

# 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 April 20, 2010 at 11:00 a.m. Notice is further given that the Board will hold a Study Session open to the public beginning at 10:00 a.m. All sessions will be held at the Northland Pioneer College Painted Desert Campus, Tisoni Community Center, 2251 E. 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 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 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 19th day of April, 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 East Navajo Boulevard, Holbrook, Arizona

**Date:** April 20, 2010

**Time:** 10:00 a.m.

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<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Request to Approve the 2010-2011 Preliminary Budget (T3) ----- (Action)	Vice President Hatch
2.	Request to Approve the 2010-2011 Wage and Salary Schedules (T4) --- (Action)	Vice President Hatch
3.	Proposed Early Retirement Procedure (T5) ----- (Action)	Vice President Hatch
4.	Request to Approve Amendment to Premises Lease with the NPC Foundation (T6) ----- (Action)	Vice President Hatch
5.	Request to Approve Purchase of Video Classroom Equipment (T7) ---- (Action)	Director Bishop
6.	Curriculum: Request to Approve Program Changes (T8) ----- (Action)	Vice President Vest
7.	Employment Procedure and Contracts (Informational) (T9) -----	Vice President Hatch

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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 East Navajo Boulevard, Holbrook, Arizona

Date: April 20, 2010

Time: 11:00 a.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance -----	Chairman Jeffers
2.	Adoption of the Agenda (T1) ----- (Action)	Chairman Jeffers
3.	Call for Public Comment -----	Chairman Jeffers
4.	Reports	
	A. Financial Position (T10) -----	Vice President Hatch
	B. NPC CASO -----	Ina Sommers
	C. NPC Faculty Association -----	Sandra Johnson
	D. NPC Student Government Association -----	Jake Hinton
	E. NPC Foundation -----	Lance Chugg
5.	Consent Agenda ----- (Action)	Chairman Jeffers
	A. March 16, 2010 Study Session Minutes (T2)	
	B. March 16, 2010 Regular Board Meeting Minutes (T2)	
6.	Old Business	
	A. None	
7.	New Business	
	A. Request to Approve the 2010-2011 Preliminary Budget (T3) ----- (Action)	Vice President Hatch
	B. Request to Approve the 2010-2011 Wage and Salary Schedules (T4) -- (Action)	Vice President Hatch
	C. Proposed Early Retirement Procedure (T5) ----- (Action)	Vice President Hatch
	D. Request to Approve Amendment to Premises Lease with the NPC Foundation (T6) ----- (Action)	Vice President Hatch
	E. Request to Approve Purchase of Video Classroom Equipment (T7) -- (Action)	Director Bishop
8.	Standing Business	
	A. Curriculum: Request to Approve Program Changes (T8) ----- (Action)	Vice President Vest
	B. Enrollment Update (T11) -----	Vice President Vest
	C. Strategic Planning and Accreditation Steering Committee Report -----	Director Bishop
	D. Human Resources Update (T12) -----	Peggy Belknap
	E. Alumnus of the Month Award -----	Susan Olsen
	F. Employee of the Month Award -----	Peggy Belknap
9.	President's Report -----	President Swarthout
10.	Board Report/Summary of Current Events -----	Board Members
11.	Announcement of Next Regular Meeting ----- May 18, 2010	Chairman Jeffers
12.	Adjournment ----- (Action)	Chairman Jeffers

<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

March 16, 2010

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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**Governing Board Members Present:** Bill Jeffers, Ginny Handorf (via speakerphone), A.T. Siquah and Daniel Peaches.

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

## Reports:

### 1. Agenda Item 7.A.: Allegations of Improper Administrator Compensation – President Swarthout

President Swarthout informed Board members that an anonymous letter to the editor had been forwarded to the college which raised concerns that Dr. Swarthout wanted to make the Board aware of. Chairman Jeffers commented that he was surprised and disappointed by the letter and generally, does not hold anonymous letters in high regard. Chairman Jeffers added that while the letter raises issues that may merit discussion, he finds it difficult to give it much credence given its anonymous nature and tone. Mr. Siquah noted that anonymous letters are difficult to deal with as it is impossible to have a discussion with unknown parties. Mr. Siquah expressed his concern that by addressing the letter at the meeting, staff members and the Board are possibly setting a precedent that could result in more anonymous letters. Mr. Siquah recommended that the Board take no action on the matter. Ms. Handorf characterized the use of an anonymous letter as cowardly and the contents of the letter to not be credible. Ms. Handorf praised Mr. Vest's efforts to positively support the College and agreed that the letter merits no Board consideration or action.

Dr. Swarthout added that the college has policies and procedures that clearly allow individuals to bring forward issues without the threat of retaliation. Mr. Vest explained that he asked Dr. Swarthout to bring this to the Board's attention due to the fact that Board members, as elected public officials, are stewards of public funds. Given the allegation of misuse of public funds, Mr. Vest wanted Board members to be aware and have the opportunity to raise questions or concerns. Regarding the letter, Dr. Swarthout stated that she has no concerns with the allegations and added that the claims of the letter are largely based upon erroneous information. Mr. Vest agreed, adding that the letter is factually incorrect and based upon false assumptions. Chairman Jeffers noted that teaching by an administrator is not uncommon and serves to keep administrators in touch with students and the college. Chairman Jeffers noted that the issue of instruction by administrators could be discussed and eventually addressed by the Board through policy implementation. Dr. Swarthout offered to prepare a recommendation for the Board that could serve as the starting point for any such discussion. Chairman ended discussion by stating that the Board has full confidence in Mr. Vest.

### 2. Study Session Item 2: 2010-2011 Wage and Salary Proposal (First Read) – Vice President Hatch

Mr. Hatch presented 2010-2011 wage and salary information that staff will recommend for action at the April Board meeting. Mr. Hatch explained that in addition to ongoing concerns over budget and economic conditions, the college is now aware that the Arizona State Retirement System (ASRS) will increase contribution rates for the next fiscal year and the college and its employees will see significant increases to health insurance costs. Mr. Hatch explained that based upon increased contribution rates and insurance costs, staff will recommend a 2% reduction in wages on the exempt and faculty salary schedules. Mr. Hatch pointed out that for nonexempt staff, wage reductions will range from 2%, for those at the high end of the schedule, to 1.2% for those at the low end of the schedule. As an example, Mr. Hatch explained that a Step 1, Grade 1 nonexempt employee would receive a 1.2% wage decrease amounting to \$0.13 less per hour. Mr. Hatch added that staff will not recommend any changes to the adjunct faculty or substitute instructor rates.

Mr. Hatch explained that the ASRS will increase the contribution rate by 0.45% for the upcoming year and anticipates that for the next four years, will increase contribution rates by a similar percentage in order to keep the system healthy and able to provide benefits. Mr. Hatch added that the 0.45% contribution rate increase for next year



will cost the college approximately \$55,000 and when combined with the proposed 2% wage reduction, will reduce employee net pay by approximately 2.5%. Mr. Hatch explained that the increased cost of health insurance was also a major factor in the recommendation for wage reduction. Mr. Hatch explained that the college pays \$485.00 per month per employee for the basic health plan for employees and that the employee is fully responsible for dependent coverage and additional cost if opting for the premier plan. Mr. Hatch reported that Arizona School Board Association Insurance Trust (ASBAIT) renewal information calls for a B15 plan cost increase of about 17%, or \$84.00 per month, per employee. Mr. Hatch added that this increase would raise employee coverage cost to \$569.00 per month, per employee, and cost the college approximately \$200,000. Mr. Hatch noted that there is a strong correlation between the increased cost of health insurance and the proposed wage reduction which would yield about \$225,000 in savings, based upon current employment levels. Mr. Hatch informed Board members that a range of alternative plan options are available, all with increased costs for co-pays, deductibles and out-of-pocket expenses, and generally, a decrease in benefits. Mr. Hatch anticipates that the B25, or possibly the C30 plan, will be the basic plan for employees and added that the Navajo County Schools Employee Insurance Trust is currently offering a subsidy of about 5%. Mr. Hatch explained that dependent coverage cost will increase and the increased cost for the premier plan, if offered, could be as much as \$100.00 more per month. Mr. Hatch expects other insurance trust members to choose plans to minimize coverage cost and Mr. Hatch will report to the Board when a decision has been made. Mr. Hatch stated that he is confident that the proposed 2% reduction in wages will offset increases to health care coverage. In response to a question from Chairman Jeffers, Mr. Hatch clarified that the college is responsible for basic plan coverage and that an employee does not pay anything for basic plan employee coverage.

Mr. Hatch reported that last year, only one Arizona community college district gave a salary increase while all other districts froze wages. Mr. Hatch reported that preliminary wage information from other colleges indicates that some will increase wages to offset ASRS or health insurance cost increases, with about half of colleges reporting that their employees will see increases to health insurance costs. In summary, Mr. Hatch explained that staff will not propose that step increases or lateral moves be authorized in the upcoming year. Responding to a question from Chairman Jeffers, Mr. Hatch explained that other community college districts have made ongoing adjustments in staffing in the past year, some districts have instituted furloughs and that reductions in force at other colleges are anticipated to be similar to those instituted by NPC. Dr. Swarouth pointed out that only one equalization school has been able to accommodate increased costs in ASRS and health insurance. Chairman Jeffers relayed a question from Mr. Parsons concerning the proposed wage decrease. In response, Mr. Hatch explained that right now, the proposed wage decrease will be large enough given that the state has passed a budget, the college knows how state aid will be affected, the college knows how much it will receive in property taxes next year and the college is aware of the contingency should the proposed sales tax be defeated.

**3. Study Session Item 3: Proposed Procedure 2777 – Early Retirement (First Read) – Vice President Hatch**

Dr. Swarouth explained that the proposed procedure is an effort by the college to offer employees an early retirement health insurance bridge to Medicare eligibility. Mr. Hatch reported that an early retirement package would benefit the college by decreasing overall compensation compared to what the college currently pays. Mr. Hatch noted that the proposed benefit is not particularly robust but may provide some incentive for individuals that are considering retirement but are concerned with the cost of health insurance. Mr. Hatch explained that in order to participate, a staff member must have worked for the college in a regular full-time position for at least 10 continuous years and that all full-time staff members that are currently employed would be eligible to participate provided they are eligible to retire. Mr. Hatch explained that the benefit consists of a \$300.00 per month stipend towards the purchase of health insurance, for a period of 3 years or until such time as a retiree becomes eligible for Medicare, currently at age 65, whichever comes first. The retiree must demonstrate to the college that participation in a health insurance plan has been continuous in order to receive the benefit. Responding to a Board question, Mr. Hatch explained that currently, there may be 20 employees that could potentially participate in the proposed early retirement procedure.

**4. Study Session Item 4: Preliminary Budget Analysis (Informational) – Vice President Hatch**

Mr. Hatch reviewed the 2010-2011 Budget Development Calendar and highlighted completed items. Mr. Hatch notified Board members that in April, they will receive complete budget analysis information and will be asked to adopt a tentative budget with final adoption scheduled for May 18, 2010. Mr. Hatch reminded Board members that a final budget can always be reduced, but not increased, following formal adoption. Mr. Hatch noted that the



strategic plan continues to drive college planning activities and budgeting. Mr. Hatch presented preliminary budget information and noted that primary property tax receipts total approximately \$12 million, an increase of nearly \$600,000. Responding to a question from Chairman Jeffers, Mr. Hatch explained that the increase is due to higher assessed valuation of centrally owned properties such as power plants, railroads and possibly the new wind farm. Mr. Hatch added that locally owned properties such as residential and small business property increased by only 3%. Mr. Hatch will investigate how the wind farm was categorized. Mr. Hatch reported that he expects about \$300,000 in additional tuition revenue and that there is no change to state aid under the current budget proposal and added that state aid could potentially be reduced by \$1 million should the state sales tax initiative fail. Mr. Hatch reported that investment earnings continue to degrade and the proposed budget will call for a reduction of \$50,000. Mr. Hatch reported that the proposed budget will not call for changes in grants and contracts or any other significant budget categories. Mr. Hatch anticipates an overall revenue increase of \$850,000 next year with a general fund expenditure target, including contingency, of about \$22 million, or a \$2.4 million reduction from the current budget. Mr. Hatch reported that transfers from the general fund to the unexpended plant fund will be reduced by \$500,000 next year with an expenditure target of approximately \$1.75 million. Mr. Hatch reported that restricted fund transfers will be increased by about \$330,000 in anticipation of increased revenue and expenditures that may result from grant opportunities and increased federal financial aid awards. Mr. Hatch reported that for next year, Proposition 301 funds will be shifted to construction projects with some funds used as matches for Small Business Development which will make any decreases in funding to be more easily managed. Mr. Hatch reported that auxiliary fund transfers from the general fund will be increased by \$100,000 as a result of the move of Business and Industry Training and Community Services into the auxiliary fund.

Mr. Hatch reported that the stimulus funds received by the college have been used for expenses incurred in 2008-2009 and no further funding has been received and possible future stimulus funding from the state remains an unknown and has not been built into the budget. With regard to the upcoming sales tax vote, Mr. Hatch explained that should the tax fail, NPC would see 10% reductions in both equalization and state aid that would total approximately \$1,021,000. Mr. Hatch does not anticipate any concerns with regard to the expenditure limitation as the college is continuing to reduce expenditures, as compared to prior years. Mr. Hatch presented updated budget forecast information for 2011-2012 and added that following the expiration of maintenance of effort as the end of 2010-2011, he expects significant reductions in state aid that would result in funding comparable to what the college received in 2006. Responding to a question from Chairman Jeffers, Mr. Vest confirmed that the college is currently working to capitalize on grant opportunities and continues to seek grant funding.

5. **Agenda Item 7.B.: Request to Approve Adjustment to FY 2008-09 Adopted Budget – Vice President Hatch**  
Mr. Hatch presented the staff recommendation to adjust the FY 2008-09 Adopted Budget. Mr. Hatch explained that this is a routine activity following the fiscal year audit and serves to bring actual expenditures and the budget into alignment which maximizes the benefit to the college in expenditure limitation reporting. Mr. Hatch pointed out that the proposed budget adjustment would reduce the total budget by \$7.6 million matching actual expenditures for an adjusted 2008-09 budget of just over \$29 million. Mr. Vest explained that the 2008-09 restricted fund was over budget due to the enormous increase in Pell grants awarded.
6. **Agenda Item 7.C.: Request to Approve 2010-2011 Tuition and General Fees – Vice President Hatch**  
Mr. Hatch presented the staff recommendation to approve the proposed 2010-2011 Tuition and General Fees, as discussed at the February Board study session, and highlighted increases in GED testing, graduation and transcript fees and introduced a new late registration fee. Mr. Hatch reported that staff recommends a \$4 per credit hour tuition increase to \$56 per credit hour for a total expected tuition revenue increase of about \$200,000. Mr. Hatch added that the proposed 2010-2011 tuition schedule calls for the elimination of the tuition plateau. Board members were provided with tuition historical information as well as comparative tuition information for other Arizona community colleges and colleges in the western United States.

Responding to a Board request for clarification, Mr. Hatch explained that the proposed elimination of the tuition plateau benefits the college by addressing the large amount of manual processing of registrations, as required for proper implementation of the plateau, in various college offices. Mr. Hatch added that the plateau also hinders course cost analyses as it is difficult to assign revenues and expenditures associated with the additional free course provided by the plateau. Mr. Vest acknowledged that the elimination of the tuition plateau will impact a subset of



students on the plateau through higher tuition. Mr. Vest added that elimination of the plateau makes sense as the college is currently being called upon to reduce expenditures and increase revenue. Mr. Vest pointed out that should the plateau remain in force, the 3,000 non-plateau students would be hit harder by the tuition increase, as they pay for every credit hour, and would in effect, be subsidizing the 1,700 students on the tuition plateau who would continue to receive a second course for free. Mr. Hatch reported that recommendations from the Budget Reduction Committee included an elimination of the tuition plateau. Mr. Parsons communicated to Chairman Jeffers that he is concerned that the elimination of the tuition plateau would have a greater impact upon low income students. In response, Mr. Vest stated that the cost to the college incurred from keeping the plateau in place would be huge and added that the intent of the plateau was to take advantage of the currently nonexistent, prior FTSE-based state funding model by increasing FTSE without increasing student headcount.

**7. Agenda Item 7.D.: Request to Approve 2010-2011 Course Fees – Vice President Hatch**

Mr. Hatch presented the request to approve the staff recommendation to approve the 2010-2011 course fees as discussed at the February study session. Mr. Hatch reported that there were no changes from what was presented last month. Mr. Hatch explained that the proposed course fee increases affect 121 of the nearly 1,300 courses the college offers. Mr. Hatch pointed out that the summary page should read that the college expects \$25,000 in additional revenue, not the \$60,000 figure that represents the anticipated additional revenue from general fee increases.

**8. Agenda Item 7.E.: Request to Approve Disposition of Blunk Property – Vice President Hatch**

Mr. Hatch reported that the college received multiple pieces of real property from Mr. and Mrs. Blunk as a life estate which enabled the college to construct the Blunk Sciences Center in Winslow. The college has received a comparable properties report from a Phoenix area realtor indicating that the college owned home in Phoenix has an average value of approximately \$47,000. Mr. Hatch requested Board permission for disposition of the property and noted that the college does incur about \$2,000 annually in ongoing maintenance costs associated with the home, the grounds, the swimming pool and travel to and from Phoenix. Dr. Swarthout reported that proceeds from the sale would be transferred into the unexpended plant fund as Blunk Sciences Center building costs were charged to that fund. Mr. Hatch reported that the college will ask for the maximum sales price and then negotiate with a potential buyer.

**9. Agenda Item 7.F.: Request to Approve Atwell Proposal – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve a proposal from Atwell Salvage and Demolition for the cleanup of the building material buried at the former PDC-Hermosa campus. Mr. Hatch requested that Atwell be designated as a sole source provider. Mr. Hatch reported that at the end of February, staff met with representatives of ADEQ regarding the demolished building. Mr. Hatch added that the demolition contractor and Atwell, a subcontractor, both received notices of violation and were present at the meeting. Mr. Hatch reported that as part of that discussion, Atwell offered to provide cleanup services at a greatly reduced cost, working as a partner toward resolution of the issue, and agreed to submit a proposal. Mr. Hatch explained that the proposal is for \$60,000 to excavate, sort, screen, haul away debris, and finish off the site so that no dangerous conditions exist and that Atwell will also comply with air quality requirements during the project. Mr. Hatch explained that Atwell expects the project to take three weeks and if approved, will begin March 17, 2010. Mr. Hatch added that should the project require more than three weeks to complete, the college will not be charged more than the agreed upon \$60,000. Mr. Hatch explained that Atwell was the firm that actually buried the demolition debris and has a unique sense of what is buried, meeting the college's sole source provider requirements. Mr. Hatch explained that staff estimated cleanup costs to lie within the \$100,000 to \$200,000 range and added that the Atwell proposal is a fair and generous offer and even more appealing given the quick response time for the excavation project. Mr. Hatch reported that ADEQ has issued verbal assurances to staff, college legal counsel and to Atwell indicating that ADEQ approves of the cleanup project and may begin following approval of the proposal. Mr. Hatch reported that the City of Holbrook has been notified of the impending cleanup and the city will allow access to the site for remediation. Mr. Hatch added that the NARBA facilities representative had also been notified as to the quick move to remove demolition debris. Responding to a question from Mr. Peaches, Mr. Hatch explained that the college will continue to explore avenues for reimbursement of the college for cleanup costs. Responding to a question from Chairman Jeffers, Mr. Hatch explained that about 10% of the buried is regulated material that will be removed and the remaining 90% of unregulated material will not be removed from the hole and that some fill material may need to be imported to finish



off and level the site. Mr. Hatch will notify ADEQ of Atwell activities throughout the cleanup process and Mr. Hatch expects that following the project, the college will receive written notification from ADEQ indicating that the situation has been resolved. Mr. Hatch added that the NARBA facility should not be greatly impacted and that water will be on site to control dust generated by remediation activities.

