

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, legal notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on June 15, 2010 at 11:00 a.m. Further notice is given that the Board will hold a Study Session open to the public beginning at 9:30 a.m. All sessions will be held at the Northland Pioneer College Painted Desert Campus, Tisoni Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting 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 Russell Dickerson at the above address or telephone number at least 24 hours prior to the scheduled time.

The District Governing Board may enter into an executive session as provided in ARS §38-431.03 A (3) [discussion or consultation for legal advice with the attorney or attorneys of the public body] relating to any listed agenda item. Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I, Russell Dickerson, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on the 14th day of June at 9:00 a.m.

Russell Dickerson, Recording Secretary to the Board

Notice
Distribution

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



Northland Pioneer College

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

Governing Board Study Session Agenda¹

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

Date: June 15, 2010

Time: 9:30 a.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	President's Performance Evaluation (T3) ----- (Executive Session) Pursuant to A.R.S. § 38-431.03 A 1, the Board may, upon a vote of the majority of the members constituting a quorum, elect to go into Executive Session for purposes of discussion of the President's review and contract. Executive Session is not open to the public.	President Swarthout
2.	President's Performance Evaluation (T3) ----- (Action) The Board may continue discussion regarding the President's review and contract.	President Swarthout
3.	Request Adoption of the 2010-2013 Strategic Plan (T4) ----- (Action)	Director Bishop President Swarthout
4.	Call for Election of District Governing Board Members (T5) ----- (Action)	Chairman Jeffers
5.	Discussion of Board Policy 2020-Officers of the Board (T6) -----	Chairman Jeffers
6.	Higher Learning Commission Financial Ratios (Informational) (T7) -----	Vice President Hatch

¹ The District Governing Board may consider any item on this agenda in any order and at any time during the meeting.



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Governing Board Meeting Agenda¹

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

Date: June 15, 2010

Time: 11:00 a.m.

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance -----	Chairman Jeffers
2.	Adoption of the Agenda (T1) ----- (Action)	Chairman Jeffers
3.	Call for Public Comment -----	Chairman Jeffers
4.	Reports	
A.	Financial Position (T8) -----	Vice President Hatch
B.	NPC CASO -----	
C.	NPC Faculty Association -----	
D.	NPC Student Government Association -----	Jake Hinton
E.	NPC Foundation -----	Lance Chugg
5.	Consent Agenda ----- (Action)	Chairman Jeffers
A.	May 18, 2010 Study Session Minutes (T2)	
B.	May 18, 2010 Truth in Taxation Public Hearing Minutes (T2)	
C.	May 18, 2010 Proposed 2010-2011 Budget Public Hearing Minutes (T2)	
D.	May 18, 2010 Special Meeting Minutes (T2)	
E.	May 18, 2010 Regular Board Meeting Minutes (T2)	
F.	2009-2010 Dual Enrollment Intergovernmental Agreement Between the Navajo County Community College District and Kayenta Unified School District No. 27	
6.	Old Business	
A.	None	
7.	New Business	
A.	President's Performance Evaluation and Contract (T3) ----- (Action)	President Swarthout
B.	Request to Adopt the 2010-2013 Strategic Plan (T4) ----- (Action)	Director Bishop President Swarthout
C.	Call for Election of District Governing Board Members (T5) ----- (Action)	Chairman Jeffers
8.	Standing Business	
A.	Strategic Planning and Accreditation Steering Committee Report -----	Director Bishop
B.	Human Resources Update (T9) -----	Peggy Belknap
C.	Alumnus of the Month Award -----	Claude Endfield
9.	President's Report -----	President Swarthout
10.	Board Report/Summary of Current Events -----	Board Members
11.	Announcement of Next Regular Meeting ----- August 17, 2010	Chairman Jeffers
12.	Adjournment ----- (Action)	Chairman Jeffers

¹ The District Governing Board may consider any item on this agenda in any order and at any time during the meeting. The District Governing Board may take action to approve, or may take other action, regarding all items of New Business, Old Business, Standing Business, or the President's Report.



Northland Pioneer College

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Navajo County Community College District Governing Board Study Session Minutes

May 18, 2010

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present: Bill Jeffers, Ginny Handorf, E.L. Parsons and Daniel Peaches.

Staff Present: President, Dr. Jeanne Swarthout; Vice President, Blaine Hatch; Vice President, Mark Vest; Recording Secretary to the Board, Russell Dickerson.

Reports:

1. Study Session Agenda Item 1.: Truth in Taxation (Informational) – Vice President Hatch

Mr. Hatch reported that as a result of the approval of the preliminary budget at the April 20, 2010 Board meeting, the college moved ahead with publication of the Truth in Taxation notice in the Holbrook Tribune-News and the White Mountain Independent newspapers on April 29, 2010. Mr. Hatch explained that the notice contained the 2% maximum property tax levy increase after the adjustment for new construction. Mr. Hatch reported that on May 7, 2010, the college received a notice from the Property Tax Oversight Commission stating that a revision had been made to the centrally assessed valuation for the current and upcoming years at a meeting on April 29, 2010. Mr. Hatch explained that the revision resulted in a new press release, changes to the figures published in the second Truth in Taxation notice, as well as the posting of correct tax levy information to the college website. Mr. Hatch reported that the college still seeks the 2% increase and noted that the total levy amount and rate have changed as a result of the commission revisions. Responding to a question from Chairman Jeffers, Mr. Hatch explained that the college should not face any legal issues concerning the published notices due to the fact that at that time, the best information was used for both publications. Mr. Hatch noted that the college has contacted the Property Tax Oversight Commission to express concern over late changes to tax levy information.

2. Special Meeting Agenda Item 2.: Request to Approve the 2010-2011 Property Tax Increase – Vice President Hatch

Mr. Hatch explained that following the Truth in Taxation public hearing, the Board will be asked to approve the proposed 2010-2011 property tax increase in a special meeting. In order to clarify the changes made to the taxation notice figures, Mr. Hatch reviewed each notice in order of publication highlighting changes. In summary, Mr. Hatch reported that the revised figures will be discussed in detail during the public hearing and include a maximum allowable levy limit totaling \$11,975,227 at a rate of \$1.1308 (\$0.0044 less than the current rate) that will bring in an additional \$637,000 over current levels. Mr. Hatch reported that his office had not received any public comments, either in person or by phone, regarding the proposed tax increase or required notice publications. Mr. Hatch added that according to statute, the approval of the property tax increase must be a roll call vote.

3. Special Meeting Agenda Item 3.: Request to Adopt the 2010-2011 Proposed Budget – Vice President Hatch

Mr. Hatch reported that following a second public hearing regarding the 2010-2011 proposed budget, Board members will be asked to adopt the 2010-2011 proposed budget in a special meeting. Mr. Hatch reported that the proposed budget was posted to the college website and was updated following the receipt of new property tax figures. Mr. Hatch informed Board members that the approved preliminary budget has been reduced by approximately \$36,000 to offset the increase resulting from property tax figure corrections and that the total budget amount has not changed. Mr. Hatch reported that the budget was published in the Holbrook Tribune-News and that the notice of public hearing regarding the proposed budget was published twice in addition to a college press release.

Highlighting budget goals and targets, Mr. Hatch explained that the Board approved implementation of a 2% reduction in wages and salaries in 2010-2011 to offset increases in medical insurance costs and retirement contributions; the budget includes approximately \$2.5 million in operating expenditure reductions that are well within capacity and will not require adjustments to the operating budget even if the proposed sales tax fails; and that there will be no state capital funding in 2010-2011 and all capital requests will come out of the operating budget through direct budget transfers from the general fund. Responding to questions from Chairman Jeffers, Mr. Hatch



explained that stimulus funding will not impact the 2010-2011 budget as funds are expected to be distributed prior to June 30, 2010 and be treated as revenue for the current fiscal year that will be applied as a reimbursement for current year faculty wages. In response to a Board question regarding the impact stimulus funding on the decision to reduce employee wages, Mr. Hatch explained that the college does have the capacity, and could, from a legal and budget perspective, return employees to current salary levels.

