

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 **April 15, 2014 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 14th day of April 2014, at 10:00 a.m.

Lisa Jayne, Recording Secretary to the Board

NOTICE DISTRIBUTION

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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

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center

2251 East Navajo Boulevard, Holbrook, Arizona

Date: April 15, 2014

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
<p>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.</p>		
4.	Reports:	
A.	Financial Position	Vice President Hatch
B.	CASO	Margaret White
C.	NPC Faculty Association	Cyndi Hutton
D.	NPC Student Government Association	Dean Hinton-Rivera
E.	Enrollment Report	Vice President Vest
5.	Consent Agenda (Action)	Chair Handorf
A.	March 18, 2014 DGB Minutes	
B.	Curriculum Change for Business Associate of Applied Science Degree in Entrepreneurship	
C.	Curriculum Modification of the Medical Assistant Program	
6.	Old Business: None	
7.	New Business:	
A.	Initiate President's Evaluation Process - NPC Procedure 2045	President Swarhout
B.	Review of Budget Analysis	Vice President Hatch
C.	2014-15 Primary Property Tax(First Read)	Vice President Hatch
D.	Request to Approve 2014-15 Preliminary Budget (Action)	Vice President Hatch
E.	Request to Approve 2014-15 Preliminary Capital Budget ... (Action)	Vice President Hatch
F.	Request to Approve Contract for Tiponi Restroom Remodel (Action)	Vice President Hatch
G.	Request to Approve NATC Design/Build (Action)	Vice President Hatch
H.	Request to Approve Resolution Calling for Election of DGB Members (Action)	President Swarhout
8.	Standing Business:	
A.	Strategic Planning and Accreditation Steering Committee Report	Director Wasson
B.	Human Resources Update	Director Hokanson
C.	President's Report	President Swarhout
9.	Board Report/Summary of Current Events	Board Members
10.	Board Announcement of Next Regular MeetingMay 20, 2014	Chair Handorf
11.	Adjournment (Action)	Chair Handorf

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



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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

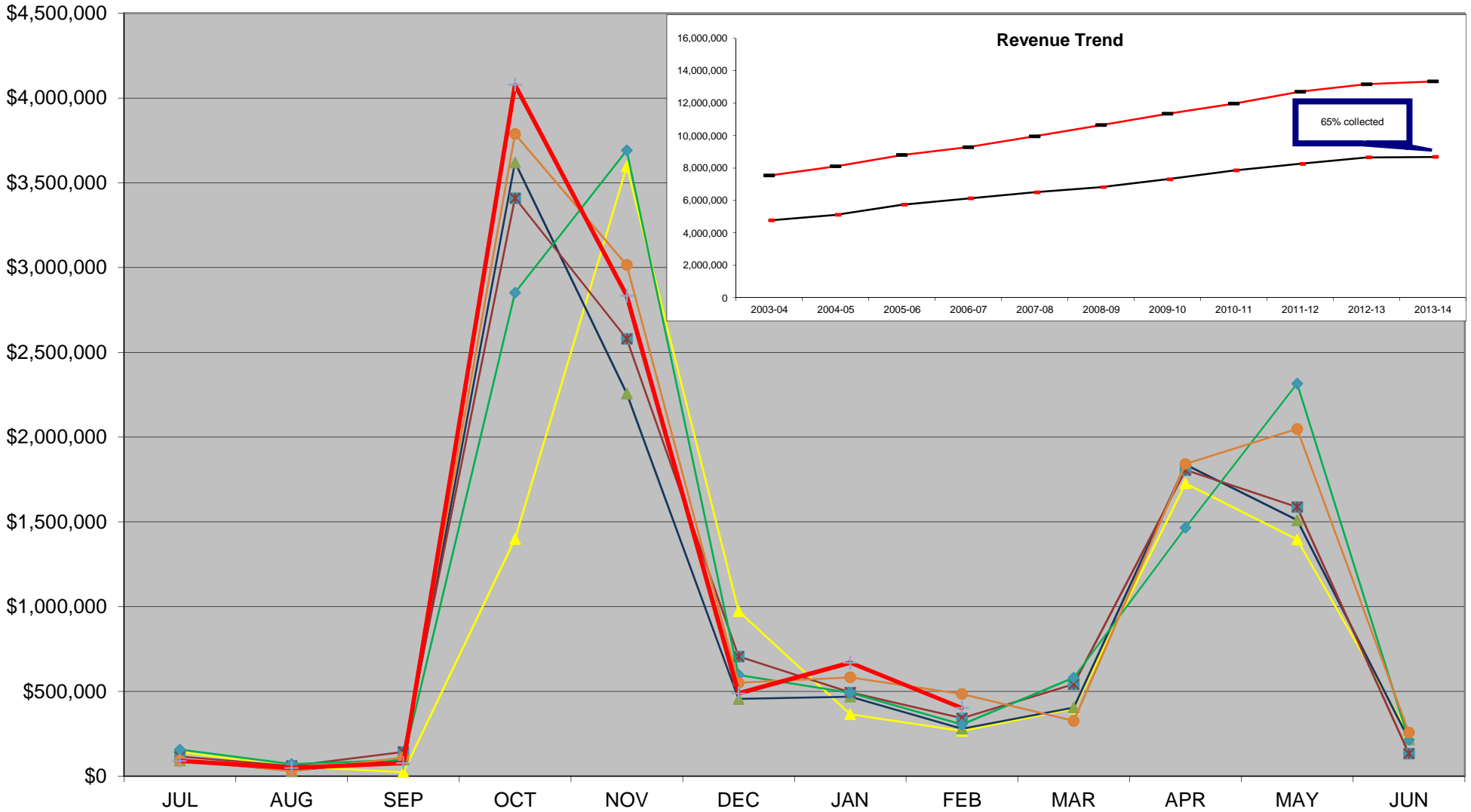
For the period

July 1, 2013 to February 28, 2014

Budget Period Expired 67%

Tax Supported Funds				
General Unrestricted				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
Primary Tax Levy	13,341,335	401,930	8,685,122	65%
State Aid:				
Maintenance and Operations	1,646,600		1,234,950	75%
Equalization	5,514,200		4,135,650	75%
Tuition and Fees	4,755,000	246,349	3,420,923	72%
Investment earnings	125,000	8,099	85,957	69%
Grants and Contracts	1,600,000		311,989	19%
Other Miscellaneous	200,000	15,857	142,204	71%
Transfers:	(2,750,000)	(210,666)	(1,835,631)	67%
TOTAL REVENUES	\$24,432,135	\$461,569	\$16,181,164	66%
EXPENDITURES				
Salaries and Wages	17,067,805	1,361,181	9,842,574	58%
Operating Expenditures	6,587,182	526,248	3,154,247	48%
Capital Expenditures	253,000	20,560	82,004	32%
TOTAL EXPENDITURES	\$23,907,987	\$1,907,989	\$13,078,825	55%
Unrestricted Plant				
Current Month				
Budget	Actual	Y-T-D Actual	%	
REVENUES				
State Aid:				
Capital	199,300		91,950	46%
Other Miscellaneous				
Transfers:	2,000,000	166,667	1,333,333	67%
TOTAL REVENUES	\$2,199,300	\$166,667	\$1,425,283	65%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	12,199,300	123,220	2,214,128	18%
TOTAL EXPENDITURES	\$12,199,300	\$123,220	\$2,214,128	18%

Monthly Primary Property Tax Receipts



NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

For the period July 1, 2013 to February 28, 2014

Budget Period Expired 67%

Restricted and Auxiliary Funds

	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,400,000	547,627	4,263,156	67%
Donations				
Transfers:	600,000		390,147	65%
TOTAL REVENUES	\$7,000,000	\$547,627	\$4,653,303	66%
EXPENDITURES				
Salaries and Wages	935,960	136,743	761,652	81%
Operating Expenditures	5,914,040	160,224	3,284,495	56%
Capital Expenditures	150,000	2,298	300,788	201%
TOTAL EXPENDITURES	\$7,000,000	\$299,265	\$4,346,935	62%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services				
Bookstore	100,000	(15,281)	73,696	74%
Other	306,000	11,882	148,655	49%
Donations				
Transfers:	150,000	43,999	112,151	75%
TOTAL REVENUES	\$556,000	\$40,600	\$334,502	60%
EXPENDITURES				
Salaries and Wages	377,903	29,124	186,311	49%
Operating Expenditures	178,097	45,353	181,153	102%
Capital Expenditures				
TOTAL EXPENDITURES	\$556,000	\$74,477	\$367,464	66%

Cash Flows

Cash flows from all activities (YTD)	\$22,594,252
Cash used for all activities (YTD)	\$20,007,352
Net Cash for all activities (YTD)	\$2,586,900

FTSE COMPARISON, SPRING 2013 VS SPRING 2014

	Total		NAVIT FTSE		Dual FTSE		Reg FTSE	
	2014	2013	2014	2013	2014	2013	2014	2013
Little Colorado	162.7	170	15.8	16.9	13.4	14.1	133.6	138.9
Painted Desert	204.6	183.5	34.3	33.2	62.8	48.5	107.5	101.8
Silver Creek	165.8	161.9	24.4	30.9	40.9	47.3	100.5	82.6
White Mountain	540.7	533.4	57.4	79.7	167.5	122.7	315.9	331.1
Subtotal	1073.8	1048.4	131.8	160.7	284.6	232.6	657.5	654.4
ALU	1.1	1.2	0.0	0.0	0.0	0.0	1.1	1.2
CDA	55.7	54.1	0.0	0.0	0.0	0.0	55.7	54.1
DOC	75.1	24.4	0.0	0.0	0.0	0.0	75.1	24.4
Hopi	53.3	58.1	0.0	0.0	9.5	8.5	43.7	49.6
Internet	108.5	195.1	0.0	0.0	0.0	0.0	108.5	195.1
Kayenta	28.5	24.3	0.0	0.0	0.0	0.0	28.5	24.3
Springerville-Eagar	58.4	70	5.7	14.5	29.4	27.3	23.3	28.4
St Johns	90.6	90.9	41.6	45.1	15.1	16.8	33.9	29.1
Whiteriver	113	71.3	0.0	0.0	18.7	14.5	94.3	56.9
Apache Co Misc	70.9	52.1	0.0	0.0	59.6	41.0	11.3	11.1
Navajo Co Misc	8.1	8.1	0.0	0.0	5.3	5.0	2.7	3.1
Subtotal	663.2	648.7	47.3	59.6	137.6	113	478.2	477.1
TOTAL (headcount)	1737(3736)	1698(3954)	179.1	220.3	422.2	345.6	1135.7	1131.5

Total Enrollment percentage change, Spring 2013-Spring 2014: +2.3% (+3.4% if normalized for POS certification enrollment changes)
 Regular Enrollment percentage change, Spring 2013-Spring 2014: +0.4%
 Estimated statewide enrollment change, Spring 2013-Spring 2014: -4.7% (likely higher, given that two largest districts are above this %)

Headcount decline driven by movement of online POS certification courses into "short term" enrollment counting. This caused a 20 FTSE/200 Headcount drop in the full semester count. That FTSE will be counted in the annualized report.

Spring 2014-Spring 2013: 18 departments +FTSE/19 departments -FTSE
 Spring 2014-Fall 2013: 23 departments +FTSE/16 departments -FTSE

Positive signs, Fall to Spring: enrollment recovery in Biology and other sciences, Business enrollment recovery, starts in Mechatronics and Construction
 Concerns, Fall to Spring: continued erosion of enrollment in Math, English, some humanities

Navajo County Community College District Governing Board Meeting Minutes

March 18, 2014 – 9:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero, Ms. Ginny Handorf, Mr. Daniel Peaches, Mr. Prescott Winslow; Mr. James Matteson arrived 9:41 a.m.

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

Others Present: John Spadaccini, Colleen Readel, Margaret White, Ann Hess, Everett Robinson, Nick worth, Maderia Ellison, Tamara Martin, Eric Henderson, Rickey Jackson, Sharon Hokanson, Peggy Belknap, Julie Peck, Beulah Bob-Pennypacker, Cyndi Hutton, Jake Hinton.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 9:00 a.m. Mr. Winslow led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Chair moved old business to end of agenda

Chair Handorf stated that Old Business would be moved to the end of the agenda. Mr. Prescott moved to adopt the agenda as presented. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 3: Call for Public Comment

None

Agenda Item 4: Report

4.A. Financial Position – Vice President Hatch

Vice President Hatch reviewed the Financial Report with the Board.

Mr. Winslow asked if the Board had ever adopted an investment policy. Vice President Hatch stated that the College's investment approach is very conservative but staff could review with the Board on a regular basis to make sure the Board is comfortable with the level of investments. Currently, investments are with a state local government investment pool. There is also primary tax money that comes in through the County Treasurer's office that is invested on the College's behalf.



4.B. NPC CASO – Margaret White

Margaret White addressed the Board and stated CASO has changed its charitable drive from the annual picnic to the August Convocation. It is a non-food drive for local charities. The CASO retreat on April 25 at The Heward House will be a joint retreat with the Faculty Association. The theme of the retreat is safety and security in the workplace. Stuart Bishop, the District Emergency Manager, and the Snowflake Police Department will be presenting. Margaret White stated that candy bar sale fundraising is going well and the candy bars are located at the front offices of campuses and centers.

4.C. Faculty Association – Cyndi Hutton

Cyndi Hutton addressed the Board and stated the Faculty Association has been planning for the joint CASO and Faculty retreat and that there has been discussion about adopting a highway along with SGA.

4.D. NPC Student Government Association

Vice President Vest stated that the SGA is currently working on the annual talent show. Names of All AZ Academic Team members were announced, and Julie Peck, an All AZ Academic Team recipient addressed the Board. A slideshow presenting each of the recipients was played for the Board.

Agenda Item 5: Consent Agenda

- A. February 18, 2014 regular meeting minutes.
- B. Curriculum Change: New EDU Certificate of Proficiency in Education Professions
- C. Curriculum Change: Deletion of Photography Technician Program
- D. Curriculum Change: Cosmetology Program Description and Nail Technician Certificate of Proficiency
- E. Articulation Agreement with Grand Canyon University

Mr. Lucero moved to accept the consent agenda. Mr. Winslow seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 7: New Business

7.A. Preliminary Budget Analysis

Vice President Hatch stated that the College has completed the first 1/3 of the activities listed on the Budget Development Calendar. Today the Board will approve the salary and tuition and fees schedules, which will take the process through item 17. Budget hearings held on February 25 did not reach conclusions so there will be further budget discussions. Vice President Hatch reviewed the totals of General Fund revenues. Chair Handorf clarified that for an individual tax payer for \$100,000 of property valuation they would only pay \$7 more than last year. Vice President Hatch stated it would be a \$6.45 increase over the current amount they're paying, just over fifty cents a month. Mr. Lucero stated the total for \$100,000 of property valuation would be \$166 a year. Mr. Winslow thanked Vice President Hatch for providing the context of the tax increase. Vice President Hatch reviewed taxing entities in Navajo county with the Board. Vice



President Hatch reviewed revenue streams with the Board. Discussion took place on expenditures, revenues, and enrollment.