**10. Agenda Item 7.F.: Request to Approve Lease of Fitness Center Equipment – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve a lease for the fitness center equipment at a rate of \$1 per year for a period of three years with the requirement that the NPC Foundation operate a fitness center in Holbrook, accessible to the public at reasonable rates, for no less than 40 hours per week. Chairman Jeffers suggested that the agreement include language that would allow for another fitness center operator should the Foundation not want to continue to operate the center beyond the initial 3 year lease agreement. Addressing a question from Mr. Siquah regarding equipment replacement and safety, Mr. Hatch explained that the life cycles of the equipment vary greatly and will be dealt with as equipment fails and added that the college expects the Foundation to perform regular equipment maintenance. Mr. Hatch confirmed that it is his understanding that the Foundation will reopen the fitness center at the former District Office facility located in downtown Holbrook.

**11. Agenda Item 7.F.: Request to Approve Program Deletions – Vice President Vest**

Citing a lack of time, Chairman Jeffers elected to defer discussion of the Request to Approve Program Deletions to the regular meeting scheduled to begin at 11:00 a.m.

**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

March 16, 2010 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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**Governing Board Member Present:** Bill Jeffers, Ginny Handorf (via speakerphone), A.T. Siquah and Daniel Peaches.

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

**Others Present:** Ann Hess, Everett Robinson, Linda Kor, Hallie Lucas, Peggy Belknap, Beulah Bob-Pennypacker, Ina Sommers, Rickey Jackson, Eric Henderson, Lance Chugg, Maderia Ellison, MiAnna Tyler, Kathy McPherson, Sandra Johnson, Karalea Kowren, Regan Tsosie, Leslie Collins, Rene Chase Begay, Susan Olsen, Curtis Casey, Clint Batson and Jonathan Taylor.

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

Chairman Jeffers called the meeting to order at 11:05 a.m. Mr. Peaches led the Pledge of Allegiance.

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

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

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

None.

## **Agenda Item 4: Reports**

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

Mr. Hatch reported that through January, 58% of the budget period has expired. Mr. Hatch reported that primary property tax receipts are on target with 62% collected and added that he expects the college to collect 100% of property tax receipts by fiscal year end. Mr. Hatch reported that the college received a third quarterly payment in January that he expects the fourth quarter payment to be made in April. Mr. Hatch reported that general fund revenues from investment earnings continue to be lower than budgeted with only 35% of budgeted amounts received with nearly 60% of the budget period expired. Mr. Hatch reported that total general fund revenues, through January, were on target at 75% of budget and total general fund expenditures are at 46% of budget. Mr. Hatch highlighted the operating expense line which is at only 39% of budget and explained that the low figure represents the efforts of the entire college to keep expenditures down while still performing necessary services. Mr. Hatch reported that the unrestricted plant fund expenditures are at 33% with capital expenditures essentially on hold and all unrestricted plant fund revenues, except for investment earnings, are the result of transfers from the general fund. Mr. Hatch reported that outstanding secondary property tax receipts are still being collected in the retirement of indebtedness fund and total \$55,000 year to date. Mr. Hatch reported that restricted fund revenues are at 27% and expenditures are at 83% year to date and auxiliary fund revenues are on target at 81% and expenditures are at 48%. Mr. Hatch reported that net cash for all activities totals nearly \$5.5 million.

### **4.B. – NPC CASO – Ina Sommers**

Dr. Swarthout announced that Ina Sommers was elected as CASO President in an online election that occurred last week. Ms. Sommers requested that her previous report to the Board be amended to include the statement:



some members of CASO would like administration to consider, as an alternative to straight cuts in pay, administering cuts to leave time or holiday pay. Ms. Sommers reported that she is excited to be the CASO President and looks forward to representing CASO members and working with college staff and the Board. Ms. Sommers reported that CASO recently awarded four professional development textbook scholarships totaling \$622.50 to college employees. Ms. Sommers reported that Harold Hoover was elected as the Painted Desert Campus delegate. Ms. Sommers reported that CASO members are looking forward to the NPC picnic and are planning a non-food item drive to benefit Community Bridges in Holbrook and Alice's Place, a domestic violence shelter, in Winslow.

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

Dr. Johnson expressed her appreciation for the administration proposal to reduce wages by only 2.5%, as opposed to 5%, in a graded manner that reduces the impact for the lowest paid employees, as well as the proposed early retirement procedure. Dr. Johnson reported that the Faculty Association continues to work on the shared governance procedure revision as requested by Dr. Swarhout last spring. A draft calling for greater decision making authority for College Council with five representatives, each, from administration, faculty and staff and two students has been circulated for review and comment. Dr. Johnson added that comments are due by this Friday and the draft will go through another revision in anticipation of a vote at the April 2<sup>nd</sup> Faculty Association meeting.

**4.D. – NPC Student Government Association – Regan Tsosie**

SGA Vice President Regan Tsosie reported that SGA held a dance on February 27<sup>th</sup> at the Performing Arts Center (PAC) at Silver Creek Campus. Mr. Tsosie reported that the NPC transfer student road trip to the three state universities was a great success and enabled NPC students to get good student transfer information. Mr. Tsosie announced that the Second Annual SGA Talent Show will be held at the PAC on April 17<sup>th</sup> and invited those in attendance to come to the show. Dr. Swarhout commended SGA for sponsoring the transfer student road trip.

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

Mr. Chugg, Executive Director of the NPC Foundation, reported that the Foundation appreciates the college's support of the Foundation in its efforts to serve the community and establish new avenues for fundraising that will be used for scholarships and other student programs. Mr. Chugg reported that the Foundation intends to relocate the fitness center to the downtown Holbrook property but noted that other location offers have been received by the Foundation. With regard to the lifespan of the fitness equipment, Mr. Chugg requested that the Board approve the staff recommendation for a capital lease of the fitness equipment. Mr. Chugg reported that he and Foundation President Ballard met with Dr. Swarhout and Mr. Hatch to discuss amending the current lease agreement of the District Office facility and Mr. Chugg anticipates having an amended lease agreement on the agenda for the April Board meeting. Mr. Chugg reported that the Hopi Center is the citrus fruit donations leader with about 50 boxes purchased by various members of the Hopi community. Mr. Chugg reported that the college and the Foundation have met to coordinate scholarship efforts. Mr. Chugg notified Board members that the Foundation will meet in April to work on strategic planning and he will report the outcome of that work to the Board in May.

**Agenda Item 5: Consent Agenda**

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

**Consent Agenda (Action):**

- A. February 16, 2010 Study Session Minutes
- B. February 16, 2010 Regular Board Minutes
- C. Intergovernmental Agreement Between Navajo County Community College District and Show Low Unified School District No. 10



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

None.

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

### **7.A. – Allegations of Improper Administrator Compensation – President Swarhout**

Mr. Siquah moved that the Board take no action on this matter. Ms. Handorf seconded the motion. Chairman Jeffers summarized study session discussion stating that the presentation of an anonymous letter is not in line with the practice of the college as avenues with retaliation safeguards are available. *The vote was unanimous in the affirmative.*

### **7.B. – Request to Approve Adjustment to FY 2008-09 Adopted Budget – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve adjustment of the FY 2008-09 adopted budget as presented and discussed in study session. Mr. Siquah moved to approve the adjustment to the FY 2008-09 adopted budget as presented. Ms. Handorf seconded the motion. Chairman Jeffers summarized the proposed adjustment pointing out that the college spent \$7.6 million less than the \$36 million budgeted and the adjustment will bring the budget into alignment with expenditures. *The vote was unanimous in the affirmative.*

### **7.C. – Request to Approve 2010-2011 Tuition and General Fees – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the 2010-2011 Tuition and General Fee schedules as presented and discussed in study session. Mr. Hatch summarized the proposed changes which call for a \$4 increase to \$56 per credit hour for tuition, the elimination of the tuition plateau, along with general fee adjustments. Mr. Peaches moved to approve the 2010-2011 Tuition and General Fees schedules as presented. Mr. Siquah seconded the motion. On behalf of the absent Mr. Parsons, Chairman Jeffers communicated that Mr. Parsons is amenable to a \$4 tuition increase but has concerns on the impact of tuition plateau elimination, particularly on low income students. Chairman Jeffers summarized the study session discussion noting that the tuition plateau requires various college offices to implement highly manual processes; the plateau creates difficulties in cost accounting analyses and subsequent reporting, as well as the fact that the college is no longer funded on a FTSE based model. *The vote was unanimous in the affirmative.*

### **7.D. – Request to Approve 2010-2011 Course Fees – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the 2010-2011 Course Fees as presented and discussed in study session. Mr. Hatch explained that the recommendation calls for fee increases in 121 of the nearly 1,300 courses listed in the catalog and is expected to generate approximately \$25,000 in additional revenue. Mr. Hatch added that the intent of course fees is to offset the cost of specific course related supplies and materials. Mr. Hatch clarified that the \$60,000 in additional revenue listed on the summary page refers to general fees, not course fees. Mr. Siquah moved to approve the 2010-2011 course fees as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

### **7.E. – Request to Approve Disposition of Blunk Property – Vice President Hatch**

Mr. Hatch presented the staff recommendation to dispose of the real property donated to the college by Mr. and Mrs. Blunk. Mr. Hatch acknowledged the generous donation and reported that the college owned property located at 8758 W. Osborn, Phoenix, Arizona, is the last piece of property to be disposed of. Mr. Hatch explained that due to the generous donation, the college was able to construct the Blunk Sciences Center located at the Winslow campus. Mr. Hatch reported that the college has received a comparable property value report from a Phoenix realtor. Mr. Hatch added that the property is currently vacant and requires some regular grounds keeping maintenance and that recently, the college has been required to conduct some minor renovations and in addition to regular property maintenance costs. Mr. Hatch noted that based upon real estate value information, the college would initially ask for the maximum property value as a starting point for possible negotiations to be carried out



by Dr. Swarthout. Mr. Hatch requested that Dr. Swarthout be given all necessary authority to execute all necessary documents in order to transfer ownership of the property, should it be sold. Mr. Peaches moved that the Board approve the disposition of the last piece of property donated to the college by Mr. and Mrs. Blunk, as to be negotiated by Dr. Swarthout. Mr. Siquah seconded the motion. Mr. Peaches stated that he and Mr. Blunk were good friends and Chairman Jeffers added that the Blunks were good friends of the college. ***The vote was unanimous in the affirmative.***

***7.F. – Request to Approve Atwell Proposal*** – Vice President Hatch

Mr. Hatch reported that he is please with the progress made at a recent meeting with ADEQ and concerned parties regarding the demolished building buried at the former Painted Desert Campus-Hermosa site. Mr. Hatch presented the staff recommendation to approve the Atwell Demolition and Salvage, Inc. proposal and designation as sole source provider for services as presented and discussed in study session. Mr. Hatch added that staff feels that the proposal will move the cleanup project forward quickly at a cost that is much less than initially anticipated. Mr. Hatch commended Atwell for its responsiveness to ADEQ and its willingness to partner with the college to resolve the situation. Mr. Peaches moved to approve the Atwell proposal as presented and to designate Atwell as sole source provider. Ms. Handorf seconded the motion. Mr. Hatch verified that the City of Holbrook, as owners of the property, is amenable to cleanup efforts that, once approved, may begin as early as March 17, 2010. ***The motion was unanimous in the affirmative.***

***7.G. – Request to Approve Lease of Fitness Center Equipment*** – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the lease of fitness center equipment to the NPC Foundation to be located at the District Office, or alternate Holbrook location, at the rate of \$1 per year for a period of three years, with the Foundation providing regular equipment maintenance, with an eventual transfer of ownership to the Foundation after the three year lease term, as discussed in study session. Responding to a Board question, Mr. Hatch explained that liability related to the operation of the fitness center would belong to the Foundation and that the college would simply lease the equipment. Mr. Siquah moved to approve the lease of fitness center equipment to the NPC Foundation as presented and discussed in study session. Mr. Peaches seconded the motion. Chairman Jeffers acknowledged the importance of the availability of fitness equipment as related by community members and thanked community members for their interest and support of continued fitness center availability in Holbrook. ***The vote was unanimous in the affirmative.***

***7.H. – Proposition 100 (Informational)*** – Vice President Hatch

Mr. Hatch explained that staff felt it important to share with the Board information related to ballot initiatives with regard to what the college and Board members can, and cannot do, in light of the fact that the failure of the sales tax initiative would result in an approximate \$1 million decrease in state funding to the college. Mr. Hatch informed Board members that state statute prevents the community college district from using college resources or employees to influence the outcome of an election. Mr. Hatch explained that the Board is prohibited from collectively making a statement or making an argument in favor, or in opposition to, a ballot measure. Mr. Hatch added that the statue also prevents college employees from activities, on college time, which would influence an election and also prevents the use of college property from being used in any way to influence an election. Mr. Hatch explained that individual action by Board members or college employees, not on college time, is permissible and protected under free speech rights. Mr. Hatch added that student political organizations are not prohibited from assembling and using college buildings to have meetings in support of a campaign and the college is permitted to grant student access to facilities for that purpose. Mr. Hatch explained that college employees and Board members are permitted to answer questions, from a factual perspective, on the impact to community colleges depending upon the election outcome. Mr. Hatch reported that the same information will be provided to college employees as to avoid violation of state laws.



## **Agenda Item 8: Standing Business**

### **8.A. – Curriculum: Request to Approve Program Deletions – Vice President Vest**

Mr. Vest presented the staff recommendation to approve the deletion of the following programs: Hospitality, Agriculture, Computer Technology, Heritage Preservation, Tribal Court Advocacy and Parks and Recreation. Mr. Vest reported that all of the programs recommended for deletion have no full-time faculty associated with them, very low or no enrollment for several years and that each currently have very low community demand. Responding to a question from Chairman Jeffers, Mr. Vest confirmed that should community interest return, the college is able to revive a deleted program. Mr. Peaches moved to approve the program deletions as presented. Mr. Siquah seconded the motion. *The vote was unanimous in the affirmative.*

### **8.B. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Bishop**

Mr. Bishop, SPASC Co-Chair, reported that the group met on March 5, 2010 to begin the first cycle of strategic plan revisions. The revision process seeks to identify items that have been completed, need revision or relocation or need to be removed from the individual pillars. Mr. Bishop reported that pillar chairs have been instructed to solicit input from the college. Mr. Bishop reported that the revision process is on track for a Board first read in May and final approval in June. Mr. Bishop announced that Mary Mathias Dickerson was selected as the new SPASC Co-Chair. Mr. Bishop reported that he will provide an update on the April Higher Learning Commission (HLC) annual conference at the next Board meeting. Dr. Swarouth reported that an institutional response to the visiting team report has been sent to the HLC and have requested a reader's panel. Dr. Swarouth anticipates an official release and statement as the end of April. Dr. Swarouth added that notification of the closure of the Heber Center and the District Office has been sent, as required by the HLC.

### **8.C. – Human Resources Update – Peggy Belknap**

Dr. Swarouth welcomed the Human Resources staff to the Painted Desert Campus. Ms. Belknap, Director of Human Resources, announced that Human Resources has relocated to PDC and commended the Information Services and Maintenance departments for their excellent assistance. Ms. Belknap announced that the Faculty in Education Technology is in process and interviews are underway; the Apache County Advising position will be reposted; the Small Business Development Center Director position is vacant following Mark Engle's acceptance of a state-wide SBDC position at Maricopa; Faculty in Biology and Small Business and Industry Training Coordinator positions were posted on Friday; a temporary Faculty in English is also in process. Ms. Belknap announced that due to the recent retirements, Emeritus and Meritorious awards will be presented at the May 18, 2010 Board meeting.

### **8.D. – Outstanding Alumnus Award – Curtis Casey**

Mr. Casey, Welding Faculty and Department Chair, presented the March Outstanding Alumnus Award to Lindasue Landes. Ms. Landes, a long time Show Low resident and retired sheet metal worker decided to take a welding class offered by Mr. Casey. Ms. Landes ended up completing the Welding core classes and at the prompting of Mr. Casey, began taking national training institute courses to become a certified welding inspector. Ms. Landes, on her second try, passed the American Welding Society certification exam to become a certified welding inspector and within six months, had landed a high paying job inspecting buildings for structural damage from floods, hurricanes and other disasters. Ms. Landes is a strong promoter of education praised NPC Welding faculty and curriculum. Ms. Landes credits NPC with changing her life for the better.

### **8.E. – Employee of the Month – Peggy Belknap**

Ms. Belknap reported that Clint Batson, Information Services Lead Technician, has been selected as the first ever NPC Employee of the Month. Mr. Batson was nominated by Susan Olsen who stated that Mr. Batson and his staff have never let her down. Mr. Batson is in the pool for the Employee of the Year Award. Mr. Batson named Information Services Director Eric Bishop as his Administrative Victim of the Month. For one day, Mr. Bishop



was assigned the job of destroying old software, recycling cardboard and taking it to the recycling center. Mr. Batson was also treated to lunch by Mr. Bishop.

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

Hallie Lucas, Commencement Coordinator, invited Board members to attend the upcoming NPC spring commencement ceremony to be held on May 15, 2010 at the Show Low Unified School District Auditorium. Dr. Swarthout reported that April will be a busy month of meetings and other commitments. Dr. Swarthout reported that last week’s Career Fair had exceptional turnout with 30 vendors and 260 attendees-a massive increase over previous years. Dr. Swarthout thanked Career Services Coordinator Kelley Horn for her hard work. Dr. Swarthout reported that she will attend community outreach events at Whiteriver Center and Kayenta Center in April. Dr. Swarthout reported that she will meet with the Arizona Department of Education Director to explore ways to keep adult basic education and GED services available at NPC.