Responding to a question from Mr. Parsons, Mr. Hatch explained that the stimulus funding previously received this fiscal year was applied as a reimbursement for expenses incurred in the previous fiscal year. Mr. Hatch noted that the past couple of financial position reports showed transfer activity in the restricted fund as a result of moving stimulus fund revenue into the prior year. Addressing the roughly \$400,000 in additional stimulus funds the college expects to receive by the end of June, Mr. Hatch explained that the revenue side of the budget has enough capacity to allow additional funds to be used to offset expenses incurred during the current year budget. Dr. Swarthout, addressing Mr. Parson's concern over the timing of stimulus funding as it affects budget adoption, explained that both stimulus payments were announced very late and included abbreviated application timeframes and added that one week ago, the college did not know if stimulus funding was available, the amount available, or when the funds would be received. Addressing the proposed maximum tax levy increase and the tax burden shouldered by property owners, Mr. Hatch explained that increased valuations do not necessarily mean that individual property taxes increase. Addressing the decision to propose the maximum 2% property tax levy, Mr. Hatch explained that historically the Board has shown great restraint with regard to tax increases; however, subsequent legislation imposed limits to what was then the current levy limit, resulting in a tremendous loss of capacity to levy property taxes which has an ongoing impact to the college. Mr. Hatch added that in effect, the state provided incentive to every taxing entity to always levy the maximum because of the potential loss of capacity.

Mr. Hatch and the Board members reviewed the proposed 2010-2011 budget document:

- Schedule A, summary: Mr. Hatch reported that the general fund and the unexpended plant fund show a total reduction of about \$400,000 which, on a per FTSE expenditure reduction basis, equals a general fund reduction of about 3% and a unexpended plant fund reduction of about 18%. Mr. Hatch reported that the retirement of indebtedness fund shows zero as a result of repayment of general obligation bonds.
- Schedule B, general fund revenues: Mr. Hatch noted that the state appropriation amount is based upon the successful passage of the state sales tax whereas the expenditure side of the budget is based upon failure of the proposed state sales tax. Mr. Hatch reported the amount of funds available for expenditures has not changed significantly in the proposed budget.
- Schedule C, unexpended plant fund: Mr. Hatch reported that the fund contains very few real sources of revenue outside of a transfer from the general fund for capital expenses that has been increased by approximately \$300,000 in the proposed budget.
- Schedule D, general fund and unexpended plant fund expenditures: Mr. Hatch reported that the academic support line within the general fund has increased due to the transfer of expenditures from the instructional support area. Mr. Hatch reported that, excluding scholarship and contingency funds, expenditures for the upcoming year total about \$22 million. Mr. Hatch reported that the unexpended plant fund has been adjusted as the college expects to fund equipment related to upkeep and maintenance. Mr. Hatch reported that the retirement of indebtedness fund is decreasing and that he expects expenditures level out at about \$500,000 per year as the college continues to lease and purchase computers and equipment related to distance education. Responding to a question from Mr. Parsons, Mr. Hatch explained that contingency funds for 2010-2011 have increase by \$400,000 to \$1.9 million because of continued budget unknowns including possible mid-year adjustments to state appropriations as a result of continuing state budget problems. Dr. Swarthout added that the end of stimulus funding maintenance of effort requirements creates large unknowns with regard to future state funding.
- Schedule E, auxiliary fund revenues: Mr. Hatch reported that the budget reflects a shift away from a college operated bookstore as well as a move toward funding business and industry training and community education as both programs transition toward self-sufficiency.



- Schedule F, restricted fund revenues: Mr. Hatch reported that the proposed budget contains plenty of capacity and added that federal Pell grants go into this fund.
- Schedule G, auxiliary and restricted fund expenditures: Mr. Hatch reported that the auxiliary fund shows a large reduction in budget for bookstore as well as a large increase related to business and industry training and community education.

Addressing the expenditure limitation, Mr. Hatch explained that the estimated 2,650 FTSE estimate for the upcoming year will closely reflect actual FTSE levels. Given the growth the college has experienced and decisions made regarding expenditures, Mr. Hatch expects the college to have no issues with regard to the expenditure limitation.

4. **Special Meeting Agenda Item 3.: Request to Adopt the 2010-2011 Proposed Budget – Vice President Hatch**
Mr. Hatch explained that during the public hearing, he will address budget questions from the Board and the public as well as summarize the budget in preparation for the adoption of the proposed 2010-2011 budget during the special meeting.
5. **Agenda Item 7.A.: Request to Approve Intergovernmental Agreement (IGA) with the Governor’s Office of Economic Recovery (GOER) – Vice President Hatch**
Mr. Hatch reported that the IGA with GOER being presented for approval is exactly the same, except for the dollar amount, as a previously approved IGA with GOER for phase one stimulus funding and has been reviewed and signed by college legal counsel and will become effective upon approval by the Board. Mr. Hatch reported that phase two funding is \$418, 920 for a total allocation of just over \$1.7 million. Mr. Hatch reported that phase two funding will be a reimbursement for funds expended for faculty salaries and that the state is responsible for reporting stimulus funding activities.
6. **Agenda Item 7.B.: Request to Approve Transfer Admission Guarantee (TAG) Agreement Between Arizona State University and Northland Pioneer College – Vice President Vest**
Mr. Vest reported that the state legislature has long required the state universities and community colleges to develop transfer articulation for designated transfer associates degrees, with the exception of the Associate of Applied Science (AAS) degrees which have been viewed as a direct employment degree. Mr. Vest reported that the state universities have begun to express interest in articulating transfer pathways for AAS degrees as the universities themselves begin to develop technical degrees. Mr. Vest reported that Arizona State University and Northern Arizona University are negotiating individually with community colleges to establish transfer pathways. Mr. Vest explained that the TAG agreement presented for Board approval is brief and represents an initial overture to the college to establish individually negotiated, program specific and mutually beneficial transfer pathways under the general terms of the TAG agreement. Dr. Swarthout added that the TAG agreement is of benefit to NPC students as it will provide for the transfer of up to 75 credits of community college coursework to the university.
7. **Agenda Item 7.C.: Request to Accept Annual Strategic Planning Report – President Swarthout**
Dr. Swarthout reported that the bullet style annual strategic planning report highlights the year listing accomplishments for each pillar. Dr. Swarthout noted that this year the report is prefaced by events that bridge the plan and entire college including the Higher Learning Commission accreditation visit, the National League of Nursing accreditation visit and the cooperative effort to ensure the future of the college. Dr. Swarthout reported that the college did not accomplish much in pillars 5 and 6 due to budget constraints; made excellent progress in pillar 4; made significant progress in strengthening accountability; but was slow in strengthening technology in the absence of an Information Services Director. Mr. Parsons commented that given the economic environment, the college has done well despite budget constraints.
8. **Study Session Agenda Item 8.: 2010-2013 NPC Strategic Plan (First Read) – President Swarthout**
Mr. Vest explained that the Strategic Planning and Accreditation Steering Committee (SPASC) as a whole, is broken into six pillar groups that recruited members from outside of SPASC. Mr. Vest added that the individual pillars were put out to appropriate groups within the college to verify accomplishments and to reevaluate parts of the strategic plan that have not been accomplished. Mr. Vest noted that new areas were examined and folded into the strategic plan in a cautious manner that looked at new processes instead of spending large amounts of operational



funds. Dr. Swarthout reported that the 2010-2013 Strategic Plan is prefaced by new strategic initiatives consisting of crucial items that have been identified as top priorities. Dr. Swarthout reported that the current 10-year PEAQ accreditation pathway will no longer be available; AQIP, a year to year total quality pathway, will continue to be available; information on the new pathway is, at this time, still vague but does allow the college to choose accreditation projects; and the college will be moved to the new pathway if a pathway decision is not made.