7.B. Request to Approve Wage and Salary Schedules

Vice President Hatch stated staff recommends increasing wages for contracted faculty and staff by 2%. This recommendation includes an adjustment of the faculty schedule from a 3% differential between steps to a 1.5% differential. Both the Employee Relations Committee and College Council made the recommendation to change the differential. The remaining half a percent would adjust the base schedule by a half percent and so each of the points along the step and grade scale will be increased by a half percent and then employees would be given a base step to make up for 2%. On the exempt schedule the minimums and maximums would be increased by half a percent and employees would be given a 2%.

Mr. Lucero moved to approve the proposed wage and salary schedules. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.

7.C. Request to Approve Tuition Scholarship Program for Last 12 Credits of Degree

Vice President Hatch stated staff recommends approval of a tuition scholarship for the last 12 credits of a degree. There will be an application process for this program and an initial annual budget not to exceed \$150,000. Mr. Winslow asked if students would be required to submit a Pell grant application and to have recently met with an academic advisor. Vice President Vest stated that the College would establish a scholarship application process that would require a recent meeting with an academic advisor with a review of the degree plan to verify the student is 12 credits away from degree completion, and that the credits the student is enrolled in are appropriate.

Mr. Lucero moved to approve the proposed Tuition Scholarship Program for Last 12 Credits of Degree Completion. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.

7.D. Request to Approve Tuition Scholarship Program for 7 Credits of General Education Courses for Qualified High School Students

Vice President Hatch stated staff recommends approval of this scholarship proposal for 7 credits of general education courses for qualified high school students. \$150,000 has been budgeted for this program. Mr. Winslow stated Winslow High School administrators were enthusiastic about this and suggested that perhaps textbook scholarships could also be considered.

Mr. Winslow moved to approve the Tuition Scholarship Program for 7 credits of general education courses for qualified high school students. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.



7.E. Request to Approve a 50% Tuition Reduction for Adult Basic Education Courses

Vice President Hatch stated staff recommends approval of this 50% reduction in tuition for Adult Basic Education. There is a waiting list of students who would like to enroll in ABE courses. Mr. Winslow asked Rickey Jackson how this discount would affect self-pay students who lack a GED or high school diploma. Rickey Jackson stated that this tuition reduction should eliminate a barrier for them. Mr. Peaches stated the Native American student would benefit from this reduction.

Mr. Matteson moved to approve a 50% tuition reduction for adult basic education courses. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

7.F. Request to Approve 50% Tuition Reduction for Summer Session Courses.

Vice President Hatch stated staff recommends approval of this reduced tuition for summer courses. It is possible there may be little change in total tuition revenues as a result of this but there are hopes that more students will participate in what has been a lackluster summer session.

Mr. Lucero moved to approve a 50% tuition reduction for summer session courses. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.

7.G. Request to Approve Tuition and Fees Schedule

Vice President Hatch stated staff recommends approval of the proposed 2014-2015 Tuition and Fees schedules. The Tuition and Fees schedules calls for a \$2 tuition increase, taking it from \$64 a credit hour to \$66 a credit hour, for the 2014-2015 year and also a \$2 increase for each year over the next three years, setting the rate for student planning, and facilitating marketing purposes. WICHE WUE (Western Undergraduate Exchange Program) rates are proposed at a \$10 increase per year over the next three years. The general fee schedule is proposed to increase from a \$35 a semester media fee to a \$40 media fee; money card replacement fee would stay at \$21. HESI testing, entrance exam for nursing, is proposed at \$44. Vice President Hatch reviewed other fee changes proposed.

Mr. Matteson's asked if the tuition would be locked in for the next three years. Vice President Hatch stated any future board could change tuition or fees in the future, so it would not lock the tuition rate.

Mr. Lucero made a motion to pass all proposed fees and the proposed tuition rate hike of \$66 for this coming year but the proposed tuition hike for the next two years would only be a recommendation. Mr. Winslow seconded. The vote was unanimous in the affirmative.

7.H. Request to Approve Future Capital Reserve Policy

Vice President Hatch stated staff recommends approval of the policy with previously discussed changes. This will be added to the budget calendar so each year the Board can specify designation for future capital reserve policy.

Mr. Matteson moved to approve the future capital reserve policy. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.



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7.I. HLC Financial Ratios Update

Vice President Hatch reviewed the Higher Learning Commission Financial Ratios update with the Board. President Swarthout asked if the Board would like to see the HLC ratio at this time every year. The Board stated they would. Vice President Hatch stated it can be viewed any time after the audit. Mr. Winslow asked if ever a large expenditure was under question, seeing the ratios would be helpful. President Swarthout stated it would be added to the yearly DGB calendar in March.

7.J. Request to Approve BIT & Community Education for Credit with Instructional Council Approval

Vice President Vest stated the Career and Technical Education division of the College currently runs both Community Education and Business and Industry for non-credit. Over the last year several local entities have sent in requests for courses that would involve a mixture of credit and non-credit bearing course work. Staff recommends under the parameters listed in the recommendation that the College should be allowed to evaluate coursework for credit through Business and Industry Training.

Mr. Matteson asked what the downside to this might be. President Swarthout stated the only remote down side is that although the College made a concerted effort to comply to a legislative concern by removing all BIT and Community Ed as credit, judiciously putting some back in for credit might result in concern from some sectors. But as long as the Instructional Council controls that process, risk should be minimal.

Chair Handorf asked about community education courses in regards to art. Vice President Vest stated there's a difference between offering a service to the community and courses that lead to degree completion.

Mr. Winslow moved to approve the BIT & Community Education for Credit with Instructional Council Approval. Mr. Lucero seconded the motion. Mr. Peaches was absent for the vote. The vote passed with a majority vote.

7.K. Request to Approve Faculty Sabbatical

President Swarthout stated sabbaticals are common to academia, generally faculty are eligible after 7 years of service to the institution. Staff highly recommends Dr. Solomonson for a sabbatical. Vice President Vest stated this is the third request for sabbatical in recent years. The outcomes of the previous two sabbaticals proved beneficial to the institution.

Mr. Matteson made a motion to approve faculty sabbatical for Dr. Mike Solomonson. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.L. Request to Approve Computer Purchases

Director Bishop stated staff is recommending the Board approve the purchase of 125 HP desktop computers and monitors from Worldwide Technology Inc., for the amount of \$105,325. These 125 computers will replace existing, aging desktop computers. The purchase price per computer



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is \$627 per computer, and \$139 per monitor. Freight and taxes are included in price. While the computers are being purchased through Worldwide Technology, the purchase order will be made out to Hewlett Packard. Director Bishop also stated that another request for replacement computer purchases will come in May or June for instructional computers. The reason that only 125 computers are being purchased at this time is due to storage space.

Chair Handorf clarified that the purchase is part of the planned four-year replacement cycle and funds are budgeted. Director Bishop stated that was the case. Mr. Matteson asked about the disposition of the old computers. Director Bishop stated some will be recycled and some will go out to auction, the College will receive minimal revenue from this.

*Mr. Matteson made a motion to approve the purchase of 125 desktop computers and monitors from Worldwide Technology, Inc., in the amount of \$105,325. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

7.M. Request to Approve Carpet Tile Purchase

Vice President Hatch stated carpeting in some College facilities is nearly 19 years old and is scheduled to be replaced. A competitive bid vendor through a cooperative purchasing group called the National Joint Powers Alliance for \$17.50 per yard, and the total price includes adhesive, shipping, and tax. Vice President Hatch stated staff recommends the Board approve the purchase of carpeting tiles from Interface Floor for a total of \$238,825.61. Mr. Matteson asked if installation is done by College staff. Vice President Hatch stated it was.

*Mr. Matteson made a motion to approve the purchase of carpeting tiles from Interface Floor for a total of \$238,825.61. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

7.N. Request to Approve Classroom Chairs Purchase

Vice President Hatch stated the chairs purchase will replace existing 1,084 task chairs, and 139 stools used in labs. This will total about 1/3 of the chair inventory. Staff recommends purchase of classroom chairs from Arizona Furnishings for a total price of \$121,506.32, which is below Arizona state contract pricing.

*Mr. Matteson made a motion approve the purchase of classroom chairs from Arizona Furnishings for a total price of \$121,506.32. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***

7.O. Request to Approve 2015-2016 Academic Calendar

Vice President Vest stated Instructional Council and College Council have both reviewed the academic calendar for 2015-2016. Vice President Vest also thanked Rickey Jackson for taking the lead in Instructional Council in putting the calendar together. The two primary differences of the current academic calendar is spring break has been moved from the fourth to the third week of March in order to break semesters into two eight week units. This helps plan 8 week courses that are in demand. The other change is summer school starts June 6, which is a little later than usual. This changed was made in response to the K-12 districts calendars, as more school districts are moving to a modified year round schedule.



Mr. Matteson made a motion to approve the 2015-2016 Academic Calendar. Mr. Lucero seconded. The vote was unanimous in the affirmative.

Agenda Item 6: Old Business

6.A. Review of Affordable Care Act Information

Vice President Hatch reviewed page 4 (page 9 of the packet) entitled “More Changes to Implement” with the Board. Mr. Winslow asked what affect this would have on part-time employees. Vice President Hatch stated temporary employees can now only have one position at the College. Adjunct faculty who do not have more than a 12 credit hour load will not be considered a full-time employee. Firefighting and nursing adjuncts are instances where adjuncts may need to be offered health insurance. Vice President Hatch stated that the College will be compliant come June 1, and the College is not expecting any impact on cost for the institution nor on the benefits for employees.

Agenda Item 9: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee Report

Director Leslie Wasson stated SPASC is turning attention to accreditation. There are two legs of accreditation, one is assurance of quality, are we doing what we’re supposed to be doing, and the other is an improvement quality initiative project that the College gets to choose and design and implement. The quality initiative project will need to be ready to submit to HLC in October. Prior to that it will come to the DGB.

8.B. Human Resources Update – Director Sharon Hokanson

Director Sharon Hokanson summarized the human resources report with the Board.

8.C. President’s Report – President Swarthout

President Swarthout introduced Colleen Readle, the commencement coordinator, to the Board. Colleen provided each board member an invitation to commencement on May 10. She stated that there were 275 letters graduation letters sent out this year to student. There were only 173 letters sent last year, and the record number of students qualified for graduation was 288 in 2004. Colleen asked board members to RSVP with Lisa Jayne by the next board meeting so notices could be posted. President Swarthout stated that March 27 there will be a SBDC awards luncheon on the legislative lawn. TLC is the business award winner this year. Also, PDC and LCC outreaches are on April 2. Staff is looking at a potential retreat date for the Board in June to get input on strategic planning. The budget process at the legislature has hit problems and may be mired down in negotiations. Also, there will be a Golf Tournament Pro-Am in July this summer, organizers are looking for sponsors if board members have any ins with companies.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Winslow stated he attended the Hopi Outreach with President Swarthout, Vice President Vest, Director Bishop, and Vice President Hatch. Mr. Winslow stated there was a good turnout and opportunity was provided for students to speak to administration. Also, Vice President Vest



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did a great job fielding complaints by student. Mr. Winslow stated that Winslow High School hosted a College Bound Night, and Don Call was there from NPC, and ASU, NAU, and GCU had representatives there for a great cooperative presentation.

Mr. Matteson asked if other school districts are having college bound events, Vice President Vest stated both Snowflake and Show Low declined, this year but would hopefully host one in the future. Chair Handorf stated that the Pinetop area has great concern over fire danger this season.

Agenda Item 10: Announcement of Next Regular Meeting: April 15, 2014.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:17 p.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,

Lisa Jayne
Recording Secretary to the Board



REQUEST TO APPROVE PROGRAM MODIFICATION FOR BUSINESS, ASSOCIATE OF APPLIED SCIENCE DEGREE IN ENTREPRENEURSHIP

Recommendation:

The Instructional Council recommends approval of the modification of the Business (BUS) Associate of Applied Science (AAS) Degree in Entrepreneurship. Details of the changes noted below.

Summary:

The proposed changes affect the BUS AAS in Entrepreneurship and are needed to correct a class omission and accommodate two prefix changes for courses. Proposed effective date will be Fall, 2014.

CORRECTED

Requirements for the A.A.S. Degree in Business Area of Specialization in Entrepreneurship

GENERAL EDUCATION REQUIREMENTS • 16 cr.

Communications • 6 cr.

- ENL 101 College Composition I
- ENL 102 College Composition II or ENL 109 Technical Writing

Mathematics • 3 cr.

MAT 103 Business Math or MAT 152 Advanced Algebra or any MAT course for which MAT 152 is a prerequisite.

Discipline Studies • 7 cr.

Unless noted otherwise in a program description, student must take one course from physical and biological sciences and one course from either arts and humanities or social and behavioral

sciences. The NPC catalog provides a list of the courses that satisfy the discipline studies requirements.

A.A. S. degree in Business, Area of specialization in Entrepreneurship 37 40 cr.

In addition to the required general education requirements (totaling sixteen credits), students will complete the courses listed below.

- BUS 100 Introduction to Business 3 cr.
- BUS 105 Techniques of Supervision • 3 cr.
- **BUS 106 Techniques of Personal Finance 3 cr.**
- BUS 110 Small Business Management 3 cr.
- BUS 112 Fundamentals of Bookkeeping 3 cr.
- BUS 115 Business Law 3 cr.
- BUS 122 Computerized Accounting with QuickBooks 3 cr.
- BUS 128 MS Excel Applications for Business 3 cr.
- ~~BUS 140 Principles of Economics—Macro 3 cr.~~
- **ECN 211 Principles of Macroeconomics 3 cr.**
- ~~BUS 141 Principles of Economics—Micro 3 cr.~~
- **ECN 212 Principles of Microeconomics 3 cr.**
- BUS 202 Professional Customer Service 1 cr.
- BUS 210 Principles of Management 3 cr.
- BUS 220 Principles of Marketing 3 cr.
- BUS 240 Entrepreneurship 3 cr.

Unrestricted Electives •~~11 Cr.~~ 8 Cr. The student may choose any unduplicated course(s) at the 100-level or higher.



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REQUEST TO APPROVE MODIFICATION OF THE MEDICAL ASSISTANT PROGRAM

Recommendation:

The Instructional Council recommends approval of modification to the Medical Assistant (MDA) Program, including the Associate of Applied Science (AAS) and Certificate of Applied Science (CAS). Details of deletions noted in text below.

Summary:

The purpose of the modification is to include a cross-listing of MAT 103 and BUS 133 and to clarify the language of the math section. Effective date will be Fall, 2014.

Medical Assistant (MDA) (AAS/CAS)

About this Program

The Northland Pioneer College Medical Assistant program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination. A 160-hour externship is required.

Associate of Applied Science (AAS)

About this Degree • 64 credits

To complete an **Associate of Applied Science degree in Medical Assistant** a student must complete 18 general education requirement credits, 34 program core requirement credits, nine credits of required electives and three credits of unrestricted electives.

General Education Requirements • 18 credits

Communications • 6 credits

- ENL 101 College Composition I 3 credit
- Plus one of the following:
- ENL 102 College Composition II 3 credit
- ENL 109 Technical Writing 3 credit

Mathematics • 3 credits



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Any MAT course numbered 100 or higher 3 credit **BUS133 or MAT103 or MAT105 or MAT109 or any course for which MAT109 is a prerequisite.....3 credit**

Discipline Studies • 9 credits

Per AAS Discipline Studies list on page 60-61.