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

Chairman Jeffers reported that the NPC Rodeo Club held a fundraiser that brought in approximately \$6,000. Chairman Jeffers reported that once again, NPC Alumnus Johnny Estelle has a team vying for a national basketball championship in Hutchinson, Kansas. Ms. Handorf expressed her appreciation for being allowed to attend via speakerphone as she tends to her husband following surgery. Ms. Handorf will provide an update on the ACCT conference she attended at the April Board meeting.

**Agenda Item 11: Announcement of Next Regular Meeting:** Tuesday, April 20, 2010.

**Agenda Item 12: Adjournment**

*The meeting was adjourned at 12:33 p.m. upon a motion by Mr. Siquah, a second by Mr. Peaches, and a unanimous affirmative vote.*

Respectfully submitted,

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Russell Dickerson  
Recording Secretary to the Board

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Bill Jeffers  
Chairman

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Ginny Handorf  
Secretary to the Board



# Request to Approve the 2010-2011 Preliminary Budget

## **Recommendation:**

Staff recommends approval of the 2010-2011 Preliminary Budget as presented.

## **Summary:**

The preliminary budget as approved by the District Governing Board will be published prior to the budget hearing according to statutory requirements. The Truth in Taxation notice will be published on April 30 and May 11 in the Holbrook Tribune and White Mountain Independent. A notice of the hearings scheduled for May 18 will also be published and sent as a news release to all area media outlets.

The attached budget document includes operational and staffing adjustments based on the NPC Strategic Plan approved by the District Governing Board. Extensive involvement at the department and executive level produced the attached budget proposal.

The preliminary budget reflects a wage and salary reduction of two percent (-2%) for all regular employee classes. The Arizona State Retirement System increased the contribution rate for both employees and employers from 9.4% to 9.85%. The college's cost of employee "basic" health insurance will increase \$19/month (3.9%) in FYE 2011, with a significant reduction to the benefits in the "basic" plan and with a slight reduction in the benefits for the "premier" plan. Employee health insurance cost will increase between \$40 and \$163 per month depending on type of coverage selected.

Staff anticipates the expenditure limit will not be breached in FYE 2011 and additional carry-forward balances may be built. While enrollment growth is expected to continue to expand the expenditure limit, the college will benefit from transfer of textbooks sales to an online provider.

The legislature has developed a budget based on the successful passage of Proposition 100 on May 18 and has also developed a conditional enactment with alternate budget allocations if the ballot measure to temporarily increase the sales tax by one cent fails. Staff has presented the revenue budget based on approval of Proposition 100; however, the expenditure budgets are expected to carry the college forward without adjustment if the conditional enactment is implemented.

Staff will review the budget with the Board and will also answer questions. The budget can be reduced, but cannot be increased at the Board meeting on May 18, 2010.



## Northland Pioneer College

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

**OFFICIAL BUDGET FORMS  
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
FISCAL YEAR 2010-11**



**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2010-11  
SUMMARY OF BUDGET DATA**

			Increase/(Decrease) From Budget 2009-10 To Budget 2010-11	
	Budget 2009-10	Budget 2010-11	Amount	%
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
A. Expenditures:				
Current General Fund	\$ 24,384,776	\$ 24,437,607	\$ 52,831	0.2%
Unexpended Plant Fund	<u>3,025,000</u>	<u>2,560,000</u>	<u>(465,000)</u>	<u>-15.4%</u>
Retirement of Indebtedness Plant Fund				
TOTAL	<u>\$ 27,409,776</u>	<u>\$ 26,997,607</u>	<u>\$ (412,169)</u>	<u>-1.5%</u>
B. Expenditures Per FTSE:				
Current General Fund	\$ 9,525 /FTSE	\$ 9,222 /FTSE	\$ (304) /FTSE	-3.2%
Unexpended Plant Fund	<u>\$ 1,182 /FTSE</u>	<u>\$ 966 /FTSE</u>	<u>\$ (216) /FTSE</u>	<u>-18.2%</u>
<b>II. EXPENDITURE LIMITATIONS</b>				
		FISCAL YEAR 2009-10	\$ 16,823,427	
		FISCAL YEAR 2010-11	<u>\$ 17,086,770</u>	
<b>III. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2009-10 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051</b>				
			\$ _____	
<b>IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2010-11 PURSUANT TO A.R.S. §42-17051</b>				
			<u>\$ 11,938,607</u>	
<b>V. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES:</b>				
			Increase/(Decrease) From Budget 2009-10 To Budget 2010-11	
	Budget 2009-10	Budget 2010-11	Amount	%
A. Amount Levied:				
Primary Tax Levy	\$ 11,337,976	\$ 11,938,607	\$ 600,631	5.3%
Secondary Tax Levy				
TOTAL PROPERTY TAX LEVY	<u>\$ 11,337,976</u>	<u>\$ 11,938,607</u>	<u>\$ 600,631</u>	<u>5.3%</u>
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	\$ 1.1352	\$ 1.1165	\$ -0.0187	-1.6%
Secondary Tax Rate				
TOTAL PROPERTY TAX RATE	<u>\$ 1.1352</u>	<u>\$ 1.1165</u>	<u>\$ -0.0187</u>	<u>-1.6%</u>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 NORTHLAND PIONEER COLLEGE  
 BUDGET FOR FISCAL YEAR 2010-11  
 CURRENT GENERAL FUND - REVENUES AND OTHER ADDITIONS

	Estimated Actual 2009-10	Budget 2009-10	Budget 2010-11	Increase/(Decrease) From Budget 2009-10 To Budget 2010-11	%
<b><u>REVENUES AND OTHER ADDITIONS BY SOURCE</u></b>					
<b>PROPERTY TAXES</b>					
Primary Tax Levy	\$ 11,300,000	\$ 11,337,976	\$ 11,938,607	600,631	5.3%
Secondary Tax Levy - Override	\$ 11,300,000	\$ 11,337,976	\$ 11,938,607	600,631	5.3%
Subtotal					
<b>STATE APPROPRIATIONS</b>					
Maintenance Support	3,590,000	4,250,300	3,590,000	(660,300)	-15.5%
Equalization Aid	6,624,000	5,386,500	6,624,000	1,237,500	23.0%
Subtotal	\$ 10,214,000	\$ 9,636,800	\$ 10,214,000	\$ 577,200	6.0%
<b>GIFTS, GRANTS, AND CONTRACTS</b>					
Government Grants and Contracts	750,000	750,000	750,000		
Indirect Costs Recovered					
Private Gifts, Grants, and Contracts					
Subtotal	\$ 750,000	\$ 750,000	\$ 750,000		
<b>TUITION, REGISTRATION, AND STUDENT FEES</b>					
General Tuition	3,110,000	2,930,000	3,205,000	275,000	9.4%
Out-of-District Tuition	450,000	600,000	600,000		
Out-of-State Tuition	60,000	120,000	120,000		
Student Fees	710,000	685,000	710,000	25,000	3.6%
Tuition and Fee Remissions or Waivers					
Subtotal	\$ 4,330,000	\$ 4,335,000	\$ 4,635,000	\$ 300,000	6.9%
<b>OTHER SOURCES</b>					
Investment Income					
Other	110,000	175,000	100,000	(75,000)	-42.9%
Subtotal	\$ 120,000	\$ 100,000	\$ 100,000		
Total Revenues and Other Additions	\$ 230,000	\$ 275,000	\$ 200,000	(75,000)	-27.3%
	\$ 26,824,000	\$ 26,334,776	\$ 27,737,607	\$ 1,402,831	5.3%
<b>UNRESTRICTED GENERAL FUND BALANCE AT JULY 1, APPLIED TO BUDGET</b>					
	\$	\$ 1,000,000	\$	\$ (1,000,000)	-100.0%
<b>TRANSFERS IN/(OUT)</b>					
Transfer Out - Primary Tax Levy					
- Unexpended Plant Fund	(2,250,000)	(2,250,000)	(2,550,000)	(300,000)	13.3%
Auxiliary/Current Restricted	(700,000)	(700,000)	(750,000)	(50,000)	7.1%
TOTAL AMOUNT AVAILABLE FOR EXPENDITURES	\$ 23,874,000	\$ 24,384,776	\$ 24,437,607	\$ 52,831	0.2%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 NORTHLAND PIONEER COLLEGE  
 BUDGET FOR FISCAL YEAR 2010-11  
 PLANT FUNDS - REVENUES AND OTHER ADDITIONS

	Estimated Actual 2009-10	Budget 2009-10	Budget 2010-11	Increase/(Decrease) From Budget 2009-10 To Budget 2010-11
			Amount	%
<b>REVENUES AND OTHER ADDITIONS BY SOURCE</b>				
<b>UNEXPENDED PLANT FUND</b>				
State Appropriations: Capital Support ( 2560 FTSE @ \$ 0 each)				
Investment Income	10,000	25,000	10,000	-60.0%
Proceeds from Sale of Bonds				
Other Revenues and Additions	10,000	25,000	10,000	-60.0%
<b>Total Revenues and Other Additions</b>	1,750,000	1,750,000	975,000	-44.3%
<b>RESTRICTED FUND BALANCE AT JULY 1</b>				
TRANSFERS IN/(OUT)				
Transfer In - Primary Tax Levy - Current General Fund	2,250,000	2,250,000	2,550,000	13.3%
Less: Amounts accumulated for future capital acquisitions	(1,000,000)	(1,000,000)	(975,000)	-2.5%
<b>TOTAL AMOUNT AVAILABLE FOR EXPENDITURES - UNEXPENDED PLANT FUND</b>	3,010,000	3,025,000	2,560,000	-15.4%
<b>RETIREMENT OF INDEBTEDNESS PLANT FUND</b>				
Sources for payment of principal and interest on general obligation bonds				
Secondary Tax Levy				
Other (Identify)				
<b>Total Revenues and Other Additions</b>				
<b>FUND BALANCE AT JULY 1 RESTRICTED FOR RETIREMENT OF GENERAL OBLIGATION BONDS</b>				
TRANSFERS IN/(OUT)				
Less: Amounts restricted for future debt service requirements				
<b>TOTAL AMOUNT AVAILABLE FOR RETIREMENT OF GENERAL OBLIGATION BONDS</b>				

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 NORTHLAND PIONEER COLLEGE  
 BUDGET FOR FISCAL YEAR 2010-11  
 PLANT FUNDS - REVENUES AND OTHER ADDITIONS

	Estimated Actual 2009-10	Budget 2009-10	Budget 2010-11	Increase/(Decrease) From Budget 2009-10 To Budget 2010-11
				Amount
				%
Sources for payment of principal and interest on revenue bonds (Identify)				
_____				
_____				
<b>Total Revenues and Other Additions</b>	\$ _____	\$ _____	\$ _____	\$ _____
FUND BALANCE AT JULY 1 RESTRICTED FOR RETIREMENT OF REVENUE BONDS				
TRANSFERS IN/(OUT)				
Current General Fund				
Less: Amounts restricted for future debt service requirements				
TOTAL AMOUNT AVAILABLE FOR RETIREMENT OF REVENUE BONDS	\$ _____	\$ _____	\$ _____	\$ _____
Sources for payment of principal and interest on other long-term debt (Identify)				
_____				
_____				
<b>Total Revenues and Other Additions</b>	\$ _____	\$ _____	\$ _____	\$ _____
FUND BALANCE AT JULY 1 RESTRICTED FOR RETIREMENT OF OTHER LONG-TERM DEBT				
TRANSFERS IN/(OUT)				
_____				
_____				
Less: Amounts restricted for future debt service requirements				
TOTAL AMOUNT AVAILABLE FOR RETIREMENT OF OTHER LONG-TERM DEBT	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL AMOUNT AVAILABLE FOR EXPENDITURES-RETIREMENT OF INDEBTEDNESS PLANT FUND</b>	\$ _____	\$ _____	\$ _____	\$ _____

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 NORTHLAND PIONEER COLLEGE  
 BUDGET FOR FISCAL YEAR 2010-11  
 CURRENT GENERAL FUND AND PLANT FUNDS - EXPENDITURES AND OTHER DEDUCTIONS

	Estimated Actual 2009-10	Budget 2009-10	Budget 2010-11	Increase/(Decrease) From Budget 2009-10 To Budget 2010-11
	Amount	Amount	Amount	%
<b>CURRENT GENERAL FUND</b>				
Instruction	\$ 9,590,000	\$ 9,935,000	\$ 9,600,000	-3.4%
Public Service				
Academic Support	1,090,000	950,000	1,100,000	15.8%
Student Services	1,760,000	1,702,000	1,800,000	5.8%
Institutional Support (Administration)	7,470,000	7,538,000	7,500,000	-0.5%
Operation and Maintenance of Plant	2,080,000	2,357,000	2,150,000	-8.8%
Scholarships	310,000	332,000	350,000	5.4%
Contingency		1,570,776	1,937,607	23.4%
<b>TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF CURRENT GENERAL FUND</b>	<b>\$ 22,300,000</b>	<b>\$ 24,384,776</b>	<b>\$ 24,437,607</b>	<b>0.2%</b>
<b>PLANT FUNDS: UNEXPENDED PLANT FUND</b>				
Land				
Buildings	700,000	700,000	990,000	41.4%
Improvements Other Than Buildings	575,000	600,000	415,000	-30.8%
Equipment	850,000	850,000	750,000	-11.8%
Library Books	25,000	25,000	25,000	100.0%
Museum and Art Collections				
Construction in Progress	235,000	250,000	(250,000)	-100.0%
Contingency				
Retirement of Indebtedness - Capital Leases and Installment Purchases	600,000	600,000	355,000	-40.8%
Interest on Indebtedness - Capital Leases and Installment Purchases				
<b>TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF UNEXPENDED PLANT FUND</b>	<b>\$ 2,985,000</b>	<b>\$ 3,025,000</b>	<b>\$ 2,560,000</b>	<b>-15.4%</b>
<b>RETIREMENT OF INDEBTEDNESS PLANT FUND</b>				
Retirement of Indebtedness - General Obligation Bonds				
Interest on Indebtedness - General Obligation Bonds				
Retirement of Indebtedness - Revenue Bonds				
Interest on Indebtedness - Revenue Bonds				
Retirement of Indebtedness - Other Long-Term Debt				
Interest on Indebtedness - Other Long-Term Debt				
Other-Property Tax Judgement				
<b>TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF RETIREMENT OF INDEBTEDNESS PLANT FUND</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**  
**NORTHLAND PIONEER COLLEGE**  
**BUDGET FOR FISCAL YEAR 2010-11**  
**CURRENT AUXILIARY ENTERPRISES FUND - REVENUES AND OTHER ADDITIONS**

	Estimated Actual 2009-10	Budget 2009-10	Budget 2010-11	Increase/(Decrease) From Budget 2009-10 To Budget 2010-11
				Amount
				%
<b><u>REVENUES AND OTHER ADDITIONS BY SOURCE</u></b>				
<b>TUITION AND STUDENT FEES</b>				
General Tuition	\$	\$	\$	
Out-of-District Tuition				
Out-of-State Tuition				
Student Fees				
Tuition and Fee Remissions or Waivers				
Subtotal	\$	\$	\$	
<b>SALES AND SERVICES</b>				
Bookstore Sales	1,000,000	1,000,000	150,000	(85,000)
Food Services Sales				
Dormitory Rentals				
Intercollegiate Athletics				
Parking Fees or Permits	100,000	70,000	70,000	
Other Sales and Services	1,100,000	1,070,000	220,000	(85,000)
Subtotal	\$	\$	\$	-85.0%
<b>OTHER REVENUES AND ADDITIONS</b>				
Investment Income				
Other (Identify)				
Subtotal	\$	\$	\$	
<b>Total Revenues and Other Additions</b>	\$	\$	\$	-79.4%
<b>UNRESTRICTED FUND BALANCE AT JULY 1</b>				
<b>TRANSFERS IN/(OUT)</b>				
Current General Fund	200,000	300,000	350,000	16.7%
Subtotal				
<b>TOTAL AMOUNT AVAILABLE FOR EXPENDITURES</b>	\$	\$	\$	-58.4%

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**  
**NORTHLAND PIONEER COLLEGE**  
**BUDGET FOR FISCAL YEAR 2010-11**  
**CURRENT RESTRICTED FUND - REVENUES AND OTHER ADDITIONS**

	Estimated Actual 2009-10	Budget 2009-10	Budget 2010-11	Increase/(Decrease) From Budget 2009-10 To Budget 2010-11	%
				Amount	
<b><u>REVENUES AND OTHER ADDITIONS BY SOURCE</u></b>					
<b>GIFTS, GRANTS, AND CONTRACTS</b>					
Federal Grants and Contracts	\$ 4,000,000	\$ 3,300,000	\$ 4,000,000	\$ 700,000	21.2%
State Grants and Contracts	600,000	800,000	600,000	(200,000)	-25.0%
Local Grants and Contracts	550,000	550,000	550,000		
Private Gifts, Grants, and Contracts	5,150,000	4,650,000	5,150,000	500,000	10.8%
Subtotal	\$ 5,150,000	\$ 4,650,000	\$ 5,150,000	\$ 500,000	10.8%
<b>OTHER REVENUES AND ADDITIONS</b>					
Investment Income					
State Shared Sales Tax					
Other (Identify)					
Subtotal	\$	\$	\$	\$	
<b>Total Revenues and Other Additions</b>	<b>\$ 5,150,000</b>	<b>\$ 4,650,000</b>	<b>\$ 5,150,000</b>	<b>\$ 500,000</b>	<b>10.8%</b>
<b>RESTRICTED FUND BALANCE AT JULY 1</b>					
<b>TRANSFERS IN/(OUT)</b>					
General Fund	500,000	400,000	400,000		
<b>TOTAL AMOUNT AVAILABLE FOR EXPENDITURES</b>	<b>\$ 5,650,000</b>	<b>\$ 5,050,000</b>	<b>\$ 5,550,000</b>	<b>\$ 500,000</b>	<b>9.9%</b>

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**  
**NORTHLAND PIONEER COLLEGE**  
**BUDGET FOR FISCAL YEAR 2010-11**  
**CURRENT AUXILIARY ENTERPRISES AND CURRENT RESTRICTED FUNDS - EXPENDITURES AND OTHER DEDUCTIONS**

