

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on **June 16, 2015 beginning at 10:00 a.m.** The meeting will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

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

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

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

I, Lisa Jayne, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 15th day of June 2015, at 10:00 a.m.

Lisa Jayne
Recording Secretary to the Board

NOTICE DISTRIBUTION

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

OUR MISSION

Northland Pioneer College
creates, supports
and promotes
lifelong learning.



Northland Pioneer College

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

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

Governing Board Meeting Agenda

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

Date: June 16, 2015

Revised Agenda

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chair Handorf
2.	Adoption of the Agenda (Action)	Chair Handorf
3.	Call for Public Comment	Chair Handorf
	<small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	
4.	Reports:	
	A. Financial Position	Vice President Hatch
	B. Human Resources	Director Hokanson
	C. CASO	Margaret White
	D. NPC Faculty Association	FA Representative
	E. NPC Student Government Association	Joshua Rogers
	F. NPC Friends and Family	Betsyann Wilson
5.	Consent Agenda (Action)	Chair Handorf
	A. May 19, 2015 TNT Hearing Minutes ; May 19, 2015 Budget Hearing Minutes ; May 19, 2015 Special Board Meeting Minutes ; May 19, 2015 Regular Board Minutes	
6.	Old Business: None.	
7.	New Business:	
	A. Meritorious Status - Phil Hiatt	Director Hokanson
	B. Alumni Award - David Singer	Josh Rogers
	C. Request to Approve Purchase of Budgeted Smartboards and Document Cameras (Action)	President Swarhout
	D. Request to Approve Purchase of Budgeted Switches for the VDI System (Action)	President Swarhout
	E. Review of HLC Financial Ratios	Vice President Hatch
	F. Review of Data Summary Book for HLC Persistence and Completion Academy	Vice President Vest
	G. Review of Summer Enrollment	Vice President Vest
	H. Discussion of Key Performance Indicators for the Future	President Swarhout
	I. Request to Approve Resolution to Enter Into Agreement with Arizona School Alliance for Workers' Compensation .. (Action)	Vice President Hatch
	J. Executive Session:	
	Pursuant to A.R.S. 38-431.03.A.1- Personnel Contract (Action)	Chair Handorf
8.	Standing Business:	
	A. Strategic Planning and Accreditation Steering Committee Report ...	Vice President Vest
	B. President's Report	President Swarhout
	C. DGB Agenda Items and Informational Needs for Next Meeting	Chair Handorf
9.	Board Report/Summary of Current Events	Board Members
10.	Announcement of Next Regular MeetingAugust 18, 2015	Chair Handorf
	Adjournment (Action)	Chair Handorf

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



Northland Pioneer College

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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period

July 1, 2014 to April 30, 2015

Budget Period Expired 83%

Tax Supported Funds				
General Unrestricted				
Current Month				
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	14,035,753	3,189,758	12,804,178	91%
State Aid:				
Maintenance and Operations	1,618,200	404,550	1,618,200	100%
Equalization	5,283,300	1,320,825	5,283,300	100%
Tuition and Fees	4,500,000	394,496	4,082,987	91%
Investment earnings	140,000	5,272	110,231	79%
Grants and Contracts	1,800,000	1,847,044	2,738,475	152%
Other Miscellaneous	200,000	36,598	212,974	106%
Transfers:	(2,750,000)	(176,778)	(2,238,411)	81%
TOTAL REVENUES	\$24,827,253	\$7,021,765	\$24,611,935	99%
EXPENDITURES				
Salaries and Wages	17,267,735	1,375,383	12,815,641	74%
Operating Expenditures	6,789,097	484,045	5,288,534	78%
Capital Expenditures	248,000	22,194	188,499	76%
TOTAL EXPENDITURES	\$24,304,832	\$1,881,622	\$18,292,674	75%
Unrestricted Plant				
Current Month				
	Budget	Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital	375,400	93,850	375,400	100%
Other Miscellaneous				
Transfers:	2,000,000	166,667	1,666,667	83%
TOTAL REVENUES	\$2,375,400	\$260,517	\$2,042,067	86%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	7,775,400	438,555	2,882,499	37%
TOTAL EXPENDITURES	\$7,775,400	\$438,555	\$2,882,499	37%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 For the period July 1, 2014 to April 30, 2015

Budget Period Expired 83%

Restricted and Auxiliary Funds

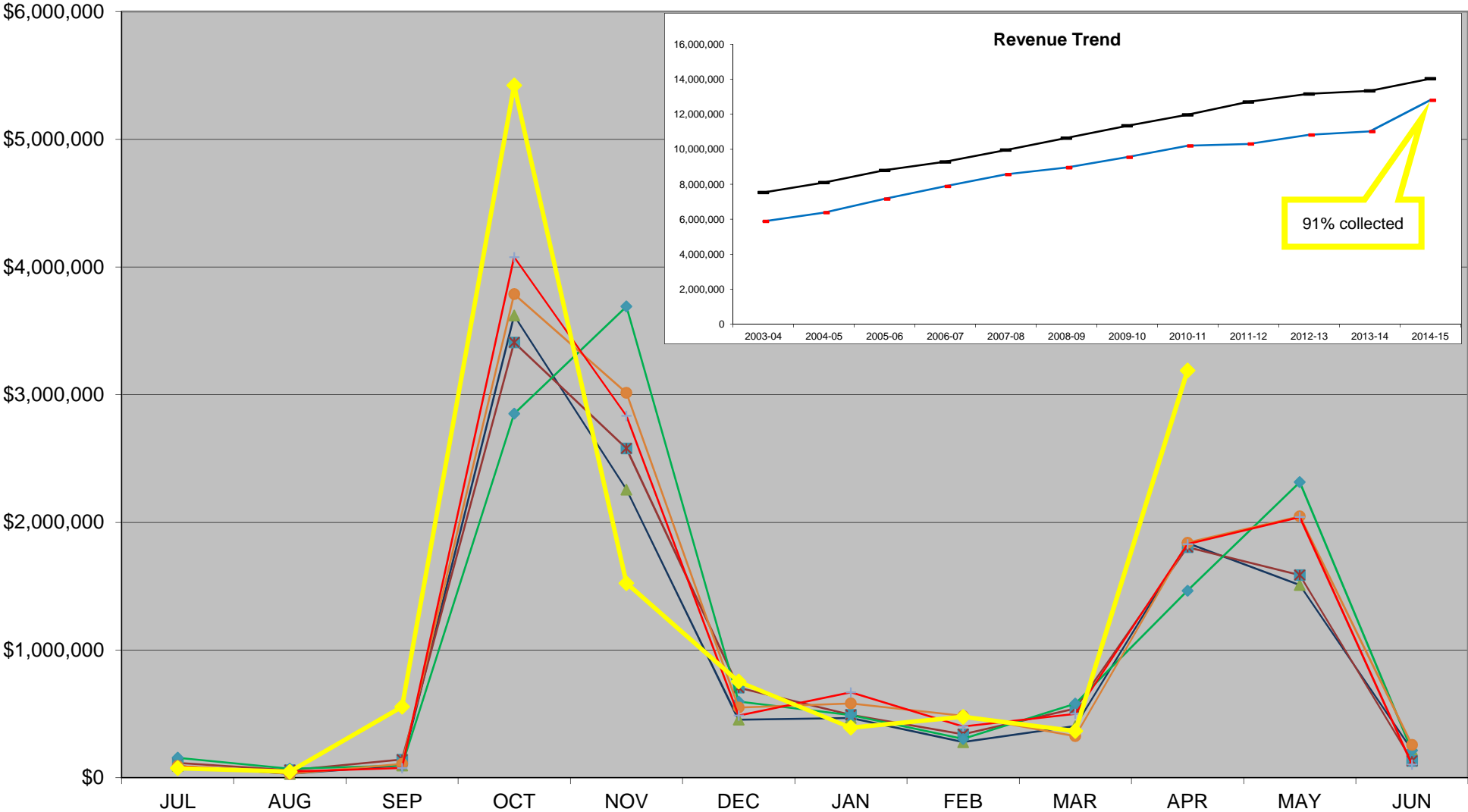
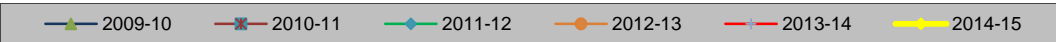
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,400,000	357,422	4,329,759	68%
Donations				
Transfers:	600,000		459,811	77%
TOTAL REVENUES	\$7,000,000	\$357,422	\$4,789,570	68%
EXPENDITURES				
Salaries and Wages	1,234,614	146,312	1,229,009	100%
Operating Expenditures	5,665,386	71,518	3,280,726	58%
Capital Expenditures	100,000	-	98,495	98%
TOTAL EXPENDITURES	\$7,000,000	\$217,830	\$4,608,230	66%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services				
Bookstore	100,000	2,402	64,842	65%
Other	400,000	13,396	129,278	32%
Donations				
Transfers:	150,000	\$10,111	111,933	75%
TOTAL REVENUES	\$650,000	\$25,909	\$306,053	47%
EXPENDITURES				
Salaries and Wages	424,551	21,366	239,017	56%
Operating Expenditures	225,449	4,542	67,036	30%
Capital Expenditures				
TOTAL EXPENDITURES	\$650,000	\$25,908	\$306,053	47%

Cash Flows

Cash flows from all activities (YTD)	\$31,749,624
Cash used for all activities (YTD)	\$26,089,456
Net Cash for all activities (YTD)	\$5,660,168

Monthly Primary Property Tax Receipts



Human Resources UPDATE
DGB-June 16, 2015

FILLED

1. **Controller – Amber Hill started May 16, 2015. Amber was previously the Grant Accountant.**
2. **Faculty in Construction – Jorge Meza started June 1, 2015. Jorge was previously adjunct faculty.**
3. **Faculty in English – Inez Schaechterle starts August 17, 2015. Inez received her Ph.D. from Bowling Green University. She also received a Master of Arts and a Master of Science from the University of Nevada.**

EXTERNAL OPENINGS

4. **Coordinator of Administrative Systems Support – Re-advertised. Open until filled. 4 applicants.**
5. **Lead Technician for Technical Services – Re-advertised. Closed May 15, 2015. 5 applicants**
6. **Director for Information Services – Open until filled. 14 applicants.**
7. **Information Services Manager. Closed 5/15/2015. 4 applicants.**
8. **Financial Aid Advisor/Technician. Closed 5/1/2015. 10 applicants.**
9. **Assistant to the Campus Manager – Open until filled. 1 applicant.**

INTERNAL POSTINGS

10. **Faculty in Nursing. Closed 4/22/2015. 2 applicants.**
11. **Center Advisor/Library Technician – WRV. Closed June 15, 2015.**
12. **Faculty in College and Career Preparation – Closed May 22, 2015. 1 applicant.**
13. **Grant Accountant - Closed June 9, 2015.**

Navajo County Community College District Truth in Taxation Public Hearing Minutes

May 19, 2015 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

Staff Present: President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Stuart Bishop, Tamara Martin, Ann Hess, Maderia Ellison, Josh Rogers, Everett Robinson, Linda Kor, Sharon Hokanson, Shawntel Skousen, Jeremy Raisor, Judy McFarland, Peggy Belknap, Beulah Bob-Pennypacker, Margaret White, Gus Lundberg, Dave Smith, Brad Farber

Agenda Item 1: Call to Order

Chair Handorf called the meeting to order at 10:03 a.m.

Agenda Item 2: Truth in Taxation Publication

Vice President Hatch stated the Truth in Taxation notice we sent out as required by statute. The notice was published in The White Mountain Independent and The Holbrook Tribune. Statute requires that the notices be at least a quarter of a page. Statute requires the notice be published twice, but they were published three times. The notice was also posted on the college webpage. Also, as was discussed at the last meeting, an option for public comment was made available on the website. A press release also went out to all media outlets in the service area. The College has met and exceeded the statutory requirements for publication.

Agenda Item 3: Request of Proposed 2015-2016 Primary Property Tax – Vice President Hatch

Vice President Hatch stated there has also been correspondence from the Property Tax Oversight Commission concerning the levy limit worksheet and the Truth in Taxation information that was provided. Staff recommends the College implement the maximum allowable increase which, according to truth in taxation statutes, is a 2% increase. On the public comment form, staff attempted to clarify the various percentage increases that are shown both in the budget documents and the Truth in Taxation official document that is proscribed by statute as to how it should read.