Arts and Humanities 3 credit
Social and Behavioral Sciences 3 credit
and PSY 101 Introduction to Psychology 3 credit

Core Requirements • 34 credits

BIO 160 Introduction to Human Anatomy
and Physiology 4 credit
or

BIO 201 AND 202*

Human Anatomy and Physiology I & II

BUS 119 Medical Office

Administrative Procedures 3 credit

BUS 231 MS Office Level I 3 credit

HES 109 Phlebotomy 4 credit

HES 170 Medical Terminology

for Clinical Health Professionals 3 credit

HES 180 Basic Pharmacology 3 credit

MDA 124 Clinical Procedures I 5 credit

MDA 125 Clinical Procedures II 5 credit

MDA 126 Medical Assistant Externship 4 credit

*See an NPC academic adviser if selecting the BIO 201/202 option

Required Electives • 9 credits

Select a minimum of nine credits from the following courses:

BUS 105 Techniques of Supervision 3 credit

BUS 112 Fundamentals of Bookkeeping 3 credit

CIS 105 Computer Applications and

Information Technology 3 credit

HES 120 Law and Ethics

of the Health Care Professional 3 credit

HES 145 Nutrition 3 credit

Unrestricted Electives • 3 credits

Any unduplicated 100 or higher level course 3 credit

Certificate of Applied Science (CAS)

To complete a **Certificate of Applied Science in Medical Assistant**, a student must complete **40 credit hours**: 34 core requirement credits, three credits from ENL 101 and three MAT credits **or BUS 133**.



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REVIEW OF PROCEDURE 2045 PRESIDENTIAL EVALUATION

Summary:

Procedure 2045 requires that the District Governing Board review the performance of the president beginning at the May meeting. The review procedure and evaluation forms are provided for board members today but are also available in NPC's policies and procedures.

As part of the performance evaluation, the president will provide a self-evaluation based on the previous year's goals, a summary of college progress for the year, and performance goals for the next year.



Procedure 2045

Procedure for review of Northland Pioneer College's President by the District Governing Board

At the May District Governing Board Meeting of each year, the District Governing Board will conduct a formal review of the President's performance. Every two years (even numbered years), the President's performance evaluation will include a review by the entire college staff. The review will include an evaluation of the President's performance for the just-ended year and preliminarily approves proposed the President's goals and priorities for the coming year.

All District Governing Board members participate in this process. Confidentiality of the process will be determined by the President and the Chair of the Board prior to the performance review meeting. The Chair of the Governing Board and others selected by the Chair review the evaluation with the President and reach agreement on the president's goals and priorities relevant to his/her performance and the overall quality improvement of the college for the coming year. Additionally the District Governing Board identifies professional development activities for the president as deemed appropriate and fiscally responsible.

Confidential copies of the Evaluation Report are available to all Board members.

The Process:

1. The President prepares a summary report of the College's performance in the past year and a self-assessment of his/her leadership.
2. The President proposes goals and priorities for the coming year for comment and affirmation.
3. The President may include additional explanatory information to give evaluators a broader context on which to base their judgments.
4. The following are the key tasks upon which the President is evaluated
 1. Institutional Agenda
 2. Academic Leadership
 3. General Management and Planning
 4. Fiscal Management and Budgeting
 5. Internal Relationships (staff/personnel)
 6. External Relationships
 7. Modeling the Vision and Values of Northland Pioneer College
 8. Relationships with the District Governing Board
5. Evaluation Format
 1. The evaluation format consists of both quantitative and qualitative responses
 2. The rating scale is from 1-5 with 5 being outstanding, 4 excellent, 3 good, 2 marginal and 1 unsatisfactory. UO is used for not observed.
 3. District Governing Board members shall provide their individual evaluations to the Chair of the Board.
 4. There are twenty-six scaled items in the President's performance review. If six or more of the scaled items are rated as marginal or below in the President's performance, the President will be placed on a probationary status for one year with specific direction from the Board to remediate performance in all areas rated marginal or below.
 5. The District Governing Board may terminate the President's contract with the college at any point it deems performance unacceptable.

Northland Pioneer College President's Evaluation

1. Northland Pioneer College Governance

1. *Vision, Mission and Value Statements*

1. The President has communicated and promoted the vision, mission and values of Northland Pioneer College in a manner that encourages citizens, students, faculty and staff to become committed to the vision, mission and values.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1

2. *District Goals*

1. The President through his/her leadership fosters programs and services which promote the accomplishments of the District's goals.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1

3. *Executive Duties and Responsibilities*

1. Treatment of People

The President has promoted conditions that are humane, fair, dignified and non-discriminatory.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1

2. Financial Planning

The President has provided leadership in developing and promoting financial planning and budgeting practices during the last fiscal year which have furthered District's goals, priorities and fiscal integrity by showing a generally acceptable level of foresight.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1

3. Financial Condition

The President has avoided, during the last fiscal period, fiscal jeopardy and material deviation of actual expenditures from the approved budget.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1

4. Communication and Counsel to the Board

The President has kept the Board informed, on a timely and continuous basis, regarding the organization and its interests during the past fiscal year.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1

5. Asset Protection

The President has ensured that, during the past fiscal year, assets have been protected and maintained by avoiding unnecessary risks.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

6. Staff Compensation and Benefits

The President has maintained fiscal integrity and public image with respect to employment compensation and benefits by adherence to salary schedules and plans and ensured application of personnel procedures in a consistent manner.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

7. Service Outside the College

The President represents the College on state, national and community associations and organizations to discuss issues of mutual concerns, coordinate activities and/or ensure the College's best interest is being served.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

2. **Specific District-wide Policies and Procedures**

1. *Academic Leadership*

- 1. The extent to which the President fosters appropriate leadership behavior to the Senior Administration and other College administrators.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

2. *Personnel Management*

- 1. The President has seen to it that hiring policies and procedures developed are fair, effective and non-discriminatory.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

- 2. The President has supervised and managed the Senior Administrative team in such a manner as to promote competency and accountability in their ranks.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

- 3. The President has practiced a supervisory style, along with appropriate administrative structures, that encourages effectiveness.

() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 () Unsatisfactory=1

4. The President has prudently taken corrective personnel actions with the Senior Administration when appropriate.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
5. The President has promoted the collegial and collaborative relationships with employee groups.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
6. The President has practiced professional behavior which serves as a role model for the wider district/community.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
7. The President has promoted and supported staff and faculty development.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1

3. *Facilities Management*

1. The extent to which the President ensures the College keeps physical facilities and the district office in a clean and safe status with a view toward long-term maintenance, replacement and expansion.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1

4. *President-Board Relations*

1. The extent to which the President follows Board policies.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
2. The President's written and oral presentations to the Board express substance, clarity and precision.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
3. The President has publicly supported the Board in an appropriate manner.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1
4. The President has developed and promoted a trusting relationship with the Board.
 Outstanding=5 Excellent=4 Satisfactory=3 Marginal=2 Unsatisfactory=1

5. *Service to Students*

1. The extent to which the President supports and promotes recruitment of a diverse student population.
() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1

6. *Community Relations*

1. The President has developed and promoted effective working relationships with community groups, including business and industry.
() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1
2. The President has increased community support of college programs.
() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1
3. The President interacts and responds to students, employees and persons from the community in a common-sense, fair, dignified manner, to determine appropriate resolution of issues to maintain positive relations pertaining to relevant community concerns.
() Outstanding=5 () Excellent=4 () Satisfactory=3 () Marginal=2 ()
Unsatisfactory=1
4. Please provide comments that can assist the President in improving his/her performance.

[Based on [Policy #1070](#); 3/2010]

2014-15 COMPLETE BUDGET ANALYSIS

Summary:

The 2014-15 budget development process continues on target. The current budget calendar and the Board approved assumptions and guidelines are included. The proposed preliminary budget will be presented for action on the official forms provided by the Office of the Auditor General. The following analysis is intended to provide overall context for of the anticipated action items. The proposed budget reflects review by the budget managers and includes alignment with the President's initiatives and the strategic plan.

The preliminary expenditure budget currently reflects the approved increase in wages, increases in employee related expenses, and all operational budget requests.

The following items summarize the major components of the budget.

1. President's Initiatives and Strategic Plan priorities and linkages
2. General fund revenue estimates

Overall revenues are expected to remain flat compared to current fiscal year

Primary property tax levied at the maximum rate, which is 4% higher than current year tax levy and will require a truth-in-taxation hearing. Property tax valuation continues to decline causing the current tax rate of \$1.4769/\$100 NAV to a rate of \$1.6610.

Overall tuition and fee revenues are expected to decline as a result of a one-time adjustment in budget estimates to more favorably compare with audited financial statements.

Primary property tax (max levy):	\$14,035,753	+ \$694,418
Tuition:	\$4,500,000	- \$255,000
State Aid:	\$6,900,000	-\$260,000
Investment earnings:	\$140,000	+ \$15,000
Grants and Contracts:	\$1,800,000	+200,000
Other:	\$200,000	No change
Transfers out:	- \$2,750,000	No change
TOTAL	\$24,855,753	+\$423,618

3. General fund expenditures

Requested wages and ERE:	\$ 17,340,284	+ \$269,479	+1.6%
Operating Expenditures:	\$ 7,035,097	+\$195,915	+2.9%
TOTAL	\$24,375,381	+ \$465,394	+1.9%



Requested wages and ERE increases include:

- The Board approved two percent increase in wages
- Benefit cost increases, which include employee base health insurance increase of three percent and changes in the base plan benefits (increases in office visit co-pays, the deductible, and out-of-pocket maximums - a high deductible health insurance plan is available to all employees as a lower cost option); Arizona State Retirement System cost increases for employer match (11.54% to 11.6%)
- Adjustments to adjunct, faculty overload, lab aid and temporary help expenditures expenditures

Budget managers have submitted an overall reduction for non-employee costs. However, the addition of potential scholarship programs related to tuition proposals before the Board bring operating expenditures request to a net increase of \$195,915.

The attached Expenditure by Object Title detail will be discussed.

4. Unrestricted plant fund (capital) for 2014-15

a. Revenue includes

i. State STEM Aid	\$ 375,400	+252,800
ii. General fund transfer:	\$2,000,000	No change
iii. Fund balance:	\$13,400,000*	+\$3,334,000

* \$8 million proposed to be designated as future capital reserve

b. Expenditure requests: \$7,775,400 **-\$4,423,900**

5. Restricted fund (grants and student federal financial aid)

- a. General fund transfer remains same
- b. Anticipate increased opportunities in all revenue and expenditure categories as a result of both increased grant opportunities and federal financial aid awards
- c. Continue building Workforce Development (Proposition 301) construction fund.

6. Auxiliary fund

- a. General fund transfer remains the same
- b. Corporate Training is expected to continue to grow
- c. Non-credit courses will continue to be offered
- d. Bookstore revenues are declining
- e. Other auxiliary activities remaining steady

7. Expenditure limitation

Staff anticipates the expenditure limit will be breached in FYE 2014; however, carry-forward will be used as a short-term solution as legislative options being identified.



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STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2014 – 2015

APPROVED NOVEMBER 19, 2013

ACTIVITY	RESOURCE	DUE BY
1. Receive and approve budget calendar	DGB	✓19 November
2. Receive proposed three-year strategic plan	DGB	✓19 November
3. College Council review of wage/salary recommendations	✓ERC-*FA-✓CASO	*13 December
4. Approve three-year strategic plan	DGB	✓17 December
5. Receive and approve budget assumptions & overview	DGB	✓17 December
6. Review approved strategic plan and current year budget	Budget Managers	*20 December
7. Distribute materials for departmental operational & capital	Director Fin Svcs	✓3 January
8. College President receives wage & salary recommendation	College Council	✓4 January
9. Receive departmental operational & capital requests	Executive Team	✓3 February
10. Executive review of operational & capital budget	Executive Team	✓10 February
11. Receive introductory budget analysis	DGB	✓18 February
12. Receive wage and salary recommendation	DGB	✓18 February
13. Receive tuition and fee schedules	DGB	✓18 February
14. Budget hearings	SPASC co-chairs Director Fin Svcs Budget Managers	✓3 March
15. Receive preliminary budget analysis	DGB	✓18 March
16. Approve tuition and fee schedules	DGB	✓18 March
17. Approve salary schedules	DGB	✓18 March
18. Receive complete budget analysis	DGB	16 April
19. Approve budget publication	DGB	16 April
20. Adopt tentative current budget & three-year capital budget	DGB	16 April
21. Publish notice of budget public hearing/TNT hearing	VP Adm Svcs	2 May
22. Notice of TNT hearing second publication	VP Adm Svcs	9 May
23. Publish notice of budget public hearing/TNT hearing	VP Adm Svcs	14 May
24. Public hearing conducted for taxpayers	DGB	20 May
25. Final current budget and three-year capital budget adopted	DGB	20 May
26. Notify PTOC of primary property tax levy	VP Adm Svcs	21 May
27. Submit Tax levy to Navajo County	VP Adm Svcs	21 May

Northland Pioneer College
Budget Development Assumptions
FY 2014-15

GENERAL ASSUMPTIONS

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

REVENUE ASSUMPTIONS

- Overall revenues are expected to remain flat compared to current fiscal year
- State funding expected to be decreased in FY14-15 by approximately \$260,000
- Tuition and general fees will be set at a rate that
 - (A) Gives consideration to the impact on students, student enrollment, and student retention rates
 - (B) Increases incrementally
 - (C) Is competitive in our market by maintaining a comparative position to the average tuition at other Arizona community colleges
- Course fees will be set at a rate calculated to offset expendable supplies and equipment
- Primary property tax will be levied at the maximum rate, which is 4% higher than current year tax and will require a truth-in-taxation hearing. Property tax valuation is expected to continue to decline causing a greater than 4% increase in the current tax rate of \$1.4769/\$100 NAV.
- Other revenues will be estimated based on historical information and emerging trends

EXPENDITURE ASSUMPTIONS

- Items in budget requests will be linked to the current **NPC Strategic Plan** through operational plans developed at the division or departmental level. Any budget amounts that are higher than FY13-14 budget **or** actual historical spending will require written **justification and review during the budget hearing process.**
- Budget requests for operational and capital expenditures will be completed by **Friday, February 3, 2014.**

- SALARY SCHEDULES will be developed with
 - (A) Incrementally increasing rates
 - (B) Consideration to competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions.
 - (C) Consideration to salary recommendations received through the shared governance process
 - (D) Other
- BENEFITS will be developed with
 - (A) No major changes expected in plan benefit structure or options
 - (B) Consideration on impacts from third-party partnerships
 - (1) Navajo County Schools Employee Benefit Trust for medical and dental insurance
 - (2) Arizona State Retirement System for retirement contributions
- Education partner relationships will be maintained
 - (A) Apache County
 - (B) NAVIT
 - (C) Dual enrollment
 - (D) Other
- CAPITAL budget requests will be developed for a three-year period (2014 – 2017)
- GRANT funding will continue to be identified and pursued
- AUXILIARY fund activities will be maintained
- Other

Northland Pioneer College

**Budget Development Assumptions
FY 2014-15**

Budget Categories & Targets:

Revenues	<ul style="list-style-type: none"> • Budget will be prepared by Administrative Services.
Salaries/Wages & Benefits	<ul style="list-style-type: none"> • Budget will be prepared by Administrative Services except for the following that budget managers will <u>include in budget request:</u> <ul style="list-style-type: none"> ○ Adjunct Salaries, ○ Overload, ○ Temporary Salaries, ○ Lab Aids, and ○ Substitute Salaries.
Operating Expenditures	<ul style="list-style-type: none"> • Funding expected to remain level in FY 14-15. • Budget requests should reflect only those items identified in division or departmental operational plans. • Any new programs/services must demonstrate linkage to the adopted strategic plan.
Capital Expenditures	<ul style="list-style-type: none"> • All requests for funding will be linked to revenues from the operational budget, grant funds, or reserved funds. • Minimal state funding for STEM is expected to continue.

