estrella Community College and then moved back to Show Low. Rodgers attended NPC as a university transfer student, from 2001 – 2005. And she earned a bachelor's degree – with magna cum laude honors – in public agency service at Northern Arizona University.

Rodgers' first job out of college was with a company in Mesa that produced publications for home owners' associations. That company also purchased *The Maverick*, a bi-weekly newspaper in Show Low, and Rodgers worked on that account.

The Mesa company went out of business and majority ownership of *The Maverick* reverted back to its founder, Kevin Birnbaum. Rodgers said good-bye to Mesa and returned to Show Low as a 49-percent co-owner of *The Maverick*. Birnbaum had been trying to position *The Maverick* to become Show Low's leading newspaper. But Rodgers urged him to change directions.

"I said why not bake another pie?" Rodgers recalls asking. Rather than re-creating the wheel by focusing on news reporting, *The Maverick* began serving readers a monthly stream of stories on healthy living, area activities, dining guides, and coverage of the arts, culture, home and garden, family and much more. The new *Maverick* became "Your Guide to High Country Living." Rodgers said, "I saw that people appreciated the stories we offered, and I was surprised it hadn't been done here before."

The Birnbaum-Rodgers partnership ended in 2010 when he sold his share of the magazine to Rodgers. He moved to Las Vegas and started a multimedia company there. She now runs the magazine along with her brother Travis, a graphic designer.

Rodgers has dedicated herself to long work weeks covering the community. She is



Photo by: David Loomis



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inspired by the good taking place and says she “lives vicariously, so to speak,” through these activities. “Every day we are in business we can partake in people's good work,” she says. “Hopefully, as a tourism community and a feel good organization, we inspire people. My favorite thing is when we write a story about somebody we are putting a mirror on them. They are absolutely blown away and thrilled, and they can appreciate their own work because we put it into words and share it with the community. They realize they are doing good things and appreciate us sharing it with our readers. It's also nice when we hear from advertisers who support the magazine and when they get new business as a result.”

Rodgers’ work has made a big hit with the chambers of commerce. In 2009, the Show Low Chamber of Commerce presented her the entrepreneur of year award. In 2011, the Pinetop-Lakeside Chamber of Commerce recognized her as the businesswoman of the year.

Each month, 6,500 copies of *The Maverick* roll off the press. People in the White Mountain communities can pick up a free copy at any of 100 locations. Rodgers says “people are snatching them up and saying, 'oh the new one's out!'”

Some 2,000 issues go to the Phoenix area, New Mexico and California. Rodgers says, “We have a huge subscribership in the Valley. People can read the magazine in coffee shops there and dream of how much they love being up here.”

Betsyann Wilson, executive director of NPC Friends and Family, nominated Rodgers for the alumni award. She said Amie strives to help the people of the White Mountain communities better themselves.

“Amie is an outstanding role model, especially to girls and women of all ages.” Wilson said. “She is a true community advocate. Through the medium of *The Maverick*, Amie gives of herself through participation in various community and civic organizations. She is a consummate giver whose actions illustrate the value she places in her neighbors everywhere. Amie is a great asset to the White Mountains, and I am so proud she is an alumna of NPC!”

An outstanding student at NPC, Rodgers was most influenced by former art department director **Lee Sweetman**, whom she calls “a truly amazing woman.”

Rodgers says, “I've always had a lot of respect for NPC. I had started community college in Iowa, but the price of education here is far less expensive. NPC is so affordable. I sometimes wonder if the people of the White Mountains appreciate how much NPC has to offer. It was a natural fit for me. It was perfect. And for my bachelor's degree, I didn't have to leave town or go to Flagstaff. I did televised classes for NAU at the NPC Show Low campus for two years.”

The college's District Governing Board will honor Rodgers during its November 15 regular meeting in Holbrook. She will also receive a plaque and a certificate for three free credits at NPC and a one-year pass to all Performing Arts Center events.

To read more about previous NPC Outstanding Alumnus Award winners or to nominate an NPC graduate for this award, visit www.npc.edu/alumni-award-recipient.

By NPC Marketing Writer **Dennis Durband**

REVIEW of 2017-18 BUDGET ASSUMPTIONS AND GUIDELINES

Summary:

Staff will review preliminary budget assumptions and guidelines for fiscal year 2017-18.

STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2017 – 2018

APPROVED

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	✓20 September
2. Receive draft strategic plan	DGB	✓20 September
3. Approve strategic plan	DGB	✓18 October
4. Develop operational plans	SPASC	✓19 October
5. Executive team receives operational plans	SPASC	13 December
6. ERC receives wage/salary recommendations	FA-CASO	13 December
7. Receive and approve budget assumptions & overview	DGB	20 December
8. Review current strategic plan/budget at convocation	SPASC	9 January 2017
9. Solicit input for upcoming strategic plan at convocation	SPASC	9 January
10. Distribute budget materials for operational & capital	Director Fin Svcs	10 January
11. College Council receives wage & salary recommendation	ERC	13 January
12. President receives wage & salary recommendation	College Council	1 February
13. Financial Services receives budget requests	Department Managers	6 February
14. Review of operational & capital plans/budget requests	Executive Team	13 February
15. Receive introductory budget analysis	DGB	21 February
16. Receive wage and salary recommendation	DGB	21 February
17. Receive tuition and fee schedules	DGB	21 February
18. Budget hearings	SPASC	3 March
19. Receive preliminary budget analysis	DGB	21 March
20. Receive operational plans	DGB	21 March
21. Approve salary schedules	DGB	21 March
22. Approve tuition and fee schedules	DGB	21 March
23. Receive complete budget analysis	DGB	18 April
24. Adopt tentative budgets & approve publication	DGB	18 April
25. Publish notice of budget public hearing/TNT hearing	VP Adm Svcs	27 April
26. Develop priorities for upcoming strategic plan	DGB	28 April
27. Publish notice of TNT hearing (2)	VP Adm Svcs	4 May
28. Publish notice of budget public hearing (2)/TNT hearing (3)	VP Adm Svcs	9 May
29. Conduct taxpayer public hearings	DGB	16 May
30. Adopt property tax levy and final budgets	DGB	16 May
31. Notify PTOC of primary property tax levy	VP Adm Svcs	19 May
32. Submit tax levy to Navajo County	VP Adm Svcs	19 May
33. Develop upcoming strategic plan draft	SPASC	29 July
34. Present strategic plan report & new draft at convocation	SPASC	15 August
35. Receive input for future strategic plans at convocation	SPASC	15 August
36. Receive annual report on strategic planning	DGB	16 August 2017

Northland Pioneer College
Preliminary Budget Development Assumptions
FY 2017-18

GENERAL ASSUMPTIONS

- Budget Development Calendar will be followed.
- Introductory budget analysis for DGB in February will be prior to budget hearings and will be limited to an overview of expenditure and revenue trends.
- Preliminary budget analysis for DGB in March will include a detailed examination of budget planning similar to prior year preliminary budget analyses.
- Statutory Expenditure Limit will be breached.
- Carry-forward is available to address short-term issues and expenditures will not be restricted by statutory expenditure limitations, however, identification and recommendation for cost savings actions will be identified.

REVENUE ASSUMPTIONS

- Overall revenues are expected to decrease compared to current fiscal year.
- State funding is expected to remain flat compared to current fiscal year.
- Each \$1 increase in tuition is estimated to generate \$50,000 in additional revenue. Develop a three-year tuition plan (FY1718, FY1819 and FY1920). Tuition and general fees will be set at a rate that:
 - (A) gives consideration to the impact on students, student enrollment, and student retention rates,
 - (B) increases incrementally, and
 - (C) is competitive in our market by maintaining a comparative position to the average overall tuition and general fees at other Arizona community colleges.
- Course fees will be set at a rate calculated to offset expendable supplies and equipment.
- Primary property tax is expected to decrease but will be levied at the maximum rate and will require a truth-in-taxation hearing.
- Other revenues will be estimated based on historical information and emerging trends.