The proposed property tax levy is \$14,509,315, compared to the current year tax levy of \$14,035,753, an increase of \$473,602, which is 3.4%. The proposed rate is 1.7423, per \$100 of net assessed valuation, compared to the current rate of \$1.6610, which is a rate increase of .01813 or 4.9%. Truth in Taxation statutes were originally put in place to quantify real changes

when assessed valuation was increasing. When increasing, the actual dollar amount on the levy and the rate would be decreasing at a lower rate than the Truth in Taxation would provide, but it has now switched and net assessed valuation is declining and therefore the increase is larger when actual is compared to Truth in Taxation levy statute. The proposed levy of \$14,509,355 is the same in both the actual and the Truth in Taxation statute computation. However, the current figure changes from the Truth in Taxation perspective because total assessed valuations went down. The levy, compared with the new assessed valuation, would bring in this year \$14,224,547, and that's the comparator the College is required to advertise and present in the hearing, that is an increase of \$284,208 or 2% which is the maximum increase possible.

Vice President Hatch stated the rate in both the actual and the Truth in Taxation is 1.7423. But also, the rate in Truth in Taxation statutes is 1.7081, which would be the rate if applied with the new assessed valuations, a .0342 increase or again 2 percent.

In the press release it was emphasized that the College consistently pays for things as resources are available. There is no funding by state for true capital improvements; the College sets money aside to meet the capital needs of the College.

Mr. Matteson asked Vice President Hatch if the College did not increase the assessed rate as recommended, how tuition and fees would be impacted.

Vice President Hatch stated the College would need to find approximately \$200,000. Under the current model, the College receives about \$50,000 per dollar in tuition increase, however when large changes in tuition occurs the overall enrollment decreases. A \$4 per credit hour increase would be needed to compensate for the loss of a rate increase.

Vice President Hatch stated there are three basic revenue streams, and tuition and fees is one. The State constitution states that colleges should attempt to keep tuition as close to free as possible as that was the intent of community colleges when they were formed. State aid is another revenue stream, and the college receives equalization aid as well as state aid based on enrollment, called state operating aid. This has been declining. The state cut 50% of this type of funding a few years ago. The upcoming state budget for the first time has two community college districts, Pima and Maricopa, which will receive no state aid. Equalization funding is at risk, and the College needs to do all that it can to maintain justification for why we need state equalization aid. If the College doesn't continue to raise as much property tax as allowed, and contribute to the operations of the College, the other option would be to reduce services.

Mr. Matteson stated the alternatives to raising taxes were to either increase tuition or to reduce services. Vice President Hatch stated that was the case.

Mr. Winslow stated he has hope the State legislature could restore some of the cuts made to the community college system as the state recovers. Also, the College does not directly impact economic development in the county and service area, but the College is a partial driver of community economic development in the area in terms of a more educated workforce and in training for particular career and technical education occupations and contributes towards

enhancing the workforce skills of the population. Navajo County and Apache are listed in the poorest counties in the country. This tax increase is responsible, good stewardship and helps provide important services to the citizens of the county.

Chair Handorf stated that the tax increase, in terms of the bottom line, for every \$100,000 of assessed valuation, a tax payer will pay \$3.42 for the year. This increase is only \$.28 1/2 cents of extra money a month.

Mr. Winslow stated the Board is aware of the tax burden the taxpayers bear and understands the impact of increasing taxes on the taxpayers.

Agenda Item 4: Call for Public Comment

Brad Farber addressed the Board in objection to the tax increase.

Judy McFarland addressed the Board in objection to the tax increase.

Carolyn Brewer addressed the Board in objection to the tax increase.

Joy Owens addressed the Board in objection to the tax increase.

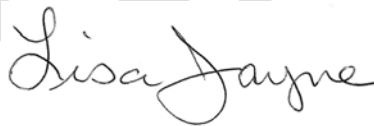
Moylen Owens addressed the Board in objection to the tax increase.

Chair Handorf stated that the form of taxation is determined at a state level, and there are aspects of taxation the College has no control over.

Agenda Item 5: Adjournment

The meeting was adjourned at 10:47a.m. upon a motion by Mr. Winslow, a second by Mr. Matteson, and a unanimous affirmative vote.

Respectfully submitted,



Lisa Jayne
Recording Secretary to the Board

Navajo County Community College District 2013-2014 Proposed Budget Public Hearing Minutes

May 19, 2015 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

Staff Present: President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Stuart Bishop, Tamara Martin, Ann Hess, Maderia Ellison, Josh Rogers, Everett Robinson, Linda Kor, Sharon Hokanson, Shawntel Skousen, Jeremy Raisor, Judy McFarland, Peggy Belknap, Beaulah Bob-Pennypacker, Margaret White, Gus Lundberg, Dave Smith, Brad Farber

Agenda Item 1: Call to Order

Chair Handorf called the meeting to order at 10:48 a.m.

Agenda Item 2: Presentation of Proposed 2015-2016 Budget – Vice President Hatch

Vice President Hatch stated the preliminary 2015-2016 budget, as approved by the Board at the last regular board meeting, was posted on the College's website immediately following the April board meeting, and a full-page publication was placed in both local newspapers.

Vice President Hatch reviewed the proposed budget documents with the Board.

Mr. Matteson asked if the increase in the budget was largely the 2% increase in wages. Vice President Hatch stated the Board had approved a 2% increase of wages for staff and faculty and a 1% increase for administrators, totaling a \$96,000 increase in employee salary costs, a .7% increase.

Mr. Matteson stated the cost per FTSE looked to be a bit over \$13,000, and asked how that cost compared to other similar institutions. Vice President Hatch stated the College's model of distribution isn't an inexpensive way to provide education, but the College has been frugal in its expenditures, and the development of distance learning provides economy of scale that is innovative and unique and cost effective. Vice President Hatch stated that he had no comparator data but the College does have efficient operations within its present model.

Agenda Item 3: Call for Public Comment

Brad Farber addressed the Board and stated that the College should focus on internet classes rather than distance learning.

Agenda Item 4: Adjournment

The meeting was adjourned at 11:00 a.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Jayne".

Lisa Jayne
Recording Secretary to the Board

DRAFT

Navajo County Community College District Special Board Meeting Minutes

May 19, 2015 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

Staff Present: President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Stuart Bishop, Tamara Martin, Ann Hess, Maderia Ellison, Josh Rogers, Everett Robinson, Linda Kor, Sharon Hokanson, Shawntel Skousen, Jeremy Raisor, Judy McFarland, Peggy Belknap, Beaulah Bob-Pennypacker, Margaret White, Gus Lundberg, Dave Smith, Brad Farber

Agenda Item 1: Call to Order

Chair Handorf called the meeting to order at 11:07 a.m.

Agenda Item 2: Request to Approve 2015-2016 Proposed Tax Levy – Vice President Hatch

Vice President Hatch stated that the College has done all required notices to the public and provided information as requested and that staff recommends that the Board approve the proposed 2015-2016 primary property tax levy of \$14,509,355. Vice President Hatch reminded the Board that statutorily the vote is required to be a roll call vote.

Mr. Winslow stated he supports the property tax rate levy in order to protect state funding, and also he supports the fiscally conservative and responsible policy the College has adopted to save and then build then there is no additional expenses of debt service.

Mr. Winslow stated it is important that the college maintain quality not just low cost. Mr. Winslow stated the College is a great deal, a student who is a junior in high school could earn the first two years of a bachelor's degree for less than \$800.

Mr. Matteson stated that without the community college system he would not have afforded to put his children through college. His grandchildren are attending a community college system. He is in support of the increase.

*Mr. Matteson moved to approve the proposed 2015-2016 property tax levy rate increase as presented. The motion was seconded by Mr. Winslow. **The vote passed upon a roll-call vote, with affirmative votes from Mr. Winslow, Mr. Matteson, Mr. Peaches, Chair Handorf, and Mr. Lucero.***

Agenda Item 3: Request to Approve 2015-2016 Proposed Budget – Vice President Hatch

Vice President Hatch stated that the preliminary budget as approved by the Board at the April board meeting and discussed in the public hearing has been published and noticed. The proposed budget is aligned with the current NPC strategic plan approved by the board.

Vice President Hatch stated that the college anticipates the expenditure limit will be breached in 2016, however carry forward will bring expenditures under the limit and a study committee has been approved by the legislature in July and the College is hopeful that a legislative solution to address expenditure limit issues is possible.

Mr. Matteson asked how much contact staff had received from the public. Vice President Hatch stated there were no web comments, letters or phone calls from the community.

Mr. Matteson stated he calculated the expenses for administration versus education and the administration budget came in at 30.2%, which is surprisingly low compared to other organizations. He expressed thanks to administration for this.

Mr. Winslow stated that included in administration is information services, and the College's administrative overhead is significantly lower than other institutions, especially considering that the College does not break out information services into education versus administrative costs.

Mr. Matteson moved to adopt the proposed 2015-2016 budget as presented. Mr. Winslow seconded the motion.

The vote passed upon a Majority; Mr. Lucero dissented.

Agenda Item 4: Request to Adopt 2015-2018 Proposed Capital Budget – Vice President Hatch

Vice President Hatch stated staff is recommending approval of a proposed 3-year-capital budget, which has been incorporated into the documents and notices of the proposed 2015-2016 Operating Budget. The capital budget helps plan for the future and helps identify needs in the three year time period, and to present and develop for the Board in moving forward with programs and services.

The funding mechanism was approved last year, through policy 1926 where a future capital reserve is set, the proposed operating budget there is a \$13,000,000 capital reserve line that then funds the three year capital budget. Sources for funding the capital activity first comes from fund balance, and in the current budget \$2.8 million is scheduled to come out of fund balance, \$2 million comes from the operating fund, so money not spent is moved into capital purchases, and then \$345,000 from the State of AZ is specifically relative to science, tech, engineering and math equipment. The fund balance is sufficient for 2015-2016, and then in 2016-2017, and 2018-2019 adjustments will be made to the current three year plan. Staff recommends continuing on an ongoing basis transferring \$2 million a year from the Operating Fund, and will remain hopeful that the State of Arizona will continue to fund STEM activities.

Mr. Winslow asked what initial operating costs and staffing might be associated with implementing the Quality Initiative Project.

Mark Vest stated last year the student services area was restructured in anticipation of changes and so there are no additional costs on the staff side at this point. Faculty advising has no direct cost but indirect costs could come about in order to hire adjuncts to fill in for faculty who have advising load. This cost could be addressed within the current budget with no issues. The biggest known expense is the cost of the software package and the ongoing cost of software package, but RFP is now out on this software. Information Services states that the maintenance cost is usually 15-20% of the initial software purchase price.

President Swarthout stated there may be some other indirect costs in regards to HR in the future, although it will not be for this year. There will be expenses for the Retention Academy and there may be additional costs in year two, three, and four.

Mr. Winslow stated that sometimes budget information is not presented in a budget decision making format but rather in a “keeping track of the money” format. Having documents and proposals that show the total package in narrative form with the numbers attached to it is a better presentation model for expenditure decision making process.

Mr. Lucero asked if the budget to remodel Snowflake was in the Capital Budget or the Operating Budget, and where it was located on a timeline. Vice President Hatch stated that in regards to proposed changes at the Silvercreek Campus (SCC) there are two lines items totaling about \$2.5 million in the contingency fund. This of course is contingent upon the space use study being brought back to the Board and approval of the proposed changes. But the relocation concept would only require expenditures at SCC at this point.

Mr. Matteson asked if the SCC space use study was in process. Vice President Hatch stated it was. Mr. Matteson asked if there was adequate funding in administrative services area to accommodate whatever the space use study might suggest. Vice President Hatch stated there was adequate funding to consider several different options. Mr. Matteson asked when the space use study might be done. Vice President Hatch stated by the end of the summer.

Mr. Winslow stated he wanted to clarify that when the capital budget is adopted there is not a commitment to each line item in the budget. He asked Vice President Hatch what the dollar threshold is that must come to the Board. Vice President Hatch stated \$50,000 of purchases comes to the board. Mr. Winslow asked if even if the item was less than \$50,000 it would still come to the Board for approval for a capital project. Vice President Hatch stated that any major reconfigurations would need Board discussion and would come through the strategic planning process.

*Mr. Winslow moved for adoption of the 2015-2018 proposed capital budget as presented. Mr. Matteson seconded. **The motion passed with a unanimous vote.***

Agenda Item 5: Adjournment

The meeting was adjourned at 11:45 a.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Jayne".

Lisa Jayne
Recording Secretary to the Board

DRAFT

Navajo County Community College District Governing Board Meeting Minutes

May 19, 2015 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

Staff Present: President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Stuart Bishop, Tamara Martin, Ann Hess, Maderia Ellison, Josh Rogers, Everett Robinson, Linda Kor, Sharon Hokanson, Shawntel Skousen, Jeremy Raisor, Judy McFarland, Peggy Belknap, Beulah Bob-Pennypacker, Margaret White, Gus Lundberg, Dave Smith, Brad Farber

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 11:46 a.m. Mr. Matteson led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None

Agenda Item 4: Reports

4.A. Financial Position – Vice President Hatch

Vice President Hatch reviewed the financial position report with the Board.