Expenditures by Object Codes	2014-15 REQUESTED BUDGET	2013-14 APPROVED BUDGET
CONTRACT SALARIES AND BENEFITS	\$ 14,531,689	\$ 14,293,802
ALL OTHER WAGE AND RELATED	2,808,595	2,777,003
LEGAL AND JOB POSTINGS	23,850	31,650
CONTRACTUAL SERVICES	593,866	448,191
BUILDING AND EQUIPMENT MAINTENANCE	346,600	290,450
PRINTING AND PUBLISHING	153,534	145,334
LEGAL & PROFESSIONAL SERVICES	288,350	323,150
MARKETING ADVERTISING AND PROMOTIONAL	132,700	141,900
COPIER PAPER	39,000	54,000
INSTRUCTIONAL SUPPLIES	386,457	334,740
NON INSTRUCTIONAL SUPPLIES	154,685	153,710
MAINTENANCE AND VEHICLE SUPPLIES	407,450	418,350
EQUIPMENT UNDER \$5K	114,490	159,064
COMPUTER SOFTWARE	8,000	27,500
BUILDING RENTAL	175,600	203,854
EQUIPMENT RENTAL AND LEASES	22,150	14,950
DUES AND MEMBERSHIPS	74,781	76,772
PERIODICALS	45,739	45,386
PROPERTY AND LIABILITY INSURANCE	186,050	188,600
POSTAGE	83,600	78,550
FUEL	120,000	126,000
TELEPHONE	312,450	375,880
ELECTRICITY	474,450	457,700
NATURAL GAS & BUTANE	109,000	102,500
WATER SEWER REFUSE DISPOSAL	103,450	138,100
HAZARDOUS WASTE DISPOSAL	7,800	1,000
TRAVEL	187,900	186,520
STAFF DEVELOPMENT	110,300	114,500
INTERVIEW EXPENSE	3,500	3,500
FURNITURE	25,000	10,000
AUDIO VISUAL EQUIPMENT	30,000	20,000
COMMUNICATIONS SYSTEM COMPONENTS	85,000	110,000
COMPUTER EQUIPMENT	105,000	110,000
SCHOLARSHIPS	864,245	589,345
TUITION/FEE WAIVERS AND OTHER ADJUSTMENTS	1,155,000	1,279,000
GRADUATION EXPENSE	18,700	18,700
ADVISORY BOARD MEALS	7,450	6,800
MISCELLANEOUS EXPENSES	78,950	51,486
TOTAL GENERAL FUND	\$ 24,375,381	\$ 23,907,987

PRIMARY PROPERTY TAX LEVY

Summary:

The preliminary budget currently primary property taxes levied at the maximum, which is a four percent (4%) increase over the primary property tax levy for FY 2013-14. The 2014 Levy Limit worksheet is attached listing the maximum levy as \$14,608,093. This is an increase of \$694,418 over the current levy. A Truth in Taxation hearing along with publication of notices will be required. Documentation received from the Property Tax Oversight Commission is included.

Truth in Taxation notices will be published on May 2, May 9 and May 15 in the Holbrook Tribune-News and and in the White Mountain Independent. A notice of the Truth in Taxation hearing scheduled for May 20 will also be published and sent as a news release to all area media outlets. A copy of the required notice is included. The news release will also present supporting information for the proposed increase.

Staff recommends increasing the levy to the maximum rate in order to demonstrate a continuing and consistent local willingness to support the operations of the District, to recognize the value of the educational opportunities provided to communities and individuals throughout Navajo County, and to provide necessary current and future funding.

The Board approved Budget Development assumptions and guidelines include a determination to levy at the maximum rate. However, if the Board were to determine to levy a primary property tax below the maximum rate, including setting the rate at a level that does not require a truth-in-taxation hearing, the attached 2014 Truth in Taxation analysis shows the calculation of this amount to be a rate of \$1.5965, which would result in a levy of \$13,490,716. This is a levy increase of \$117,377 associated with new construction.

Final action on the primary property tax levy will be taken at a special meeting on May 20, 2014, following the Truth in Taxation and budget hearings. The levy can be decreased but not increased at that time.

Graphs providing historical property tax levy and rate information are also included.



2014 LEVY LIMIT WORKSHEET

Date: 2/10/2014

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
--

2014 New Construction = \$9,347,135

MAXIMUM LEVY	2013
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A.1. Maximum Allowable Primary Tax Levy	\$13,608,093
A.2. A.1 multiplied by 1.02	\$13,880,255

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2014
--	-------------

B.1. Centrally Assessed	\$268,659,489
B.2. Locally Assessed Real Property	\$550,232,462
B.3. Locally Assessed Personal Property	\$16,779,150
B.4. Total Assessed Value (B.1 through B.3)	\$835,671,101
B.5. B.4. divided by 100	\$8,356,711

CURRENT YEAR NET ASSESSED VALUES	2014
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C.1. Centrally Assessed	\$274,277,258
C.2. Locally Assessed Real Property	\$553,959,727
C.3. Locally Assessed Personal Property	\$16,781,251
C.4. Total Assessed Value (C.1 through C.3)	\$845,018,236
C.5. C.4. divided by 100	\$8,450,182

LEVY LIMIT CALCULATION	2014
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D.1. LINE A.2	\$13,880,255
D.2. LINE B.5	\$8,356,711
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.6610
D.4. LINE C.5	\$8,450,182
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	\$14,035,753
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)	\$14,035,753

PROPERTY TAX OVERSIGHT COMMISSION

Arizona Department of Revenue Building



March 21, 2014

Janice K. Brewer
Governor

David Raber
Chairman

Blaine Hatch
Vice President for Administrative Services
Northland Pioneer College
P.O. Box 610
Holbrook, AZ 86025

Jim Brodnax Member	Kevin McCarthy Member
Jeff Lindsey Member	Fred Stiles Member

RE: Truth in Taxation Hearing

Dear Mr. Hatch:

Attached is the 2014 levy limit worksheet with net assessed values certified by the County Assessor. Per A.R.S. § 42-17052(A), these values cannot be changed after February 10 without the approval of the Property Tax Oversight Commission. Therefore, the total net assessed values of \$845,018,236 noted in Section C must be used when adopting a primary property tax levy and tax rate. Please note the maximum allowable tax rate and levy limit in Section D of the levy limit worksheet.

Per A.R.S. § 42-17107(A), if the proposed tax levy, excluding amounts that are attributable to new construction, is greater than the amount levied in the preceding tax year, a truth in taxation hearing must be held. If Northland Pioneer College intends to levy a tax rate greater than \$1.5965, a truth in taxation hearing must be held. *Truth in taxation rate = prior year actual levy of \$13,341,335 (per line F.1 of the 2013 worksheet) ÷ current year values excluding new construction ÷ 100 or \$8,356,711 (per line B.5 of the 2014 worksheet).*

If a truth in taxation hearing is required, forward to my attention a copy of the published truth in taxation notice, the affidavit of publication, and the result of the governing body's roll call to consider a motion to levy the increased property taxes.

If you have any questions regarding the 2014 Levy Limit Worksheet or the Truth in Taxation hearing requirements, please feel free to contact me at (602) 716-6436 or dteller@azdor.gov. Thank you for your cooperation with the Commission.

Sincerely,

Darlene Teller
PTOC Staff

cc: James Menlove, Finance Director, Navajo County

2014 LEVY LIMIT WORKSHEET

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
--

MAXIMUM LEVY	2013
A.1. Maximum Allowable Primary Tax Levy	\$13,608,093
A.2. A.1 multiplied by 1.02	\$13,880,255

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2014
B.1. Centrally Assessed	\$268,659,489
B.2. Locally Assessed Real Property	\$550,232,462
B.3. Locally Assessed Personal Property	\$16,779,150
B.4. Total Assessed Value (B.1 through B.3)	\$835,671,101
B.5. B.4. divided by 100	\$8,356,711

CURRENT YEAR NET ASSESSED VALUES	2014
C.1. Centrally Assessed	\$274,277,258
C.2. Locally Assessed Real Property	\$553,959,727
C.3. Locally Assessed Personal Property	\$16,781,251
C.4. Total Assessed Value (C.1 through C.3)	\$845,018,236
C.5. C.4. divided by 100	\$8,450,182

LEVY LIMIT CALCULATION	2014
D.1. LINE A.2	\$13,880,255
D.2. LINE B.5	\$8,356,711
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.6610
D.4. LINE C.5	\$8,450,182
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	\$14,035,753
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)	\$14,035,753

<i>Prior year actual levy (from line F.1 of the 2013 worksheet)</i>	\$13,341,335
<i>Divided by current values excluding new construction per line B.5</i>	\$8,356,711
Truth in Taxation Rate	1.5965

If the proposed tax rate is greater than the Truth in Taxation Rate noted above, a truth in taxation hearing must be held. (see A.R.S. § 42-17107)

Note: Per A.R.S. § 42-17051.A, the values certified by the County Assessor cannot be changed after February 10 without the approval of the Property Tax Oversight Commission. Therefore, the total net assessed values per line C.4 must be used when adopting a primary property tax levy and tax rate.

If you have any questions regarding the Levy Limit Worksheet or the Truth in Taxation hearing requirements, contact Darlene Teller at (602) 716-6436 or dteller@azdor.gov.

Truth in Taxation Hearing

Notice of Tax Increase

In compliance with section 15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$266,759** or **2.0%**.

For example, the proposed tax increase will cause Navajo County Community College District's primary property taxes on a \$100,000 home to increase from **\$147.69** (total taxes that would be owed without the proposed tax increase) to **\$150.64** (total proposed taxes including the tax increase).

This proposed increase is exclusive of increased primary property taxes received from new construction. The increase is also exclusive of any changes that may occur from property tax levies for voter approved bonded indebtedness or budget and tax overrides.

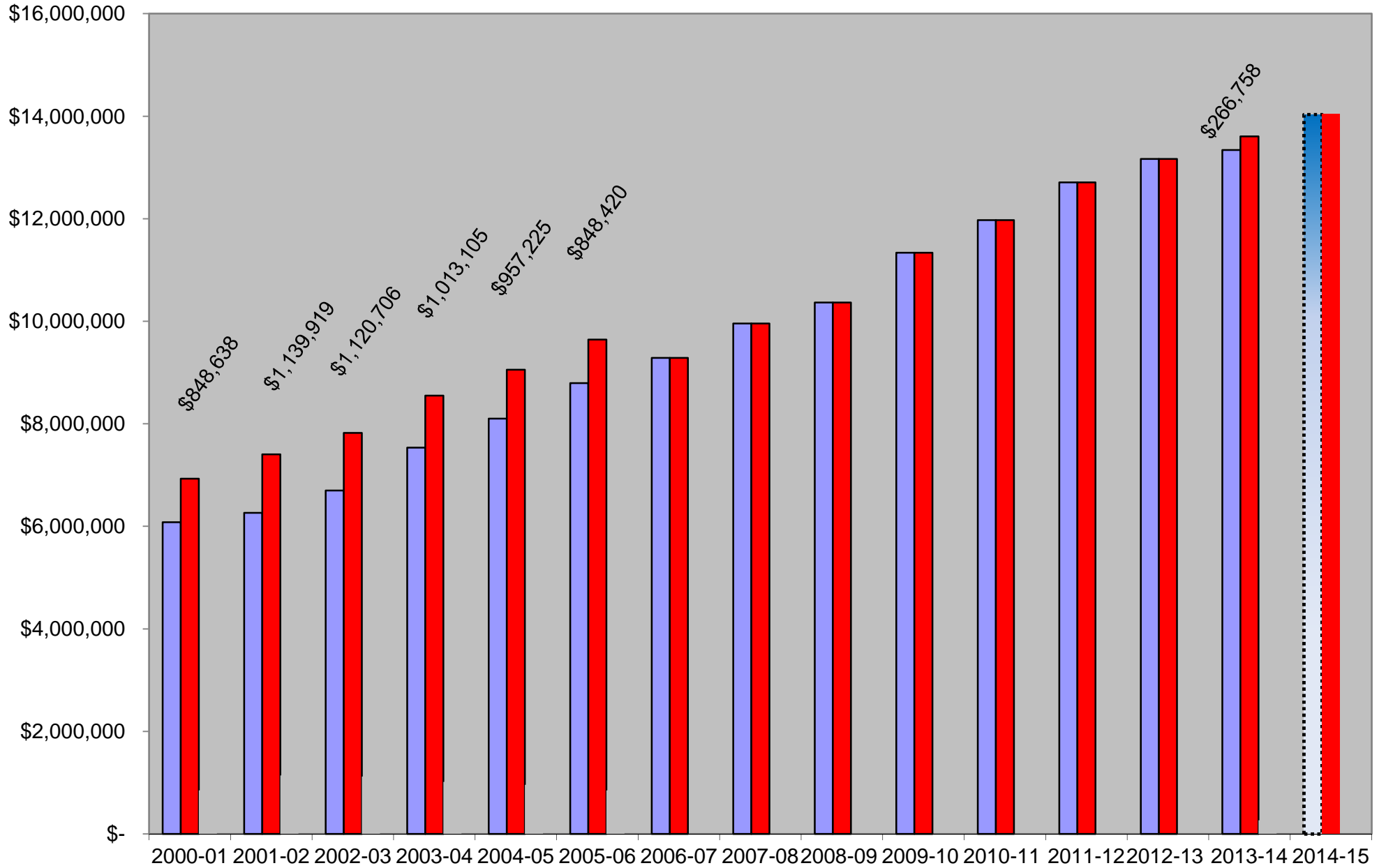
All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 21, 2013** at 10:00 A.M. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.