	Estimated Actual 2009-10	Budget 2009-10	Budget 2010-11	Increase/(Decrease) From Budget 2009-10 To Budget 2010-11	
<b>CURRENT AUXILIARY ENTERPRISES FUND</b>					<b>%</b>
Bookstore	\$ 1,200,000	\$ 1,270,000	\$ 225,000	\$ (1,045,000)	-82.3%
Food Services					
Dormitories					
Intercollegiate Athletics					
Other Sales and Services	100,000	100,000	345,000	245,000	245.0%
<b>TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF CURRENT AUXILIARY ENTERPRISES FUND</b>	<b>\$ 1,300,000</b>	<b>\$ 1,370,000</b>	<b>\$ 570,000</b>	<b>\$ (800,000)</b>	<b>-58.4%</b>
<b>CURRENT RESTRICTED FUND</b>					
Instruction	630,000	700,000	700,000		
Public Service	10,000	20,000	15,000	(5,000)	-25.0%
Academic Support					
Student Services	750,000	1,000,000	800,000	(200,000)	-20.0%
Institutional Support (Administration)	30,000	30,000	35,000	5,000	16.7%
Operation and Maintenance of Plant					
Scholarships	4,230,000	3,300,000	4,000,000	700,000	21.2%
<b>TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF CURRENT RESTRICTED FUND</b>	<b>\$ 5,650,000</b>	<b>\$ 5,050,000</b>	<b>\$ 5,550,000</b>	<b>\$ 500,000</b>	<b>9.9%</b>



## 2010 LEVY LIMIT WORKSHEET

COUNTY OF: Navajo

TAX AUTHORITY: North Land Pioneer College

Revised: 2/8/2010 2010 NEW CONSTRUCTION = 33,455,613

### SECTION A: 2009 MAXIMUM LEVY LIMIT

A.1	2009 MAXIMUM ALLOWABLE PRIMARY TAX LIMIT (AMOUNT ON LINE D.5 FROM 2009 WORKSHEET)	11,337,976
A.2	LINE A.1 MULTIPLIED BY 1.02 EQUALS	11,564,736

### SECTION B: 2010 NET ASSESSED VALUE OF PROPERTY SUBJECT TO TAXATION IN 2009

B.1	CENTRALLY ASSESSED	223,470,452	
B.2	LOCALLY ASSESSED REAL	790,882,857	
B.3	LOCALLY ASSESSED PERSONAL PROPERTY.....	21,479,665	
B.4	TOTAL OF B.1 THROUGH B.4 EQUALS		1,035,832,974
B.5	B.4 DIVIDED BY 100 EQUALS		10,358,330

### SECTION C: 2010 NET ASSESSED VALUE

C.1	CENTRALLY ASSESSED	245,214,146	
C.2	LOCALLY ASSESSED REAL	802,594,776	
C.3	LOCALLY ASSESSED PERSONAL PROPERTY.....	21,479,665	
C.4	TOTAL OF C.1 THROUGH C.4 EQUALS		1,069,288,587
C.5	C.4 DIVIDED BY 100 EQUALS		10,692,886

### SECTION D: 2010 LEVY LIMIT CALCULATION

D.1	ENTER LINE A.2	11,564,736	
D.2	ENTER LINE B.5	10,358,330	
D.3	DIVIDE D.1 BY D.2 AND ENTER RESULT		1.1165
D.4	ENTER LINE C.5		10,692,886
D.5	MULTIPLY D.4 BY D.3 AND ENTER RESULT <u>LINE D.5 EQUALS 2010 MAXIMUM ALLOWANCE LEVY LIMIT</u>		11,938,607
D.6	ENTER EXCESS PROPERTY TAXES COLLECTABLE PURSUANT TO ARS 42-17051, SECTION B		
D.7	ENTER AMOUNT IN EXCESS OF EXPENDITURE LIMITATION PURSUANT TO ARS 42-17051, SECTION C		
D.8	LINE D.5 MINUS LINE D.6 AND LINE D.7 EQUALS <u>2010 ALLOWABLE LEVY</u>		

# 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>
<del>7. Tuition and fee schedules approved</del>	<del>DGB</del>	<del>16 March</del>
<del>8. Receive preliminary budget analysis</del>	<del>DGB</del>	<del>16 March</del>
<del>9. Receive wage and salary recommendation</del>	<del>DGB</del>	<del>16 March</del>
<del>10. Budget hearings</del>	<del>Budget Managers</del>	<del>19 March</del>
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

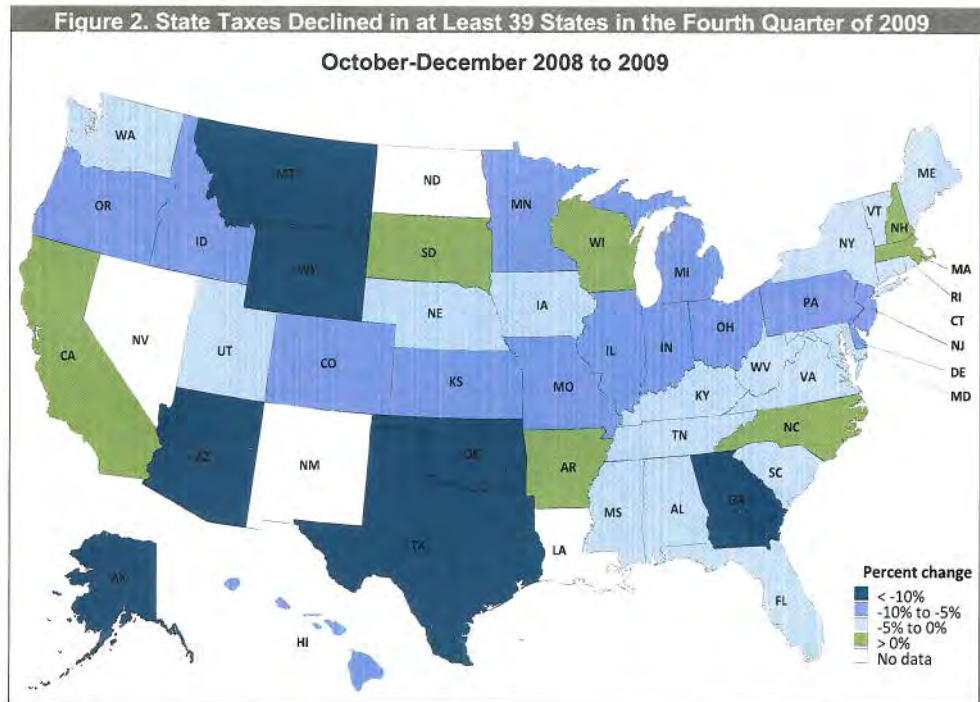
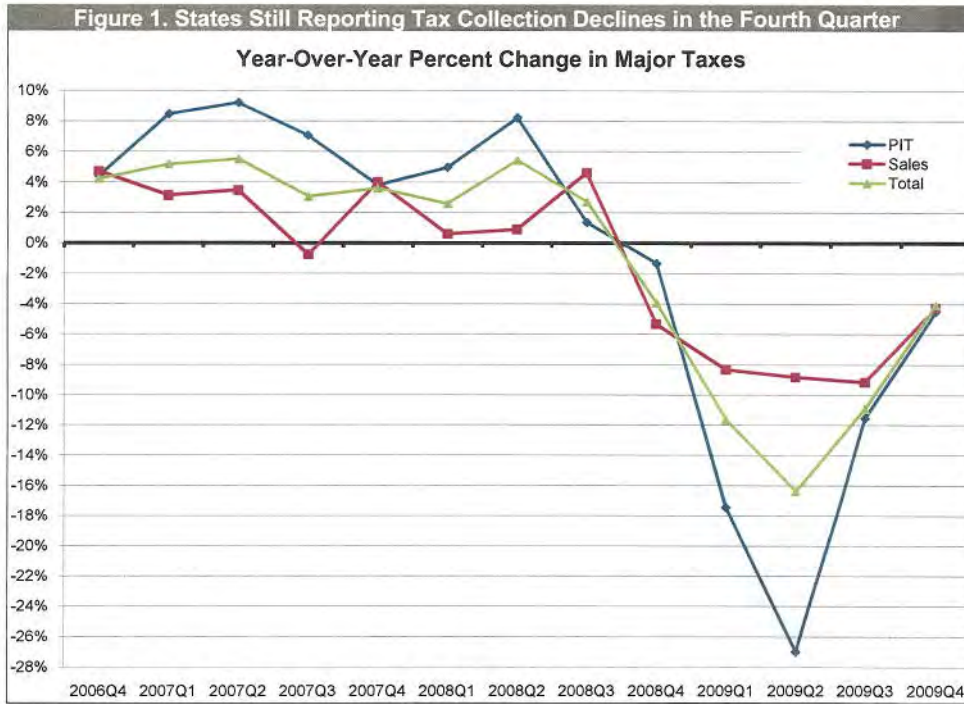
**Northland Pioneer College  
Departmental Budget Guidelines  
FY 1011**

Budget requests must be entered into the Jenzabar budget module, see attached “**Budget Allocate Instructions**”.

- Budget request for expenditures & capital must be completed by **Friday, February 12, 2010.**
- State funding expected to be significantly reduced in FY1011 with an overall target operating reduction of **\$3 million.**
- Include only items in your budget requests that are considered critical and are linked to the current **NPC Strategic Plan.** Any amounts that are higher than FY0910 must be justified. Please provide your detailed justification in the attached “**Budget Justification**” template.
- When you complete your budget notify **Maderia Ellison, Director of Financial Services** by **e-mail** and include the completed “**Budget Justification**” template.
- The **FY0910 Budgets** reflected in Budget Allocate include budget transfers received through December 2009.
- Starting **February 13, 2010** you will no longer have access to “**Budget Allocate**”.
- Budget hearings will be held in **mid-March, 2010** with the Executive Team and Budget Managers.
- Once the budget is approved you will be able to review it in the Jenzabar budget module, see attached “**Budget Review Instructions**”.

**Budget Categories & Targets:**

Revenues	<ul style="list-style-type: none"><li>• Budget will be prepared by Administrative Services.</li></ul>
Salaries/Wages & Benefits	<ul style="list-style-type: none"><li>• Budget will be prepared by Administrative Services <b><u>except Adjunct Salaries, Overload, Temporary Salaries, Lab Aids, and Substitute Salaries please include those in your budget request.</u></b></li></ul>
Operating Expenditures	<ul style="list-style-type: none"><li>• State funding expected to be significantly reduced in FY1011 with an overall target operating reduction of \$3 million.</li><li>• All budget requests should reflect only those items required to maintain critical service levels.</li></ul>
Capital Expenditures	<ul style="list-style-type: none"><li>• No state funding in FY1011.</li><li>• Any request for funding must be covered from the operation budget.</li></ul>



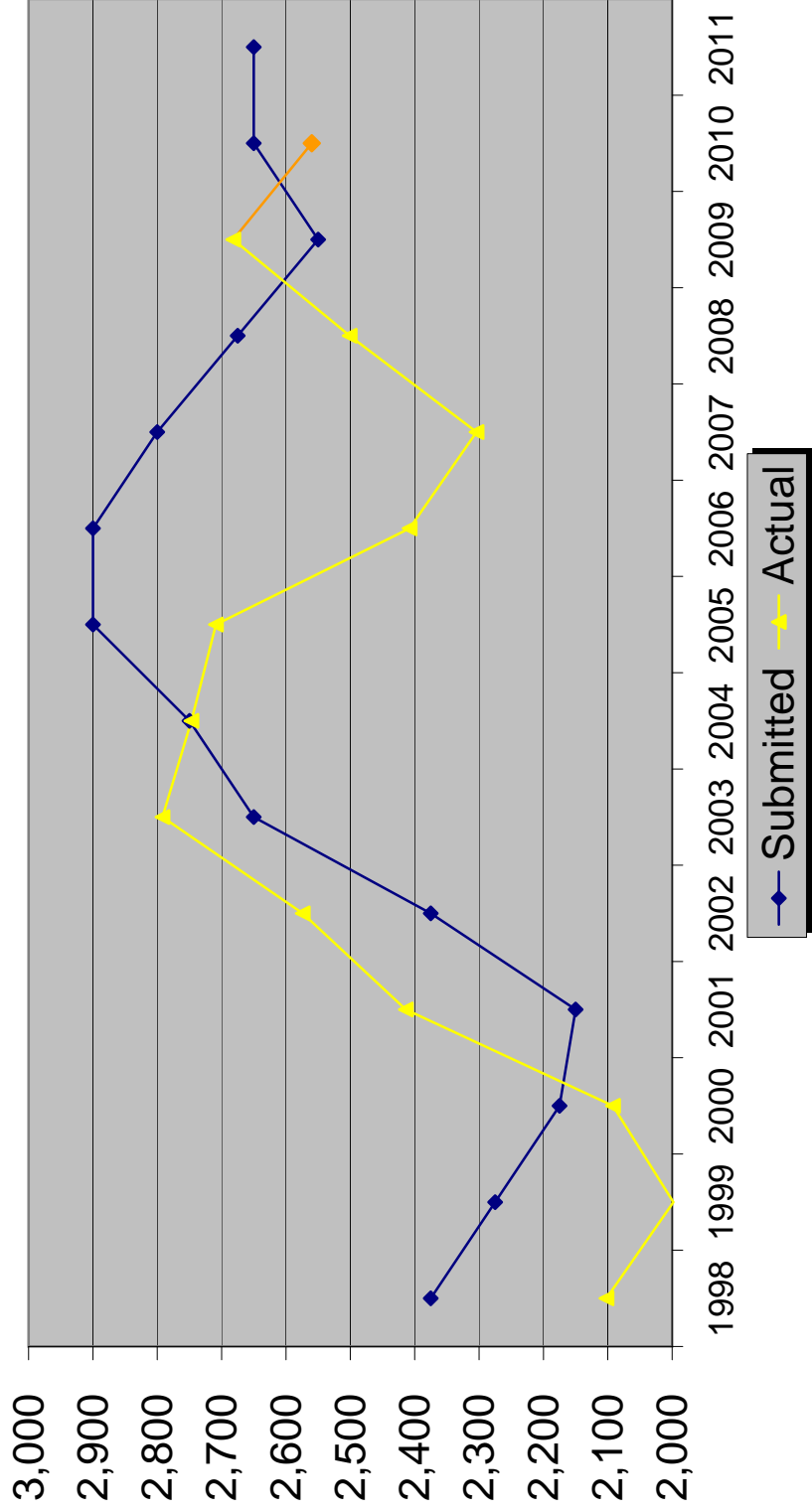
Estimated FSTE for Submission to EEOC  
FOR FYE 2011

		Estimated		1979-80		2011	
FTSE	Population	Inflation	Base	Expenditure	Variance		
<u>Estimate</u>	<u>Factor</u>	<u>Factor</u>	<u>Expenditures</u>	<u>Limitation</u>	<u>to prior year</u>		
2500	1.5964	2.7169	3,716,543	16,119,853	(703,574)		
2525	1.6124	2.7169	3,716,543	16,281,051	(542,376)		
2550	1.6284	2.7169	3,716,543	16,442,250	(381,177)		
2575	1.6443	2.7169	3,716,543	16,603,448	(219,979)		
2600	1.6603	2.7169	3,716,543	16,764,647	(58,780)		
2625	1.6762	2.7169	3,716,543	16,925,845	102,418		
2650	1.6922	2.7169	3,716,543	17,086,770	263,343		
2675	1.7082	2.7169	3,716,543	17,248,242	424,815		
2700	1.7241	2.7169	3,716,543	17,409,441	586,014		

*Estimated expenditures subject to expenditure limit: \$ 16,500,000*

HISTORY	Submitted FTSE	Actual FTSE	Exp Limit/ Est FTSE	Statutory Exp Limit	Alternative Exp Limit	Bookstore Revenues	Actual Exp Subject to Exp Limit
FYE 1998	2,375	2,102	5,110	12,135,941			12,135,940
FYE 1999	2,275	1,998	5,236	11,911,074			11,911,073
FYE 2000	2,175	2,092	5,259	11,438,325			11,417,776
FYE 2001	2,150	2,414	5,417	10,924,132	11,645,836		11,514,058
FYE 2002	2,375	2,574	5,579	12,494,304	13,250,523		12,818,881
FYE 2003	2,650	2,792	5,747	14,259,188	15,228,338		14,499,064
FYE 2004	2,750	2,747	5,445	14,974,540			14,912,924
FYE 2005	2,900	2,709	5,529	16,035,507			14,429,617
FYE 2006	2,900	2,408	5,613	16,278,691			15,915,946
FYE 2007	2,800	2,304	5,816	16,284,629			16,202,909
FYE 2008	2,675	2,501	6,019	16,100,110			15,416,094
FYE 2009	2,550	2,682	6,208	15,829,198		1,088,932	15,829,197
FYE 2010	2,650	2,560	6,348	16,823,427		1,100,000	16,500,000
FYE 2011	2,650		6,448	17,086,770			16,500,000

# FTSE Submitted for Expenditure Limit Compared to Actual



## Request to Approve 2010-2011 Wage and Salary Schedules

### **Recommendation:**

Staff recommends approval of the salary schedules as presented.

### **Summary:**

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

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).

The Navajo County School Employee Trust has significantly reduced the basic plan benefits for health insurance. NPC's costs will increase 3.9 percent. Dependent coverage will continue to be offered as an option with the employee bearing the entire cost. Employee cost will increase at least nine percent.

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. Before the seasonal adjustment, the Consumer Price Index (CPI-U) has increased 2.1 percent according to the U.S. Bureau of Labor Statistics.

Staff's recommendation includes no step increases or lateral moves in 2010-11.