Mr. Winslow asked if the College is running the book store at a loss.

Vice President Hatch stated the auxiliary fund does include the bookstore, and does consist of major auxiliary activity. All other activities in the auxiliary fund include community education courses and career and industry training courses. The College has been very successful in career and industry training activities but are not at a breaking even point in any of these activities.

4.B. Human Resources – Sharon Hokanson

Director Sharon Hokanson reviewed the Human Resources report with the Board.

4.C. NPC CASO

Margaret White, co-chair of CASO, addressed the Board and stated that commencement support staff is 99% CASO personnel. Margaret White handed out a form for fundraising for the CASO Scholarship Fund, and announced an E-waste recycling event. Also, Navajo County Drug Project is raising funds for substance abuse for any and all old shoes, and donation boxes for this will be at St. Mary's Church, White Mountain Youth Center, Show Low library, and the chambers of commerce offices, as well as at SCC and PDC.

4.D. Faculty Association

None.

4.E. NPC Student Government Association

None.

4.F. NPC Friends and Family – Betsyann Wilson

Betsyann Wilson addressed the Board and stated that since last meeting she has met with the NPC Friends and Family board and the goal of having representation from every campus location community has been met. Treasurer is Bonnie Adams, Secretary is Jerri Qualls, Vice President Mary Coury, and the President is Eric Bishop. At this last meeting the goals for the upcoming year were set, as well as discussion about finding new and creative ways to raise scholarship money. There is currently \$209,000 in the general fund. The long term goal was to build \$1 million endowment fund, grant writing, and planned giving.

Last year Friends and Family offered the Leg Up and Fill the Gap grants, each at \$500. There were over 29 applicants last year. Due to the success of Arizona gives day, the board approved over \$24,000 in grants and the Leg Up and Fill the Gap is offered at every campus and center. There will also be a \$250 fund at each campus and center for GED students.

Friends and Family have withdrawn from the PGA Pro Am as there were no guarantees to get a return for expenses on the tournament. The donation received from Frontier Communications for \$5,000 was given to student scholarships. The nursing grant funded by Summit Healthcare Foundation closed on Friday. Pedal the Petrified has over 70 riders. The Welding Department had their completer ceremony and there were prospective employers in the audience. These employers gave \$850 for two welding student scholarships. Construction projects made by students, such as dog houses, planters, and a playhouse, all go to fund construction scholarships. Opening night proceeds for the June 27 premiere of *Lucy in the Sky* will be for scholarships.

Agenda Item 5: Consent Agenda

- A. April 14, 2015 Regular Board Minutes
- B. Intergovernmental Agreement with Window Rock Unified School District

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

Agenda Item 6: Old Business

6.A. Request to Approve Pay Off of the Town of Taylor's Greater Arizona Development Authority (GADA) Loan Balance of (NATC) the Northeast Arizona Training Center (Revised)

Vice President Hatch apologized for the error in payoff amount that was presented at the last meeting. The payoff approved by the Board at the April meeting was \$302,150. The actual payoff amount is \$327,675. All other information presented at that was correct. Staff still recommends approval of the Town of Taylor's Greater Arizona Development Authority loan, with a pay off balance of \$327,675, resulting in a \$22,647 savings.

Mr. Matteson made a motion to approve the payoff of the Town of Taylor's Greater Arizona Development Authority loan in the amount of \$327,675 replacing prior action made by the Board. Mr. Winslow seconded. Motion passed with a majority vote.

Agenda Item 7: New Business

7.A. Emeritus Status – Kim Crossland

Mr. Winslow made a motion to approve emeritus status for Kim Crossland. Mr. Matteson seconded. Motion passed unanimously.

Vice President Vest presented Kim Crossland with NPC Eagle to commemorate her time at the College, and stated that Kim Crossland began her employment with Northland Pioneer College on August 1, 1991 working in the Business Office as an Accounts Payable Clerk. She continued working in the Business Office until May of 1997 holding various positions including Temporary Accountant II and Accounting Technician – Fund Accountant (Grants). In September of 1999, Kim moved to the Financial Aid Office and began working as a Financial Aid Specialist. Since July of 2000, her title has been Financial Aid Advisor/Technician.

Kim earned her Associate of Arts degree from NPC in 1997. She has also attended Mesa Community College, College of Ganado, Northern Arizona University, Arizona State University, and most recently, Western Governors University.

Kim is a member of the Arizona Association of Student Financial Aid Administrators (AASFAA), the Western Association of Student Financial Aid Administrators (WASFAA), and the National Association of Student Financial Aid Administrators (NASFAA). She has been a volunteer for the Volunteer Income Tax Assistance (VITA) program where she provided free income tax preparation assistance for students and the public.

Kim is the mother of one son (Mike) and she has four grandchildren, Layton (12), Destin (10), Dayonna (3) and Lovette (1 at the end of the month). She has been a team mother and coach for P.A.L. Baseball and a Cub Scout den leader. She also volunteers for Holbrook Little League and Holbrook Youth Football.

Kim Crossland addressed the Board and stated she has enjoyed her time at NPC and especially working with the students.

7.B. Request for Approve Jenzabar Maintenance Renewal

President Swarthout stated that the proposed Jenzabar maintenance agreement renewal is a budgeted and planned renewal of maintenance for software at the cost of \$187,017. Staff does recommend approval. Mr. Matteson asked if Jenzabar was the software used in prior years. President Swarthout stated it was.

*Mr. Matteson made a motion to approve the Jenzabar Maintenance Renewal in the amount of \$187,017 with Jenzabar. Mr. Lucero seconded the motion. **The motion passed unanimously.***

7.C. Request to Approve purchase of Cisco Switches, Routers, and Maintenance Packages

President Swarthout stated this proposed purchase is a regular equipment request, and is budgeted in the capital budget. This is part of a regular replacement cycle. Staff recommends approval of the purchase of Cisco switches, routers, and maintenance packages in the amount of \$213,286.70 from CDW-G.

*Mr. Matteson made a motion to approve purchase of Cisco Switches, Routers, and Maintenance packages in the amount of \$213,286.70 from CDW-G. Mr. Lucero seconded the motion. **The motion passed unanimously.***

7.D. Request to Approve Flashover Training Simulator

Vice President Hatch stated that the current flashover training simulator is at the end of its replacement cycle. The recommended purchase also supports several components of the strategic plan and is included in 2014-2015 Capital Budget for replacement. Staff recommends approval to purchase a flashover fire training simulator unit from BullEx for a total price of \$97,395 and designating BullEx as a sole source provider.

Mr. Winslow asked if the existing training simulator lasted for its projected service life. Director Bishop stated it did. Mr. Winslow asked what the projected life of the proposed simulator was. Director Bishop stated they were look at 10-15 years.

*Mr. Matteson made a motion to approve the purchase of a flashover training simulator in the amount of \$97,395 from the sole source provider BullEx. Mr. Winslow seconded the motion. **The motion passed unanimously.***

7.E. Request to Approve Sale of Blunk Property

Vice President Hatch stated property was donated several years ago by the Blunk Family of Winslow. In addition to several other properties, the donated Blunk home in Phoenix has been held hoping the value would increase. Staff recommends the home be approved for sale to Ricardo Mesa Arryano as well as the resolution to sale real property be authorized. With the donations specifically related to real property and construction of the allied building in Winslow that is called the Blunk building, the Blunk Family total contribution of property totals \$330,500. Also a separate donation that is being used as an endowment for nursing students in the amount of \$221,000 was also previously received from the Blunks. Staff is requesting a slight revision in the resolution listing both the President and the Vice Presidents of the College be authorized to execute any necessary documents as needed.

*Mr. Winslow made a motion to approve the sale of the real property donated by Burley Blunk with the resolution amended as stated. Mr. Matteson seconded the motion. **The motion passed unanimously.***

7.F. Request to Approve AADGB Representative Appointment

President Swarthout stated the Arizona Association of District Governing Boards has requested an appointment to represent the College to replace Ginny Handorf. Chair Handorf stated that the service is not terribly cumbersome and only meets around five times a year depending on need, and the officer positions rotate. AADGB usually meets at Maricopa County Community College. Mr. Winslow asked if it was held on a weekday. Chair Handorf stated usually a Thursday. President Swarthout stated that there is possibly a call-in option if necessary.

*Mr. Winslow nominated Mr. Lucero to the AADGB as the College's representative. Mr. Matteson seconded the motion. **The vote was unanimous in the affirmative.***

7.G. Information Only: City of Winslow Resolution 1697

President Swarthout stated the City of Winslow Resolution 1697 was included in the board packet and was a resolution from the City of Winslow to confirm their commitment to partner with NPC at Little Colorado Campus. Mr. Winslow stated that he addressed the Winslow board at the meeting and let them know there were no plans to reduce anything at LCC and asked the city to survey the parking spaces and private property next to it.

Agenda Item 8: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report – Vice President Vest

Vice President Vest stated SPASC has put together a very small group of two or three people to work through the assurance portfolio, Dr. Wasson, President Swarthout and Dean Henderson, to aggregate criterion reports to assure that we have met criterion and to work to make that argument to the Higher Learning Commission. SPASC will be working with college, board and president for a set of key priorities and persons responsible for the indicators by the September board meeting.

8.B. President's Report

Paramedic completer ceremony is upcoming. The President and Vice President Hatch are participating in discussion on the 1% cap. President NPC Leadership academy will be completing this Friday.

8.C. Agenda Items/Informational Needs

- Chair Handorf reminded board members that she needed to receive board presidential evaluations before the next meeting.
- Mr. Winslow stated he would be interested in learning from Mr. Weber about CTE programs, NAVIT or not, that are being dropped by area high schools.

- Mr. Lucero asked that the Towns of Winslow, Holbrook and Snowflake be included in the space study, and also requested there be a contact on the website for interested parties to contact the company with their input. Vice President Hatch stated it could be added to the scope of work.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Winslow stated he attended the Sr. Banquet put on by the Winslow Residential Hall Native American Dorm that houses and feeds 100-120 high school students, as well as a dozen jr. high school students, wherein the seniors are honored. There were 12-13 graduating seniors there, and right before the program started one of the students received an email from Dartmouth with admission notification. Also attending was the gate millennial scholar Luke Hunt, who will be attending the aerospace department at U of A. Four of the students will attend NPC.

Agenda Item 10: Announcement of Next Regular Meeting: June 16, 2015.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:57 p.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.

Respectfully submitted,



Lisa Jayne
Recording Secretary to the Board

Meritorious Status – Phillip Hiatt

Phillip Hiatt started working at Northland Pioneer College on July 8, 1996 and has been a great asset to NPC in his position as Maintenance III in the facilities department and will be hard to replace. He has been a good mentor and trainer for those who are at a lower position grade and with less experience. Every time he worked with or supervised others, he would spend time instructing and showing them how to accomplish the tasks at hand in a quicker manner, with tips and tricks only learned through years of experience.

Phil came to NPC with a vast background in the construction trades and many years of supervisory experience. His specialties are concrete work, all phases, rough and finish carpentry, metal framing and drywall. He has a wonderful ability to match any drywall texture on any existing wall and can make patches disappear so you never knew the wall was patched.

Phil can operate any piece of heavy equipment required. Phil is very safety conscious and is mindful of the safety of those around him. He knows what it takes to get a project completed and in a safe manner. Phil knows how to use and maintain all power and hand tools necessary to complete his assignments and projects. Phil is mindful of the need to work hard, think and plan ahead, and make every action count toward completion of assignments.

Phil is unique in his ability to make friends with everyone he meets. He has a great desire to help, always asking if he can be of service to all he meets and works with here at NPC. He is kind and respectful to all.

Outstanding Alumnus – David Singer

From wondering if a degree was even a possibility, to now teaching and pursuing a doctorate, **David Singer** is the Northland Pioneer College Outstanding Alumnus for the 2015 Spring Semester.

In 2001, Singer would look across the street from his workplace and observe the construction of the new Holbrook NPC campus. “As I watched from the window across the street,” said Singer, “I often thought about continuing my education and would wonder where an education would take me.” Years after those initial impressions on obtaining a degree, Singer, along with his wife Patty, decided to attend NPC full-time in the Fall 2004 semester.

Balancing the demands of being full-time students and full-time parents for two developmentally disabled children, Singer remembers the challenges that came from making the decision to pursue a degree. “I was age 47 when I first started in 2004, I was truly a ‘second-chancer.’ And while we had to play give-and-take in our careers and education, we knew it was for our collective greater good.”