9. Agenda Item 8.A.: Curriculum: Request to Approve Program Modifications – Vice President Vest

Chairman Jeffers recommended that the request to approve program modification, an action item, be presented and discussed in the regular meeting in order to have time to address two remaining informational items on the study session agenda.

10. Study Session Agenda Item 10.: Draft Memorandum of Understanding (MOU) Between University of Utah and Northland Pioneer College (Informational) – Vice President Vest

Mr. Vest reported that Dr. Henderson, Dean of Arts and Sciences, was approached by the social work department of University of Utah and asked to consider developing a partnership contingent upon the university securing grant funding. Mr. Vest explained that such a partnership could be a great opportunity for NPC students as it is currently very difficult to earn a baccalaureate degree without leaving the area. Mr. Vest reported that the college has provided a letter of support to the university and should grant funding be made available, staff will return to the Board to present a MOU for approval.

11. Study Session Agenda Item 11.: Student Refund Debit Cards (Informational) – Vice President Hatch

Mr. Hatch reported that the college serves as a conduit for Pell grant awards and issues checks to students for the difference between the award amount and obligations such as tuition, fees and books. Mr. Hatch reported that the business office produces about 3,000 checks annually and faces challenges in issuing refunds due to students losing checks or not having a banking relationship. Mr. Hatch announced the Visa or MasterCard debit card process will be implemented in the fall 2010 semester and that Higher One will be the company to address student refunds by allowing refund funds to be accessed by debit card, direct deposit, or check.

Study session ended at 10:50 a.m.

Respectfully submitted,

Russell Dickerson
Recording Secretary to the Board

Bill Jeffers
Chairman

Ginny Handorf
Secretary to the Board



Navajo County Community College District Truth in Taxation Public Hearing Minutes

May 18, 2010 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present: Bill Jeffers, Ginny Handorf, E.L. Parsons and Daniel Peaches.

Staff Present: President, Dr. Jeanne Swarouth; Vice President , Blaine Hatch; Vice President, Mark Vest; Recording Secretary to the Board, Russell Dickerson.

1. Call to Order

Chairman Jeffers called the Truth in Taxation public hearing to order at 11:00 a.m.

2. Property Tax – Vice President Hatch

Mr. Hatch reported that the college is proposing a tax increase of 2% based upon Truth in Taxation calculation and that Truth in Taxation notices and required information have been published twice in two newspapers. Mr. Hatch added that due to last minute changes by the Property Tax Oversight Commission, the property tax calculation numbers have changed. Mr. Hatch explained that the proposed tax increase of 2%, totaling \$234,631, results in a primary property tax of \$113.08 for a home valued at \$100,000—up from the current amount of \$110.86. Mr. Hatch added that the proposed tax increase is exclusive of increases received from new construction. Mr. Hatch reported that the proposed property tax for 2010-2011 be levied at a rate of \$1.1308 per \$100 of net assessed valuation for a total levy of \$11,975,227. Mr. Hatch noted that the actual property tax rate is a decrease of 0.4% from the current property tax rate and that the district no longer has any outstanding general obligation bonds and for the second year, will not levy a secondary property tax.

3. Invitation of Public Comment

Chairman Jeffers issued a call for public comment regarding the proposed tax levy increase. There was no comment from the public.

4. Adjournment

Mr. Parsons moved to adjourn the Truth in Taxation public hearing. Ms. Handorf seconded the motion to adjourn. *The vote was unanimous in the affirmative.*



Respectfully submitted,

Russell Dickerson
Recording Secretary to the Board

Bill Jeffers
Chairman

Ginny Handorf
Secretary to the Board



Navajo County Community College District 2010-2011 Proposed Budget Public Hearing Minutes

May 18, 2010 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present: Bill Jeffers, Ginny Handorf, E.L. Parsons and Daniel Peaches.

Staff Present: President, Dr. Jeanne Swarouth; Vice President, Blaine Hatch; Vice President, Mark Vest; Recording Secretary to the Board, Russell Dickerson.

1. Call to Order

Chairman Jeffers called the 2010-2011 Proposed Budget public hearing to order at 11:06 a.m.

2. 2010-2011 Proposed Budget – Vice President Hatch

Mr. Hatch reported that following the April District Governing Board approval of the preliminary budget, the college posted budget information on the college website as required by statute, issued a public notice of the budget hearing in newspapers, published a press release on April 29, 2010 and published the entire budget document in the Holbrook Tribune-News and a notice of budget hearing in the White Mountain Independent on May 12, 2010. Mr. Hatch reported that the levy limit sheet being presented to the Board has been adjusted for last minute property tax changes and is posted on the NPC website. Mr. Hatch reported that the proposed budget document was developed with broad input from the college and the Board and reflects changes in 2010-2011 that include a wage reduction of up to 2% for all regular employee classes, primarily related to an increase in benefit cost increases. Mr. Hatch reported that the proposed general fund budget is about \$52,000 more than the current budget due to increased contingency and overall, the proposed budget that can cover all potential changes in state aid that may occur following the sales tax election and require no additional adjustments. Mr. Hatch reported that the proposed general fund is \$24,437,607 and the proposed unexpended plant fund totals \$2,560,000. Mr. Hatch noted that for several years, the college has received no state capital funding and capital state aid is not expected in the near future. Mr. Hatch reported that the proposed budget will be well within the expenditure limit for the upcoming year.

3. Invitation of Public Comment

Chairman Jeffers issued a call for public comment regarding the proposed 2010-2011 proposed budget. There was no comment from the public.

4. Adjournment

Ms. Handorf moved to adjourn the 2009-2010 proposed budget public hearing. Mr. Peaches seconded the motion to adjourn. *The vote was unanimous in the affirmative.*



Respectfully submitted,

Russell Dickerson
Recording Secretary to the Board

Bill Jeffers
Chairman

Ginny Handorf
Secretary to the Board



Navajo County Community College District Governing Board Special Meeting Minutes

May 18, 2010 – 11:00 a.m.

2251 Navajo Boulevard, Holbrook, Arizona, 86025

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

Staff Present: President, Dr. Jeanne Swarouth; Vice President, Blaine Hatch; Vice President, Mark Vest; Recording Secretary to the Board, Russell Dickerson.

Agenda Item 1: Call to Order

Chairman Jeffers called the special meeting to order at 11:13 a.m.

Agenda Item 2: Request to Approve the 2010-2011 Property Tax Increase – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the 2010-2011 proposed primary property tax levy of \$11,975,227, the maximum allowable levy, derived from a rate of \$1.1308 per \$100 of net assessed valuation, a 0.4% decrease from the current year tax rate, as previously discussed in the study session and public hearing. Mr. Hatch noted that the college does not have any outstanding general obligation bonds and will not levy a secondary property tax. Ms. Handorf moved to approve the proposed 2010-2011 primary property tax increase as presented. Mr. Peaches seconded the motion. Mr. Parsons stated that he is not pleased with the increased budget in light of the current economic downturn and expressed concern for the burden shouldered by taxpayers who face layoffs and wage reductions. Mr. Parsons stated that he would, despite his absences during the budget development process, vote according to the wishes of the Board. In response, Chairman Jeffers commented that the Board and staff have been cautious with regard to spending college funds and will continue to conscientiously spend taxpayer money in the upcoming year. Chairman Jeffers added that funds included in the budget will not necessarily be spent as evidenced by current year expenditure reductions.