EXPENDITURE ASSUMPTIONS

- Overall general fund expenditures are expected to be flat or decrease compared to current fiscal year.
- Items in budget requests will be linked to the current **NPC Strategic Plan** through operational plans developed at the division or departmental level. Any budget amounts that are higher than current budget **or** actual historical spending will require **justification and will be reviewed during the budget hearing process.**
- Budget requests from Department Managers for operational and capital expenditures will be completed by **Thursday, February 6, 2017.**

- SALARY SCHEDULES will be developed with:
 - (A) incrementally increasing rates,
 - (B) consideration to competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions, and
 - (C) consideration to salary recommendations received through the shared governance process.
- BENEFITS will be developed with:
 - (A) no major changes expected in plan benefit structure or options, and
 - (B) consideration on impacts from third-party partnerships including
 - (1) Navajo County Schools Employee Benefit Trust for medical and dental insurance and
 - (2) Arizona State Retirement System for retirement contributions.
- Education partner relationships will be maintained with:
 - (A) Apache County,
 - (B) NAVIT,
 - (C) Dual enrollment, and
 - (D) others.
- CAPITAL budget requests will be developed for a three-year period (FY1718, FY1819 and FY1920).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College
Budget Development Assumptions
FY 2017-18**

Budget Categories & Targets:

Revenues	<ul style="list-style-type: none"> • Budget will be prepared by Administrative Services
Salaries/Wages & Benefits	<ul style="list-style-type: none"> • Budget will be prepared by Administrative Services except for the following wages that budget managers will <u>include in budget requests:</u> <ul style="list-style-type: none"> ○ Adjunct faculty ○ Faculty overload ○ Temporary employee ○ Lab aid ○ Substitute faculty
Operating Expenditures	<ul style="list-style-type: none"> • Funding expected to remain level in FY 2017-18. • Budget requests should reflect only those items identified in division or departmental operational plans. • Any new programs/services must demonstrate linkage to the adopted strategic plan.
Capital Expenditures	<ul style="list-style-type: none"> • All requests for funding will be linked to revenues from the operational budget, grant funds, or reserved funds. • Minimal state funding for STEM is expected to continue.

	TOTAL FTSE		NAVIT FTSE		DUAL FTSE		REGULAR FTSE	
	2015	2016	2015	2016	2015	2016	2015	2016
Little Colorado	186	160	25	27	20	24	141	110
Painted Desert	213	202	53	49	38	46	121	108
Silver Creek	132*	164	26	28	46	47	59	89
White Mountain	493	470	80	89	81	73	332	308
Subtotal	1024	996	184	193	185	192	673	615
ALU	1	1	0.0	0.0	0.0	0.0	1	1
CDA	49	13	0.0	0.0	0.0	0.0	49	13
DOC	95	24	0.0	0.0	0.0	0.0	95	24
Hopi	34	26	0.0	0.0	3	2	31	24
Internet	86	109	0.0	0.0	0.0	0.0	86	109
Kayenta	21	24	0.0	0.0	5	2	16	22
Springerville-Eagar	55	46	5	4	30	21	19	20
St Johns	99	80	47	43	3	7	49	30
Whiteriver	98	92	0.0	0.0	39	41	59	50
Apache Co Misc	24	22	0.0	0.0	22	22	3	0
Navajo Co Misc	16	7	0.0	0.0	5	4	11	3
Subtotal	577	444	52	47	108	97	399	296
TOTAL	1601.4	1439.6	236	239	293	289	1072	911

* No law enforcement academy at SCC in Fall 2015. Fall 2016 law enforcement academy FTSE was 14.4

Regular Enrollment percentage change, Fall 2015-Fall 2016:	-15.1%	HEADCOUNT
Total Enrollment percentage change, Fall 2015-Fall 2016:	-10.1%	2014 – 3354
Statewide Enrollment change, Fall 2015 – Fall 2016:	Same as prior years	2015 – 3044

WHAT HAPPENED TO ENROLLMENT? (all estimates based on Fall 2015 enrollments):

- No Department of Corrections Business instructor/coordinator, lower participation in DOC: -70 FTSE
- No LCC Business faculty: -20-25 FTSE
- Early Childhood program curriculum change, program change: -37 FTSE
- Course offerings curtailed in Psychology, Math, English -10-15 FTSE (estimated)
- Loss of Math, some other dual enrollment faculty at high schools: -45 FTSE
- Loss of outlying area CCP enrollment, due to Dept of Ed regulation changes: -11 FTSE
- POSITIVE:** TALON project enrollment: +42 FTSE