Still, amidst a busy life attending NPC, Singer was able to maintain a perfect 4.0 GPA and was an active member of Phi Theta Kappa, organizing a Christmas Toy Drive and School Supply drive with Patty. This helped both Singers receive All-Arizona Academic Team honors in 2007 to continue their educations.

An avid photographer, 40 of David’s digital and film photographs were featured in a solo-artist show at the Painted Desert Campus Library in Fall 2005. “I had a widely-diverse selection of themes to present to the community, from the digitally-abstracted American Indian dancers to the soulfully-tender eyes of my daughter, to the Blue Ridge Reservoir fantasy to the sepia-tone historic imagery of Northern Arizona. This diversity is part of what made the exhibition a success,” noted David, describing the exhibit.

David graduated from NPC in May 2007 with his degree in Computer Technology. Eager to put his degree to use, Singer was hired at NPC as a Support Center Operator and Audiovisual Technician. “[Being an employee at NPC] was my first opportunity to actually make a difference and help support other students in their educations,” recalls Singer.



David Singer



Northland Pioneer College

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

As he was able to interact with students and develop relationships with staff and faculty at NPC, Singer was impressed by the diversity and environment at a community college and enjoyed the opportunities to assist others that were once in his position. This work experience instilled a desire to one day become an instructor himself, but Singer knew that more education and training would be required.

After gaining more work experience, Singer went on to obtain his bachelor's in Computer Technology at Northern Arizona University. Not stopping at a Bachelor's degree, Singer also enrolled in graduate courses from the Online Harvard University Extension School and was also admitted to the Pennsylvania State University Online Software Engineering Program, where he eventually received his Master's degree. Singer is now looking for opportunities to begin a doctorate degree program in his discipline.

In 2013, Singer was able to reach his goal of becoming an instructor and now works at Rio Salado College as a Certified Instructional Assistant to teach Microsoft Office, HTML and Windows Operating Systems to online students. Singer also teaches basic computer skills to senior citizens and enjoys the opportunity to assist and support the diverse student population at Rio Salado College.

As Singer continues teaching at Rio Salado, he expresses his gratitude for the experiences he had at NPC and hopes his story can help inspire others. "I never would have thought that back in 2001 and looking through that window would have led me toward the goal of becoming a college instructor. I know there are many current and potential students who have stories similar to mine and I just want to say to them that no matter how hard it may seem at the time, the end results are well worth it!"

As the spring 2015 Alumnus Award recipient, Singer will receive a plaque recognizing his selection, a tuition gift certificate and mementos of the college.

By NPC Staff Writer Michael Nilsson

Request to Approve Purchase of Budgeted SmartBoards and Document Cameras

Recommendation:

Staff recommends approval to purchase Smart Classroom Equipment as requested in the 2014/2015 Title III Budget for new New Smart Classrooms in the amounts of:

(10) SmartBoards and (10) Document Cameras \$ 62739.36

Summary:

As part of Northland Pioneer College's five-year Title III grant and our 2014-2016 Strategic Plan, staff recommends approval to purchase SmartBoards and Document Cameras for district wide usage in a new Model 3 Classroom. Purchases would be made by the following vendors:

SmartBoards and Document Cameras CCS Presentations

This project will allow for a new distance learning classroom. These purchases are made through State Contracts.

These proposed purchases supports goals Pillar 3.1.1, 3.2.1, and 1.1 of Northland Pioneer College's 2014-2016 Strategic Plan.

Do not order until 7/1/15



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

REQUISITION

Attn: Laura Wildas

P.O. NUMBER _____

S
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CCS Presentations
17350 N. Hartford Dr.
Scottsdale, AZ 85255
480-348-0100 / 480-348-0101

Linda Jones
ORIGINATOR / BUDGET MANAGER

Date 6,4,15

BUDGET MANGER / DEAN / DIRECTOR

Date / /

VICE PRESIDENT (Required for Purchases \$10,000 & Above)

Date / /

PRESIDENT (Required for Purchases \$25,000 & Above)

Date / /

BOARD APPROVAL (Required for \$50,000 & Above)

Date / /

Use Tax _____ 1099 _____

NPC IDENTIFICATION NUMBER _____

GIVE FULL AND COMPLETE PARTICULARS FOR EACH ITEM REQUESTED

QTY	DETAILED DESCRIPTION	UNIT PRICE	AMOUNT	ACCOUNT NUMBER
10	Smart X885 WITH UX80 projector pl# SBX8851X2	4999.00	49,990.00	- - -
10	Smart Document Camera	799.00	7,990.00	- - -
				20-4371-5600-0545
	State Contract # ADSP012-032703			- - -

SUB TOTAL	57,980.00
<input type="checkbox"/> SALES / <input type="checkbox"/> USE TAX	4,609.41
FREIGHT	149.95
TOTAL	62,739.36

COMMENTS/SPECIAL INSTRUCTIONS:

Smart Classrooms

Title III

Vendor Search attached

Do not order until 7/1/15, must arrive by 9:30-15

All vendors for service, equipment rentals, and leases must have a W-9 compliance form on file with the NPC Business Office. If the vendor is not listed on the 1099 listing, a completed W-9 form must be attached to the requisition.

MPR 5/14-Marketing/Forms/Business Office



Billing Questions? Contact us at:
 billing@ccsprojects.com

SALES QUOTE	
0000180721	5/28/2015

CCS PRESENTATION SYSTEMS
 17350 N Hartford Dr
 Scottsdale, AZ 85255
 480-348-0100 FAX: 480-348-0101
 www.ccsprojects.com

3633 E Irvington
 Tucson, AZ 85714
 520-318-0100 FAX: 520-318-1011

Account Rep: Laura Wildes
 Account: NORTHLAND
 PO#:

Sold To Address:
 Northern Pioneer College
 Accounts Payable
 PO BOX 610
 Holbrook, AZ 86025 USA

Ship To Address:
 NORTHLAND PIONEER COLLEGE
 102 FIRST AVENUE
 HOLBROOK, AZ 86025 USA

Contact: BUSINESS OFFICE
 Phone: (928) 524-7383

Reference: SBX885iX_SDC450 (10 ea)

Printed: 5/29/2015 8:04:08AM

Reference	Requested	Ship Via	F.O.B	Terms
SBX885iX_SDC450 (10 ea)	5/28/2015	UPSGROUND	ORIGIN	NET30

Item	Ordered	Quantity Shipped	UOM	Unit Price	Amount
1 STATE2012 STATE CONTRACT# ADSP012-032703	1.00	0.00	Each	0.00	0.00
2 SBX885IX2 SMART X885 WITH UX80 PROJECTOR	10.00	0.00	Each	4,999.00	49,990.00
3 SDC-450 SMART DOCUMENT CAMERA 450	10.00	0.00	Each	799.00	7,990.00
4 SHIPPING SHIPPING AND HANDLING	1.00	0.00	Each	149.95	149.95

Subtotal: 58,129.95

Sales Tax: 4,609.41

Balance: 62,739.36

APPROVED BY:

X

ROC 140448

Invoices subject to 1 1/2% Interest charge per month if not paid within terms.

CCS This information is confidential and may be legally privileged. It is intended solely for the addressee.

This quote does not include additional costs associated with Davis-Bacon Act - Prevailing Wage Projects.

Page: 1

Request to Approve Purchase of Budgeted Switches for the VDI System

Recommendation:

Staff recommends approval to purchase (3) 10 Gig Switches as requested in the 2014/2015 Title III Budget for the enhancement of the Virtual Desktop Integration system for in the amounts of:

\$ 74,1117.49

Summary:

As part of Northland Pioneer College's five-year Title III grant and our 2014-2016 Strategic Plan, staff recommends approval to purchase (3) 10 Gig Switches for district wide usage in improving the viability of the Virtual Desktop Interface. Purchases would be made by the following vendor:

World Wide Technology

This purchase will enhance the new VDI by optimizing the Virtual Storage Area Network (VSAN). This purchase is made through State Contracts.

This proposed purchase supports goals Pillar 3.1.1, 3.2.1, and 1.1 of Northland Pioneer College's 2014-2016 Strategic Plan.

Purchase After 7/1/15



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

REQUISITION

S
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WWT
2231 E. Camelback Rd., #100
Phx, Az 85016
602-472-7306 / 602-472-7201 FAX
Use Tax _____ 1099 _____

Attn
Ann Smith

P.O. NUMBER _____

Gunda J. Thomas
ORIGINATOR / BUDGET MANAGER

Date 6, 4, 15

BUDGET MANGER / DEAN / DIRECTOR

Date / /

VICE PRESIDENT (Required for Purchases \$10,000 & Above)

Date / /

PRESIDENT (Required for Purchases \$25,000 & Above)

Date / /

BOARD APPROVAL (Required for \$50,000 & Above)

Date / /

NPC IDENTIFICATION NUMBER _____

GIVE FULL AND COMPLETE PARTICULARS FOR EACH ITEM REQUESTED

QTY	DETAILED DESCRIPTION	UNIT PRICE	AMOUNT	ACCOUNT NUMBER
3	WS-C4500X-24X-ES	14160.00	42480.00	- - -
3	CON-SNT-WSC24EXX	1596.00	4788.00	- - -
3	C4KX-PWR-750AC-R	1180.00	3540.00	- - -
3	C4KX-PWR-750AC-R/2	1180.00	3540.00	- - -
6	CAB-US515-C15-US		⊖	- - -
3	S45XU-35-152IE		⊖	- - -
3	C4500X-16P-1PES		⊖	- - -
24	SFP-10G-SR	587.05	14089.20	- - -
3	C4KX-NM-8SFP+		⊖	- - -
				20-4371-5620 0545
	State Contract #			- - -
	AZ NETWORKING			- - -
	ADSP012-024658			- - -
				- - -
				- - -
		SUB TOTAL	68437.20	
		SALES / USE TAX	568.29	
		FREIGHT	---	
		TOTAL	74117.49	

COMMENTS/SPECIAL INSTRUCTIONS:

(3) 10 Gig Switches
VDT Usage

Title III

Vendor Search attached

All vendors for service, equipment rentals, and leases must have a W-9 compliance form on file with the NPC Business Office. If the vendor is not listed on the 1099 listing, a completed W-9 form must be attached to the requisition. MPR 5/14-Marketing/Forms/Business Office

DISTRIBUTION: BUSINESS OFFICE - White & Yellow; BUDGET MANAGER / DEAN / DIRECTOR / REQUISITIONER - Pink

Purchase after 7/1/15 - Must Arrive by 9/30/15

AZ Networking -- ADSP012-024658

Prepared By: Smith, Ann D.

World Wide Technology, Inc.
2237 E Camelback Rd, Suite 100
Phoenix, AZ 85016

Phone: 6024727306
Fax: 6024727201
e-mail: Ann.Smith@wwt.com
P.O.C.: Smith, Ann

Account Manager: HUBBELL, JEFFREY L. (JEFF)
Acct. Mgr. Phone: 6024727303
Acct. Mgr. e-mail: Jeff.Hubbell@wwt.com

Submitted Date: Humes, Linda
Contact: Northland Pioneer College
Agency/Company: 928-524-7407
Phone: linda.humes@npc.edu
Fax: 4500x
e-mail: 2120341.1
Bid #: 4500x
Quote #: 2120341.1

Item	Description	Manufacturer	Part Number	Qty	Customer Unit Price	Extended Price	*ATS (Days)	SPA Number
1	Catalyst 4500-X 24 Port 10G Ent. Services, Ft-to-Bk, No P/S	CISCO SYSTEMS (CISCO)	WS-C4500X-24X-ES	3	\$14,160.00	\$42,480.00	14	
2	SMARTNET 8X5XNBD Catalyst 4500-X 24 Port 10G Ent. Service	CISCO SYSTEMS (CISCO)	CON-SNT-WSC24EXX	3	\$1,596.00	\$4,788.00		
3	Catalyst 4500X 750W AC front to back cooling power supply	CISCO SYSTEMS (CISCO)	C4XX-PWR-750AC-R	3	\$1,180.00	\$3,540.00	14	
4	Catalyst 4500X 750W AC front to back cooling 2nd PWR supply	CISCO SYSTEMS (CISCO)	C4XX-PWR-750AC-R/2	3	\$1,180.00	\$3,540.00	14	
5	NEMA 5-15 to IEC-C15 8ft US	CISCO SYSTEMS (CISCO)	CAB-US515-C15-US	6	INCLUDED	INCLUDED	14	
6	CAT4500-X Universal Image	CISCO SYSTEMS (CISCO)	S45XU-35-1521E	3	INCLUDED	INCLUDED	21	
7	IP Base to Ent. Services license for 16 Port Catalyst 4500-X	CISCO SYSTEMS (CISCO)	C4500X-16P-IP-ES	3	INCLUDED	INCLUDED	14	
8	10GBASE-SR SFP Module	CISCO SYSTEMS (CISCO)	SFP-10G-SR	24	\$587.05	\$14,089.20	14	
9	Catalyst 4500X 8 Port 10G Network Module	CISCO SYSTEMS (CISCO)	C4XX-NM-8SFP+	3	INCLUDED	INCLUDED	14	