Roll call vote: Ms. Handorf, Chairman Jeffers, Mr. Parsons and Mr. Peaches voted to approve the 2010-2011 property tax increase as presented. Mr. Siquah was absent. *The motion to approve the 2010-2011 property tax increase passed by a margin of four votes to zero.*

Agenda Item 3: Request to Adopt the 2010-2011 Proposed Budget – Vice President Hatch

Mr. Hatch reported that the Board approved preliminary budget was posted and published according to statutory requirements and adjustments to the levy limit worksheet were incorporated into the budget being presented for final approval. Mr. Hatch reported that the budget document includes operational and staffing adjustments based upon the strategic plan, extensive involvement at the departmental and administrative levels, as well as discussions with the Board since the beginning of the calendar year. Mr. Hatch added that the presented budget revenues are based upon successful passage of Proposition 100 while expenditures are based upon the failure of the sales tax ballot initiative, allowing the college to move forward without further adjustments due to potential decreases in state aid. Mr. Hatch added that while similar in total amount to the current year, the proposed budget represents an approximate 10% reduction from the current year budget. Ms. Handorf moved that the Board adopt the 2010-2011 proposed budget as presented and discussed previously in the study session and public hearing. Mr. Peaches seconded the motion. Ms. Handorf expressed her appreciation to the people involved in the \$2.5 million expenditure reduction reflected in the 2010-2011 budget. Chairman Jeffers reiterated that during the budget publication period Mr. Hatch had not received any public comments regarding the proposed budget. *The vote was unanimous in the affirmative.*



Agenda Item 4: Adjournment

Ms. Handorf moved to adjourn the special meeting. Mr. Parsons seconded the motion to adjourn. *The vote was unanimous in the affirmative.*

Russell Dickerson
Recording Secretary to the Board

Bill Jeffers
Chairman

Ginny Handorf
Secretary to the Board



Navajo County Community College District Governing Board Meeting Minutes

May 18, 2010 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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

Staff Present: President, Dr. Jeanne Swarouth; Vice President, Blaine Hatch; Vice President, Mark Vest; Recording Secretary to the Board, Russell Dickerson.

Others Present: Everett Robinson, Linda Kor, Ina Sommers, MiAnna Tyler, Kathy McPherson, Kelley Horn, Ann Hess, Terrie Shevat, Karalea Kowren, Kate Dobler-Allen, Jennifer Lewis, Matt Weber, Sandra Johnson, Lois Johnson, Beulah Bob-Pennypacker, Hallie Lucas, Brenda Manthei, Mike Manthei, Tomie Zamora, Cliff Townens, Pat Canary, Carol Canary, Peggy Belknap, Richard Heimann, Jake Hinton, Preston Romero, Mary Mathias, Carolyn Pecotte.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:23 a.m. Ms. Handorf led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None.

Agenda Item 4: Reports

4.A. – Financial Position – Vice President Hatch

Mr. Hatch reported that through March, 75% of the budget period has expired. Mr. Hatch reported that March tax collections were on target and year to date tax receipts collected are at 68% collected. Mr. Hatch anticipates that April and May, which are higher collection months, will be on target. Mr. Hatch reminded Board members that the receipt of the fourth quarter distribution of State aid was previously announced at the April meeting and added that the college has received 100% of expected state aid for the year. Mr. Hatch reported that tuition and fees revenues are on target at 74% and noted that investment earnings continue to fall well below target. Mr. Hatch reported that grants and contracts are on target and that he expects budget targets to be met. Mr. Hatch reported that general fund expenditures are on target to be well below budgeted amounts and is at 60% through three quarters of the year. Mr. Hatch reported that unexpended plant fund revenues, mostly budget transfers, are on target and capital budget expenditures are at 41%; back taxes continue to be collected and are shown as revenues in the retirement of indebtedness fund and currently total \$75,000; restricted fund revenues and expenditures are balanced with a transfer of about \$108,000 from the general fund; auxiliary fund revenues and expenditures are on target at 83% and 52%, respectively; and net cash flow for the year totals about \$4.6 million.

4.B. – NPC CASO – Ina Sommers

Ms. Sommers, CASO president highlighted the group's accomplishments for the year which included:



- Student scholarships: NPC staff donated \$1,059 to the scholarship fund through payroll deductions; candy sales have generated \$3,300 in scholarship funds; and CASO has awarded two student scholarships totaling \$1,000.
- CASO awarded nine textbook reimbursement scholarships to CASO members furthering their education for a total award amount of \$1,690.
- The CASO non-foods drive held at the NPC annual picnic benefitted local charities and Ms. Sommers estimated that the paper and personal hygiene items collected donated by NPC staff had a value of \$1,000 to \$1,200.
- NPC staff has implemented a recycling program for plastic, paper and aluminum.

In summary, Ms. Sommers congratulated the retiring NPC staff and thanked them for their service to the college.

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

Dr. Johnson announced that her report would be the last as Faculty Association president and expressed her appreciation for administration, her colleagues and the willingness of the Board to listen to the concerns of faculty members. Dr. Johnson highlighted Faculty Association accomplishments for the year that included:

- A total college effort that led to the successful Higher Learning Commission visit and continued 10 years of accreditation.
- A revised shared governance procedure, involving faculty, CASO and the Student Government Association, has been submitted to Dr. Swarthout for review.
- The participation of 45 individual faculty members who occupied 66 college committee positions.
- The Faculty Association honored retiring faculty members with a dinner held at the Heward House on May 8, 2010.
- The Faculty Association will send a representative to the American Association of University Professors summer institute in San Diego, California.
- The Faculty Association has donated \$300 that was awarded at the NPC Student Art Show.

Dr. Johnson announced that next year, Gary Mack will serve as president; Brian Burson will serve as president-elect; Tracy Chase will serve as secretary; and Tom Nagle will serve as treasurer.

4.D. – NPC Student Government Association – Jake Hinton

Mr. Hinton introduced SGA senator Jennifer Lewis, of the Little Colorado Campus, who presented SGA president Preston Romero with an award on behalf of the SGA honoring his leadership and positive contributions to SGA and the college. Mr. Romero thanked the SGA senators, Mr. Hinton, administration and the Board for the opportunity to develop into a successful leader. Mr. Romero reported that the NPC student senate met on May 14, 2010 and approved \$2,000 to be used by the Fine Arts program to be used for scholarship and the purchase of artwork for the college permanent collection. Mr. Romero reported that SGA will provide gift cards in recognition of the hard work performed nominees for outstanding federal work study student awards. Mr. Romero reported that SGA is working to implement a netbook scholarship that will provide for nine netbooks to be used by students that will promote e-textbook use and online coursework. Mr. Romero announced that SGA will also select scholarship finalists for the summer study abroad program in Costa Rica. Chairman Jeffers congratulated Mr. Romero on his award.