Truth in Taxation Analysis

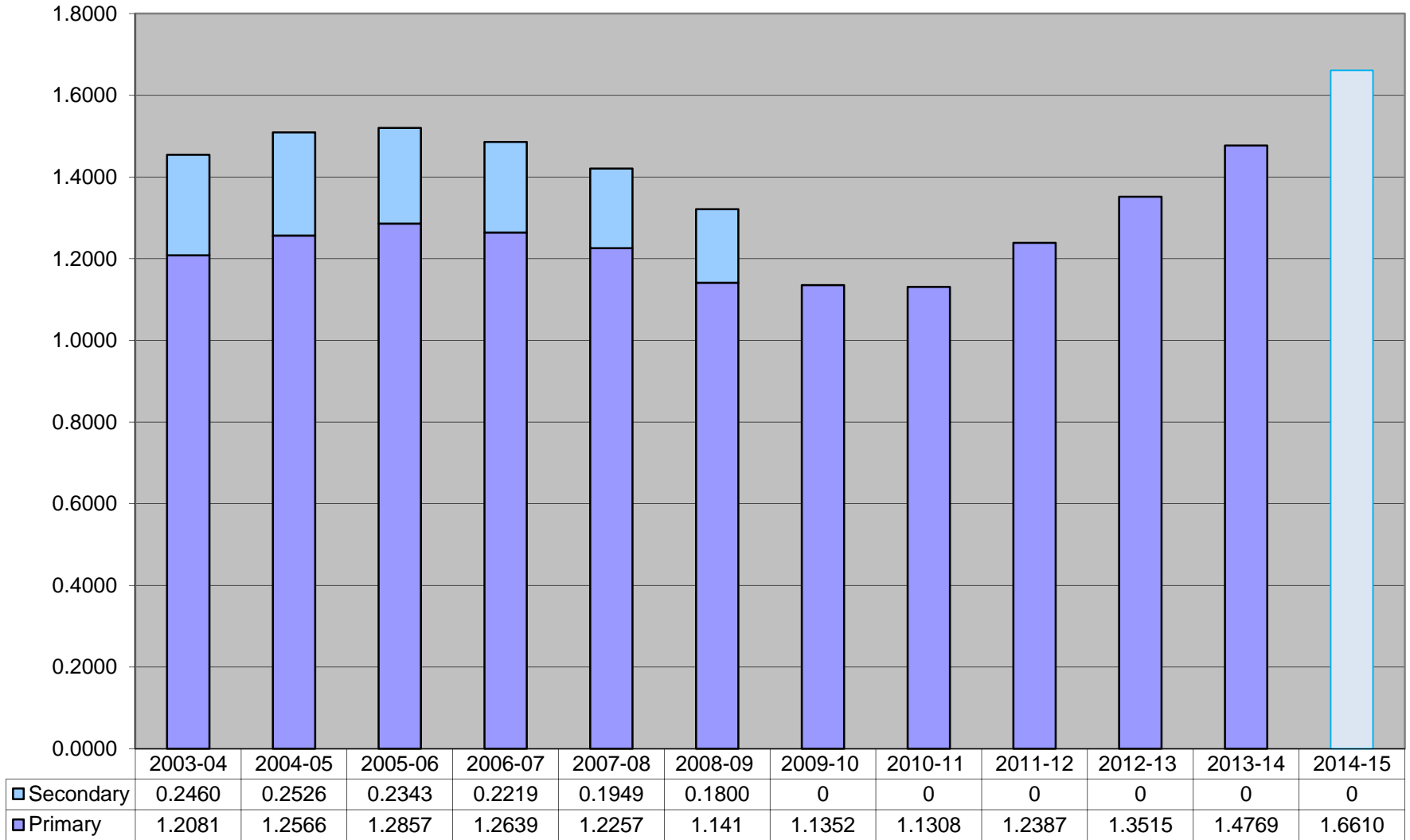
Calculation for Truth in Taxation Hearing Notice pursuant to A.R.S. § 42-17107

Actual current primary property tax levy: <i>(line F.1. actual levy from prior year's final levy limit worksheet)</i>	\$ 13,341,335
Net assessed valuation: <i>(line C.4. from current year's worksheet)</i>	\$ 845,018,236
Value of new construction:	\$ 9,347,135
Net assessed value minus new construction: <i>(line B.4. from current year's levy limit worksheet)</i>	\$ 835,671,101
MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:	\$ 1.5965
Growth in property tax levy capacity associated with new construction:	\$ 149,226
MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:	\$ 13,490,716
Proposed primary property tax levy:	\$ 14,035,753
Proposed increase in primary property tax levy, exclusive of new construction	\$ 545,037
Proposed percentage increase in primary property tax levy:	4.04%
Proposed primary property tax rate:	\$ 1.6610
Proposed increase in primary property tax rate:	\$ 0.0645
Proposed primary property tax levy on a home valued at \$100,000	\$ 166.10
Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:	\$ 159.65
Proposed primary property tax levy increase on a home valued at \$100,000:	\$ 6.45

NPC Primary Maximum Property Tax Levy compared to Actual Levy



NPC Historical Property Tax Rates



REQUEST TO APPROVE 2014-15 PRELIMINARY BUDGET

Recommendation:

Staff recommends approval of the 2014-2015 Preliminary Budget as presented.

Summary:

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 15, 2014. The preliminary budget as approved by the District Governing Board will be published prior to the budget hearing according to statutory requirements. Notices about the budget hearing will be published on the NPC website, in the Holbrook Tribune and in the White Mountain Independent. A notice of the hearing scheduled for May 21 will also be published and sent as a news release to all area media outlets.

The preliminary budget includes operational and staffing adjustments based on the NPC Strategic Plan approved by the District Governing Board along with Board discussions throughout the budget development process. Extensive involvement at the department and executive level produced the attached budget proposal through the approved budget development calendar, assumptions and guidelines.

Revenue estimates discussed in the regular March 2013 Board meeting have been finalized and several technical changes have been included on the attached official budget forms. The changes will be discussed during the Board meeting. The preliminary budget reflects the maximum primary property tax levy.

The State of Arizona FY 2014-15 budget has not been approved by the Governor as of this writing; however, the community college system's recommendation to follow statutory formula is expected to be funded. The formulas for both operating state aid and equalization aid combine for a total reduction in revenues of nearly \$260,000 or almost four percent. Staff continues to have concerns about the future funding of equalization state aid. Capital equipment funding for STEM activities has received additional funding in the proposed executive and legislative budgets for a total additional appropriation of \$252,800.

Expenditure targets have also been modified as a result of additional discussions following the budget hearings. Instructional expenditures have increased nearly 3%, primarily related to wages for contract and adjunct faculty. The approved two percent (2%) increase for all employee classes is also included in the preliminary budget. Employee benefits have not increased significantly for the upcoming fiscal year; however benefits are expected to increase at a higher rate in future years.

Staff anticipates the expenditure limit will be breached in FYE 2015, but carry-forward balances will cover the excess.



**OFFICIAL BUDGET FORMS
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
FISCAL YEAR 2015**

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2015
SUMMARY OF BUDGET DATA**

	Budget 2015	Budget 2014	Increase/Decrease From Budget 2014 To Budget 2015	
			Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$ 25,827,253	\$ 25,432,135	\$ 395,118	1.6%
Unexpended Plant Fund	<u>7,775,400</u>	<u>12,199,300</u>	<u>(4,423,900)</u>	<u>-36.3%</u>
Retirement of Indebtedness Plant Fund				
TOTAL	<u>\$ 33,602,653</u>	<u>\$ 37,631,435</u>	<u>\$ (4,028,782)</u>	<u>-10.7%</u>
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$ 12,914 /FTSE	\$ 11,560 /FTSE	\$ 1,354 /FTSE	11.7%
Unexpended Plant Fund	\$ 3,888 /FTSE	\$ 5,545 /FTSE	\$ (1,657) /FTSE	-29.9%
Projected FTSE Count	<u>2,000</u>	<u>2,200</u>		
II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$ 14,555,000	\$ 14,006,000	\$ 549,000	3.9%
Retirement Costs	<u>1,579,000</u>	<u>1,623,000</u>	<u>(44,000)</u>	<u>-2.7%</u>
Healthcare Costs	<u>1,528,000</u>	<u>1,443,000</u>	<u>85,000</u>	<u>5.9%</u>
Other Benefit Costs	<u>1,337,000</u>	<u>1,310,000</u>	<u>27,000</u>	<u>2.1%</u>
TOTAL	<u>\$ 18,999,000</u>	<u>\$ 18,382,000</u>	<u>\$ 617,000</u>	<u>3.4%</u>
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$ 14,035,753	\$ 13,341,335	\$ 694,418	5.2%
Secondary Tax Levy				
TOTAL LEVY	<u>\$ 14,035,753</u>	<u>\$ 13,341,335</u>	<u>\$ 694,418</u>	<u>5.2%</u>
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	<u>1.6610</u>	<u>1.4769</u>	<u>0.1841</u>	<u>12.5%</u>
Secondary Tax Rate				
TOTAL RATE	<u>1.6610</u>	<u>1.4769</u>	<u>0.1841</u>	<u>12.5%</u>
IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2015 PURSUANT TO A.R.S. §42-17051			\$ 14,035,753	
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2014 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051			\$ _____	

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2015
RESOURCES**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2015	Total All Funds 2015	Total All Funds 2014	% Increase/ Decrease
	General Fund 2015	Restricted Fund 2015	Auxiliary Fund 2015	Unexpended Plant Fund 2015	Retirement of Indebtedness 2015				
BEGINNING BALANCES-July 1*									
Restricted	\$	\$ 700,000	\$	\$	\$	\$	\$ 700,000	\$ 700,000	
Unrestricted	32,000,000	900,000		13,400,000			46,300,000	42,654,000	8.5%
Total Beginning Balances	\$ 32,000,000	\$ 1,600,000	\$	\$ 13,400,000	\$	\$	\$ 47,000,000	\$ 43,354,000	8.4%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$ 2,700,000	\$	\$	\$	\$	\$	\$ 2,700,000	\$ 2,955,000	-8.6%
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	
Student Fees	700,000						700,000	700,000	
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	
State Appropriations									
Maintenance Support	1,618,200						1,618,200	1,646,600	-1.7%
Equalization Aid	5,283,300						5,283,300	5,514,200	-4.2%
Capital Support				375,400			375,400	199,300	88.4%
Property Taxes									
Primary Tax Levy	14,035,753						14,035,753	13,341,335	5.2%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,800,000	6,000,000					7,800,000	7,600,000	2.6%
Sales and Services									
Investment Income	140,000						140,000	125,000	12.0%
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		500,000				700,000	606,000	15.5%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$ 27,577,253	\$ 6,400,000	\$ 500,000	\$ 375,400	\$	\$	\$ 34,852,653	\$ 34,187,435	1.9%
TRANSFERS									
Transfers In		600,000	150,000	2,000,000			2,750,000	2,750,000	
(Transfers Out)	(2,750,000)						(2,750,000)	(2,750,000)	
Total Transfers	(2,750,000)	600,000	150,000	2,000,000					
Less:									
Governing Board Designations	(18,086,373)	(1,600,000)					(19,686,373)	(27,955,700)	-29.6%
Policy 1924 - Cash Reserve	(12,913,627)						(12,913,627)		--
Policy 1926 - Future Capital Reserve				(8,000,000)			(8,000,000)		--
Total Resources Available for the Budget Year	\$ 25,827,253	\$ 7,000,000	\$ 650,000	\$ 7,775,400	\$	\$	\$ 41,252,653	\$ 49,585,735	-16.8%

*These amounts exclude amounts not in spendable form (i.e., prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2015
EXPENDITURES AND OTHER OUTFLOWS**

TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (from Schedule B)

EXPENDITURES AND OTHER OUTFLOWS

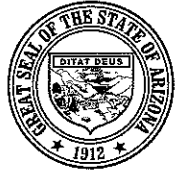
Instruction
Public Service
Academic Support
Student Services
Institutional Support (Administration)
Operation and Maintenance of Plant
Scholarships
Auxiliary Enterprises
Capital Assets
Debt Service-General Obligation Bonds
Debt Service-Other Long Term Debt
Other Expenditures
Contingency

Total Expenditures and Other Outflows

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2015	Total All Funds 2015	Total All Funds 2014	% Increase/Decrease
	General Fund 2015	Restricted Fund 2015	Auxiliary Fund 2015	Unexpended Plant Fund 2015	Retirement of Indebtedness 2015				
\$ 25,827,253	\$ 7,000,000	\$ 650,000	\$ 7,775,400	\$	\$	\$ 41,252,653	\$ 49,585,735	-16.8%	
\$ 10,042,781	\$ 1,700,000	\$ 445,000	\$	\$	\$	\$ 12,187,781	\$ 11,876,028	2.6%	
	20,000					20,000	10,000	100.0%	
1,124,279						1,124,279	1,120,690	0.3%	
1,775,677	650,000					2,425,677	2,290,285	5.9%	
9,167,951	30,000					9,197,951	9,302,670	-1.1%	
1,650,068						1,650,068	1,747,689	-5.6%	
614,625	4,600,000					5,214,625	4,882,625	6.8%	
		205,000				205,000	234,000	-12.4%	
			7,775,400			7,775,400	12,199,300	-36.3%	
1,451,872						1,451,872	1,524,148	-4.7%	
\$ 25,827,253	\$ 7,000,000	\$ 650,000	\$ 7,775,400	\$	\$	\$ 41,252,653	\$ 45,187,435	-8.7%	

ECONOMIC ESTIMATES COMMISSION

Department of Revenue Building



Janice K. Brewer
Governor

David Raber
Chairman

Elliott D. Pollack
Member

Alan E. Maguire
Member

March 28, 2014

Community College Business Officials
State of Arizona

RE: Final FY 2014/15 Expenditure Limits

The final fiscal year 2014/15 expenditure limits for all community colleges are being supplied in accordance with Article IX, Section 21, Constitution of Arizona and A.R.S. § 41-563.

The fiscal year 1979/80 base limits have been adjusted for changes in the population and the cost of living between 1978 and 2013. The formula is shown below.

$$\frac{\text{2014/15 Population (estimate)}}{\text{1979/80 Population}} \times \frac{\text{GDP Implicit Price Deflator 2013}}{\text{GDP Implicit Price Deflator 1978}} \times \text{FY 1979/80 Base Limit} = \text{Final FY 2014/15 Expenditure Limit}$$

Please contact Karshannon Gene in Economic Research and Analysis at (602) 716-6942 if you have any questions.

Sincerely,

ECONOMIC ESTIMATES COMMISSION

David Raber, Chairman

FINAL FY 2014/15 EXPENDITURE LIMITS: COMMUNITY COLLEGES

COMMUNITY COLLEGE DISTRICT	POPULATION**		POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	FINAL FY 2014/15 EXPENDITURE LIMITATION
	2014/15 (estimate)	1979/80				
COCHISE	7,900	2,156	3.6642	2.8257	\$6,038,815	\$62,525,638
COCONINO	2,100	1,000	2.1000	2.8257	\$2,459,758	\$14,596,198
GILA	950	905	1.0497	2.8257	\$1,948,412	\$5,779,415
GRAHAM	3,350	1,329	2.5207	2.8257	\$4,508,230	\$32,111,010
MARICOPA	88,500	27,299	3.2419	2.8257	\$52,841,755	\$484,062,944
MOHAVE	3,200	1,033	3.0978	2.8257	\$3,163,993	\$27,695,757
NAVAJO	2,000	1,566	1.2771	2.8257	\$3,716,543	\$13,412,368
PIMA	23,000	11,038	2.0837	2.8257	\$19,071,763	\$112,293,950
PINAL	5,500	2,452	2.2431	2.8257	\$7,534,121	\$47,753,245
SANTA CRUZ	325	700	0.4643	2.8257	\$1,507,059	\$1,977,168
YAVAPAI	4,050	1,568	2.5829	2.8257	\$5,759,613	\$42,036,867
YUMA/LA PAZ	5,767	1,952	2.9544	2.8257	\$6,215,322	\$51,887,392
TOTAL	146,642	52,998	2.7669		\$114,765,384	\$896,131,953

* SOURCE: (2013 GDP Implicit Price Deflator - Global Insight, March 2013)/(1978 GDP Implicit Price Deflator) = 106.487/37.685

** FTSE counts are provided by Community College Business Officials.

REQUEST TO APPROVE 2014-17 PRELIMINARY CAPITAL BUDGET

Recommendation:

Staff recommends approval of the 2014-2017 Preliminary Capital Budget as presented.