Total:	\$68,437.20
Shipping Fee:	\$0.00
Tax:	\$5,680.29
Grand Total:	\$74,117.49



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GDVF236	10312831	5/13/2015

BILL TO:
LINDA J HUMES
PO BOX 610

SHIP TO:
NORTHLAND PIONEER COLLEGE
Attention To: LINDA J HUMES
102 N 1ST AVE

Accounts Payable
HOLBROOK , AZ 86025-0610

HOLBROOK , AZ 86025-2902
Contact: LINDA HUMES 928.524.7407

Customer Phone #

Customer P.O. # CISCO AUG QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
RACHEL PARKER 866.708.1693	DROP SHIP-GROUND	Request Terms	

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
3	2832993	CISCO DIRECT WS-C4500X-24X-ES Mfg#: WS-C4500X-24X-ES Contract: National IPA Technology Solutions Education 130733	14,746.42	44,239.26
3	2970101	ACAD CISCO SMARTNET 8X5XNBD Mfg#: CON-SNT-WSC24EXX Contract: National IPA Technology Solutions Education 130733	1,633.60	4,900.80
3	2807293	Electronic distribution - NO MEDIA CISCO DIRECT C4KX-PWR-750AC-R Mfg#: C4KX-PWR-750AC-R Contract: National IPA Technology Solutions Education 130733	1,254.44	3,763.32
3	2672330	CISCO DIRECT C4KX-PWR-750AC-R/2 Mfg#: C4KX-PWR-750AC-R/2 Contract: National IPA Technology Solutions Education 130733	1,254.44	3,763.32
24	1531148	CISCO DIRECT SFP-10G-SR Mfg#: SFP-10G-SR Contract: National IPA Technology Solutions Education 130733	624.08	14,977.92
SUBTOTAL				71,644.62
FREIGHT				0.00
TAX				4,370.31

US Currency

TOTAL 76,014.93

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061

Fax: 312.705.9295

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager.

Higher Learning Commission Financial Ratios Update

Summary:

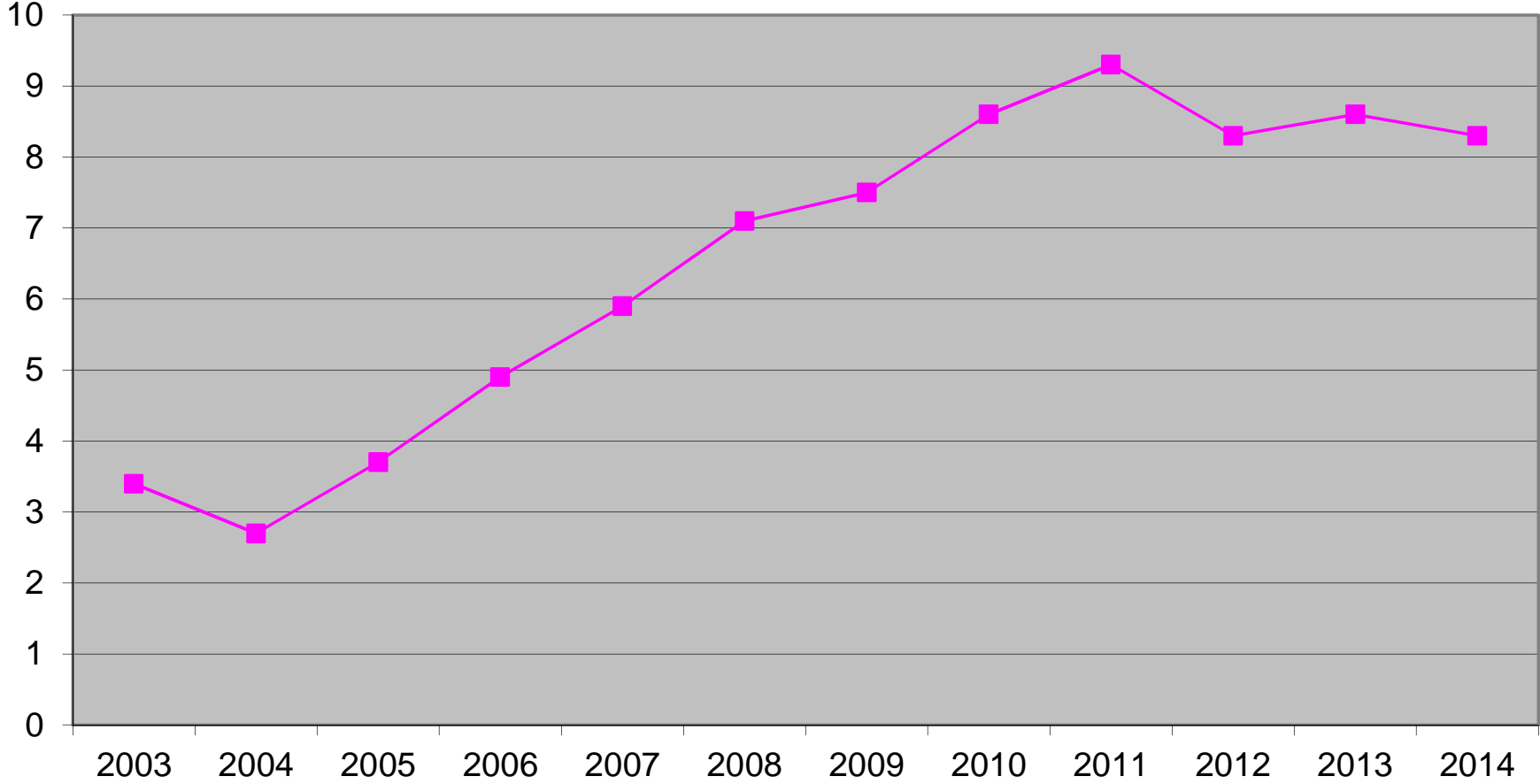
The Higher Learning Commission uses specific financial ratios to track institutional health as part of an overall strategic financial analysis. The model adopted by HLC uses the concept of a Composite Financial Index (CFI), which is intended to give a quick snapshot of overall financial health.

Well-managed institutions use their mission to drive success and use financial metrics to determine affordability. From an institutional perspective, the ratios are not the focus. The ratios assist in the development of the answers to the following questions and other key questions of strategic financial importance.

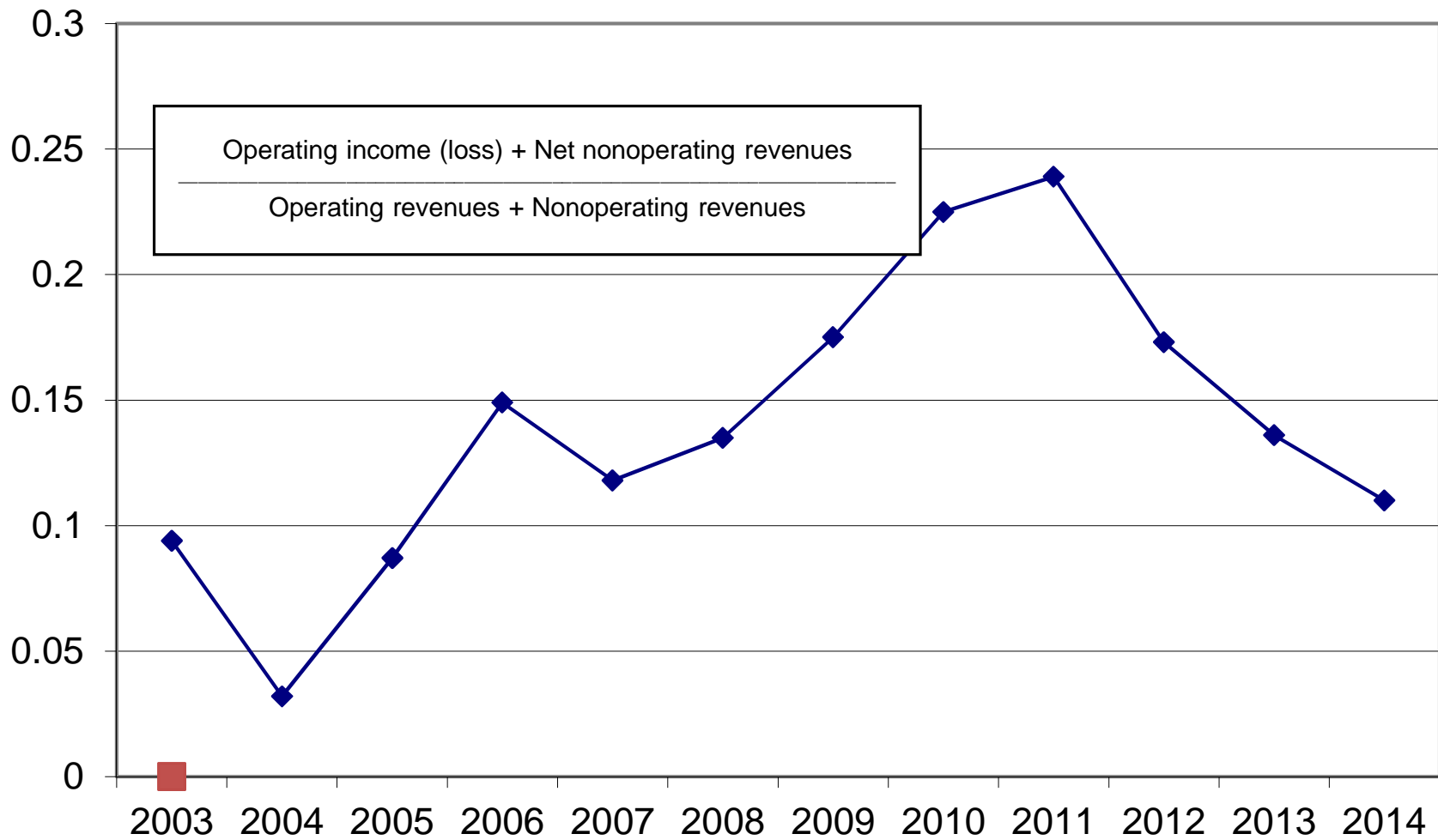
- Are resources sufficient and flexible enough to support the mission?
- Are resources managed strategically to advance the mission?
- Does asset performance and management support the strategic direction?
- Do operating results indicate the institution is living within available resources?

Staff will review the financial ratios that make up the CFI and will discuss the strength factors. Historical and comparative information are included. The addition of the newly required liability for deferred pensions in the 2014-15 financial statements will result in a downward trend in the CFI.