4.E. – NPC Foundation – Lance Chugg

NPC Foundation Executive Director Lance Chugg recognized the efforts of the NPC financial aid department in enabling the NPC Foundation to award over 50 scholarships this year. Mr. Chugg explained that the scholarships fall into two categories: degree completer scholarships for students no longer eligible for financial aid funding; and the President's Scholars that receive funds to cover textbook costs. Mr. Chugg reported that the Foundation



partnered with the Northland Master Chorale and helped raise money through a raffle and citrus sales that raised over \$350. Mr. Chugg presented Board members with NPC key chains that were presented to graduating students at the commencement ceremony and reported that 50 graduates joined the Alumni Association at commencement. Mr. Chugg reported that the Foundation continues to pursue new tenants for the former District Office building and that he anticipates opening the fitness center by August. Mr. Chugg reported that the foundation is seeking energy efficiency grant funding to make improvements to the downtown facility that will result in an Energy Star rated building. Mr. Chugg reported that the Foundation continues to work to ensure a firm financial footing that in turn, benefits the community and college through scholarship opportunities. Ann Hess announced that the NPC website now includes a new scholarship search engine feature.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. April 20, 2010 Study Session Minutes
- B. April 20, 2010 Regular Board Minutes

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – Request to Approve Intergovernmental Agreement with Governor’s Office of Economic Recovery – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the IGA with the Governor’s Office of Economic Recovery for stimulus funding as previously discussed in study session. Mr. Hatch explained that the phase two allocation of stimulus funding will be \$418,920 for a total allocation of over \$1.7 million. Mr. Hatch reported that the funds are intended to be used as a reimbursement for college expenses related to faculty wages. Mr. Hatch noted that phase two funds are expected to be received prior to June 30, 2010 and are to be applied to expenses incurred in the current fiscal year. Ms. Handorf moved to approve the intergovernmental agreement with the Governor’s Office of Economic Recovery, as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request to Approve Transfer Admission Guarantee Memorandum of Understanding Between Arizona State University and Northland Pioneer College – Vice President Vest

Mr. Vest presented the staff recommendation to approve the Transfer Admission Guarantee memorandum of understanding between Arizona State University and NPC as discussed in study session. Mr. Vest explained that the agreement provides a number of benefits to NPC students; will allow the college to develop articulation pathways for Associate of Applied Science degrees to Bachelor’s of Applied Science or Bachelor’s of Science degrees at ASU; students will be able to transfer up to 75 community college credits. Mr. Vest added that NPC students will also be able to have joint or deferred admission; take advantage of capped university tuition under certain conditions; and NPC students who sign up for the TAG program will receive guaranteed admission to various university undergraduate programs. Mr. Vest added that Instructional Council reviewed the agreement and recommended approval. Mr. Peaches moved to approve the Transfer Admission Guarantee memorandum of understanding between Arizona State University and NPC as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*



7.C. – Request to Accept Annual Strategic Planning Report – President Swarthout

Dr. Swarthout presented the request to accept the annual strategic planning report as discussed in study session. Dr. Swarthout explained that the summary report provides the opportunity to assess and outline the progress of the college in meeting strategic plan goals over the past year. Dr. Swarthout briefly summarized strategic planning highlights that included successful Higher Learning Commission and National League of Nursing accreditation visits and efforts to secure the financial future of the college. Ms. Handorf moved to accept the 2009-2010 annual strategic planning report as presented. Mr. Parsons seconded the motion. ***The vote was unanimous in the affirmative.***

Agenda Item 8: Standing Business

8.A. – Curriculum: Request to Approve Program Modifications – Vice President Vest

Mr. Vest presented the staff recommendation to approve program modifications to the Fire Science Associate of Applied Science, Certificate of Applied Science and Certificate of Proficiency. Mr. Vest explained that the program updates are the result of recommendations from the dean, the Fire Science department and the advisory board that ensure the program is current and incorporates emerging technology and issues within local firefighter programs. Program modifications include course deletions and replacement with updated courses as well as adjustments to prerequisites and course sequencing. Responding to a Board question, Mr. Vest explained that there is no increase in program cost and may result in improved recruitment of students due to improved course sequencing. Mr. Parsons moved to approve the Fire Science program modifications as presented and approved by Instructional Council. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

8.B. – Strategic Planning and Accreditation Steering Committee Report – President Swarthout

Mary Mathias, SPASC Co-Chair, reported that at the last SPASC meeting, the group voted to send the revised 2010-2013 strategic plan to Dr. Swarthout to be forwarded to the Board for review. Ms. Mathias reported that SPASC is in the initial stages of mapping out possible future models for accreditation which will be the focus of SPASC's work in the upcoming year.

8.C. – Human Resources Update – Peggy Belknap

Peggy Belknap, Director of Human Resources, announced that six open positions are in process; Mr. Wei Ma has accepted the Faculty in Educational Technology position and will join the college on July 1, 2010; and Bobbi Sample has accepted the Human Resources Specialist III position. Ms. Belknap reported that employee contracts have already been mailed out and the Human Resources office has received a large number of signed contracts.

8.D. – Employee of the Month Award – Peggy Belknap

Ms. Belknap reported that the March Employee of the Month is Reg Tenney and his administrator victim is Dr. Swarthout who will be tasked with greasing tractors; the April Employee of the Month is Curtis Casey and his administrator victim is Mark Vest. Ms. Belknap reported that neither Employee of the Month was able to attend the meeting.

8.E. – Alumnus of the Month Award – Susan Olsen

Faculty member Barry Richins presented the Alumnus of the Month award to Jody Raikowski. Mr. Richins reported that Ms. Raikowski was a student of his many years ago and is currently employed by Summit Healthcare as a health insurance billing representative. Mr. Richins reported that when Ms. Raikowski was a student, she was active in student government, a member of Phi Theta Kappa and eventually earned two Associate degrees from NPC. Mr. Richins added that Ms. Raikowski's niece received her nursing degree from NPC and is an advocate of the college. Ms. Raikowski was presented the outstanding alumnus award and thanked NPC for the positive influence the college has had on her life.



8.F. – Emeritus, Meritorious and Retirement Awards for Dedicated Service – Peggy Belknap

Ms. Belknap remarked that with their retirements, the college is losing a combined 89 years of college service and experience. Dr. Patrick Canary, Barbara Hockabout, Janice Kraai, Dick Heimann and Brenda Manthei received faculty emeritus awards; Tommie Zamora received a meritorious service award; and Carolyn Pecotte was honored for her many years of service to the college. Spouses, family, friends and colleagues of the honorees were present for the award presentations and remained for a reception following the Board meeting.

Agenda Item 9: President’s Report – President Swarhout

Dr. Swarhout reported that she has been appointed to a Gila Community College committee to evaluate a request by the college to move from provisional to permanent status; she has been made the new president of the Arizona Community College President’s Council; she is a co-chair of APASC; she is a member of the Move On When Ready Task Force; and that NPC will host a meeting of Coconino Community College and Mohave Community College in June.

Agenda Item 10: Board Report/Summary of Current Events

Mr. Peaches announced that he has entered the race to be the next Navajo Nation President. Chairman Jeffers announced that the president’s evaluation will take place in June. Dr. Swarhout, following up on a recommendation from the Higher Learning Commission, suggested that a Board retreat be planned for August to include training.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, June 15, 2010.

Agenda Item 12: Adjournment

The meeting was adjourned at 12:25 p.m. upon a motion by Mr. Siquah, a second by Ms. Handorf, and a unanimous affirmative vote.

Respectfully submitted,

Russell Dickerson
Recording Secretary to the Board

Bill Jeffers
Chairman

Ginny Handorf
Secretary to the Board



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.

Addendum to President's Employment Contract

This Addendum to President's Employment Contract ("Addendum") is being executed by the District Governing Board of the Navajo County Community College District d/b/a/ Northland Pioneer College ("College") and Dr. Jeanne Swarthout (the "President") pursuant to §3(b) (Evaluation) of the President's Employment Contract ("Contract") to amend §4(a) (Salary) of the Contract as follows:

The parties hereby delete the first sentence of §4(a) in its entirety and substitute therefore the following:

The Governing Board shall pay to the President an annual salary of One Hundred Forty-two Thousand Six Hundred Eighty-eight and no one-hundredths Dollars (\$142,688), effective July 1, 2010.