Summary:

The preliminary budget as approved by the District Governing Board will guide capital project planning for the next three years. The first year of preliminary capital budget is incorporated into the 2014-15 preliminary annual budget and includes adjustments to each of the years based on the NPC Strategic Plan approved by the District Governing Board along with Board discussions throughout the budget development process. Extensive involvement at the department and executive level produced the attached budget proposal following the approved budget development calendar, assumptions and guidelines.

Funding has been identified as a combination of current fund balances with a specific designation from the Board for reserving the fund balances for future purposes and from ongoing general fund operating revenues. Staff anticipates the STEM funding will be used primarily for capital equipment purchases and has included this revenue source for future planning. Staff does not expect any additional funds will be provided by the state to fund capital equipment needs beyond the STEM allocation.

Staff will review the budget with the Board and will also answer questions.



**Northland Pioneer College
Capital Fund (50) Budget
FY1415 Budget Cycle**

	FY1314 Budget	FY1415 Budget	FY1516 Budget	FY1617 Budget
Fund Balance	10,066,000	5,400,000	7,300,000	5,500,000
Transfer from Operating Fund	2,000,000	2,000,000	2,000,000	2,000,000
State Funding - STEM	199,300	375,400	200,000	200,000
Annual Capital Funding	<u>12,265,300</u>	<u>7,775,400</u>	<u>9,500,000</u>	<u>7,700,000</u>
Annual Capital Requirements				
Building Maintenance	200,000	200,000	200,000	750,000
Leases - Fleet (5 yr lease)	12,015	-	-	-
Total - Annual Requirements	<u>212,015</u>	<u>200,000</u>	<u>200,000</u>	<u>750,000</u>
Annual Capital Requests				
Administrative Services	8,931,000	4,306,000	5,160,000	4,160,000
Student Services	55,000	55,000	55,000	55,000
IS	1,722,565	1,610,000	1,700,000	1,178,000
Instruction:				
Arts & Science	27,000	-	-	-
CTE	399,200	471,000	1,131,000	605,000
Nursing	50,000	155,000	245,000	3,000
Total - Annual Requests	<u>11,184,765</u>	<u>6,597,000</u>	<u>8,291,000</u>	<u>6,001,000</u>
Contingency	802,520	978,400	1,009,000	949,000
Total Expenses	<u>12,199,300</u>	<u>7,775,400</u>	<u>9,500,000</u>	<u>7,700,000</u>

**Northland Pioneer College
Capital Budget
FY1415 - FY1617**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Postponed? Y/N
ANN REQMNT	ADM SVC MAINT	200,000	200,000	750,000	Annual Building Maintenance	Annual Capital Requirements		
ANN REQMNT		200,000	200,000	750,000				
CONTINGENCY	VP Admin	978,400	1,009,000	949,000	Contingency			
CONTINGENCY		978,400	1,009,000	949,000				
ADM SVC	HR	-	10,000	10,000	Fingerprint and background check equipment and software	Implement background screening	Pillar3. Priority 2.	Yes
ADM SVC	TRANS	11,000	-	-	Tire Changing machine and balancer	Replace worn out machine	allow faculty and staff to travel in district safely and allows better maintenance of college vehicles. Pillar 6	No
ADM SVC	TRANS	5,000	-	-	Floor jacks and misc. auto equipment	Replace worn out equipment	Keep vehicles in best operation order possible. Pillar 6	No
ADM SVC	TRANS	40,000	150,000	150,000	Annual Vehicle Replacement FY1415 - 10 new vehicles	Save fuel, replace older vehicles in fleet	Pillar 6, also allow students, faculty, and staff to move around district more efficiently	No
ADM SVC	TRANS	50,000	-	-	Service trucks, maintenance department	Replace older vehicles	Pillar 6. Allow maintenance staff to move around effecttently and safely	No
ADM SVC	TRANS	-	-	-	cab and chassis	Replace older vehicle- hard to get parts	Pillar 6. Needed in the maintenance department to keep buildings and grounds in to condition.	No
ADM SVC	MAINT	3,200,000	1,000,000	-	Annual Deferred Maintenance	In addition to capital budget for ongoing maintenance an aggressive "catch-up" campaign is needed to begin to bring facilities up to standards college-wide. The requested budget will not allow for all outstanding projects to be completed.	Pillar 6 -Strengthen Facilities through Planning, Development and Renewal	No
ADM SVC	MAINT	1,000,000	4,000,000	4,000,000	WMC Expansion Preliminary Work FY1415 Phase I FY15/16 Phase II FY16/17	Relocation of off campus facility use plus addition of new programs and classrooms.	Pillar 6 -Strengthen Facilities through Planning, Development and Renewal	Yes
ADM SVC		4,306,000	5,160,000	4,160,000				

**Northland Pioneer College
Capital Budget
FY1415 - FY1617**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Postponed? Y/N
STUD SERV	LIBRARY	55,000	55,000	55,000	print, audio, video	For student and faculty research and instruction. This was the amount in 2008-2009. The average cost of Humanities book is \$58.99; Sciences is \$58.09; Social Sciences \$66.32	HLC 2b The organization's resource base supports its educational programs and its plans for maintaining and strengthening their quality in the future.	No
STUD SERV		55,000	55,000	55,000				
IS	IS	190,000	205,000	225,000	Jenzabar Maintenance.	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1	No
IS	IS	30,000	30,000	30,000	Jenzabar Consultants	Consultant training/update NPC Servers	Pillar 3.1.1, 3.2.1, 3.2.2	No
IS	IS	12,500	-	-	Jenzabar University	Fulfill contractual agreement for training	Pillar 3.1.1	No
IS	IS	50,000	50,000	50,000	IS Professional Services	Outside Consultant as needed	Pillar 3.1.1	No
IS	IS	10,000	-	-	Tower Camera Replacement Install	Existing cameras are not operating correctly	Pillar 3.3.1	No
IS	IS	25,000	-	-	Retention Management Software Consulting (Project Code 0525)	Software to assist with Student Success/Completion Quality Initiative	Pillar 3.1.1, 3.2.1, Pillar 1.1	No
IS	IS	35,000	35,000	35,000	Vmware Software	2 New Servers	Pillar 3.2.1	No
IS	IS	65,000	-	-	Retention Management Software Product (Project Code 0525)	Software to assist with Student Success/Completion Quality Initiative	Pillar 3.1.1, 3.2.1, Pillar 1.1	No
IS	IS	48,000	48,000	48,000	8 Smartboards and Projectors	8 Smart Classrooms - NEW	Pillar 3.1.1, 3.2.1, Pillar 1.1	No
IS	IS	60,000	60,000	60,000	10 Smartboards & Projectors	Lifecycle Replacement	Pillar 3.1.1, 3.2.1	No
IS	CTE	7,500	-	-	Smartboard and Desktop	WMC Auto	Pillar 3.1.1, 3.2.1, Pillar 1.1	No
IS	CTE	7,500	-	-	Smartboard and Desktop	WMC Welding	Pillar 3.1.1, 3.2.1, Pillar 1.1	No
IS	CTE	22,500	-	-	(3) Smartboard and Desktop	PDC Skills Center (MET, WLD, Testing)	Pillar 3.1.1, 3.2.1, Pillar 1.1	Unknown
IS	CTE	20,000	-	-	20 New Computers	Skills Center Computer Lab	Pillar 3.1.1, 3.2.1, Pillar 1.1	Unknown
IS	NURSING	17,000	-	-	New Model Classroom Setup	PC110 and LC104 at WMC	Pillar 3.1.1, 3.2.1, Pillar 1.1	Unknown
IS	IS	120,000	180,000	180,000	Server Replacements	Update Aging Server/Blade Cycle	Pillar 3.1.1	No
IS	IS	300,000	200,000	200,000	Replace old routers, switches and AP's over 6 years old	Update Aging Routers, Switches, and Aps	Pillar 3.1.1	No

**Northland Pioneer College
Capital Budget
FY1415 - FY1617**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Postponed? Y/N
IS	IS	95,000	500,000	-	Upgrade WAN Links FY14/15 Phase I and FY15/16 Phase II	Upgrade WAN radio links for increased capacity from PDC to Hermosa, Hermosa to Dry Lake, and Dry Lake to WMC	Pillar 3.3.1	No
IS	IS	25,000	-	-	Cameras on Towers (equipment)	To install cameras on towers for safety of towers, security, weather observation	Pillar 3.3.1	No
IS	CTE	21,000	-	-	CNC Router & Wireless	Update System to Support Laptops and more students	Pillar 3.1.1	No
IS	IS	150,000	150,000	150,000	Computers @ 4 years	Replace aging computers	Pillar 3.1.1	No
IS	IS	35,000	35,000	35,000	Printers @ 3 years	Replace aging printers	Pillar 3.1.1	No
IS	IS	30,000	30,000	30,000	Monitors @ 4 years	Replace aging monitors	Pillar 3.1.1	No
IS	IS	40,000	60,000	60,000	iPads	Replace some laptops with iPads to allow traveling staff to remain connected	Pillar 3.1.1	Yes
IS	IS/HR	-	30,000	-	Integrated Photo ID/Data Card for students and employees	IS/HR will work together to establish a system and process to generate student/employee data cards and IDs	Pillar 3.3.1, 3.3.2	Yes
IS	CTE	35,000	-	-	22 New Rugged Laptops	To be current with industry standards	Pillar 3.1.1, Pillar 1.1	No
IS	CTE	-	12,000	-	10 New Laptops	For projected enrollment Mechatronics Elearning (IMO/MET)	Pillar 3.1.1, Pillar 1.1	Yes
IS	NURSING	20,000	-	-	20 Replacement Computers	M5 Lab at WMC	Pillar 3.1.1, Pillar 1.1	Unknown
IS	CTE	9,000	-	-	ATO - CDX - Auto Online Trainers	Trainers for Automotive program at WMC	Pillar 3.1.1, Pillar 1.1	No
IS	CTE	5,000	-	-	Exploration of MOS Testing Site	Such a stie will bring in money via fees to the college. Advisory board concurred with the community need. Currently only 2 testing sites in the state of AZ and nothing close to our area.	Pillar 1.3, 1.4	Yes
IS	IS	50,000	-	-	HEAT Maintenance	5 year Maintenance Contract	Pillar 3.1.1, 3.2.1	No
IS	IS	45,000	45,000	45,000	NOLIJ Web Maintenance	Yearly Maintenance Contract	Pillar 3.1.1, 3.2.1	No

**Northland Pioneer College
Capital Budget
FY1415 - FY1617**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Postponed? Y/N
IS	PAD	20,000	20,000	20,000	Konica Minolta Copier Lease	Old Copier at end of life was replaced with new to continue professional production for our staff and students	Pillar 3.2.1	No
IS	PAD	10,000	10,000	10,000	Replacement of aging and broken equipment	To maintain a professional print production for staff and students	Pillar 3.1.1	No
IS		1,610,000	1,700,000	1,178,000				
CTE	ATO	-	-	30,000	Standup Parts Washer	Keep to current industry standards	6.2.3 Identify specific facility needs for existing	Yes
CTE	ATO	15,000	20,000	22,000	Three- Scanners	Keep to current industry standards	6.2.3 Identify specific facility needs for existing	No
CTE	ATO	-	12,000	-	CDX-Auto Online trainers	Needed to update current Teaching trainer equipment	6.2.3 Identify specific facility needs for existing	No
CTE	ATO	-	15,000	-	Alignment Machine	Keep to current industry standards	6.2.3 Identify specific facility needs for existing	No
CTE	ATO	15,000	-	-	Computer Numeric Router	Keep to current industry standards	6.2.3 Identify specific facility needs for existing	No
CTE	ATO	15,000	-	-	RoadForce Tire Balancer	Keep to current industry standards	6.2.3 Identify specific facility needs for existing	Yes
CTE	ATO	15,000	-	-	4 top and bottom toolboxes w/Tools	Keep up with the amount of students	6.2.3 Identify specific facility needs for existing	No
CTE	ATO	5,000	-	-	5 Rotating Engine Stands	Keep to current industry standards	6.2.3 Identify specific facility needs for existing	Yes
CTE	BUS	5,000	20,000	-	Implementation of MOS Testing Site	Such a site will bring in money via fees to the	6.2.3 Identify specific facility needs for existing	Yes
CTE	CON	10,000	-	-	Man Lift	Equipment needed for level 4	1.1.1	Yes
CTE	CON	35,000	-	-	Forklift	Equipment needed for level 4	1.1.1	Yes
CTE	CON	-	35,000	35,000	2 Cat Equipment Simulators	Equipment needed for level 4	1.1.1	Yes
CTE	IMO	65,000	-	-	Steam Learning System	Hands-on learning for installation, maintenance,	Pillar 6- Strengthen Facilities through Planning,	Yes
CTE	IMO/MET	-	60,000	-	Hydraulic Troubleshooting Learning System	Needed learning system for Mechatronics hands-on	Pillar 6 - Strengthen Facilities through Planning,	No
CTE	IMO/MET	-	-	37,000	FANUC Robot	Enhance learning with industry recognized robotics	Pillar 6- Strengthen Facilities through Planning,	No
CTE	IMO/MET	-	-	150,000	CNC Machine Tool/Operator Certification	Software and Equipment to teach CNC machining	Pillar 6- Strengthen Facilities through Planning,	Yes
CTE	WLD	32,000	32,000	-	Welding Machines	Replace worn machines as part of facility maintenance	• Establish planned maintenance and	Yes
CTE	WLD	12,000	-	-	Three -1G Pipe rollers	Provide new and different technology to welding	6.2.3 Identify specific facility needs for existing	Yes
CTE	WLD	18,000	-	-	Three- Band Saws NPC DGB Packet	Replace worn machines as part of facility maintenance	6.2.3 Identify specific facility needs for existing	No