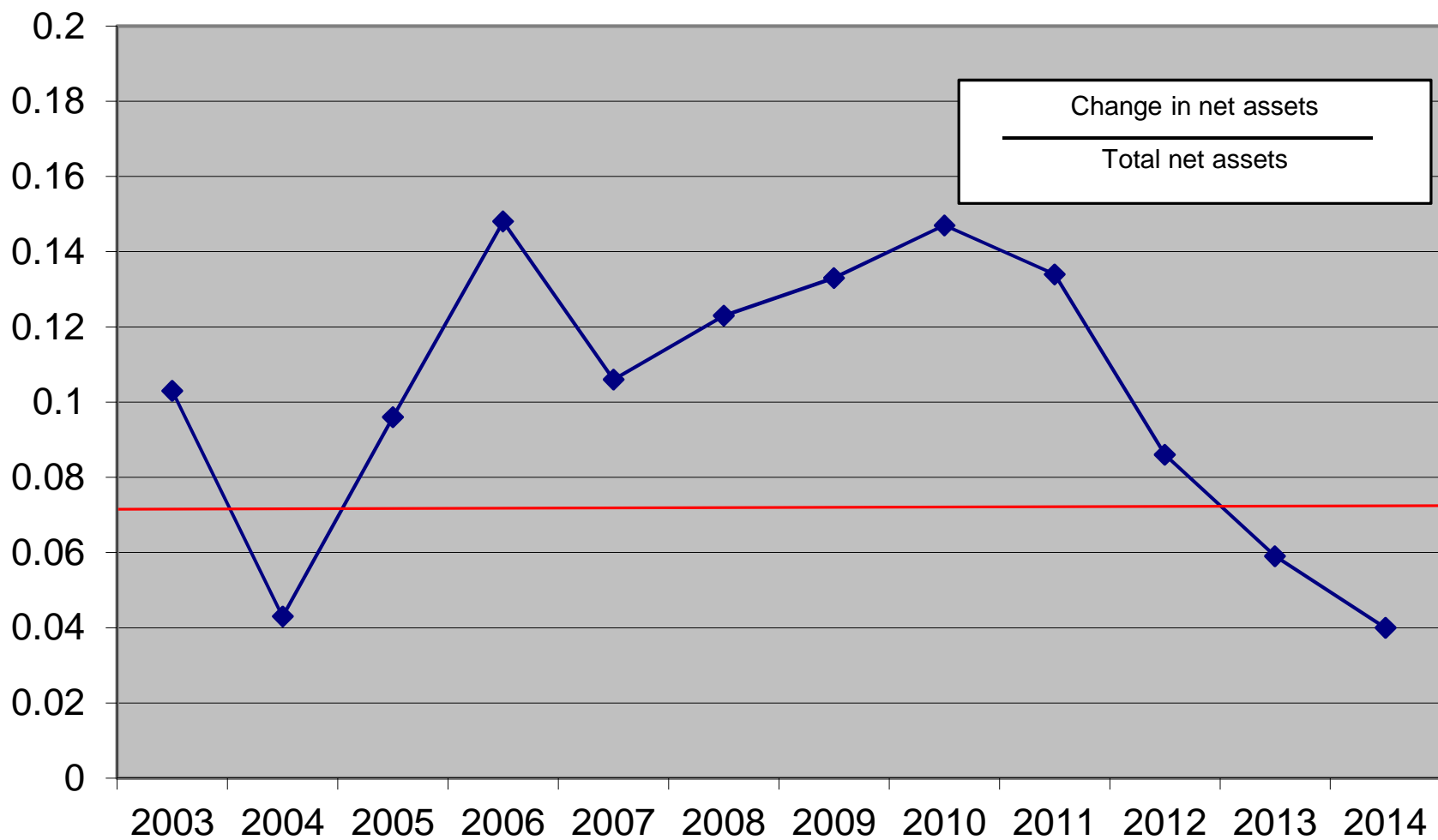
Composite Financial Indicator



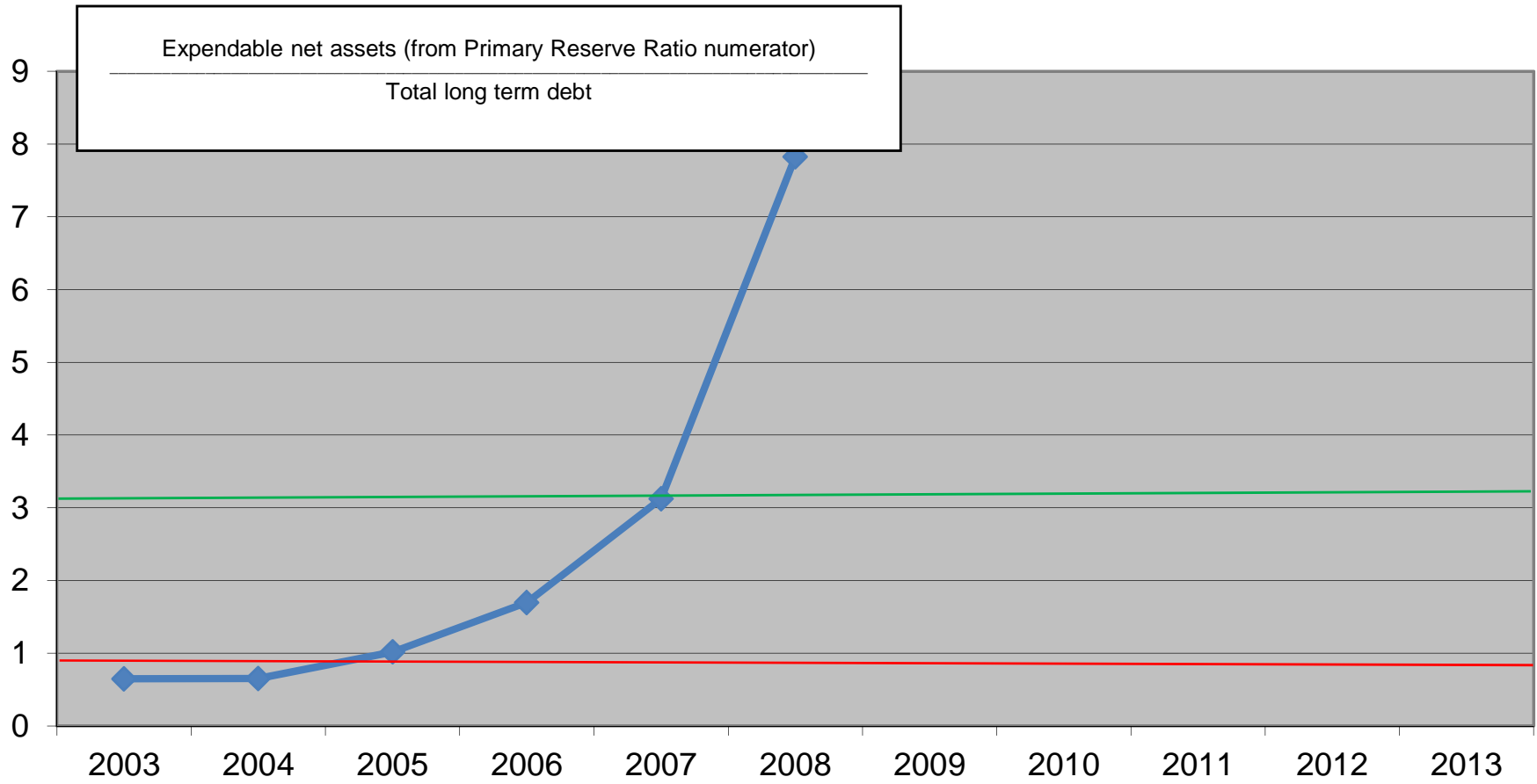
Net Operating Revenue CFI Weight = 10%



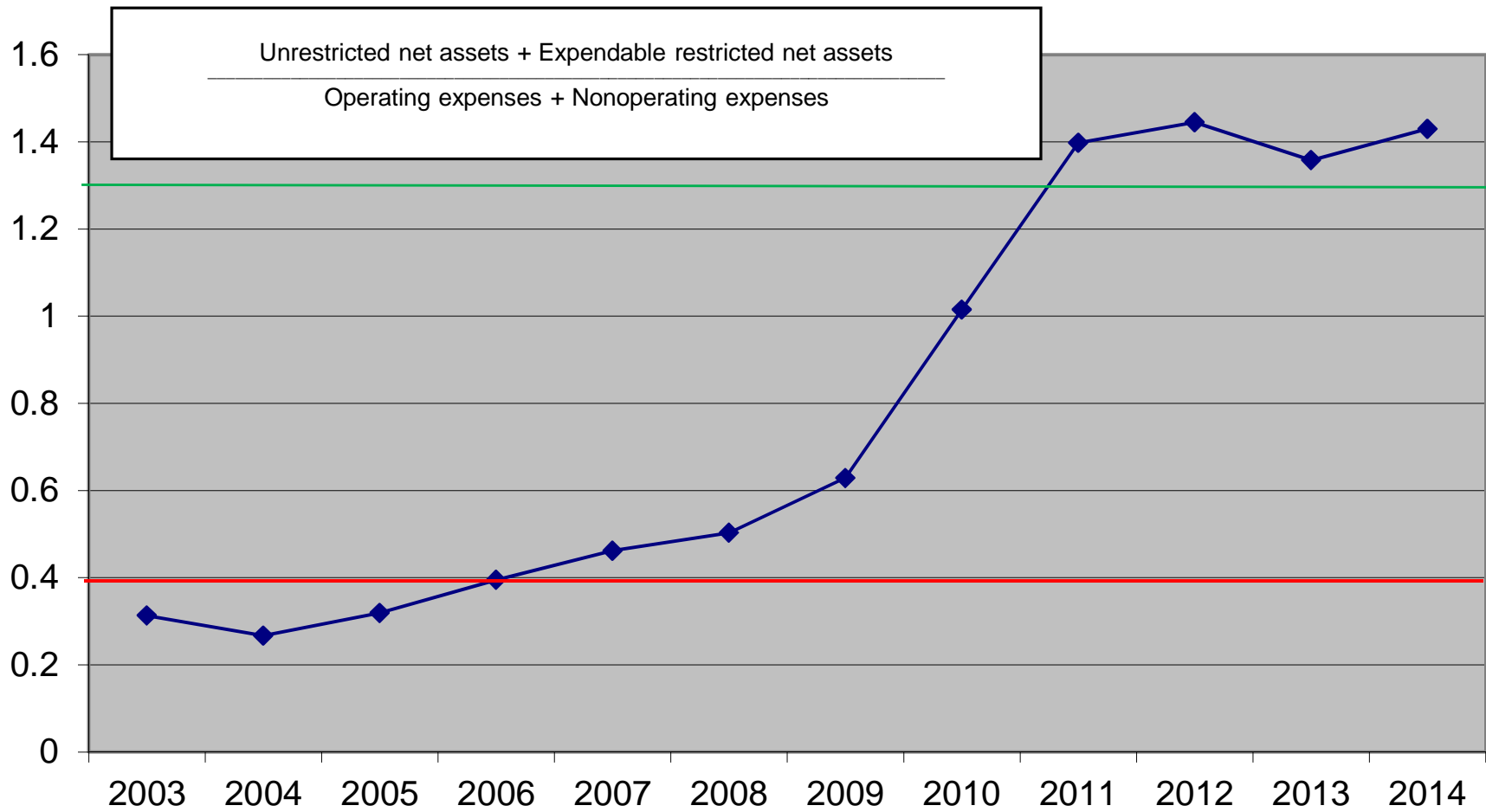
Return on Net Assets CFI Weight = 20%

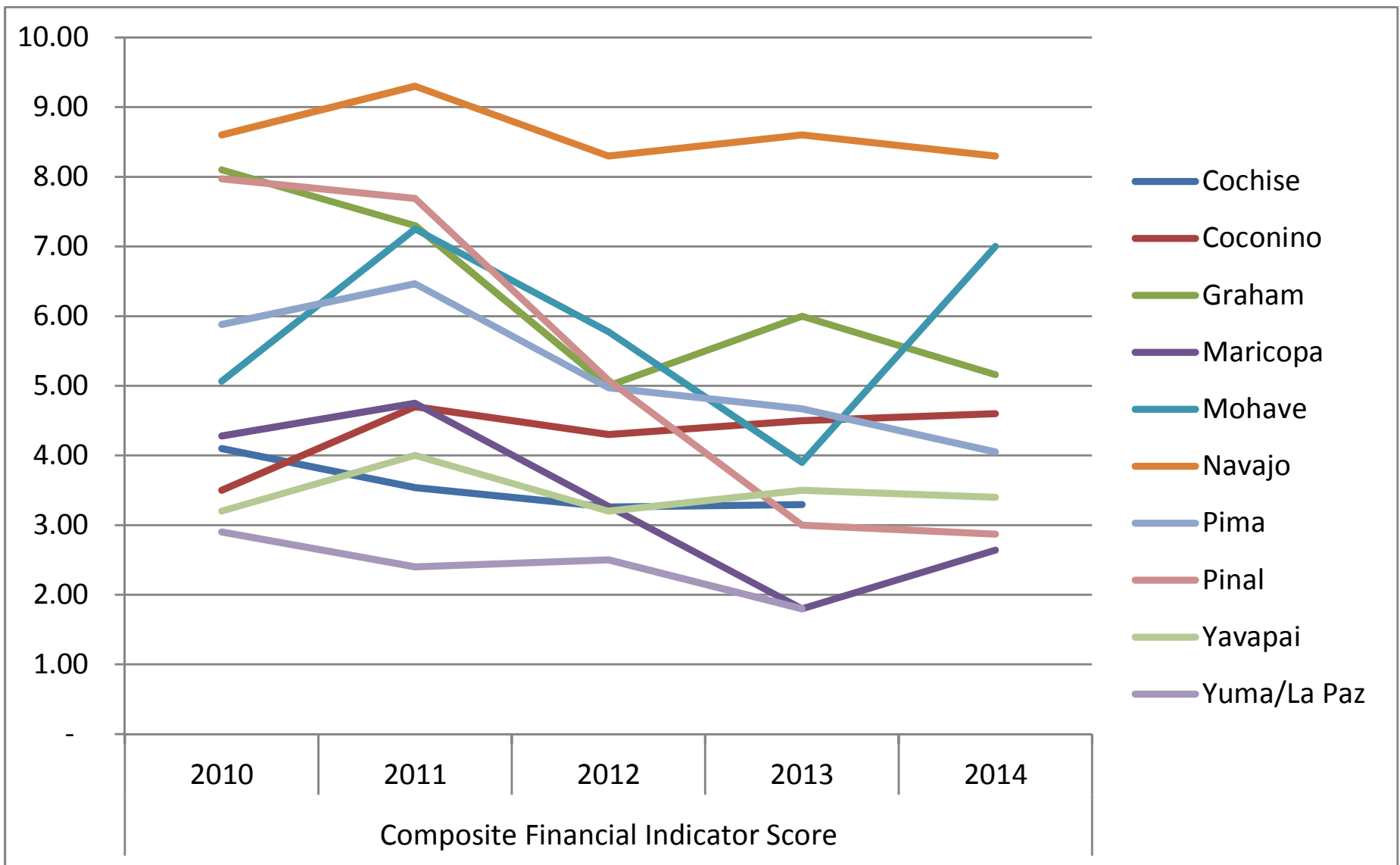


Viability Ratio CFI Weight = 35%



Primary Reserve Ratio CFI Weight = 35%





HLC Persistence & Completion Academy

Northland Pioneer College

Data Summary

PROJECT INTRODUCTION

Our college mission:

Northland Pioneer College creates, supports and promotes lifelong learning.