The parties hereby republish the remainder of the President's Employment contract which shall remain in full force and effect.

In Witness whereof the parties execute this Addendum.

For the Governing Board:

By: _____

_____ Date

Its: _____

By: _____

Jeanne Swarthout, Ph.D.
President of Northland Pioneer College

_____ Date

PRESIDENT'S EMPLOYMENT CONTRACT

This Contract is entered into as of the 19th of June, 2007, by and between the Governing Board (the "Governing Board") of the Navajo County Community College District (the "College"), and Jeanne Swarhout, (the "President").

RECITALS

A. The Governing Board, at a meeting held on the 19th day of June, 2007, approved the employment of President in accordance with the terms and conditions of this Contract; and,

B. President desires to be employed by the Governing Board in accordance with the terms of this Contract.

AGREEMENT

For and in consideration of the mutual promises and covenants set forth in this Contract, it is agreed between the Governing Board and the President as follows:

1. **Employment**: The Governing Board hereby employs President and President hereby enters into the employ of the Governing Board as President of the Northland Pioneer College, at all times subject to the terms of this Contract.

2. **Duties**: In President's capacity as President of the College, President shall be responsible for and perform all acts and duties incident thereto, including but not limited to, the following:

a. The performance of all duties and responsibilities of President as set forth in the appropriate Job Description and Governing Board Policies of the College as now or hereafter adopted;

b. The performance for the Governing Board and for the College of all duties and responsibilities of community college presidents generally imposed by or implied from the laws of the United States and the State of Arizona, including but not limited to Arizona Revised Statutes Title 15, other applicable laws, rules or regulations, or customs and practices in Arizona;

c. The serving as the Chief Administrative Officer of the College and Chief Executive Officer of the Governing Board; and

d. The performance of such other duties and responsibilities as from time to time may now or hereafter be reasonably assigned to the President by the Governing Board.

3. **Terms:**

a. **Term:** This Contract shall take effect as of the 15th day of May, 2007, and continue in force thereafter through the 30th day of June, 2010, subject however, to termination and extension as hereafter provided.

b. **Evaluation:** Annually, but no later than the 31st day of March of each calendar year during the term of this Contract, the Governing Board shall review with President the President's performance as President of Northland Pioneer College; President's progress towards goals established by the Governing Board or President; the working relationship among President, the Governing Board, the staff, the students and the community at large; whether President should continue to be employed by the Governing Board; changes in the annual salary, if any, and other terms and conditions of employment for the next subsequent year; and any other matters relative to the employment of President. As part of this annual review, College employees shall be given an opportunity to provide an evaluation of the President's performance at least one calendar month prior to the Board review date. President shall annually advise the Governing Board of this obligation during the preceding month of February.

c. **Contract Renewal:** The Governing Board, in its sole discretion and with or without cause, may at any time decline to renew this Contract for an additional term. Further, if requested by President, this Contract shall not be renewed.

4. **Compensation:** The Governing Board shall pay to President, and President agrees to accept from the Governing Board, in full payment for President's services hereunder, compensation and other benefits as follows:

a. **Salary:** The Governing Board shall pay to President an annual salary of one hundred and forty thousand dollars (\$140,000.00). Such salary is not inclusive of the other benefits otherwise provided. The salary of President shall be paid in equal semi-monthly installments in accordance with the policy of the Governing Board Governing the same for its full-time professional employees or as otherwise agreed. The Governing Board retains the right (but is not obligated) to increase the annual salary of President during the continuation of this Contract, effective July 1 of any year during the term of this Contract. It is understood, however, that by amending President's salary (or any benefits), it shall not be deemed that the Governing Board has entered into a new agreement with President or has extended the termination date of this Contract.

b. **Benefits:** During the term hereof, President shall receive or participate in the benefits provided generally to full-time professional staff members of the Governing Board on the same basis as available to those staff members, including, but not limited to, vacation leave, sick leave, disability leave, health insurance and retirement benefits, and to such other benefits as may from time to time be approved by the Governing Board. Such benefits are subject to change at any time on the same basis as generally changed for full-time employees.

President shall further be entitled to such other benefits as may from time to time be approved by the Governing Board specifically for President or required to be provided President by law. Except for such benefits or the benefits set forth in this Contract, President shall be entitled to no further benefits from the Governing Board except as specifically required by law.

5. **Loyalty**: President shall devote all of the President's time, attention, knowledge and skills solely and exclusively to the business and interests of the Governing Board and the College. President may, however, undertake consulting work, speaking engagements, writing, lecturing or other activities which do not interfere with the discharge of President's duties and responsibilities hereunder. The determination of the Governing Board as to whether such other work interferes with the discharge of President's duties and responsibilities hereunder shall be conclusive.

6. **Discharge and Termination**: President may be discharged and this Contract terminated at any time (even during the term of this Contract) for cause. Cause shall include but not be limited to breach of any material provision of this Contract, failure to comply with or to enforce the policies of the Governing Board, and when the interests of education in Arizona require discharge as prescribed in Arizona Revised Statutes Section 15-1443(A)(8). In addition, this Contract may be terminated pursuant to paragraphs 7 (pertaining to Disability), 8 (pertaining to Death), and 9 (pertaining to Contract Buy-Out), below.

In the event that the Board claims that cause exists to terminate the President prior to the expiration of this agreement, the Board shall provide the President with a written statement of its intent to discharge and the reasons for the discharge. Before the Board makes a final decision, the President is entitled to a hearing with the Board in open or closed session, within thirty (30) calendar days of the issuance of the written statement. The President may be represented by legal counsel at the President's expense and may present any evidence to the Board to rebut the stated reasons for discharge. After the President has had an opportunity to respond to the stated reasons for discharge, the Board will make a final decision in writing. The President may pursue any remedy deemed appropriate to challenge the final decision of the Board.

7. **Disability**: This section shall be construed to be consistent with applicable federal and state laws governing the employment of persons with disabilities.

In the event the President becomes ill or disabled and is unable to perform the essential function of the position with or without reasonable accommodation of the position for the period of forty-five (45) calendar days, the Board may require a fitness for duty examination and the President shall not unreasonably withhold consent. The examination, to be performed by a licensed physician selected by the College, will be for the purpose of determining if the President's inability to perform the essential functions of the position will likely continue for a period of at least six (6) months from the initial date of illness or disability. The physicians' determination will be provided to both parties and the Board agrees the report shall be held in the strictest confidence. If the

President wishes to have a second licensed physician's opinion considered by the Board, the President may consult with a physician of his own choosing, and that physician may conduct a second examination for the same purposes as the initial examination described above. The second physician's opinion will be provided to both parties, and the Board agrees the report shall be held in the strictest confidence.

Upon determination that the inability to perform the essential functions of the position will likely continue for a period of at least six (6) months from the initial date of illness or disability, the President will immediately vacate the President's position and will be assigned as "Administrator on Special Assignment." The President will be entitled to use sick leave, vacation, and family leave as permitted by law, and/or disability retirement as though continuing in the position of President. The President's employment will terminate when all paid or unpaid leaves have been exhausted. When a President vacates his or her position, the College may post and fill the position of President.