# Northland Pioneer College

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



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

Step	Grade	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	\$45,263	\$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	Amt
Level 1	\$600
Level 2	\$620
Level 3	\$640

**Substitute Rate**

\$20.00/hr

**Proposed Hourly Rate - Nonexempt Staff for 2010-2011 Budget Year**

Step	Grade >	1	2	3	4	5	6	7	8	9	10	11
1	\$	10.97	\$ 11.31	\$ 11.65	\$ 11.99	\$ 12.33	\$ 12.67	\$ 13.01	\$ 13.35	\$ 13.69	\$ 14.03	\$ 14.37
2	\$	11.31	\$ 11.65	\$ 11.99	\$ 12.33	\$ 12.67	\$ 13.01	\$ 13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71
3	\$	11.65	\$ 11.99	\$ 12.33	\$ 12.67	\$ 13.01	\$ 13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05
4	\$	11.99	\$ 12.33	\$ 12.67	\$ 13.01	\$ 13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39
5	\$	12.33	\$ 12.67	\$ 13.01	\$ 13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73
6	\$	12.67	\$ 13.01	\$ 13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 16.07	\$ 16.41
7	\$	13.01	\$ 13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 16.07	\$ 16.41	\$ 16.75
8	\$	13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 17.09
9	\$	13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.43
10	\$	14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43
11	\$	14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77
12	\$	14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11
13	\$	15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45
14	\$	15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79
15	\$	15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13
16	\$	16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13	\$ 19.47
	Level 1											
		Level 2										
		Level 3										

**Proposed Hourly Rate - Technical and Skilled Craft - 2010-2011 Schedule**

Step	Grade >	1	2	3	4	5	6	7	8	9	10	11	12
1	\$	12.67	\$ 13.01	\$ 13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41
2	\$	13.01	\$ 13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75
3	\$	13.35	\$ 13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09
4	\$	13.69	\$ 14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43
5	\$	14.03	\$ 14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77
6	\$	14.37	\$ 14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11
7	\$	14.71	\$ 15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45
8	\$	15.05	\$ 15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79
9	\$	15.39	\$ 15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13
10	\$	15.73	\$ 16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13	\$ 19.47
11	\$	16.07	\$ 16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13	\$ 19.47	\$ 19.81
12	\$	16.41	\$ 16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13	\$ 19.47	\$ 19.81	\$ 20.15
13	\$	16.75	\$ 17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13	\$ 19.47	\$ 19.81	\$ 20.15	\$ 20.49
14	\$	17.09	\$ 17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13	\$ 19.47	\$ 19.81	\$ 20.15	\$ 20.49	\$ 20.83
15	\$	17.43	\$ 17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13	\$ 19.47	\$ 19.81	\$ 20.15	\$ 20.49	\$ 20.83	\$ 21.17
16	\$	17.77	\$ 18.11	\$ 18.45	\$ 18.79	\$ 19.13	\$ 19.47	\$ 19.81	\$ 20.15	\$ 20.49	\$ 20.83	\$ 21.17	\$ 21.51
	Level T1												
		Level T2											
		Level T3											

## 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

11 Month Staff		
Group	Base	Max
B2	\$29,171	\$40,841
B1	\$31,659	\$44,323
C3	\$32,468	\$45,454
C2	\$35,553	\$49,773
C1	\$37,840	\$52,976

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

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	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	Small 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	1	2	3	4	5	6	7	8	9	10	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												
Level 2												
Level 3												

**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													
Level T2													
Level T3													

## 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.

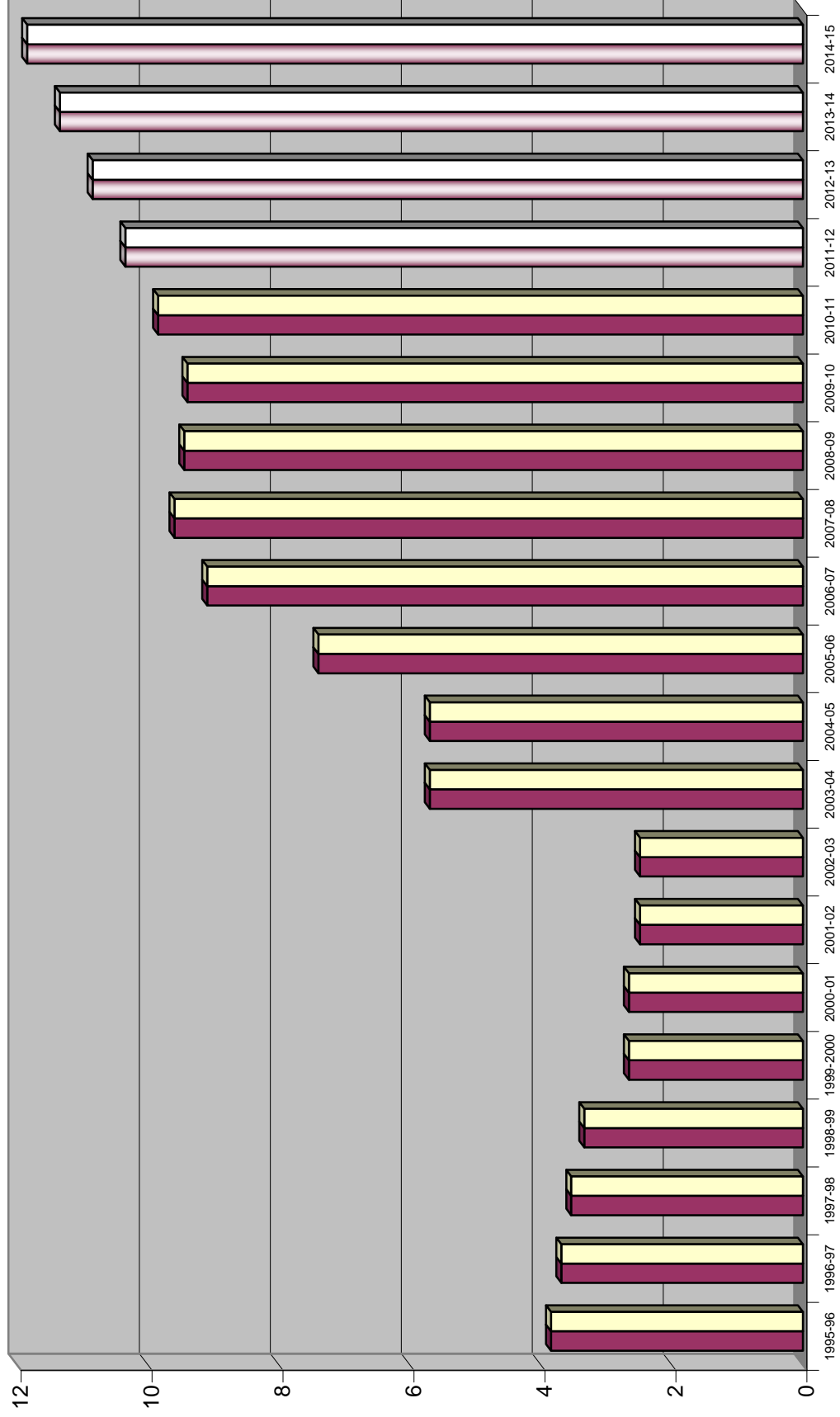
Contribution rates are actuarially determined and are adjusted to ensure the plan remains fiscally sound and able to meet current and future obligations. Contribution rates are approved annually by the ASRS Board of Trustees. The ASRS is a match plan, meaning the contribution rate applies to employees 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</b> (Effective July 1, 2009)		
	<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</b> (Effective July 1, 2010)		
	<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, 2010

Navajo County Schools Employee Benefits Trust Cost of Medical Insurance

### 2010-2011 Contribution Rates

#### Basic Plan (B-25)\*

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$467	\$37	\$ 0
Employee & Spouse	\$934	\$80	\$510
Employee & Child (ren)	\$934	\$86	\$516
Employee & Family	\$1,036	\$117	\$649

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

Covered Group	Medical	Dental	TOTAL Monthly Cost to Employee
Employee Only	\$557	\$37	\$ 90
Employee & Spouse	\$1,086	\$80	\$662
Employee & Child (ren)	\$1,086	\$86	\$668
Employee & Family	\$1,201	\$117	\$814

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

#### 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)

# 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)

## Increase to Health Insurance Monthly Premium

<u>Basic Plan + dental</u>		<u>Increase</u>		<u>Increase</u>		
	<u>Employee Cost</u>	<u>\$</u>	<u>%</u>	<u>College Cost</u>	<u>\$</u>	<u>%</u>
Employee				504	19	3.9%
Spouse	510	42	9.0%			
Children	516	42	8.9%			
Family	649	53	8.9%			

<u>Premier Plan + dental</u>		<u>Increase</u>		<u>Increase</u>		
	<u>Employee Cost</u>	<u>\$</u>	<u>%</u>	<u>College Cost</u>	<u>\$</u>	<u>%</u>
Employee	90	40	80.0%	504	19	3.9%
Spouse	662	147	28.5%			
Children	668	147	28.2%			
Family	814	163	25.0%			

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

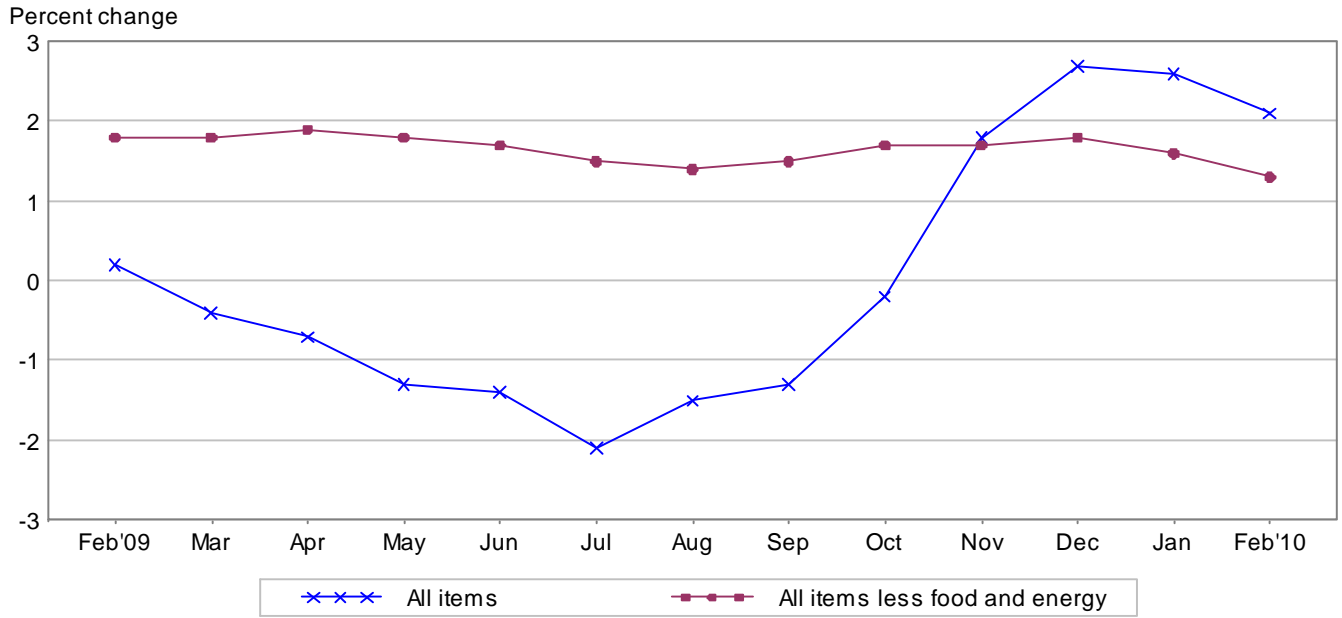


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Feb. 2010
	Aug. 2009	Sep. 2009	Oct. 2009	Nov. 2009	Dec. 2009	Jan. 2010	Feb. 2010	
All items .....	.4	.2	.2	.2	.2	.2	.0	2.1
Food .....	.0	-.1	.0	.1	.1	.2	.1	-.2
Food at home .....	-.1	-.3	.0	.0	.2	.4	.1	-1.5
Food away from home <sup>1</sup> .....	.1	.1	.1	.2	.1	.1	.1	1.4
Energy .....	3.7	.6	.6	2.2	.8	2.8	-.5	14.4
Energy commodities .....	6.7	1.1	.4	3.0	1.6	4.9	-1.3	34.4
Gasoline (all types) .....	6.9	.9	.3	2.7	2.3	4.4	-1.4	36.8
Fuel oil <sup>1</sup> .....	5.0	-.3	2.2	7.4	.0	6.1	-2.4	19.3
Energy services .....	.1	-.1	.8	1.1	-.3	.0	.5	-4.2
Electricity .....	-.1	-.3	.8	1.2	-.2	-1.1	-.5	-2.7
Utility (piped) gas service .....	.5	-1.5	.7	.9	-.7	3.5	3.9	-8.4
All items less food and energy .....	.1	.2	.2	.0	.1	-.1	.1	1.3
Commodities less food and energy commodities .....	-.2	.3	.4	.2	.1	.1	-.1	2.5
New vehicles .....	-1.0	.3	1.4	.5	-.2	-.5	.1	3.5
Used cars and trucks .....	2.0	1.7	3.1	1.9	2.2	1.5	.7	14.1
Apparel .....	.0	.2	-.3	-.3	.4	-.1	-.7	.0
Medical care commodities <sup>1</sup> .....	.5	.6	.2	.1	-.1	.7	.8	3.5
Services less energy services .....	.2	.1	.1	.0	.1	-.2	.1	.9
Shelter .....	.1	.0	.0	-.2	.0	-.5	.0	-.4
Transportation services .....	.5	.7	.5	.5	.3	-.3	.4	3.3
Medical care services .....	.2	.3	.2	.3	.2	.5	.4	3.7

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

## Proposed Early Retirement Procedure

### **Recommendation:**

Staff does not recommend approval of the previously proposed early retirement procedure.

### **Summary:**

The attached proposed procedure would provide full-time college employees with an early retirement incentive and was reviewed previously.

The proposed incentive was a monthly benefit of \$300 toward the purchase of health insurance for a period not to exceed three years, with the retiree responsible for obtaining and maintaining the health insurance.

Staff originally reported a cost neutral impact on the college during the first year, with savings in subsequent years. However, on review of recently enacted legislation an unknown cost associated with the possible creation of an ASRS “actuarial unfunded liability” may change the analysis. The ASRS will not calculate this cost of an early retirement incentive until it receives notification of the implementation of the incentive. ASRS will then assess a charge against the employer.



# Northland Pioneer College

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

# Procedure 2777

## Early Retirement

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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]

## **Request to Approve Amendment to Premises Lease with the NPC Foundation**

### **Recommendation:**

Staff recommends approval of the amendment to the existing lease agreement with the NPC Foundation for the facility at 103 N. First Avenue in Holbrook.

### **Background Information:**

The attached lease amendment is the result of discussions with the NPC Foundation to move from the current obligations associated with the facility lease to a self supporting operation. Under the terms of the proposed amendment obligations related to the lease will diminish by at least twenty (20) percent each year with final termination no later than February 2015. Staff will review the changes and be prepared to answer questions regarding the proposed amendment.

Legal counsel for the College and separate legal counsel for the NPC Foundation have both reviewed the proposed amendment.



# **Northland Pioneer College**

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

## Amendment to Lease Agreement

This Amendment to Lease Agreement is entered into this \_\_\_\_ day of April, 2010, by and between The Northland Pioneer College Foundation, Inc., an Arizona corporation (“Lessor”), and Navajo County Community College District, an Arizona community college district doing business as Northland Pioneer College (“Lessee”).

### RECITALS

The terms of all prior Lease Agreements entered into by the parties, and specifically, the Lease Agreement entered into by the parties on February 14, 2006, are affirmed and hereby incorporated by reference and remain valid and in affect unless specifically disavowed, modified, or otherwise stated in this Lease Agreement.

Lessor owns real property located at: 203 W. Hopi Dr; Holbrook, AZ 86025, the legal description of which is:

**KEMPENICH ADDN: LOTS 1, 2, 3, 4, 5, 41,42,43,44, BLOCK 12, as recorded in Book 1, Page 8 of the records of Navajo County, Arizona.**  
Also known as Navajo County parcels #109-19-201 & #109-19-206

(hereinafter, the “Property”).

Lessee has entered into a lease agreement that binds Lessee to pay certain obligations through February 2016, but now desires to separate itself from the lease and the lease obligations relating to the Property.

Lessor desires to work with Lessee in vacating the property on friendly terms and lease the Property to others in the place of Lessee.

Lessee desires to taper off the obligations arising out of this and other lease documents and agrees to vacate the premises so that the Property can be ready to lease to others.

Now, therefore, for good and valuable consideration and the mutual covenants contained herein, the parties agree as follows:

### AGREEMENT

A. *The Parties hereby modify Section 2 by deleting it in its entirety and substituting therefor the following:*

2. Term. The term of this Lease shall be nine (9) years commencing on February 14, 2006, and ending on February 13, 2015. At the expiration of the Term, by mutual agreement, the Parties may either



renew this Lease under the terms and conditions contained herein as from time to time amended, or negotiate a new lease agreement.

B. *The Parties hereby modify Section 3 by deleting it in its entirety and substituting therefor the following:*

3. Rental Payments.

In lieu of rental fees for the Property, Lessee shall provide an Executive Director for The Northland Pioneer College Foundation, Inc. Office space and general office supplies for the Executive Director shall be provided. This obligation shall continue through June 30, 2010. Thereafter, lease payments shall be provided by the subsequent paragraphs within this section.

(a) Monthly Rental Payments. Lessee shall pay to Lessor a monthly rental payment in the amount of \$8,238.80 per month, which shall be due on the first business day of each month commencing on July 1, 2010. The monthly rental payments shall be paid in advance without prior notice or demand and shall be paid to the Lessor at the address provided herein. If delivery is by mail, delivery shall be deemed complete when deposited in the United States Post Office, postage prepaid. No bond shall be required to guarantee payment of rent.

(b) Office Space and Equipment Use. In addition to monthly rental payments and in further consideration for the above provisions, Lessee agrees to provide office space and use of equipment, including, but not limited to use of a computer, telephone system, and copier/fax/scanner (replaced according to Lessee's standard schedule of replacement) for Lessor's Executive Director and one support staff/personnel (as space is available) at Lessee's Silver Creek Campus. For purposes of this Lease, equipment specifically excludes items including, but not limited to, office supplies, postage, and vehicle usage. Lessee further agrees to provide the Executive Director of the Lessor a reasonable use of storage space. It is expressly understood and accepted by the Parties that the Executive Director of the Lessor can expect and will enjoy a reasonable expectation of privacy in his office and business activities. Notwithstanding any expectation of privacy, Lessor hereby expressly agrees that the Executive Director and support person will be bound by and comply with existing Lessee Policies, including Lessee's Computer Usage Policies. Nothing in this paragraph shall be deemed to require Lessee to provide support staff, or to pay wages or benefits to either the Executive Director or to the support staff; the Executive Director and support staff shall be and remain employees of Lessor who shall be solely responsible for payment of wages, benefits, and employment taxes for its employees.

(c) Monthly Rental Adjustments. Lessor covenants to use reasonable and diligent measures to lease portions of the Property to others at rates acceptable to Lessor. The parties agree that if Lessor is able to successfully lease portions of the Property, the monthly rental obligations of Lessee will be reduced proportionately to the amount of space in the building being leased to others. Any portion of the Property being occupied and/or used by the Lessor for its own purposes, shall likewise be considered as if it were leased to others. Notwithstanding any provision to the contrary, common areas (such as janitorial closets, bathroom facilities, and telecommunication facilities) shall not be included in the calculation of rental adjustments on a percentage basis of the area of the building occupied and/or used by the Lessor for its own purposes unless and until 100% of the otherwise rentable office facilities at the Property are leased to others.

(d) Highwater Rental Diminution. Upon any adjustment or diminution of monthly rental obligations pursuant to subsection (c) above, Lessee's monthly rental obligations shall not be increased for any reason thereafter. The Parties understand and agree that this provision is based upon the percentage of occupancy of the overall building, not on any one person or entity's periodic occupancy of the Property.

(e) Stepdown Rental Provision. Notwithstanding Lessor's actual ability to lease a portion of the Property to others, commencing on March 1, 2011, and on each March 1 thereafter, Lessee's monthly rental obligations for the year shall be reduced by a minimum of 20%, and shall not be increased for any reason thereafter.

(f) Sale of Property. All monthly rental obligations and other obligations of Lessee under this Lease (except those obligations providing for use of office space and equipment for the Lessor's Executive Director and/or support staff as outlined above) shall terminate upon sale of the Property by Lessor. Lessor agrees to give Lessee at least 30 days written notice of any proposed or pending sale of the Property.