Northland Pioneer College serves a very disadvantaged area of northeastern Arizona. The service area totals 22,000 square miles, served by four college campuses and five centers. NPC provides a range of direct employment and transfer programs, relying heavily on interactive television and networked classrooms for general education course delivery. The college’s two largest age cohorts are 18-19 and 40-45. The student body is 60% female; the overwhelming majority of adult students work and have family responsibilities. The region serves three tribal nations as well as a growing Hispanic minority. The median household income for the service area is well below the state average, while unemployment rates are more than double the state average. The population density is less than 10 per square mile, making it difficult to aggregate students at specific sites and programs.

In the fall of 2013, the college began a discussion focused on improvements related to student success. Over the following year, a college team reviewed external literature and best practices, as well as internal data and information gathered from a range of stakeholders. The team identified a critical gap in service delivery that, if closed, promises to enhance the college’s shared definition of student success: Intent, Persistence, Retention, Completion. Current performance in these four key areas is considered by NPC to be unacceptable in comparison to state and national benchmark data. The team identified the following baseline measures:

Measure	NPC baseline	Benchmark
Fall to Fall Retention	53.3%	77% (state)
Fall to Spring Persistence	80.2%	91% (state)
Course successful completion rate	79.4%	74% (state)
6 year graduation rate	13.4%	30% (state)
Declaration of intent	TBD	TBD
Fulfillment of intent	TBD	TBD

Sources: Institutional Data produced by Office of Institutional Effectiveness, state benchmarking data drawn from VISION 2020 2014 cohort report

In the summer of 2014, the review team recommended to the President and the college that NPC begin a comprehensive effort to address the concerns noted above. PASS (Proactive Advising for Student Success) is a combination of enhanced advising strategies and significant student support mechanisms designed to lead students to successful goal completion. To place institutional focus upon PASS, the team recommended that it be identified as the college's Quality Initiative. To establish a peer group and learn best practices from similar institutions, the team further recommended that the college pursue admission into the Higher Learning Commission Persistence and Completion Academy. The President, the District Governing Board, and the college community heartily endorsed all three recommendations.

Proactive Advising for Student Success Logo

(college community focused on student success)



Over the past year, the college has transitioned from a recommendation to an implementation team. The college restructured the leadership of student services to better align responsibilities with changes anticipated in both the direction and culture of the college. The Director of Student Services is currently transitioning to the leadership role of both the Academy team and the Quality Initiative itself. The Director of Enrollment Services will assist with the Academy team, the Quality Initiative, and the development and refinement of data resources for both projects. The Director of Institutional Effectiveness will assist all efforts and will lead the data development needed for both projects. A team of faculty and staff will spearhead the Academy and Quality Initiative projects. The entire project reports to the President and Vice President for Learning and Student Services, and will work closely with the college strategic planning team and the District Governing Board.

HLC Academy Team and team membership:

Josh Rogers (Chair)	Director of Student Services
Jeremy Raisor (Vice Chair)	Director of Enrollment Services
Ann Hilliard*	Perkins Grant Coordinator
Richard Harris	Spanish Faculty
Amy Grey	History Faculty

**Chair of development team, currently transitioning out as team lead.*

RESEARCH STATEMENT

NPC faculty and staff will improve student success by positively affecting five key performance indicators. Those areas are: fall to fall retention, fall to spring persistence, successful course completion, graduation, and declaration/fulfillment of intent. PASS team research using institutional data combined with external review of best practices concludes that a proactive advising model coupled with enhanced student support systems will create improvements in the identified key student success indicators.

KEY TERM DEFINITIONS

Alert flags – notice that a student has exhibited one or more institutionally-defined risk behaviors for attrition.

Baseline – a measure based on past performance for the measurement group. May be a single value, an average, or rate.

Benchmark – a standard or point of reference against which things may be compared or assessed.

Completion – student achievement of a certificate or degree.

Credential-seeking Cohort – certificate and degree seeking students who declared an intent to pursue a specific program of study.

Enrollment – Institutional unduplicated headcount in a given academic term.

Fulfillment of intent – student achievement of a self-identified goal, as defined either at registration or in consultation with an academic advisor.

Graduation – conferral upon a student of a college degree or certificate.

Headcount – unduplicated count of all enrolled students in a given semester.

Intent – Initial Intent is the student’s self-declared goal at first enrollment. Subsequently, the student may affirm or modify their intent upon each registration for classes. Intent history is tracked in Jenzabar.

Persistence – a measure reflecting the percentage of students enrolled in a given semester that do not graduate but do enroll in the subsequent semester.

Program – course of study mapped by the college catalog and embarked upon by the student.

Retention – a measure reflecting the percentage of students who do not graduate but do enroll in the subsequent academic year.

Strategic Vision Cohort – first time full and part time students seeking credentials, used as a measurement tool by the Arizona Community College Vision 2020 reporting structure. Data accumulation began in 2011 and measures 30 key indicators for all Arizona public community colleges. Vision 2020 organizing goals are Access, Retention, and Completion. All districts provide annual data on progress in the 30 key indicators. Provides both state (peer) comparisons and national comparisons via the Voluntary Framework of Accountability Project (VFA) and the National Community College Benchmarking Project (NCCBP).

Student Response Rate – measurement of the number of students who respond to institutional intervention attempts. The intervention based on risk alert flags.

Student Success – the attainment of one’s educational goal or intent. Individual student goals and intentions may change during the educational process.

Successful Course Completion – student completion of a course with an earned grade of A, B, or C. D and F grades, along with course withdrawals, are considered as unsuccessful.

PROJECT MEASURABLE GOALS AND OUTCOMES

- A. The PASS program will *increase* Fall-to-Fall retention for the Vision 2020 (VFA/NCCBP) cohort.
 - a. Baseline Measure: 53.3%
 - b. Benchmark: 77%
 - c. Measurable Outcome: Fall-to-fall retention will improve by not less than 1.5% per year over the course of the five-year project (60.8%)

Baseline data are drawn from a three year average of institutional reporting produced by the Office of Institutional Effectiveness and available at the IE Reports menu in the college web portal. Benchmark data are drawn from a three year average of Strategic Vision cohort data produced by the Arizona Community College Coordinating Council for the VISION 2020 project. Measurable outcomes were identified by the Academy and PASS teams through a review of peer institution best practices.

- B. The PASS program will *increase* Fall-to-Spring persistence for the Vision 2020 cohort.
 - a. Baseline Measure: 80.2%
 - b. Benchmark: 92%
 - c. Measurable Outcome: Fall-to-spring persistence will improve by not less than 1.5% per year over the course of the five-year project (87.7%)

Baseline data are drawn from a three year average of institutional reporting produced by the Office of Institutional Effectiveness and available at the IE Reports menu in the college web portal. Benchmark data are drawn from a three year average of Strategic Vision cohort data produced by the Arizona Community College Coordinating Council for the VISION 2020 project. Measurable outcomes were identified by the Academy and PASS teams through a review of peer institution best practices.

- C. The PASS program will *increase* the successful course completion rate for the Vision 2020 cohort.
 - a. Baseline Measure: 79.4%
 - b. Benchmark: 74%
 - c. Measurable Outcome: Successful course completion rate will improve by not less than 1% per year over the course of the five year project (84.4%)

Baseline data are drawn from a three year average of institutional reporting produced by the Office of Institutional Effectiveness and available at the IE Reports menu in the college web portal. Benchmark data are drawn from a three year average of Strategic Vision cohort data produced by the Arizona Community College Coordinating Council for the VISION 2020 project. Measurable outcomes were identified by the Academy and PASS teams through a review of peer institution best practices.

- D. The PASS program will *increase* the conferral rates for degrees and certificates.
 - a. Baseline Measure: 13.4% within 6 years of matriculation
 - b. Benchmark: 30%
 - c. Measurable Outcome: Not less than 28.4% of the PASS Cohort will earn an associate's degree, a certificate of proficiency or a certificate of applied science within six years.

Baseline data are drawn from a three year average of institutional reporting produced by the Office of Institutional Effectiveness and available at the IE Reports menu in the college web portal. Benchmark data are drawn from a three year average of Strategic Vision cohort data produced by the Arizona Community College Coordinating Council for the VISION 2020 project. Measurable outcomes were identified by the Academy and PASS teams through a review of peer institution best practices.

- E. The PASS program will *increase* the rate of intent declaration among students in the Vision 2020 cohort.
 - a. Baseline Measure: TBD
 - b. Benchmark: TBD
 - c. Measurable Outcome: TBD

Identification of intent fulfillment is currently underway both at NPC and for the Strategic Vision cohort institutions. As soon as baseline and benchmark data is available (anticipated Spring 2016 for the 2013 cohort), the Academy team will identify an appropriate measurable outcome.

- F. The PASS program will increase the rate of intent fulfillment by enrolled students.
 - a. Baseline Measure: TBD
 - b. Benchmark: TBD
 - c. Measurable Outcome: TBD

Identification of intent fulfillment is currently underway both at NPC and for the Strategic Vision cohort institutions. As soon as baseline and benchmark data is available, the Academy team will identify an appropriate measurable outcome.

DATA RESOURCES

The PASS and Academy teams utilized a broad range of external and internal resources to identify project need, formulate project composition, and determine measurable project outcomes. Resources include peer project review, peer literature review, state and national benchmarking data, national conference presentation summaries, relevant internal data sets, student survey information, and college community survey and focus group sessions.

Peer Project Review

The team evaluated published analyses by institutions that recently completed improvement projects related to proactive advising, student persistence, retention, and completion. Key team documents are archived and available through the HLC Quality Initiative section of the college web portal.

Peer Literature Review

The team evaluated published best practices by institutions and national experts in the fields of advising, persistence, retention, and completion. The team focused on best practices that would be practical in a rural, dispersed community college environment. Key team documents are archived and available through the HLC Quality Initiative section of the college web portal.

State and National Benchmarking Data

The team focused heavily on the Strategic Vision Cohort data made available through the statewide Vision 2020 process. Vision 2020 data allows for clear benchmarking with the aggregate state community college system. Where state benchmarking data was not available, the team relied on national benchmarking data from organizations such as the American Association of Community Colleges.

Internal Data Sets

The team drew NPC baseline data from data sets created and made available by the Institutional Effectiveness data analyst. Much of this data is created to fulfill the college's participation in the Vision 2020 process. Institutional Effectiveness data sets are available to all college employees via the IE Reports tab in the college web portal.

Student and College Community Survey/Focus Group Data

The college conducted a series of surveys and focus groups to identify the most critical interventions to improve student success. Departmental and college-wide survey and focus group results that informed the PASS creation process are housed in the HLC Quality Initiative section of the college web portal.

NPC DATA TABLES

The following are representative examples of data sets critical to the formulation and evaluation of the PASS project.