8. Death During Employment: If the President shall die during the term of this employment, the Governing board shall pay to the person or persons named by the President in writing, or if none, to the estate of the President the compensation which otherwise would be payable to the President up to the end of the month in which the President's death occurs. Thereafter, the Governing Board shall have no further responsibilities hereunder, and this Contract shall terminate automatically. Again, the provisions hereof shall not be deemed to affect any other benefits which may be available to the President, including, but not limited to, those available under the applicable retirement program, health and life insurance, workers' compensation or otherwise

9. Contract Buy-Out: The Governing Board shall have the right, with or without cause, and with or without giving any reason therefore, to terminate this Contract and purchase or buy out President's right or interest herein. The purchase price shall be based on the number of months remaining under the Contract as follows:

Months Remaining	Purchase Price
1-12	\$75,000
or pro rata balance remaining, whichever is less	
13-24	\$100,000
25-36	\$125,000

To terminate this Contract under this provision, the Governing Board shall notify the President of its election to terminate the Contract and the effective date of termination, which may be immediately. Notice shall be in writing, personally delivered to the President or mailed by certified mail, return receipt requested, postage prepaid, addressed to President at President's last known address as disclosed for income tax purposes to the district's business office. If mailed, such notice shall be considered effective when mailed, irrespective of when received. The notice shall be accompanied by payment of the purchase price less required withholdings of income taxes, retirement or social security contributions and the like. Upon termination and payment, the

President shall have no further rights or claims whatsoever against the Governing Board, the individual members thereof, the District or the College regarding President's employment.

10. **Referrals to President:** The Governing Board, collectively or individually, shall promptly refer to the President all criticisms, complaints and suggestions called to their attention relative to the President or the College for the President's study and recommendation.

11. **Professional Activities:** The President is encouraged to attend appropriate professional meetings at the local, State and national levels, including, but not limited to, those of the Arizona Community College Association. As approved from time to time by the Governing board or in accordance with its general policies, reasonable costs of attendance will be paid by the Governing Board.

12. **No Tenure:** The President acknowledges that the President is not eligible for "tenure" or the status of a College employee who has completed any applicable probationary period. Moreover, neither this Contract nor other matters regarding the President's employment shall be deemed to confer tenure status on President whether express or implied. President's rights are limited to those set forth in this Contract.

13. **Resignation:** The President may resign during the term of this Contract by providing the Board with written notice of at least 90 days.

14. **Miscellaneous:**

a. **Governing Law:** This Contract has been executed in the State of Arizona and shall be governed in accordance with the laws of the State of Arizona in every respect and other applicable laws, rules and regulations. This Contract is further subject to the Governing Board's Policies and Regulations as now or hereafter adopted.

b. **Headings:** Paragraph headings and numbers have been inserted for convenience of reference only. If there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

c. **Exclusive Terms:** This Contract contains all of the terms agreed upon by the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral or written, including, but not limited to, any prior Contract.

d. **Severability:** The provisions of this Contract shall be deemed severable, and the invalidity of any portion hereof shall not affect the validity of the remainder thereof.

e. **Binding Effect:** This Contract shall be binding upon and inure to the benefit of the respective parties and their respective heirs, legal representatives, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have duly executed this President's Employment Contract as of the day and year first above written.

GOVERNING BOARD

Navajo County Community College District

By: _____
Daniel Peaches, Chairman

By: _____
Dr. Jeanne Swarthout, President


e. **Binding Effect:** This Contract shall be binding upon and inure to the benefit of the respective parties and their respective heirs, legal representatives, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have duly executed this President's Employment Contract as of the day and year first above written.

GOVERNING BOARD

Navajo County Community College District

By: 
Daniel Peaches, Chairman

By: 
Dr. Jeanne Swarthout, President

Request for Adoption of the Northland Pioneer College 2010-2013 Strategic Plan

Recommendation:

Staff recommends the adoption of the Northland Pioneer College 2010-2013 Strategic Plan.

Summary:

The College's Strategic Plan is evaluated and revised annually. In May 2010, staff presented a summary of accomplishments for the Strategic Plan year 2009-10 and the revised 2010-2013 Strategic Plan as a first read. Members of the Strategic Planning and Accreditation Steering Committee (SPASC) reached out to various groups within the College for input on this revision and also sent it out the College at large to provide a period of time for review and comment. The 2010-2013 Strategic Plan includes a new Presidential Strategic Initiatives section.



Northland Pioneer College

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Northland Pioneer College Strategic Plan 2010-2013

Presidential Strategic Initiatives, April, 2010

Northland Pioneer College's updated 2010-2013 Strategic Plan is thorough and well-thought out. However, the president of the college has identified certain strategic initiatives that must move rapidly to the forefront of college planning, decision-making and implementation. Additionally, the recently unveiled requirement by the Higher Learning Commission for a new accreditation pathway demands immediate attention to these initiatives. The president is issuing the following strategic initiatives as a preface to the NPC Strategic Plan; these strategic initiatives must be the main focus of our work together for the next several years.

1. Online processes, quality checks and compensation resolved and in place by September 2010.
2. Plan for Assessment of Student Services Support of Student Learning completed in 2010-11, implemented in 2011-12.
3. Decision, plans and budgeting of resources for new Higher Learning Commission accreditation pathway completed by December, 2010; implementation initiated January 2011.
4. Dedication of resources, to the degree that is financially possible, to fully support our network, technology and instructional support resources.
5. Roll-out of web conferencing for delivery of coursework with classroom testing beginning spring 2011 semester.

Pillar 1: Advance High Quality and Accessible Learning Opportunities

Overall Responsibility: Vice President for Learning and Student Services

Priority 1: Improve student learning

Next Major Milestone: May 30, 2011

Responsibility: Vice President for Learning and Student Services, Director of Information Services, Academic Deans, Director of Enrollment Services, NPC Faculty Association

Goals:

1.1.1 Continue improvement of distance education delivery systems

Supports HLC Core Components 2c, 3bcd, 4bd, 5c

- Improve hybrid courses and add more hybrid courses where appropriate
- Improve use of LMS in existing courses
- Enhance audio and video environments by developing a better distribution system for materials/exams, returning student work [e.g. use of work study students]
- Provide training workshops for all faculty and other interested employees

- Implement courses through ADOBE CONNECT (or other system) by Spring 2011 for selected programs (e.g. ECD) to reach multiple sites
- Continue to revise guidelines for online course development and continue to develop priorities for development of new online courses
- Survey students on scheduling and delivery platform preferences

1.1.2 **Emphasize advising and course selection based on placement testing**

Supports HLC Core Components 3abcd

- Continue to review and revise placement system through analysis of student performance data

1.1.3 **Improve pedagogical strategies and techniques**

Supports HLC Core Components 2b, 3d, 4abcd

- Identify and prioritize types of professional development activities needed
- Create additional "in-house" development opportunities as identified and as budget constraints allow

1.1.4 **Improve tutorial support**

Supports HLC Core Components 2b, 3bcd, 4d, 5a

- Build a database on tutoring history, student success, funding, availability, etc.
- Implement tutor training course
- Identify faculty as tutor trainers and mentors to provide training for 5 to 10 tutors per identified subject area
- Continue improved communication between academic departments and tutors
- Develop recommendation to expand and/or restructure tutoring services
- Improve student awareness of tutoring services/opportunities

1.1.5 **Explore day care possibilities (by May, 2013)**

Supports HLC Core Components 2abd, 3c, 5acd

- Survey communities for day care needs
- Investigate grant funding to support the implementation of day care services for students
- Explore a demonstration model and training site for ECD and EDU students

1.1.6 **Focus efforts on the retention and academic success of specific student populations including students who are: the first in their family to attend college; students with diagnosed disabilities; low income students; and Native American students**

Supports HLC Core Components 2a, 3d, 4a, 5abc

- Provide enhanced student support for students in these populations (see 2.3.3 and 1.1.4 for example)