C. *The Parties hereby modify Section 4 by deleting it in its entirety and substitute therefor the following:*

4. Use. The parties agree that one of the prime purposes of entering into this Amendment to Lease Agreement is to taper off Lessee's use, occupation, and obligations arising out of the use of the Property. Therefore, Lessee expressly agrees to vacate the premises on or by June 30, 2010 and shall have no further right to use, operate, maintain, repair, remove or inspect the premises, except for the use of storage buildings located on the parking lot, for the purpose of storing personalty in conformity with local codes and regulations. Furthermore, Lessee agrees

to vacate the Property before June 30, 2010 upon 30 days written notice by Lessor that Lessor has identified others to lease portions of the Property at acceptable rates, for which Lessor shall reimburse Lessee for a pro-rata portion of the monthly rental obligations based on the square footage of the building leased by others.

D. *The Parties hereby modify Section 5 by deleting it in its entirety and substituting therefor the following:*

5. Taxes and Assessments. As of June 30, 2010, Lessee shall have no further obligations to pay for taxes and assessments relating to or arising out of occupation of the Property.

E. *The Parties hereby modify section 6 by adding the following sentence to the end of the paragraph:*

After June 30, 2010, Lessee shall have no further obligations under this Section 6 except for such expenses which accrued prior to June 30, 2010.

F. *The Parties hereby modify Section 7 by deleting it in its entirety and substituting therefor the following:*

7. Indemnification. Lessee shall indemnify and hold harmless Lessor for all claims for personal injury and property damage arising out of the use, maintenance, repair, or inspection of the Property which are proximately caused by Lessee's gross negligence or willful misconduct. Additionally, Lessor shall have no liability for any personalty left or stored on the Property unless such liability arises out of Lessor's illegal acts or gross misconduct. Lessor shall indemnify and hold harmless Lessee for all claims arising out of personal injury and property damage relating to access to the Property, except for those claims arising out of Lessee's gross negligence or willful misconduct. Notwithstanding the foregoing or any other provision of this Lease to the contrary, any agreement by Lessee to indemnify or hold harmless Lessor shall be limited to and payable only from the Lessee's available insurance or self-insurance program providing for liability assumed by contract, if any.

G. *The Parties hereby modify Section 8 by adding a new sentence at the end of paragraph (a) to read as follows:*

Lessee shall maintain such liability coverage in full force and effect during such time as Lessee is occupying or using any portion of the Property.

H. *The Parties hereby modify Section 9 by deleting it in its entirety and substituting therefor the following:*

9. Condition of Premises. Lessee shall take the Lease Premises “as is” and in such physical condition as they are upon commencement of the term of this Lease. Lessor shall not be liable for any damage or injury to either persons or property due in any way to the condition of the Leased Premises. Upon Lessee no longer occupying or using the Leased Premises, Lessee shall leave the Leased Premises in good and clean condition, and shall pay Lessor the amount of Three Thousand Dollars (\$3,000.00) for the restoration of locks, doors, and entrance facilities; such payment to be made no later than July 1, 2010.

I. *The Parties hereby modify Section 12 by adding the following language at the end of the paragraph:*

Obligations under this section shall remain in force and full effect through June 30, 2010.

J. *The Parties hereby modify Section 15 by deleting it in its entirety and substituting therefor the following:*

15. Default.

(a) Default by Lessee.

(i). Events of Default. The occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Lessee:

(1) The failure by Lessee to deliver Rent within ten (10) days following the due date of such Rent.

(2) The failure of Lessee to observe or perform any of the covenants, conditions or provisions of this Lease to be overseen or performed by the Lessee.

(3) The making by Lessee of any general assignment or general arrangement for the benefit of creditors (or the filing by or against Lessee of a petition to have Lessee adjudged a bankrupt, or a petition or reorganization or arrangement under any law relating to bankruptcy (unless, in the case of the petition filed against Lessee, the same is dismissed within sixty (60) days); of the appointment of a trustee or a receiver to take possession of substantially all of Lessee’s assets located at the Property or of Lessee’s interest in this Lease, where possession is not restored to Lessee within thirty (30) days; or the attachment, execution or other judicial seizure of substantially all of Lessee’s assets located at the Property or of Lessee’s interest in this Lease; where such seizure is not discharged within thirty (30) days.

(4) The failure of Lessee to comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Lessee's use of the Property.

(ii) Cure. In the event of any such default by Lessee, Lessor shall give written notice to Lessee of such default and Lessee shall have thirty (30) days following receipt of such notice in which to cure the default; provided, however, that if the nature of Lessee's default is such that more than thirty (30) days are reasonably required for its cure, then Lessee shall not be deemed to be in default if Lessee commences such cure within thirty (30) days and thereafter diligently completes the cure.

(iii) Remedy. In the event of any such default or breach by Lessee, following notice by Lessor to Lessee of such default, Lessor may, in its sole discretion, and without limiting Lessor in the exercise of a right or remedy which Lessor may have by reason of such default or breach avail itself of one of the following remedies:

(1) Terminate Lessee's right to possession of the Property by any lawful means, in which case this Lease shall terminate and Lessee shall immediately surrender possession of the Property to the Lessor. In such event, the Lessee shall notify Lessee's sublessees of such default and termination, and Lessor shall have the right to contract directly with the sublessees; or

(2) Maintain Lessee's right to possession, in which case this Lease shall continue in effect, and Lessor shall be entitled to enforce all of Lessor's rights and remedies under this Lease; or

(3) Any other remedy now or hereafter available to Lessor under the laws or judicial decisions of the State of Arizona.

Additionally, should Lessor be deemed the prevailing party, Lessor shall be entitled to recover all attorneys' fees and costs incurred by reason of Lessee's breach.

(b) Default by Lessor.

(i) Events of Default. The occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Lessor:

(1) The failure of Lessor to comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Property.

(2) The failure of Lessor to observe or perform any of the covenants, conditions or provisions of this Lease to be overseen or performed by the Lessor.

(ii) Cure. In the event of any such default by Lessor, Lessee shall give written notice to Lessor of such default and Lessor shall have thirty (30) days following receipt of such notice in which to cure the default; provided, however, that if the nature of Lessor's default is such that more than thirty (30) days are reasonably required for its cure, then Lessor shall not be deemed to be in default if Lessor commences such cure within thirty (30) days and thereafter diligently completes the cure.

(iii) Remedy. In the event of any such default or breach by Lessor, following notice by Lessee to Lessor of such default, Lessee may, in its sole discretion and without limiting Lessee in the exercise of a right or remedy which Lessee may have by reason of such default or breach, terminate this Lease by notifying Lessor of intent to terminate, and such termination shall be effective upon the last day of the month in which notice of intent to terminate is delivered to Lessor, and Lessee shall owe no further rental payments. Lessor shall refund prepaid rent, pro-rated for the number of days Lessee leased the Property, within ten (10) days of notice of termination. Lessee shall be entitled to recover from Lessor all damages incurred by Lessee by reason of Lessor's default including, but not limited to reasonable attorneys' fees.

K. *The Parties hereby modify Section 19 by deleting it in its entirety and substituting therefor the following:*

19. Notice. Any notice required or allowed hereunder shall be given in writing by serving the same upon the person to whom the notice is addressed either personally, by US mail, or by private delivery service at the following addresses or such other addresses as may be furnished in writing by any party to the other:

To Lessor:

Lance Chugg, Executive Director  
NPC Foundation  
1611 S. Main St.  
Snowflake, AZ 85937

To Lessee:

Dr. Jeanne Swarthout, President  
Northland Pioneer College  
PO Box 610  
Holbrook, AZ 86025-0610

L. *The Parties hereby modify Section 20 by deleting it in its entirety and substituting therefor the following:*

20. Ownership of Leasehold Improvements. Upon Lessee vacating the Property, any personalty and/or improvements not otherwise addressed within this Lease and placed on the Property by Lessee shall remain the property of Lessee, and Lessee shall have thirty (30) days following vacation of the Leased Premises to remove such personalty from the Property. Nothing in this paragraph shall prohibit the Lessor and Lessee from negotiating a longer period of time for removal, or from negotiating the sale of Lessee's improvements to Lessor. Following removal of all of Lessee's personalty from the Property, ownership of storage facilities currently located on the parking lot shall pass to Lessor, and the parties agree to execute any documents that either party deems necessary to memorialize that affect.

M. *The Parties hereby further modify the Lease Agreement by adding the following Sections to read as follows:*

21. Sublease and Assignment. Lessee may not, without Lessor approval, lease, assign or grant license to use any portion of the premises.

22. Waiver. Failure of either party to pursue any right hereunder shall not be deemed to constitute a waiver of any rights hereunder. Any waiver, permit, or approval of any breach or default must be in writing.

23. Headings. The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

24. Governing Law. This Lease shall be governed by the laws of the State of Arizona, both as to interpretation and performance.

25. Disputes. All disputes between Lessor and Lessee, whether arising in law or in equity, shall be negotiated by the parties, and, if the parties are unable to negotiate, the parties shall select a mediator to mediate the differences. The parties shall share the expense of the selected mediator, provided, however, that each party shall bear the cost of presenting its argument at mediation, including the cost of any attorney fees for representation at mediation, if so desired. If either party brings an action to enforce performance of any of the covenants or conditions of this Lease, then the prevailing party shall be entitled to costs and attorney fees.

26. Entire Agreement and Amendments. This Lease and any amendments hereto shall constitute the entire agreement between Lessor

and Lessee concerning the subject matter hereof. This Lease may be modified or amended only in writing duly executed by both parties.

27. Cancellation. This Lease may be cancelled in accordance with Arizona Revised Statutes §38-511 for conflict of interest.

28. Savings Clause. Should any section of this Lease be deemed to be invalid or unenforceable, the remainder of this Lease shall remain valid and in full force and effect.

29. Entry. Lessor shall have the right to enter upon the Property at reasonable hours to inspect the same, provided Lessor shall not thereby unreasonably interfere with Lessee's business on the Property.

30. Other Uses on Land. Lessor shall have the right to put the Property to good and reasonable use, so long as such uses do not unreasonably interfere with Lessee's rights of use and enjoyment as outlined above.

To the extent that this Amendment to Lease Agreement modifies any existing obligations between the parties, such modifications shall not take affect until July 1, 2010, unless otherwise specifically provided for in the language of this Amendment to Lease Agreement. If the provisions of this Amendment to Lease Agreement conflict in any way with the provisions of the Lease Agreement, then the terms of this Amendment to Lease Agreement shall govern.

IN WITNESS WHEREOF, the parties have executed this Amendment to Lease Agreement.

For Lessor:

Date: \_\_\_\_\_

\_\_\_\_\_  
Lance Chugg, Executive Director  
The Northland Pioneer College Foundation, Inc.

For Lessee:

Date: \_\_\_\_\_

\_\_\_\_\_  
Dr. Jeanne Swarthout, President  
Northland Pioneer College



## LEASE

THIS LEASE made and entered into this 14<sup>th</sup> day of <sup>February</sup>~~January~~, 2006, by and between NORTHLAND PIONEER COLLEGE FOUNDATION INC., an Arizona not for profit corporation (hereinafter called "Lessor"), and NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT, NORTHLAND PIONEER COLLEGE (hereinafter called "Lessee"):

### WITNESSETH:

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. Leased Premises. Lessor hereby leases to lessee, and Lessee hereby leases from Lessor, Leased Premises comprising (a) approximately 11,000 square feet of floor area in a building ("Building") located at 203 West Hopi Drive, Holbrook, Arizona, and (b) a vehicular parking lot across from the alley to the South of the Building. The Building and parking lot are situated on Lots 1, 2, 3, 4, 5, 41, 42, 43, 44, Block 12 KEMENICH Addition of the Holbrook townsite (Book 1, Page 8, Navajo County Arizona) to the City of Holbrook, Arizona.

2. Term. The term of this lease shall be ten (10) years and renewable at the expiration of the original term subject to the terms then negotiated and agreed upon by the Lessor and Lessee.

3. Rent. In lieu of rental fees for the Leased Premises, Lessee shall provide an Executive Director for Northland Pioneer College Foundation, Inc. Office space and general office supplies for the Executive Director shall also be provided.

4. Use. Lessee shall use or permit the use of the Leased premises for the purpose of general offices in connection with Navajo County Community College District-Northland Pioneer College. Lessee shall, at Lessee's sole cost, comply with all zoning, building and other requirements of municipal, state and federal authorities now in force, or which hereafter may be in force, pertaining to the use of the Leased Premises.

5. Taxes and Assessments. In addition to the rents and other payments herein provided, and during the entire term of this Lease, Lessee shall pay all property taxes and assessments if levied by Navajo County.

6. Utilities. In addition to the rents and other payments herein provided, Lessee shall pay prior to delinquency all water, gas, light, power, telephone, sewage, refrigeration, air conditioning, heat and ventilation, janitorial, landscaping and all other materials and utilities used in connection with or supplied to the Leased Premises.

7. Indemnity. During the term of this Lease, Lessee shall indemnify and hold Lessor harmless from each and every liability loss, cost, damage, cause of action, claim demand judgment, and expense, including reasonable attorneys' fees.

8. Insurance.

- (a) Lessee shall keep in full force and effect, at Lessee's expense, a policy of public liability insurance with respect to the Leased Premises and the business of Lessee, in which both Lessor and Lessee shall be adequately covered under limits of liability of not less than One Million Dollars (\$1,000,000) combined single limit for injury or death to any person or persons or for damage to property arising from any one occurrence.
- (b) Lessee shall keep in full force and effect at Lessee's expense a policy to keep the Building insured against loss or damage by fire and the hazards covered by extended coverage insurance.
- (c) Lessee shall have its own insurance in force prior to moving any fixtures, equipment or other personal property of any kind into the Leased Premises. Lessor shall have no liability whatsoever with respect to any loss or damage to Lessee's personal property, regardless of cause, and Lessee assumes all risk of damage or loss to such personal property upon the Leased Premises.

9. Condition of Premises. Lessee shall take the Leased Premises "as is" and in such physical condition as they are upon in commencement of the term of this Lease. Lessor shall not be liable for any damage or injury to either persons or property sustained by Lessee, its agents, employees, guests, invites, or licenses, or any subtenant, or to any other person or entity whatsoever due in any way to the condition of the Leased Premises, including without limitation damage or loss caused by water, sewage, sewer or leaking of pipes or plumbing works or by robbery or theft and whether such damage or loss be caused or occasioned by any thing or circumstances, whether of a like nature or of a wholly different nature, and Lessee shall indemnify and hold Lessor harmless from any liability therefore or expenses incurred in defending any claim made against Lessor or account thereof.

10. Casualty. If the Building or improvements of which the Leased Premises are a part shall be destroyed or damaged in whole or in part by fire, or by act of God, or occurring by reason of any cause whatsoever, Lessee shall give immediate notice thereof to Lessor, and Lessor shall repair and rebuild the same, unless Lessor elects not to repair or rebuild as hereinafter provided. Any insurance proceeds actually paid for such destruction or damage may be applied by Lessor to Lessor's costs and expenses for such repairs or rebuilding. If Lessor elects to repair or rebuild, Lessor shall, within sixty (60) days after such damage or destruction, give Lessee notice thereof and shall then proceed with reasonable diligence to repair or to rebuild. Unless Lessor elects to terminate this Lease in accordance with the terms hereof, this Lease shall remain in full force and effect, and the rents reserved in this Lease, as well as all other charges payable hereunder, shall be paid by Lessee in accordance with the terms of this Lease, without abatement, diminution or reduction. If Lessor should elect or be obligated to repair or rebuild because of any damage or destruction, Lessor's obligation with reference to rebuilding, including interior improvements, shall be limited to the extent of insurance proceeds actually paid to the Lessor for such damage or destruction, and any additional expense or rebuilding requested by Lessee shall be the obligation of the Lessee.

11. Eminent Domain. If the Leased Premises, or such a substantial portion thereof as shall prevent Lessee from conducting its business under this Lease, shall be taken by proper authorities for public or quasi-public use, Lessor or Lessee may terminate this Lease by giving the other written notice of such termination within two (2) months after such taking and the rent shall abate during the unexpired portion of this Lease, effective from the date when possession of the part so taken shall be required for the use and purpose for which it has been taken.

12. Maintenance and Repairs. Lessee at Lessee's expense shall maintain in good and clean condition and make all repairs to the Leased Premises and to the vehicular parking and access areas for the South Parking Lot.

13. Lessee's Improvements. Lessee at Lessee's expense may make such alterations and improvements to the Leased Premises and in and about the vehicular parking and access areas for the South Parking Lot as may be necessary or desirable for Lessee's use of the Leased Premises: provided, however, that: Lessee shall make no alterations or improvements which may impair the structural strength of the Building, including its roof and outside walls, or which may conflict with any existing provisions of any mortgages or deeds of trust concerning the Building.

14. Liens. If the Leased Premises or any part thereof, or Lessee's leasehold interest therein, shall at any time prior to or during the term of this Lease become subject to any vendor's, mechanic's, laborer's or materialmen's lien based upon the furnishing of material, labor or professional services to Lessee or the Leased Premises and contracted for by Lessee, Lessee shall cause the same, at Lessee's expense, to be discharged within twenty (20) days after notice thereof, and Lessee shall indemnify and hold Lessor harmless from all liability, loss and expense, including reasonable attorneys' fees, arising from such a lien.

15. Default. If Lessee should fail to pay any sum required by this Lease to be paid to Lessor at the times or in the manner provided herein, or if default should be made in any of the other covenants or conditions on Lessee's part to be performed hereunder and if such other default should continue for thirty (30) days after written notice thereof from Lessor to Lessee, then Lessor shall have the right, at Lessors option, in addition to and not exclusive of any other remedy Lessor may have under this Lease or by operation of law, without any further demand or notice to report to one or more of the following: (a) re-enter the Leased Premises and eject all persons therefrom, using all reasonable necessary force so to do: (b) lock the doors to the Leased Premises and exclude Lessee therefrom: (c) retain or take possession of any property in the Leased Premises pursuant to Lessor's landlord lien: (d) declare this Lease as at an end and terminated.

16. Legal Expenses. In the event of any suit instituted by either Lessor or Lessee against the other in any way connected with this Lease, or for the recovery of rent or possession of the Leased Premises, the successful party to any such action shall recover from the other party reasonable attorneys' fees and court costs in connection with said suit.

17. Subordination. This Lease and the estate granted hereby shall be subject and subordinate to the lien of any mortgage or mortgages, trust deed or trust deeds, which now or hereafter may constitute a lien on the Leased Premises.

18. Surrender. Upon the expiration of the term or terms of this Lease, or upon the earlier termination of this Lease, Lessee shall surrender up peaceable possession of the Leased Premises in good condition and repair, subject to the provisions of Lessor's improvements, reasonable wear and tear excepted.