NPC Institutional Profile (Created by Office of Institutional Effectiveness, reported to the Governor's Office annually)

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014								
Annual FT Equivalent Student	2,305	2,501	2,683	2,385	2219	2,070	1962	1446								
Annual Unduplicated Headcount	13,374	13,136	10,590	8,845	7557	7,509	6670	6865								
Fall Headcount (credit)	5,317	4,629	4,732	4,636	3950	3,917	3718	3233								
By Fulltime or Part-time																
	Fall 2006		Fall 2007		Fall 2008		Fall 2009		Fall 2010		Fall 2011		Fall 2012		Fall 2013	
Fulltime	931	18%	897	19%	1083	23%	946	22%	964	22%	881	22%	807	22%	674	21%
Part-time	4,386	82%	3,732	81%	3649	77%	3,690	78%	2986	78%	3,036	78%	2911	78%	2559	79%
Total	5,317	100%	4,629	100%	4732	100%	4,636	100%	3950	100%	3,917	100%	3718	100%	3233	100%
By Gender																
	Fall 2006		Fall 2007		Fall 2008		Fall 2009		Fall 2010		Fall 2011		Fall 2012		Fall 2013	
Female	3,456	65%	3,029	65%	3042	64%	3,062	66%	2392	66%	2,333	66%	2221	40%	1949	60%
Male	1,861	35%	1,600	35%	1690	36%	1,574	34%	1558	34%	1,584	34%	1497	0%	1284	40%
Undeclared/unknown	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	100%	0	0%
Total	5,317	100%	4,629	100%	4732	100%	4,636	100%	3950	100%	3,917	100%	3718		3233	100%
By Ethnic or Race Group																
	Fall 2006		Fall 2007		Fall 2008		Fall 2009		Fall 2010		Fall 2011		Fall 2012		Fall 2013	
Non-resident Alien	0	0%	0	0%			2	0%	0	0%	0	0%	2	0%	0	0%
Black or African American	35	1%	26	1%	39	1%	28	1%	18	0%	44	1%	48	1%	24	1%
Am Indian/Alaskan Native	1,332	25%	1,226	26%	1126	24%	1,201	26%	1154	29%	1,182	30%	1234	33%	1170	36%
Asian or Pacific Islander (PI only to fall 2008)	34	1%	24	1%	27	1%	17	0%	22	1%	29	1%	21	1%	22	1%

	Fall 2006		Fall 207		Fall 2008		Fall 2009		Fall 2010		Fall 2011		Fall 2012		Fall 2013	
Hispanic	357	7%	282	6%	330	7%	325	7%	281	7%	289	7%	336	9%	270	8%
Native Hawaiian or Other Pacific Islander (starting Fall 2009)							10	0%	4	0%		0%	9	0%	7	0%
Two or More Races (starting Fall 2009)							48	1%	28	1%		0%	37	1%	25	1%
White, non-Hispanic	3,113	59%	2,554	55%	2467	52%	2,332	50%	1845	47%	2,015	51%	1776	48%	1589	49%
Unknown/unreported	446	8%	517	11%	743	16%	673	15%	598	15%	358	6%	255	7%	126	4%
Total	5317	100%	4,629	100%	4732	100%	4,636	100%	3950	100%	3,917	100%	3718	100%	3233	100%

Vision 2020 Fall-to-Spring Persistence and Fall-to-Fall Retention Rates, 2009-2011 Cohorts (Produced by Office of Institutional Effectiveness for VISION 2020 annual reporting)

Fall-to-next-term retention rate	Fall 2009 Cohort	Fall 2010 Cohort	Fall 2011 Cohort
Credential-seeking sub-cohort of the fall two-year cohort	382	196	214
Number of completers/transfers in fall two-year cohort	9	10	7
Subtract completers/transfers from cohort number	373	186	207
Number/percent of above who returned the following spring	297 (79.6%)	166 (89.2%)	149 (72.0%)

Fall-to-fall retention rate	Fall 2009 Cohort	Fall 2010 Cohort	Fall 2011 Cohort
Credential-seeking sub-cohort of the fall two-year cohort	382	196	214
Number of completers/transfers in the fall two-year cohort	46	18	18
Subtract completers/transfers from cohort number	336	178	196
Number/percent of above who returned the following fall	144 (42.9%)	117 (65.7%)	101 (51.5%)

Course Success Rates (Produced by Office of Institutional Effectiveness for VISION 2020 annual reporting)

	Fall 2009 Cohort	Fall 2010 Cohort	Fall 2011 Cohort
Fall two-year cohort	1336	572	382
Number of student credit hours attempted by cohort by the end of the 2nd academic year	21263	13136	9906
College-level course success rate			
Number of college level (numbered 100 or above) student credit hours attempted by cohort by the end of the 2nd academic year	19032	11861	8852
Number/percent of college level student credit hours attempted and successfully completed (A,B,C or P) by the end of the 2nd academic year	15282 (80.3%)	9187 (77.5%)	6975 (78.8%)
Developmental course success rate			
Number of developmental student credit hours attempted by cohort by the end of the 2nd academic year	2232	1275	1054
Number/percent of developmental student credit hours attempted and successfully completed (A,B,C or P) by the end of the 2nd academic year	1445 (64.7%)	935 (73.3%)	696 (66.0%)

Notes:

- College credits earned prior to high school completion (e.g., dual enrollment credits) are included if available.
- College-level is defined as all courses numbered 100 or above.
- All ESL courses are excluded

Percent of learners completing credit thresholds (Produced by Office of Institutional Effectiveness for VISION 2020 annual reporting)

	Fall 2009 Cohort	Fall 2010 Cohort	Fall 2011 Cohort
Credential-seeking sub-cohort of the fall two-year cohort	382	196	214
Number of full-time learners in the fall two-year cohort	204	83	94
Number/percent of full-time learners completing 42 credits by end of the 2nd academic year	77 (37.7%)	39 (47%)	40 (42.6%)
Number of part-time learners in the fall two-year cohort	178	113	120
Number/percent of part-time learners completing 24 credits by end of the 2nd academic year	72 (40.4%)	61 (54.0%)	62 (51.7%)

Notes:

- College credits earned prior to high school completion (e.g., dual enrollment credits) are included if available.
- Some of the retention and completion measures require use of a credential-seeking sub-cohort. Credential-seeking learners are defined as those who earned 12 credit hours (or the equivalent) of course work by the end of their second year.

Percentage of gateway math and English credit hours successfully completed (Produced by Office of Institutional Effectiveness for VISION 2020 annual reporting)

Academic Year

English Comp I	2010-11	2011-12	2012-13
Total student credit hours attempted in English Comp I		2076	2049
Number/percent of above that successfully completed (A, B, C, or P)		1593 (76.7%)	1491 (72.8%)

English Comp II			
Total student credit hours attempted in English Comp II		1539	1476
Number/percent of above that successfully completed (A, B, C, or P)		1269 (82.5%)	1167 (79.1%)

Speech			
Total student credit hours attempted in Speech		0	0
Number/percent of above that successfully completed (A, B, C, or P)		0 (0.00%)	0 (0.00%)

College Algebra			
Total student credit hours attempted in College Algebra		1317	1188
Number/percent of above that successfully completed (A,B,C or P)		1128 (85.6%)	1011 (85.1%)

English Comp I, English Comp II, and Speech			
Total student credit hours attempted in English gateway courses (English Comp I, English Comp II, and Speech)		3615	3525
Number/percent of above that successfully completed (A,B,C or P)		2862 (79.2%)	2658 (75.4%)

English Comp I, English Comp II, Speech, and College Algebra			
Total student credit hours attempted in all gateway courses (English Comp I, English Comp II, Speech, and College Algebra)	5031	4932	4713
Number/percent of above that successfully completed (A,B,C or P)	4059 (80.7%)	3990 (80.9%)	3669 (77.8%)

AZ Community College's Strategic Vision Graduation Rate Measure (Produced by Office of Institutional Effectiveness for VISION 2020 annual reporting)

	NPC	Statewide Average	National Average
2004 fall credential seeking cohort	6.36%	20%	37%
2005 fall credential seeking cohort	18.00%	30%	25%
2006 fall credential seeking cohort	13.70%	30%	
2007 fall credential seeking cohort	14.90%		

Definition: Percent of the credential-seeking sub-cohort of the fall six-year cohort who was awarded a degree or certificate within 6 years (modified from the VFA Metrics Manual, pp. 32-34).

Credential-seeking learners are defined as those who earned 12 credit hours (or the equivalent) of course work by the end of their second year.

IPEDS Cohort

Year Reported In	Cohort Year	Adjusted Cohort	Number of completers Within 150% of Normal time	Graduation Rate (%)	Transfer-out Number	Transfer-out Rate (%)
2002	1999	118	13	11	15	13
2003	2000	150	11	7	14	9
2004	2001	130	13	10	6	5
2005	2002	99	11	11	31	31
2006	2003	97	14	14		
2007	2004	121	17	14		
2008	2005	107	23	21		
2009	2006	126	17	13		
2010	2007	60	6	10	8	13
2011	2008	116	22	19	20	17
2012	2009	99	6	6	24	24
2013	2010	149	16	11	27	18

OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

CURRENT AND FUTURE DATA COLLECTION NEEDS

- Declaration of Intent data, for both Northland Pioneer College and the VISION 2020 participating institutions
- Fulfillment of Intent data, for both Northland Pioneer College and the VISION 2020 participating institutions
- Tracking of student intervention attempts by college faculty and staff
- Student response to intervention attempts by college faculty and staff
- Identification and tracking of at-risk students based on factors under development by the PASS team

2015 Summer Semester Enrollment Update (current as of June 10, 2015)

Summary:

For summer 2015, Northland Pioneer College initiated a series of steps to assist students and families continue their studies. Tuition for credit bearing courses is reduced, new scholarships have been implemented, and expanded course offerings are available.

Non-credit-bearing courses in Kids College have been advertised more widely. Kids College STEM courses are open tuition-free to 4th-8th grade students who participated in the regional science fair, thanks to funding from an Arizona Science Foundation AZ+8 grant, in which NPC is a participant.

Noted below are comparison data between Summer 2015 enrollments and prior year enrollments. Please note that prior year enrollments reflect end-of-summer totals, while registration for Summer 2015 is ongoing.

Year	Regular Course Credits	Percent change from prior year	Teacher Certification Credits
Summer 2014	2902	NA	725
Summer 2015	4015	+27.7%	260

Summer 2015 regular course enrollment is complete in many areas, but is likely to climb above 4300-4400 credits by end of summer. Teacher certification course enrollment is ongoing and is anticipated to meet or exceed the Summer 2014 total.

Year	Kids College total enrollments	STEM course enrollments
2012	123	NA
2013	207	NA
2014	361	NA
2015	561	309

Kids College enrollments are ongoing. We are currently adding 10-20 enrollments per day. There are 1271 seats available in Kids College courses, so we are currently at 44% of maximum capacity.

Key Performance Indicators for a Future Dashboard

Summary:

The executive team seeks input from the District Governing Board regarding key performance indicators to be included in an NPC dashboard available to the board, college employees and the public. The college is in initial planning stages to implement a data dashboard this coming fiscal year. Board members will be important users of indicators and therefore the executive team would appreciate identification of key performance indicators by the August District Governing Board meeting.

REQUEST TO APPROVE A RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE ARIZONA SCHOOL ALLIANCE FOR WORKERS' COMPENSATION

Recommendation:

Staff recommends approval of the resolution to enter into an agreement with the Arizona School Alliance for Workers' Compensation.

Summary:

Due to ongoing price increases and other adjustments to the workers' compensation coverage, a estimate was sought from the Arizona School Alliance (the Alliance). The Alliance provided an estimate nearly 25% below the estimate from our current provider, Copperpoint.

- Copperpoint: \$83,589
- Alliance : \$63,376

The underlying assumptions for both estimates are the same. The Alliance is under the same umbrella as the College's current provider for property and liability insurance (the Trust) and is a self-insured pool that provides workers' compensation coverage to school districts and community colleges. Like the Trust, the Alliance is owned and governed by the participants, which allows for a more customized approach to services and programs for educational entities. We would be assigned an in-house claims adjuster, have a member services coordinator, and a loss control consultant.

The Alliance was formed pursuant to state statute, which authorizes schools and community colleges to enter into agreements to jointly form non-profit corporations for the purpose of self-insurance or the joint purchase of insurance.



RESOLUTION

SUBJECT: It is resolved by action of the Governing Board of Northland Pioneer College (the "District") made on _____ 20____, to enter into an Agreement with the Arizona School Alliance for Workers' Compensation. Purpose of the Agreement is to become a member of a non-profit corporation which has been established pursuant to Arizona Revised Statutes Section 11-952.01.

- a. Enter into contracts or agreements to establish a separate Workers' Compensation pool on a cooperative or contract basis with other School Districts;
- b. Self-insure or jointly purchase insurance, or both, for Workers' Compensation and employers liability for employees of the School Districts and members of the governing board;

_____ (Authorized Person) or our authorized representative as designated in the participation agreement is hereby authorized to execute an agreement on behalf of the District and the Arizona School Alliance for Workers' Compensation on the terms and conditions set forth in the form Agreement attached to this Resolution, or such other terms and conditions which are determined to be appropriate, to execute any and all agreements, documents, and other instruments which are deemed appropriate to evidence the District's membership in the Arizona School Alliance for Workers' Compensation and to execute any and all other agreements, documents and instruments on behalf of the district that are determined to be appropriate to accomplish in whole or in part the purposes of the foregoing Resolutions. In each instance, the signature of the designated party is conclusive evidence of the District's agreement to the terms and conditions thereof.

President	Member
Clerk	Member
Member	Member
Member	