**Northland Pioneer College
Capital Budget
FY1415 - FY1617**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Postponed? Y/N
CTE	WLD	9,000	-	-	Three-Watts Pipe Bevellers	Replace worn machines as part of facility maintenance	6.2.3 Identify specific facility needs for existing	Yes
CTE	WLD	-	13,000	-	Clamping/Welding Table W/Hardware	Provide new and different technology to welding	6.2.3 Identify specific facility needs for existing	Yes
CTE	WLD	-	6,000	-	One Metal Brake	Provide new and different technology to welding		Yes
CTE	WLD	-	6,000	-	Two- Air Compressers	Replace worn machines as part of facility maintenance (6.2.3 Identify specific facility needs for existing	No
CTE	WLD	-	12,000	-	Three- Track OFC Beveller	Replace worn machines as part of facility maintenance (6.2.3 Identify specific facility needs for existing	Yes
CTE	WLD	-	-	60,000	Three-- IronWorkers	Replace worn machines as part of facility maintenance	6.2.3 Identify specific facility needs for existing	No
CTE	WLD	-	-	20,000	Three- Millhogs	Replace worn machines as part of facility maintenance	6.2.3 Identify specific facility needs for existing	No
CTE	WLD	-	-	26,000	2-Cutting/Weld Table W/Hardwear	Provide new and different technology to welding	6.2.3 Identify specific facility needs for existing	Yes
CTE	AJS	-	300,000	-	Repave Driving Course Only	Track is worn out from use, needs to be repaved	Pillar 6 - Strengthen Facilities through Planning,	No
CTE	AJS	10,000	10,000	10,000	Fitness equipment	Weights and Cardio equipment, can be used for	Pillar 1 - Advance Hig Quality Accessible	No
CTE	AJS	-	-	15,000	Wrestling Mats	Replace Mats used for Defensive Tactics training,	Pillar 1 - Advance High Quality Accessible	No
CTE	FRS	-	500,000	-	Replace Modular Classroom Building at NA	Building is falling apart, unable to level it properly	Pillar 6 - Strengthen Facilities through Planning,	No
CTE	FRS	125,000	-	125,000	Mobile Flash Chamber	Add additional Flash Chamber for live Fire	Pillar 6 - Strengthen Facilities through Planning,	Yes
CTE	FRS	10,000	-	-	Purchase conex container	more storage needed to secure NPC property at	Pillar 6 - Strengthen Facilities through Planning,	Yes
CTE	FRS	-	10,000	-	fire hoses and other misc. fire equipment	Fire equipment is worn out from being used in various	Pillar 1 - Advance High Quality Accessible	Yes
CTE	FRS	-	5,000	-	Classroom tables	replace worn out tables in classrooms	Pillar 6 - Strengthen Facilities through Planning,	No
CTE	FRS	75,000	75,000	75,000	Purchase used firetruck.	replace current Fire Engine being used to instruct	Pillar 1 - Advance High Quality Accessible	Yes
CTE		471,000	1,131,000	605,000				
NURS	NURS	-	-	-	Sim Med Disp System	Provides students with real life practice	Pillar I - Advance High Quality Accessable Learning Opportunities	No
NURS	NURS	125,000	125,000	-	Sim Man	Needed for realistic training in lab environment	Pillar I - Advance High Quality Accessable Learning Opportunities	No
NURS	NURS	30,000	-	-	Sim Mom X1 at LCC	Provides students with real life practice with OB experience	Pillar I - Advance High Quality Accessable Learning Opportunities	No
NURS	NURS	-	30,000	-	Sim Junior X2	Provides realistic lab skills to improve pediatric education and outcomes	Pillar I - Advance High Quality Accessable Learning Opportunitie	Yes

April 15, 2014

NPC DGB Packet

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**Northland Pioneer College
Capital Budget
FY1415 - FY1617**

Sorted by Division

Div	Dept	FY14/15 Budget Request \$	FY15/16 Budget Request \$	FY16/17 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	How Does Request Tie to Strategic Plan?	Postponed? Y/N
NURS	NURS	-	90,000	-	Sim Baby X2	Provides realistic lab skills to improve obstetric/pediatric education and outcomes	Pillar I - Advance High Quality Accessable Learning Opportunities	No
NURS	NURS	-	-	3,000	Birthing Bed	Provides realistic lab skills to improve obstetric education and outcomes	Pillar I - Advance High Quality Accessable Learning Opportunities	No
NURS		155,000	245,000	3,000				
		7,775,400	9,500,000	7,700,000				

REQUEST TO APPROVE AWARD OF CONTRACT FOR TIPONI COMMUNITY CENTER RESTROOM REMODEL

Recommendation:

Staff recommends approval to award the contract for the Painted Desert Campus Tiponi Community Center to Pointe Companies, Inc. for a total lump sum base bid price of \$128,552.

Summary:

The restrooms in the Tiponi Community Center (TCC) require updating to bring the facility into full compliance with current regulatory and building code requirements. The proposed remodel will benefit students, staff and public users of the Tiponi Community Center.

The plans call for demolition of the restroom area, removal of all existing fixtures, electrical wiring, and drain lines along with some water lines and HVAC ducting. New HVAC sensors will be installed and connected to the existing computer controlled system. The existing water heater will be removed and replaced with a more efficient unit will be installed as well as a new hot water recirculating system. The fire sprinkler system will be reconfigured and showers lockers will be eliminated. Restroom doors will be removed and replaced. Plumbing fixtures, lavatories, partitions, counter tops are scheduled to be replaced. Ceramic and porcelain tiles will be affixed to the floor and portions of the walls and all other walls will be painted.

The custodial/electric room will be enlarged to provide improved access to systems housed in this room. The plan also includes the addition of a staff break room, which will allow for better use of the current kitchen area. New building entrance doors with ADA compliant operators will be included in this proposed project.

The project is expected to have a minimal impact on daily operations for the TCC, which will continue to be used during the term of the project, although the restroom facilities will not be available. The project scheduled to begin on May 26 and be completed by mid-August, 2014.

Four bids were received on March 20, 2014. The low bid of \$128,552 was submitted by Pointe Companies, Inc. Staff has worked with Pointe Companies, of Lakeside, in the past on several restoration-type projects and has had positive experience with this general contractor as well as with most of the identified sub-contractors submitted for this project. A recommendation from DLR Group follows this page. Funds are budgeted and available for completion of the project.



The following additional bids were received:

TSG Constructors	\$177,000.00
Woodruff BWC Construction	\$190,714.26
RMVK Construction	\$232,289.20
BMJS Contracting	\$266,637.00



Northland Pioneer College

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

March 24, 2014

6225 North 24th Street
Suite 250
Phoenix, AZ 85016o: 602/381-8580
f: 602/956-8358Mr. V. Blaine Hatch
Vice President for Administrative Services
Northland Pioneer College
2251 E. Navajo Boulevard
Holbrook, AZ 86025Re: Northland Pioneer College-Tiponi Center Restroom Renovation
NPC Bid Identification: AS#14-04
DLR Group Project #: 30-13110-00

Dear Mr. Hatch:

We have reviewed the bids submitted for the above referenced project on March 20, 2014. We had five bids submitted for the work. Pointe Companies, Inc was the low bidder for the project with a Lump Sum bid of \$128,552.00

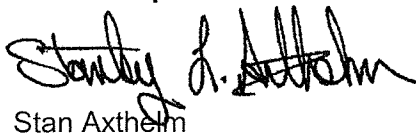
Pointe Companies' Bid Form and Bid Bond appear to be in order. Their Non-Collusion Affidavit, Copy of Contractor's License, Subcontractors List and Qualification Statement were enclosed with the Bid. They acknowledged receipt of Addenda 1 and 2.

I spoke with Mr. Karl Webster, General Manager of Pointe Companies, Inc. regarding their bid. Mr. Webster had no reservations about being able to construct the project for the Lump Sum submitted.

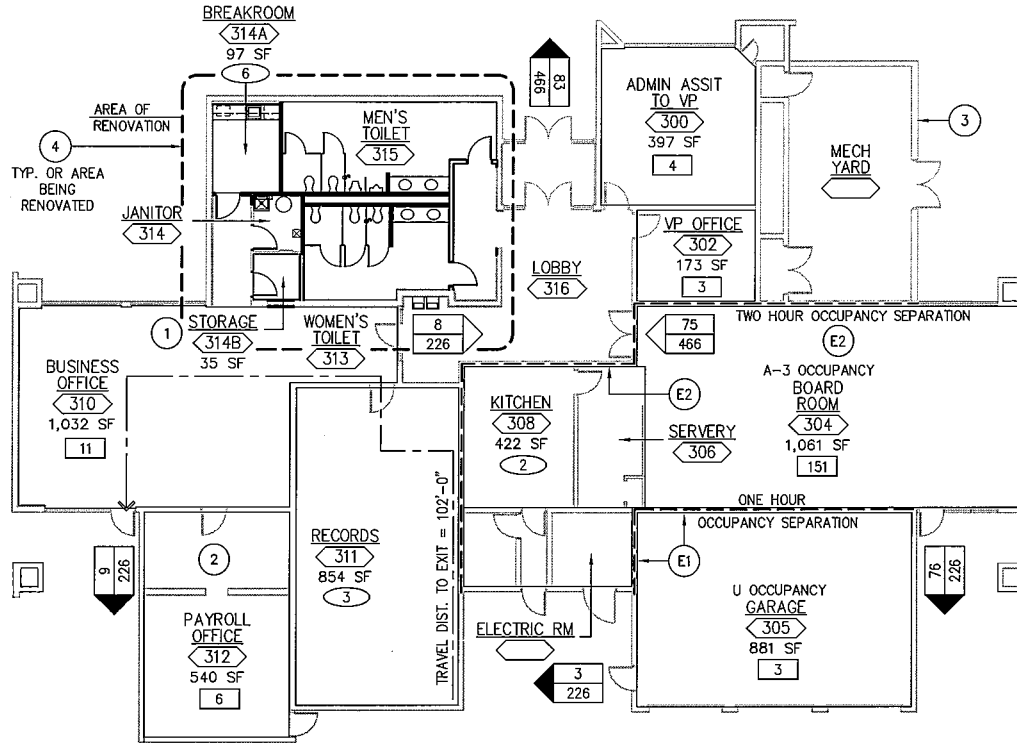
Based on review of the information available, DLR Group would recommend the Board consider awarding the project to the low bidder, Pointe Companies Inc.

Congratulations are in order for the number of bidders responding and the competitive pricing for this work. Thank you for allowing DLR Group to be your architect and we look forward to future projects for Northland Pioneer College.

Sincerely,

DLR GroupStan Axthelm
Senior Associatecc: Mr. David Huish, NPC
Ms. Terrie Shevat, NPC
Mr. Sean Rosebrugh, DLR
Mr. Tom O'Neil, DLR

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Jan 31, 2014 10:29am - Soxthelm



SYMBOL LEGEND

- OCCUPANCY LOAD
- ACCESSORY USE AREA
(OCCUPANCY LOAD IS NOT INCLUDED IN LOADS BEYOND THIS ROOM)
- COMBINED OCCUPANT LOAD AT A GIVEN DOOR OR STAIR
TOTAL EXIT CAPACITY OF DOOR OR STAIR.
(THE CAPACITY OF DOORS ARE DETERMINED AS FOLLOWS:
CLEAR OPENING WIDTH IN INCHES DIVIDED BY 0.15
THE CAPACITY OF STAIRS ARE DETERMINED AS FOLLOWS:
WIDTH IN INCHES DIVIDED BY 0.2)
- COMBINED OCCUPANT LOAD AT A GIVEN EXIT DOOR.
(SUM OF THESE EQUALS TOTAL OCCUPANT LOAD)
TOTAL EXIT CAPACITY OF DOOR
(THE CAPACITY OF DOORS ARE DETERMINED AS FOLLOWS:
CLEAR OPENING WIDTH IN INCHES DIVIDED BY 0.15)



CODE PLAN

SCALE: 1/16" = 1'-0"

LEGEND NOTES

1. STORAGE ROOM AREA 35 SQUARE FEET. DOES NOT REQUIRE A SMOKE BARRIER.
 2. OCCUPANT LOAD INCLUDED IN PAYROLL OFFICE OCCUPANT LOAD.
 3. BUILDING COMPONENTS SHOWN HALF TONE ARE EXISTING AND ARE NOT BEING MODIFIED.
 4. EXISTING AUTOMATIC FIRE SPRINKLER SYSTEM SHALL BE MODIFIED TO PROVIDE COVERAGE OF ROOMS BEING MODIFIED OR ADDED. DESIGN AND SUBMITTAL TO THE STATE FIRE MARSHALL OF MODIFICATIONS MADE TO THE SYSTEM ARE DELEGATED TO THE CONTRACTOR.
- E1. EXISTING MASONRY WALL FULL HEIGHT TO ABOVE ROOF
E2. EXISTING MASONRY WALL TO BOTTOM OF ROOF DECK.
E3. SEPARATION WALLS ARE EXISTING.

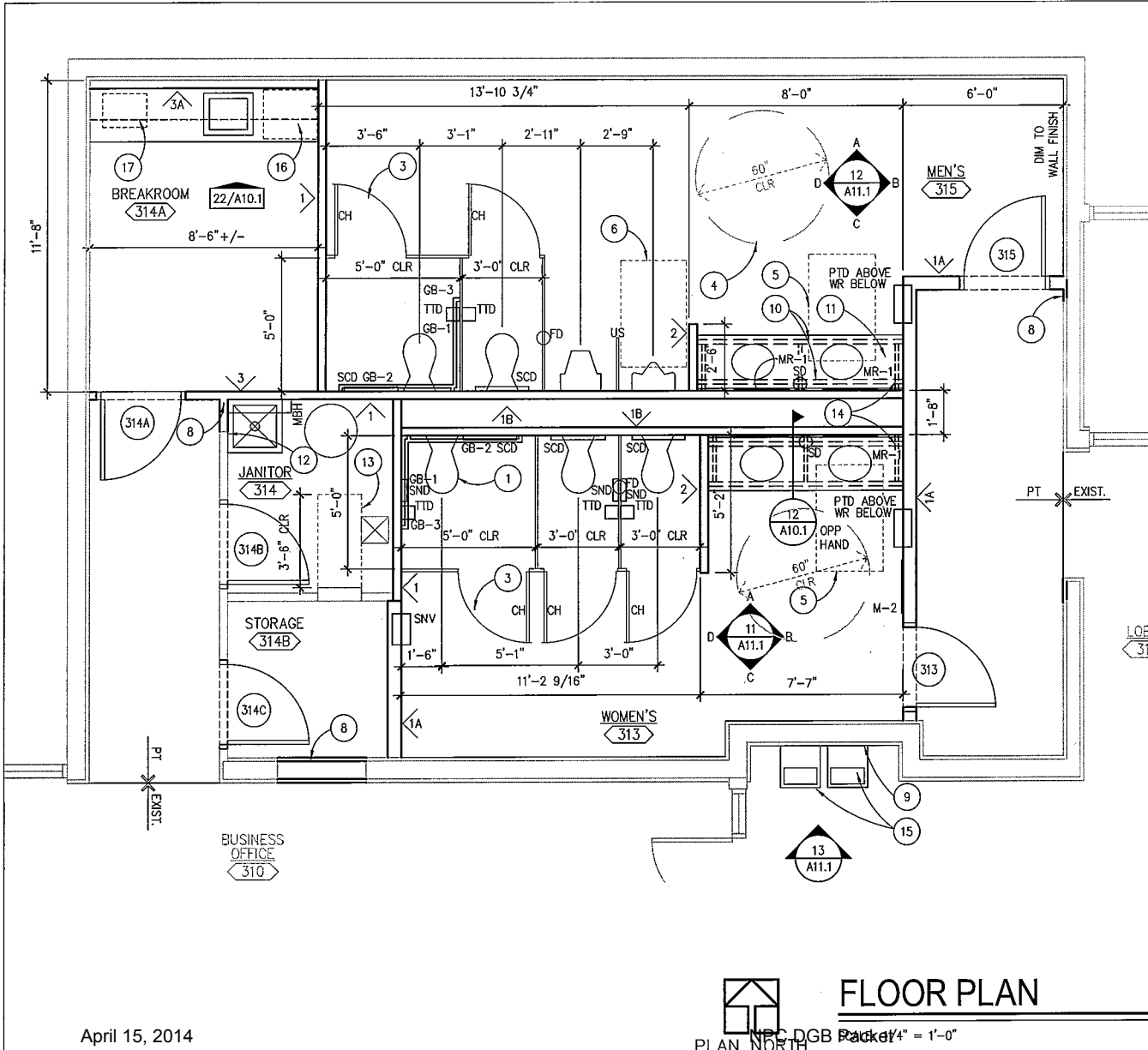


CODE REVIEW PLAN
 NORTHLAND PIONEER COLLEGE
 TIPONI CENTER RESTROOM RENOVATION - HOLBROOK

CP-2
30-13110-00
01/20/14

DLR Group
Architecture Engineering Planning Interiors
3000 N. Central Expressway, Suite 200, Phoenix, AZ 85018