19. Notices. Any notice required or permitted to be given or served by either party to this Lease shall be deemed to have been given or served upon delivery to the intended recipient, or on the second business day after deposit in the United States mail and sent certified or registered, when made in writing, addressed as follows:

Lessor:           The Northland Pioneer College Foundation, Inc.  
                      P.O. Box 610  
                      Holbrook, AZ 86025

Lessee:           Navajo County Community College District  
                      Northland Pioneer College  
                      P.O. Box 610  
                      Holbrook, AZ 86025

20. Entire Agreement. This lease constitutes the entire agreement between Lessor and Lessee. No subsequent alteration, amendment, change or addition to this Lease shall be binding upon Lessor or Lessee unless set forth in writing and duly executed by both Lessor and Lessee.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year first above written.

THE NORTHLAND PIONEER COLLEGE  
FOUNDATION, INC.

By [Signature]

Its President  
"Lessor"

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE

By [Signature]

Its President  
"Lessee"

STATE of Arizona )  
County of Navajo )

The foregoing instrument was acknowledged before me this 28<sup>th</sup> day of ~~January~~ February, 2006, by ~~[Signature]~~, who acknowledged herself or himself to be the PRESIDENT at Navajo County Community College District Northland Pioneer College, on behalf of the college.



[Signature]  
Notary Public

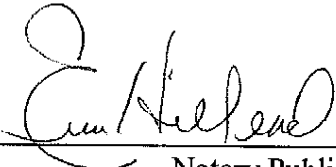
My Commission Expires:

9-19-2008

STATE OF ARIZONA )  
 ) ss.  
County of Navajo)

The foregoing instrument was acknowledged before me this 12 day of  
January, 2006, by CHARLES HENDERSON, PRESIDENT  
Of THE NORTHLAND PIONEER COLLEGE FOUNDATION, INC., an Arizona not  
for profit corporation, on behalf of the corporation.



  
\_\_\_\_\_  
Notary Public

My Commission Expires:

9/9/08

# Request to Approve Video Equipment Purchase

## **Recommendation:**

Staff recommends approval of the purchase of four Tandberg video end point units from BT Conferencing Video, Inc. at a price not to exceed \$123,000.

## **Summary:**

As part of the replacement plan to ensure the quality and reliability of classroom video systems, staff recommends the purchase of four Tandberg video end point units to replace nine-year-old equipment in the Video 1 classrooms at WMC, PDC, SCC and WRV. A revised Video Equipment Replacement Plan is attached.

Equipment currently in place at the four locations no longer has maintenance and support available due to the age of the equipment.

In addition to these four proposed purchases and upon the closure of the Heber Center after the Spring 2010 semester, video equipment from the Heber Center will be used to replace equipment at the Kayenta Center. Moving this equipment will provide a significant upgrade at the Kayenta Center and save approximately \$25,000 in lieu of purchasing replacement equipment for this location.

Information Service staff will be conducting the installations for this round of replacements and will result in a savings of nearly \$11,000.

The attached quote from BT Conferencing Video, Inc. in the amount of \$112,269.90 does not include sales tax and freight charges that are estimated to be approximately \$10,500. Including these estimated costs results in a request of approximately \$122,800.

The cost of this purchase will be spread out over three years through a lease to purchase arrangement.

This recommendation contributes to the following priorities of NPC's current Strategic Plan:

- Pillar 3, Priority 1, Goal 3.1.1 – Enhance technology resources and infrastructure to increase and improve support for college operations while reducing the college's impact on the environment.
- Pillar 6, Priority 2, Goal 6.2.2 – Establish a preventative facility and equipment maintenance program



## Northland Pioneer College

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

# Northland Pioneer College

## Video Equipment Replacement Plan

Location	Equipment	Install Date	Orig. Replacement Cycle	Rev. Replacement Cycle	Recommended Equipment
PDC V1	6000 c	9/9/00	2010-2011	2010-2011	6000mxc
WMC V1	6000 c	9/9/00	2010-2011	2010-2011	6000mxc
SCC V1	6000 c	9/9/00	2011-2012	2010-2011	6000mxc
WRV V1	6000 c	11/21/01	2011-2012	2010-2011	Edge 95
KAY V2	6000 c	2/7/03	2011-2013	2010-2011	880mxc *
HEB V2	880 mxc	9/15/07	2013-2014		
SCC V2	6000 mxc	6/17/07	2013-2014	TBD	TBD
WMC V2	6000 mxc	6/17/07	2013-2014	TBD	TBD
WRV V2	880 mxc	5/20/07	2014-2015	TBD	TBD
HOP V2	880 mxc	6/1/08	2014-2015	TBD	TBD
PDC V2	6000 mxc	6/25/08	2014-2015	TBD	TBD
LCC V2	6000 mxc	7/15/10	TBD	TBD	TBD
LCC V1	6000 mxc	7/15/10	TBD	TBD	TBD
SPE V2	6000 c	Unknown	Unknown	Unknown: Equipment is at end of life, no service agreements available	TBD by Apache County
STJ V2	6000 c	Unknown	Unknown	Unknown: Equipment is at end of life, no service agreements available	TBD by Apache County
MCU	MGC +50 MCU	1/11/06	TBD	TBD	TBD

\* Existing Heber Center equipment will be transferred/installed for use.





# Quote

## STATE OF ARIZONA CONTRACT # EPS060125-3

BT Conferencing Video, Inc.  
11400 Westmoor Circle  
Suite 225  
Westminster, CO 80021

**Sales Rep.** Dave Condolora  
**Phone** (480) 488-4966  
**Fax** (480) 575-7920  
**Email** dave.condolora@bt.com

**Quote #** 70267.01  
**Date** 04/05/2010

**Bill To:**

Northland Pioneer College  
Attn: Business Office  
PO Box 610  
Holbrook, AZ  
86025  
United States  
Mira White  
928 524 7407  
mira.white@npc.edu

**Ship To:**

Northland Pioneer College  
102 First Avenue  
Attn: Receiving  
Holbrook, AZ  
86025  
United States  
Mira White  
928 524 7407  
mira.white@npc.edu

Our Remit To Address is:  
BT Conferencing Video, Inc.  
P.O. Box 951842  
Dallas, TX 75395-1842  
303-448-7853

Qty	Description	Unit Price	Ext. Price
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**Tandberg HD Integrator**

3.00	Tandberg - Video Equipment: Educator MXP Integrator Pack, NPP - Supplied w/ Single Precision HD Cam Includes Touchpanel	\$30,710.00	\$92,130.00
3.00	BT Conferencing Support One Care Remote for Tandberg Educator MXP Integrator Series, 1 Year	\$2,194.50	\$6,583.50
3.00	Tandberg - AudioSciences Microphone Series - Microphone	\$1,102.60	\$3,307.80
3.00	Tandberg - PrecisionHD Camera Series - Cable: Ext. Cable Kit incl. 3 cbl segments w/repeaters & ps	\$281.20	\$843.60
<b>Tandberg HD Integrator total</b>			<b>\$102,864.90</b>

**Tandberg Edge 95**

1.00	Tandberg - Edge 95 Series - Video Unit: with TANDBERG PrecisionHD Camera, NPP and MS	\$8,436.00	\$8,436.00
1.00	BT Conferencing Support One Care Remote for Tandberg Edge 95 Series, 1 Year	\$969.00	\$969.00
<b>Tandberg Edge 95 total</b>			<b>\$9,405.00</b>

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Subtotal \$112,269.90  
**Total \$112,269.90**

#### QUOTE TERMS AND CONDITIONS:

Any sales of equipment or manufacturer's maintenance under this Quote shall be governed by BT Conferencing Video Inc.'s standard terms to be found at <http://www.btconferencing.com/btc/company/legal/>. If applicant chooses to change Service Providers for any reason, prior to the completion of this contract with BT Conferencing Video Inc., applicant will be subject to a 25% fee of the total contract amount.

#### Pricing:

Shipping, Taxes, handling charges, VAT or Customs charges are not included in the quoted price unless explicitly identified on the quote.

The cost of freight and in-transit insurance incurred by BT Conferencing Video Inc. will appear as an additional charge on Customer's invoice.

All equipment sales are FOB origin, shipping prepaid and added.

Quotes are valid for 30 days.

Pricing shown is for units sold and shipped in the United States unless otherwise stated.

Invoice terms are net 30 days.

Additional network connectivity may be required for activation of Remote Equipment Monitoring as a stand alone service or bundled with One Care Plus. Network fees are not included unless otherwise stated.

#### Installations:

Equipment and services may be invoiced separately depending on installation schedules.

It is your responsibility to prepare sites for installation prior to a scheduled installation date. Site preparation includes all facility requirements including network. In the event the site is unprepared at the time of scheduled installation and a return visit is required, you will be billed a 2nd trip charge of \$1500. Installations cancelled with less than 72 hours notice are subject to a \$1500 installation fee.

All installations must be completed within 4 months from the order date or an invoice will be sent, excluding installation.

BT Conferencing Video Inc. standard lead time for installation services is 30 days from the date of order release.

Installation services include system orientation for up to 1 hour performed by a Field Engineer.

#### Returns:

Custom products are non-returnable and may require a non-refundable deposit.

Returns are subject to a minimum re-stocking fee of 25% of the list price of the items being returned. No defective item may be returned without prior RMA approval from BT Conferencing Video Inc. Any return must be received by BT Conferencing Video Inc., or the manufacturer where applicable, within 15 calendar days of delivery or you will be invoiced for the defective item at the current published MSRP price.

#### Warranty & Maintenance Agreements:

Standard Manufacturer warranties apply on all equipment.

All equipment warranties shall commence upon delivery of the equipment to the customer site.

BT Conferencing Video Inc. maintenance coverage begins on the date of the service invoice. Maintenance coverage is billed in advance annually.

Any special warranty terms other than BT Conferencing Video Inc. standard offerings are warranted only by the manufacturer and its terms and conditions. You are responsible for special warranty work unless specifically covered under a BT Conferencing Video Inc. Maintenance contract.

BT Conferencing Video Inc. does not cover 'burn-in' on plasmas or similar flat panel monitors.

Service Level Agreements are available on custom One Care programs only and are not included in the standard offer.

No replacement item may be returned without prior RMA approval from BT Conferencing Video Inc. Any such return must be received by BT Conferencing Video Inc., or the manufacturer where applicable, within 15 calendar days of delivery or you will be invoiced for the defective part replacement at the current published MSRP price.

This Quote is not binding on BT Conferencing Video Inc. until accepted by BT Conferencing Video Inc. by signature of its representative below.

This Quote is confidential between the customer and BT Conferencing Video Inc. and may not be shown or distributed without prior written approval from BT Conferencing Video Inc.

BT Conferencing Video, Inc.

Customer

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

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_ By checking this box I elect out of BT Conferencing Video maintenance coverage. I understand by doing so standard manufacturer warranties apply as delivered by the manufacturer.

## Request to Approve Program Modifications

### **Recommendation:**

Staff recommends approval of program modifications approved by the Instructional Council.

### **Summary:**

1. Instructional Council approved a new Industrial Technology (ITP) hybrid Operations/Maintenance Certificate of Proficiency consisting of the following 28 credits:
  - ITP 210 Power Principles I – 6 cr.
  - ITP 211 Power Principles II – 6 cr.
  - ITP 201 NCCER Core Curriculum – 4 cr.
  - ITP 230-Industrial Maintenance Level 1 – 6 cr.
  - ITP 231-Industrial Maintenance Level 2 – 6 cr.
2. Instructional Council approved necessary extensive modifications to the Administration of Justice Studies (AJS) Associate of Applied Science (64 cr.) degree as a result of the Board approved elimination of the Parks and Recreation, Heritage Preservation and Tribal Court Advocacy programs. Changes to the AJS degree include:
  - A reduction of core credit hours from 33 to 30.
  - An increase of unrestricted elective credit hours from 3 to 18.
  - The addition of AJS 130 Criminal Procedure – 3 cr., AJS 145 Evidence – 3 cr. and AJS 240 Corrections as a System – 3 cr. to the core requirements replacing HUS 111, PSY 270 and SPT 120.
  - The deletion of ANT 101 from the core requirements.
  - The deletion of core courses belonging to deleted programs: COR 123, HPP 108, TCA 130, TCA 145 and TCA 160.
  - The deletion of the Drug Abuse, Tribal Legal Systems and Cultural and Natural Resources and Law areas of specialization.



# Northland Pioneer College

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3. As a result of the Computer Technology Program (CTP) deletion, Instructional Council approved the replacement of CTP 150 and CTP 180 with new Computer Information Systems (CIS) courses CIS 140 and CIS 145 in the following AAS degrees:
  - Medical Assistant, required electives – delete CTP 150 and add CIS 140.
  - Electronics Technology, required electives – delete CTP 150, CTP 252, CTP 253 and add CIS 140.
  - Computer Technology in Business – delete CTP 150 and CTP 180 from the core requirements and add CIS 140 and CIS 145; delete CTP 180 and CTP 253 from required electives.
  - Computer Information Systems – delete CTP 150 from the CIS area of specialization core requirements and add CIS 140; delete “Any CTP course 1-6 cr.” from the AAS required electives list and add CIS 140 and CIS 145.
  - Business – delete CTP 150 from the list of additional required electives and add CIS 140.
  - Administrative Information Services, AIS area of specialization – delete CTP 150 and add CIS 140.
4. Instructional Council approved the deletion of the Database Management area of specialization from the Computer Information Systems AAS degree.



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# Proposed Revisions to Employment Procedure and Contracts

## **Background:**

The attached proposed procedure is a revision of the existing procedure on Reduction in Force and has been expanded to address adjustments in work hours and compensation and furloughs along with reduction in force. The revised procedure allows for increased flexibility with ongoing concerns about the State budget and general economic conditions.

The attached contracts are proposed to replace current employee contract language at the beginning of the next contract period (July 1, 2010) and will allow the college increased flexibility with the current uncertain economic conditions, including ongoing concerns about the State budget.

Staff will review the procedure and contracts during the study session and answer questions.



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## Procedure 2720

### REDUCTIONS IN FORCE/WORK HOURS/COMPENSATION AND FURLOUGHS

#### A. Purpose

A reduction in force, a reduction in work hours, a reduction in compensation and/or a furlough may occur for a variety of reasons, including (but not limited to): changes in or decreases to work requirements, reorganization, a decline in enrollment, elimination of educational or administrative services or programs, reduced funding, or financial constraints. When such situations occur, the College may find it necessary to reduce the workforce through employee layoffs and/or reductions in employee work hours and compensation and/or mandatory furloughs.

These procedures were developed in order to provide an orderly and equitable process for such a reduction in force or compensation if the College finds it necessary to make such reductions.

#### B. Affected Employees

Employees covered under this procedure are continuing contract faculty members, any staff members who have completed their probationary period and administrative/professional staff who have been employed in regular budgeted positions. Employees who are on an approved leave of absence for any reason may be subject to this procedure. Grant funded positions are also included in this procedure. This Procedure is not intended to cover student employees, temporary employees, or probationary employees; under the above conditions, such employees could be terminated.

#### C. Procedure

1. If the College President determines that a reduction in force, a salary reduction, or a furlough is necessary, based on the criteria set forth in section A above, the President shall determine which employee(s) shall be laid off, and shall issue notices to the affected employees of the decision regarding non-renewal of employment contracts, furloughs, elimination of positions, or reduction in hours and/or salaries. The determination shall be based upon equal treatment of all employees without regard for sex, race, color, age, religion, national origin, sexual orientation, disability, or veteran status. The determination shall be based upon the job classification(s) within the department or departmental program(s) affected by the reduction, and shall include consideration of the following factors (but is not limited to the following factors):
  - a. Employment status;
  - b. Goals and objectives set forth in the College's Strategic Plan;
  - c. Skills and abilities of employee, including whether employee can continue to perform current or different job duties after any potential reorganization;
  - d. Performance of employee, including past job performance evaluations and other performance-related documentation in the employee's file(s);
  - e. All other factors being equal, length of service to the College. Regular full-time or part-time employment and initial consecutive contract year without a break in service and will be counted towards years of service. Periods of employment that were temporary or unpaid leaves will not count toward accrued years of service. Employees who return to regular employment after having participated in an employee leasing arrangement accrue years of service from the initial date of the employee's return to regular employment with the College, in accordance with College Procedure 2708.
2. Once the President makes a determination based upon the above process, the affected employees shall be notified in writing of the President's decision. The notice to the affected employee shall be provided to that employee not later than ninety (90) days prior to the

effective date of the reduction in force and/or salary reduction and/or reduction in work hours and/or furlough.

3. Prior to the reduction in force and/or salary reduction and/or reduction in work hours and/or furlough going into effect, the affected employees shall be entitled to a review of the decision by submitting a written request to the HR Director within five (5) working days of receipt of notice. If a timely request for review of the recommendation is made, the HR Director will meet with the requestor within ten (10) working days to respond to the concerns of the requestor, to explore alternative options with the requestor, and to determine whether the release from employment, reduction in salary or work hours, or furlough is consistent with the objectives of the College. The HR Director shall take into consideration the basis for the President's decision and shall provide the opportunity for the employee to respond orally or in writing. The HR Director may consolidate requests for a review in order to expedite requests, although each request will be reviewed based on its own merits and the HR Director will render a recommendation accordingly.
4. The HR Director will forward a written recommendation to the President within ten (10) working days following the meeting with the employee.
5. The President shall consider the recommendation and render a final decision to uphold or reverse the decision to release the employee, put the employee on furlough, or reduce the employee's salary or work hours. The President's decision shall be final in cases where a release of the employee, reduction in work hours, or furlough is determined to be in the best interests of the College, and the action shall be effective at the expiration of the ninety (90) day period referenced in section (C)(2) above.
6. In cases where the President determines that a salary reduction of any sort is the proper course of action, the matter shall then be brought before the Governing Board for approval, and shall be effective at the expiration of the ninety (90) day period referenced in section (C)(2) above.
7. Any reasonable requests for an extension of time under this Procedure shall be granted by the HR Director or the President at his or her sole discretion.

**D. Procedures Following Reduction In Force (not applicable to salary reduction, reduction in work hours, or furlough):**

1. During a one (1) year period from the date of termination, the affected employee is considered to be on layoff status and shall be offered reemployment in the same or similar position if one becomes available. The individual will have ten (10) working days in which to accept or decline the offer. To qualify for an offer of reinstatement, the released employee must inform the College's Human Resources Department of his or her availability for work and current mailing address throughout the one (1) year period. Written notice of any offers of reemployment shall be sent to the employee's current address on file with the College's HR Department. After one (1) year following the effective date of layoff the employee will have no further hiring priority rights for College employment.
2. Layoff status will impact the benefits of affected employees in the following ways:
  - a. Retirement service credit is not accrued during the layoff period.
  - b. Health benefits are covered to the extent permitted under COBRA regulations. If the employee elects to continue health coverage, he or she must pay the entire premium for the insurance which includes both the employee's and the College's portion.



- c. Annual or any other leave benefits are not accrued during the layoff period. Annual leave or any other leave benefits due at the beginning of the layoff period will be paid to the affected employee at normal paycheck distribution time following the date of layoff.
- d. Sick leave is not accrued during the layoff period, but sick leave hours accrued at the time the employee is placed on layoff status will be retained. Sick leave benefits may not be used during the layoff period.
- e. Employees on layoff status and their eligible dependents may continue to participate in the employee tuition waiver program during the one (1) year period.
- f. The HR Department will assist the laid off employee to find new employment by providing position opening notices and other services as appropriate for three (3) months following the layoff.

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT/NORTHLAND PIONEER COLLEGE  
2010-2011 Employment Contract

Employee: \_\_\_\_\_

This Contract is made and entered into by and between the Navajo County Community College District/Northland Pioneer College ("College"), a political subdivision of the State of Arizona, and \_\_\_\_\_ ("Employee"), an individual.

College hereby employs, and Employee hereby agrees to be employed, to perform the duties described in the job description attached hereto, and such other duties within the College as the College may assign, for the period designated herein. Employee shall faithfully perform the duties of this position and to comply with all College Policies and Procedures (which are hereby incorporated into this document by reference as if fully set forth herein) as they exist at the time this Contract is signed and as may be supplemented, revised or amended by the College during the term of this Contract.

Position information:

Job title: \_\_\_\_\_ Location: \_\_\_\_\_

Department: \_\_\_\_\_ FTE: \_\_\_\_\_ Type: \_\_\_\_\_

Salary Schedule: \_\_\_\_\_ Base Salary: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

In consideration for the performance of the above service and in addition to the Base Salary listed above, the College agrees to provide Employee such benefits as established by College Policy and Procedure and for which Employee is eligible.

Employee agrees that any time after execution of this Contract, the Base Salary specified above may be reduced due to changes in or decreases to work requirements, reorganization, a decline in enrollment, elimination of educational or administrative services or programs, reduced funding, financial constraints, or any other reason permitted under Procedure 2720. The Employee shall be given not fewer than ninety (90) calendar days notice of any reduction in force, salary reduction, or work hours, or a furlough, that occurs pursuant to this paragraph. This Contract is also contingent upon College or other work location to which Employee is assigned remaining open and in full operation for the entire term of this Contract. Any necessary furloughs or reductions in salary, work hours, or personnel will be carried out in accordance with College Policy and Procedure and applicable Arizona law in effect at the time this contract is executed. College retains the right and sole discretion to change the work location to which Employee is assigned.

If Employee takes leave time in excess of that for which Employee is eligible under College Policy and Procedure, or is absent without permission or in violation of College Policy and Procedure, a pro-rata reduction shall be made in the amount of compensation due under this Contract or any Addendum to this Contract. Salary adjustment on a pro-rata basis means that the salary of an affected employee will be modified by the same percentage as each of the other affected employees' salary is modified. Employee may also be subject to discipline for any unauthorized leave.

If Employee believes a mistake has been made in Employee's placement on the salary schedule, Employee shall have fifteen (15) working days from the effective date of this Contract to notify College of the perceived mistake. If College finds an error concerning placement on the salary schedule, College shall notify Employee and a payment schedule will be set up to correct any such error.

No future position or contract is offered or guaranteed, Employee shall not have an automatic right to a contract for the following year, and the parties hereby agree that Employee is not entitled to renewal of this Contract, except as expressly provided in College Policies and Procedures.

Employee expressly affirms that Employee understands that College may dismiss Employee for reasons including (but not limited to) the following: failure to perform under this Contract, for any violation of College Policies and/or Procedures, and/or if, in the judgment of the College, the interests of education require the removal of the Employee in accordance with A.R.S. § 15-1444(A) (8). The parties hereby agree that dismissal of Employee for cause will occur in accordance with College Policies and Procedures.

This Contract is expressly conditioned on the following: if this is Employee's first year as an employee with College, Employee receiving satisfactory clearance under the E-Verify Program. Failure to receive such clearance will render this Contract null and void.

This Contract must be signed and returned within fifteen (15) calendar days from the date the Contract is offered or it will be considered void. This Contract shall not be valid and binding until it has been signed by both parties; until such time, this document shall be considered an offer by the Employee to meet the obligations and perform the duties described herein, which, when accepted, as indicated by signature, by the College, shall become a binding contract.

This Contract and all of its attachments/addenda contains the entire agreement between the parties and any prior or contemporaneous agreements, whether written or oral, are superseded and voided by execution of this Contract. To be effective, any subsequent amendment or addendum to this Contract must be in writing and signed by both parties.

IN WITNESS WHEREOF, we have hereunto set our hands to this Contract:

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT/  
NORTHLAND PIONEER COLLEGE  
PRESIDENT**

\_\_\_\_\_ Date: \_\_\_\_\_

**ACCEPTED:**

EMPLOYEE

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Delivery Location: \_\_\_\_\_ Date: \_\_\_\_\_

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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT/NORTHLAND PIONEER COLLEGE  
2010-2011 Employment Contract

Administrator: \_\_\_\_\_

Job Title: \_\_\_\_\_ Location: \_\_\_\_\_

This Contract is made and entered into by and between the President of the Navajo County Community College District/Northland Pioneer College ("College"), a political subdivision of the State of Arizona, and \_\_\_\_\_ ("Administrator"), an individual.

College hereby employs, and the Administrator hereby agrees to be employed, by College to perform the duties described in the job description attached hereto, and such other duties within the College as the College or the President may assign, for the period designated herein. Administrator shall faithfully perform the duties of this position and such other duties as may be assigned and to comply with all College Policies and Procedures (which are hereby incorporated into this document by reference as if fully set forth herein) as they exist at the time this Contract is signed and as may be supplemented, revised or amended by the College during the term of this Contract for the Base Salary of \$\_\_\_\_\_.

In consideration for the performance of the above service and in addition to the Base Salary listed above, the College agrees to provide Administrator such employee benefits as established by College Policy and Procedure and for which Administrator is eligible.

Administrator agrees that any time after execution of this Contract, the Base Salary specified above may be reduced due to changes in or decreases to work requirements, reorganization, a decline in enrollment, elimination of educational or administrative services or programs, reduced funding, financial constraints, or any other reason permitted under Procedure 2720. The Administrator shall be given not fewer than ninety (90) calendar days notice of any reduction in force, salary reduction, or work hours, or a furlough, that occurs pursuant to this paragraph. This Contract is also contingent upon College or other work location to which Administrator is assigned remaining open and in full operation for the entire term of this Contract. Any necessary furloughs or reductions in salary, work hours, or personnel will be carried out in accordance with College Policy and Procedure and applicable Arizona law in effect at the time this contract is executed. College retains the right and sole discretion to change the work location to which Administrator is assigned.

The term of this contract is from \_\_\_\_\_, 2010, to \_\_\_\_\_, 2011. No future position or contract is offered or guaranteed, Administrator shall not have an automatic right to a contract for the following year, and the parties hereby agree that Administrator is not entitled to renewal of this Contract. If the College wishes to dismiss the Administrator from employment at any time during this term of employment, the College may do so in accordance with College Policies and Procedures; however, under those circumstances the Administrator is entitled to a payout of the monies owing to Administrator under the terms of this contract. Should the Administrator wish to leave employment with the College during the pendency of this contract, Administrator must provide the College with at least thirty (30) days' notice of Administrator's leaving employment.

This Contract must be signed and returned within fifteen (15) calendar days from the date the Contract is offered or it will be considered void. This Contract shall not be valid and binding until it has been signed by both parties; until such time, this document shall be considered an offer by the Administrator to meet the obligations and perform the duties described herein, which, when accepted, as indicated by signature, by the College, shall become a binding contract.

This Contract and all of its attachments/addenda contains the entire agreement between the parties and any prior or contemporaneous agreements, whether written or oral, are superseded and voided by execution of this Contract. To be effective, any subsequent amendment or addendum to this Contract must be in writing and signed by both parties.

IN WITNESS WHEREOF, we have set our hands to this Contract:

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT/  
NORTHLAND PIONEER COLLEGE**

**PRESIDENT**

\_\_\_\_\_

Date: \_\_\_\_\_

**ACCEPTED:**

EMPLOYEE

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

Delivery Location:

Date: \_\_\_\_\_

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

July 1, 2009 to February 28, 2010

Budget Period Expired

67%

Tax Supported Funds

	General Unrestricted			Unrestricted Plant			Retirement of Indebtedness			
	Budget	Current Month Actual	Y-T-D Actual %	Budget	Current Month Actual	Y-T-D Actual %	Budget	Current Month Actual	Y-T-D Actual %	
<b>REVENUES</b>										
Primary Tax Levy	11,344,683	280,010	7,303,088	64%						
Secondary Tax Levy										
State Aid:										
Maintenance and Operations	4,250,300		2,692,500	63%				18,313	73,946	
Capital										
Equalization	5,386,500		4,968,000	92%						
Tuition and Fees	4,335,000	69,032	3,455,646	80%						
Investment earnings	175,000	9,779	71,363	41%	25,000	1,397	10,334		41%	
Grants and Contracts	750,000	6,087	169,986	23%						
Other Miscellaneous	100,000	19,942	161,047	161%						
Transfers:	(2,950,000)	(187,500)	(1,577,029)	53%	2,250,000	187,500	1,507,500		67%	
<b>TOTAL REVENUES</b>	\$23,391,483	\$197,350	\$17,244,581	74%	\$2,275,000	\$188,897	\$1,517,834	\$0	\$18,313	\$73,946
<b>EXPENDITURES</b>										
Salaries and Wages	15,870,152	1,340,125	9,129,619	58%						
Operating Expenditures	6,506,448	294,459	2,826,044	43%						
Capital Expenditures	437,400	13,990	156,085	36%	2,275,000	128,633	875,917	0	0	0
<b>TOTAL EXPENDITURES</b>	\$22,814,000	\$1,648,574	\$12,111,748	53%	\$2,275,000	\$128,633	\$875,917	\$0	\$0	\$0

Restricted, Auxiliary and Agency Funds

	Restricted			Auxiliary			Agency			
	Budget	Current Month Actual	Y-T-D Actual %	Budget	Current Month Actual	Y-T-D Actual %	Budget	Current Month Actual	Y-T-D Actual %	
<b>REVENUES</b>										
Grants and Contracts	4,650,000	200,681	1,514,676	33%						
Sales and Services										
Bookstore										
Other										
Investment Earnings										
Donations	400,000		69,529	17%	300,000	0	0	0	0%	
Board Designated Donation										
Transfers:										
<b>TOTAL REVENUES</b>	\$5,050,000	\$200,681	\$1,584,205	31%	\$1,370,000	\$25,504	\$1,128,709	\$0	\$665	\$5,145
<b>EXPENDITURES</b>										
Salaries and Wages	838,787	90,157	585,951	70%						
Operating Expenditures	4,211,213	325,873	4,007,336	95%	166,207	10,159	93,386	0	0	3,044
Capital Expenditures										
<b>TOTAL EXPENDITURES</b>	\$5,050,000	\$416,030	\$4,593,287	91%	\$1,370,000	\$29,880	\$688,399	\$0	\$0	\$3,044

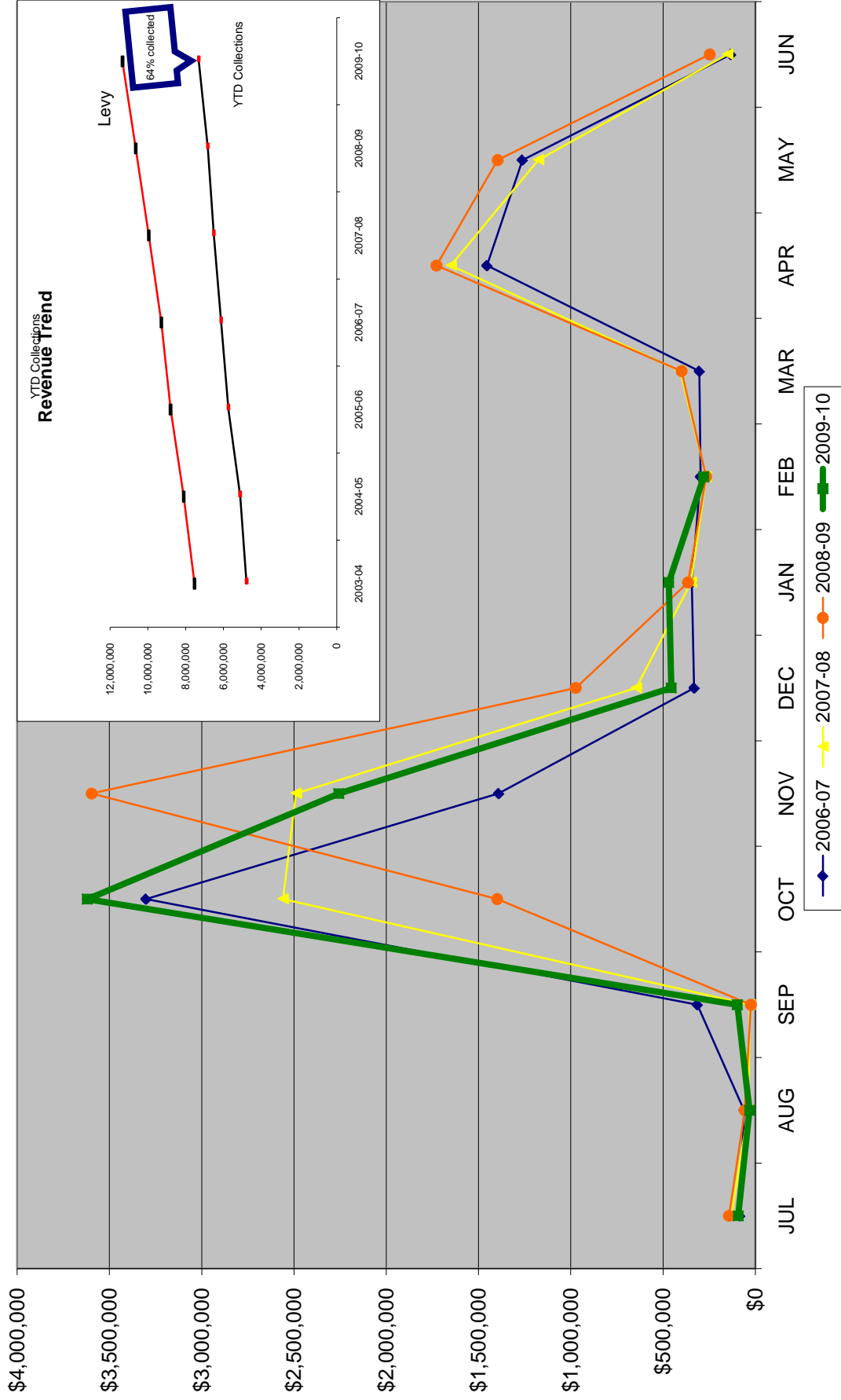
Cash flows from all activities (YTD) .....

Cash used for all activities (YTD) .....

**Net Cash for all activities (YTD) .....**

21,554,421  
18,272,395  
**\$ 3,282,025**

# Monthly Primary Property Tax Receipts



# DAILY FTSE REPORT

Spring Semester 2010

	2010		2009		2010 Special FTSE*		2009 Special FTSE*		Reg FTSE	Reg FTSE	FTSE Difference
	2010	2009	NAVIT	DUAL	NAVIT	DUAL	NAVIT	DUAL	2010	2009	
Little Colorado	199.5	191.4	31.1	14.4	36.5	12.8	153.9	142.0	11.9		
Painted Desert	185.8	196.2	22.4	38.1	34.4	52.5	125.3	109.4	15.9		
Silver Creek	270.0	257.1	41.3	41.4	61.3	47.3	187.3	148.4	38.9		
White Mountain	686.9	706.8	92.3	112.7	118.8	122.7	481.9	465.3	16.5		
Subtotal	1342.2	1351.5	187.1	206.7	251.1	235.3	948.4	865.2	83.2		
ALU	3.2	2.3	0.4	0.0	0.0	0.0	2.8	2.3	0.5		
CDA	29.4	45.5	0.0	0.0	0.0	0.0	29.4	45.5	-16.1		
DOC	25.0	102.3	0.0	0.0	0.0	0.0	25.0	102.3	-77.3		
Heber	14.6	25.1	0.0	3.5	0.0	4.5	11.1	20.5	-9.4		
Hopi	59.7	56.1	0.0	5.1	0.0	2.2	54.6	53.9	0.7		
Internet	185.1	148.1	1.1	0.0	1.6	0.0	184.0	146.5	37.5		
Kayenta	36.3	54.5	0.0	3.8	0.0	5.8	32.5	48.7	-16.2		
Sanders	22.6	11.3	0.0	10.7	0.0	0.0	11.9	11.3	0.6		
Springerville-Eagar	115.3	105.1	13.9	26.4	14.8	32.9	75.0	57.4	17.6		
St Johns	74.2	76.1	37.1	9.2	25.5	10.7	27.9	40.0	-12.1		
Whiteriver	99.4	121.3	0.0	10.3	0.0	14.0	89.1	107.3	-18.1		
Apache Co Misc	61.7	53.1	0.0	46.1	0.0	28.9	15.6	24.2	-8.6		
Navajo Co Misc	10.7	10.3	0.0	0.0	0.0	0.0	10.7	10.3	0.3		
Subtotal	737.1	811.1	52.5	115.0	41.9	98.9	569.7	670.3	-100.6		
<b>TOTAL</b>	<b>2079.3</b>	<b>2162.6</b>	<b>239.6</b>	<b>321.6</b>	<b>292.9</b>	<b>334.2</b>	<b>1518.1</b>	<b>1535.5</b>	<b>-17.4</b>		

## Comparison of SP09 to SP10 FTSE DAY TOTALS

\* Data included in campus/center totals



## **Human Resources Update**

### **April 20, 2010**

- 1. Faculty in Educational Technology – Reposted/Closed 12-31-2009. 11 Candidates. Committee in Process.**
- 2. Academic Advisor-Apache County – Reposted/Closes 4-15-2010. 14 Applicants.**
- 3. Director of Small Business Development Center - Closed 4-1-2010. 35 Applicants. Committee in Process.**
- 4. Faculty in Biology - Closes 4-13-2010. 43 Applicants.**
- 5. Small Business & Industry Training Coordinator - Closes 4-15-2010. 14 Applicants.**
- 6. Faculty in English Temporary 9 Months – Closes 4-16-2010. 8 Applicants.**
- 7. Faculty in Developmental Services – Closes 4-30-2010.**
- 8. Human Resources Specialist III-Internal Only- Closes 4-16-2010. 2 Applicants.**



# **Northland Pioneer College**

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