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 Jan 31, 2014 10:38am - Soxheim



April 15, 2014

PLAN NORTH
 1/4" = 1'-0"

LEGEND NOTES

1. PLUMBING FIXTURE TYPICAL
2. MOVE WATER HEATER, MOP SINK AND VERTICLE DUCT TO ALIGN WITH RELOCATED STUD WALLS. PROVIDE 3'-6" CLR SPACE AT WIDTH OF ELECTRICAL PANEL
3. TOILET PARTITION
4. 5'-0" DIA WHEEL CHAIR TURNING RADIUS PER SECTION 304 OF 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN.
5. DASHED LINE BOX INDICATES REQUIRED CLEAR FLOOR AREA AT LAVATORIES AND SINKS PER SECTION 606.2 AND 305.3 OF 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN.
6. DASHED LINE BOX INDICATES REQUIRED CLEAR FLOOR AREA AT URINAL PER SECTION 605.3 AND 305.3 OF 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN.
7. PROVIDE HARDWARE AT EXISTING DOOR
8. WALL TO MATCH ADJACENT MATERIAL, FINISH AND TEXTURE. PROVIDE ACOUSTIC INSULATION IN WALL CAVITY
9. TILE OVER EXISTING GYPSUM BOARD SHEATHING
10. COUNTERTOP SUPPORT BELOW.
11. SOLID SURFACE COUNTERTOP SS-1
12. CERAMIC TILE AT MOP SINK. SEE DETAIL 21/A10.1
13. CLEAR FLOOR SPACE FOR ELECTRICAL PANEL. MECHANICAL DUCT MUST LIE OUTSIDE THIS SPACE.
14. SKIRT BRACKETS BELOW COUNTER TOP.
15. EXISTING ELECTRIC WATER COOLER RELOCATED TO ALLOW FOR INSTALLATION OF NEW ELECTRIC WATER COOLER. MOUNT COOLER ON THE LEFT AT ADA HEIGHT.
16. UNDERCOUNTER REFRIGERATOR NIC
17. MICROWAVE NIC

GENERAL NOTES

1. ALL FIXTURES AND GRAB BARS SHALL COMPLY WITH ANSI A117.1 CHAPTER 6 AND ADAAG CHAPTER 6.
2. REQUIRED WHEELCHAIR TURNING SPACE SHALL COMPLY WITH ANSI A117.1 SECTION 304 AND ADAAG SECTION 304.
3. REQUIRED CLEAR FLOOR SPACE AT LAVATORIES AND SINKS SHALL COMPLY WITH ANSI A117.1 SECTION 606 AND ADAAG SECTION 606.
4. REQUIRED CLEAR FLOOR SPACE AT WATER CLOSETS SHALL COMPLY WITH ANSI 117.1 SECTION 604 AND ADAAG SECTION 606.
5. COORDINATE LOCATION OF FLOOR DRAINS AND FLOOR SINKS WITH PLUMBING DRAWINGS
6. DRINKING FOUNTAINS SHALL COMPLY WITH ANSI A117.1 SECTION 602 AND ADAAG SECTION 602.
7. URINALS SHALL COMPLY WITH ANSI A117.1 SECTION 605 AND ADAAG 605.
8. MOUNTING HEIGHTS OF TOILET ACCESSORIES - SEE SHEET A0.1

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FLOOR PLAN
 NORTHLAND PIONEER COLLEGE
 TIPON CENTER RESTROOM RENOVATION - HOLBROOK

A1.1
 30-13110-00
 07/2014

DLR Group
 Architecture
 Engineering
 Planning
 Interiors
 2000 N. 1st Avenue, Suite 100, Phoenix, AZ 85004

REQUEST TO APPROVE AWARD OF CONSTRUCTION CONTRACT FOR NATC CLASSROOM

Recommendation:

Staff recommends approval to award a construction contract for the NATC classroom to D.W. Lusk Contracting for a Guaranteed Maximum Price not to exceed \$300,000.

Summary:

The Northeast Arizona Training Center (NATC) is located in Taylor, AZ and consists of a 20 acre parcel of land that is used primarily for the training of Emergency Services personnel. The property currently has a six story burn tower; large metal garage building(40' X 40'), with restroom; along with a modular classroom and office building. This project is to construct an enclosed metal classroom building, with locker room/shower capabilities.

The Board previously approved the award of the design/build contract for this classroom building to DW Lusk Contracting and SPS Architects based on a Statement of Qualification previously received and with the understanding that the approval to award the construction contract would be presented at a not-to-exceed price. The cost is for the pre-construction services totaled \$5,030 – the Board had authorized an amount of not more than ten percent of the construction cost. This expense is in addition to the Guaranteed Maximum Price.

Lusk has developed site and building concepts and prepared final construction documents to proceed with this project. Following legal review, the NATC Board of Directors recommends DW Lusk Contracting (Lusk) be awarded the construction contract.

This project will provide a new 3,000 square foot (50' X 60') building located adjacent and just east of the existing metal garage. A proposed layout of the classroom follows this summary. The proposed budget for the project is also included.

Funds for this project will be drawn from the appropriation received from the State of Arizona for the construction of a public safety training facility. The current balance of the appropriation is approximately \$430,000.



EXHIBIT "B"

Attachment to **STANDARD DESIGN-BUILD AGREEMENT AND GENERAL CONDITIONS BETWEEN OWNER AND DESIGN-BUILDER #410** dated 02-12-2014 and **AMENDMENT NO. 1 to #410** dated 02-12-2014 between **Northeast Arizona Training Center** and **D.W. Lusk Contracting, LLC**

February 12, 2014

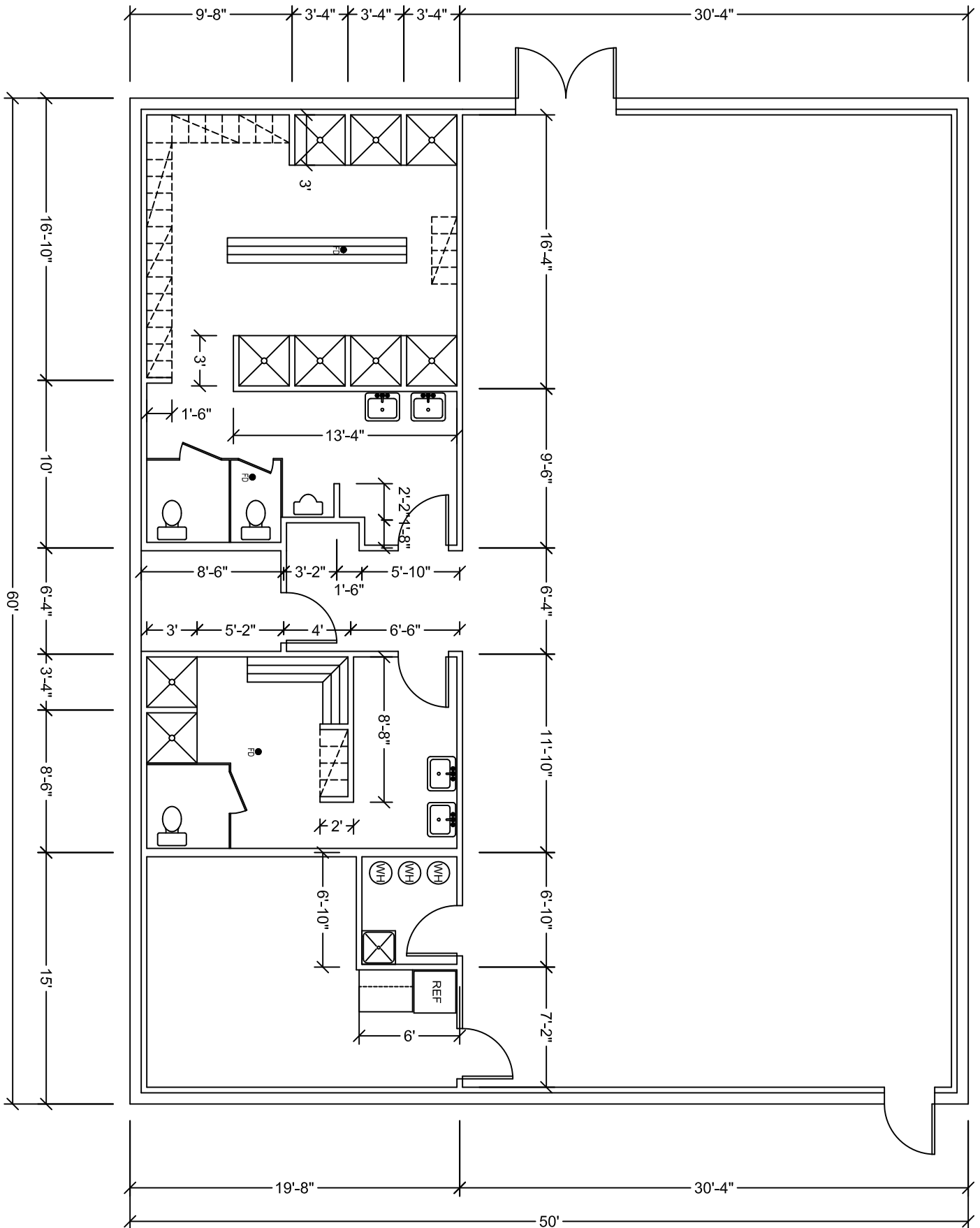
PROPOSED PROJECT BUDGET

ITEM #	DESCRIPTION	AMOUNT
100	Design Services	
101	Architectural Design	\$ 10,500.00
102	Structural Engineering	\$ 1,200.00
103	MP&E Engineering & Design	\$ 5,950.00
104	Civil Engineering	\$ 8,110.00
200	Building Structure	
201	Monolithic Foundation	\$ 26,090.00
202	Pre-Engineered Building	\$ 42,286.00
203	Framing	\$ 10,515.00
204	Insulation	\$ 6,629.00
205	Drywall	\$ 7,265.00
206	Personnel Doors	\$ 14,185.00
207	Painting	\$ 5,300.00
208	FRP Panels	\$ 600.00
209	Floor Coverings (Staff Office Only)	\$ 457.00
210	Rubber Cove Base	\$ 1,620.00
211	Restroom Partitions & Accessories	\$ 5,050.00
212	Plumbing	\$ 23,400.00
213	Mechanical	\$ 15,690.00
214	Electrical	\$ 16,585.00

EXHIBIT B

215	Fire Alarm System	\$ 4,643.00
300	Site Work	
301	4" Thick Concrete Sidewalks	\$ 8,190.00
400	Site Utilities	
401	Septic System	\$ 4,000.00
402	4" Electrical Conduit - 400lf +/-	\$ 5,000.00
403	1-1/4" Water Supply Line - 200lf +/-	\$ 2,800.00
404	Gas Line - 400lf +/--(Trenching & Backfill Only)	\$ 1,000.00
500	Other Project Costs	
501	Building Permit	\$ 2,500.00
502	Material Testing	\$ 1,500.00
503	Payment & Performance Bond	\$ 6,265.00
504	General Cond/Overhead (11.07% of the Actual Cost of the Work)	\$ 25,569.00
505	Design-Builder Fee (10% of the Actual Cost of the Work)	\$ 23,107.00
506	Sales Tax	\$ 13,994.00
	Total Project Budget:	\$ 300,000.00

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RESOLUTION CALLING FOR ELECTION OF DISTRICT GOVERNING BOARD MEMBERS

Summary:

Staff recommends approval of the resolution calling for Election of District Governing board members for District #1, #2, and #4.

Recommendation

The District Governing Board position in District #1, held by Mr. Peaches, will expire December 31, 2014. District #2 and District #4 positions were both appointed and so therefore come to election at the next general election from appointment. The position in District #2 held by Mr. Winslow will be for the remainder of a six-year-term expiring December 31, 2016; and the position for District #4 held by Mr. Matteson will be for a six-year-term, commencing December 31, 2014 and expiring on December 31, 2020.



RESOLUTION

Inasmuch as the District Governing Board position for District #1 will expire on December 31, 2014, and District #2 and District #4 were appointed to serve until the 2014 general election on November 4, 2014, it is therefore

RESOLVED, that pursuant to ARS §16-226, §IS-1441.E (I) and §IS-1442.C, the Navajo County Community College District Governing Board hereby calls for a Special District Election to be held November 4, 2014, in order to fill the position for District #1 for a six-year term commencing January 1, 2015 and expiring on December 31, 2020; to fill the position for District #2 for the remainder of the appointed six-year term commencing on November 5, 2014 and expiring December 31, 2016; and to fill the position for District #4 for a six-year term commencing November 5, 2014 and expiring on December 31, 2020.

We request this election to be conducted by the Navajo County Elections Department in conjunction with the Navajo County General Election on November 4, 2014.

DATED this ___ day of April 2014.

BOARD MEMBERS

Ginny Handorf, Chair

Daniel Peaches, Secretary

Frank Lucero

James Matteson

Prescott Winslow

Human Resources UPDATE
DGB-April 15, 2014

OPEN

1. **Systems Analyst** – Open until filled; 8 applicants.
2. **Academic Advisor and Student Activities Coordinator** – Closed March 30, 2014; 50 applicants.
3. **Audio/Video Support Technician**; Closed February 28, 2014; 11 applicants.
4. **Center Advisor/Library Tech WRV** – Closed January 31, 2014; 8 applicants.
5. **Faculty in Developmental Services, Sun Corridor Grant** – Closed February 14, 2014; 13 applicant.
6. **Business Training Specialist/Operations Assistant** – Closed February 15, 2014; 8 applicants.
7. **Support Center Operator** – Closed February 28, 2014; 16 applicants.
8. **Lab Technician, Sun Corridor Grant** – Closed February 16, 2014; 3 applicants.
9. **Faculty in Automotive** – Closed February 28, 2014; 3 applicants.
10. **Faculty in Film/Video Production** – Closed March 14, 2014. 24 applicants.
11. **Information Services Support Technician** – Closed March 7, 2014. 26 applicants.
12. **Faculty in History and Social Sciences** – Closed March 14, 2014. 73 applicants.
13. **Program Director – NPC Friends & Family** – Closed April 1, 2014 . 4 applicants.