1.1.7 **Maintain and consider increasing tuition-in-kind and/or scholarship opportunities for degree seeking students especially in specific programs as designated by Division Deans and the Vice President for Learning and Student Services (e.g. TLC, ECD, designated CTE programs, Nursing, and the Fine and Performing Arts)**

Supports HLC Core Components 2a, 3d, 4a, 5b

1.1.8 **Enhance co-curricular activities that promote student learning opportunities**

Supports HLC Core Components 2ab, 3bd, 4abd, 5ab

- Support learning focused activities in co-curricular activities such as Northern Flight, student art shows, performing arts projects, and Skills USA
- Enhance support for students in these activities (see 1.1.4 for example)

Priority 2: Update curriculum (programs) and course offerings in response to community and workforce needs and student interests

Next Major Milestone: May 30, 2011

Responsibility: Vice President for Learning and Student Services, Academic Deans, Instructional Council, Faculty

Goals:

1.2.1 Seek approval for select baccalaureate degrees especially in Nursing, ECD, FRS and Education
Supports HLC Core Components 2abd, 4abc, 5abcd

1.2.2 Improve AAS and CAS programs as budget constraints allow
Supports HLC Core Components 2abd, 4c, 5abcd

- IC should review effectiveness of all programs
- Explore AAS degrees that respond to community needs and interests; consider eliminating programs that do not meet these interests

1.2.3 Assess short-term curriculum and short turnaround class offerings
Supports HLC Core Components 1e, 2ad, 3c, 4c, 5abcd

- Evaluate results and make recommendations

1.2.4 Continue to expand internship opportunities
Supports HLC Core Components 2a, 3c, 4d, 5abcd

- Identify partners and programs for internships
- Develop agreements
- Promote internship opportunities among students (*by August 2010*)
- Initiate apprenticeships with industry partners (*to begin by January 2011*)

Priority 3: Document learning in all courses and programs

Next Major Milestone: May 30, 2011

Responsibility: Vice President for Learning and Student Services, Academic Deans, Faculty, Student Services Staff

Goals:

1.3.1 Participate in HLC Assessment Academy

Supports HLC Core Components 1e, 2c, 3abcd, 4abcd, 5d

- Examine general education course outlines to align specific course outcomes with general education program outcomes
- More clearly and explicitly assess general education student learning outcomes
- Assess critical thinking, communication and at least one other component of the general education program with a sample of students
- Build more widespread faculty involvement in the assessment process

1.3.2 Revise and improve program review

Supports HLC Core Components 1e, 2c, 3abcd, 4b, 5ac

- Implement new program review cycle with annual reports and full-scale program reviews every three years
- Implement revised program review reporting/documentation template
- Complete needed program reviews

1.3.3 Strengthen departmental assessment of student learning

Supports HLC Core Components 1e, 2c, 3abcd, 4b, 5ac

- Continue annual departmental assessment of student learning while developing multiple measures of student learning
- ASK Committee members will work with individual departments to improve the design and measurement of student learning outcomes
- Have a faculty member chair the ASK Committee and provide release time commensurate with the responsibilities and time commitments required of the chair

1.3.4 Work more with advisory committees on documenting learning outcomes

Supports HLC Core Components 1e, 2bc, 3a, 4acd, 5abcd

- Focus on more consistent and effective use of advisory committees
- Establish advisory committees for new programs
- Sustain system of documentation and archiving of results

Pillar 2: Strengthen Institutional Planning and Accountability

Overall Responsibility: President

Priority 1: Determine service area needs

Next Major Milestone: January 1, 2011

Responsibility: President, Campus and Center Managers, Executive Team, Institutional Research

Goals:

2.1.1 Increase utilization of Community Advisory Council

Supports HLC Core Components 1de, 2ad, 5abcd

- Schedule Community Advisory Council meetings at least three times per year
- Bring recommendations forward to appropriate College committees

2.1.2 Conduct survey of local business and industry to determine if the College is meeting their present and future needs

Supports HLC Core Components 2acd, 4ac, 5abcd

2.1.3 Conduct a survey of general community focused on core questions, regarding NPC programs and asking community to grade NPC on key issue areas

Supports HLC Core Components 1de, 2ad, 5abcd

- Increase feedback between advisory committees and appropriate faculty
- Compile list of surveys already conducted in service areas and evaluate for usefulness
- Use survey data in business model for new programs and for effectiveness evaluation of current programs

Priority 2: Enhance enrollment, recruitment and management procedures

Next Major Milestone: May 30, 2010

Responsibility: Vice President for Learning and Student Services, Director of Enrollment Services, Director of Marketing, Enrollment Management Committee, Executive Team, Campus and Center Managers

Goals:

2.2.1 Develop ideal FTSE goal and attainment plan for the College

Supports HLC Core Components 1abcde, 2abcd, 3c, 4d, 5abcd

- Invite community participation through focus groups and community councils
- Incorporate program growth capacity through Academic Deans, faculty and advisory committees
- Develop College FTSE target and plan for achieving FTSE target (*June 1, 2011*)

2.2.2 Adopt and implement Enrollment Management Plan

Supports HLC Core Components 1c, 2ad, 5acd

- Increase retention rates over the next five years by 5-7.5%
- Improve graduation rates each year by 5%
- Broaden College's outreach efforts and recruitment of Native American population
- Increase student satisfaction through College Wide Service and Training Standards
- Implement series of retention strategies that foster cooperation between instructional and service areas of the College
- Develop a plan to improve advising and student retention through analysis of data and in cooperation with the Director of Enrollment Services

2.2.3 Expand alumni contact program and job placement services to assist with recruitment, retention and fundraising

Supports HLC Core Components 2abcd, 4c, 5abcd

2.2.4 Evaluate actual costs on individual programs and classes as well as evaluate and update course fees as appropriate to recoup course and program costs

Supports HLC Core Components 2abcd, 3d, 5a

2.2.5 Increase pool of qualified adjunct faculty

Supports HLC Core Components 2b, 3bc, 4ad

- Increase interactions with local high school faculty
- Increase contact between College and high school faculty in dual enrollment course offerings
- Identify major areas lacking qualified adjuncts

Priority 3: Review and implement enhanced marketing and public relations Initiatives

Next Major Milestone: January 1, 2011

Responsibility: Marketing, Executive Team, Academic Deans, Enrollment Management Committee, Information Services

Goals:

2.3.1 Create a competitive, informative, industry standard Web presence at www.npc.edu

Supports HLC Core Components 1a, 2b, 5d

- IS will train faculty and staff to utilize the Web content management system to manage their NPC information on the public Web site
- Deploy faculty and department pages on the public Web site
- Work with deans and faculty to build out faculty/department pages with current information

2.3.2 Work to increase enrollment in transfer degree courses

Supports HLC Core Components 3acd, 4bc

- Emphasize cost savings and ease of transfer
- Disseminate new Transfer Guide to community partners, high schools and potential students
- Create a pool of student success stories for use with target audience
- Increase fun and enticing promotional items available to give away

2.3.3 Work to increase numbers of Native American students

Supports HLC Core Components 1b, 2a, 3d, 5c

- Survey Native American students and evaluate current course offerings based on student need, demand and access
- Build out distance delivery of student and academic support services

2.3.4 Consider marketing and offering one session "teaser" versions of courses that need to build enrollment which would be free, advertised and run one week prior to the start of the semester

2.3.5 Increase marketing for area vocational skills programs, job retraining and skills enhancement

Supports HLC Core Components 1b, 2a, 3d, 5c

- Create a pool of student success stories for use with target audience
- Increase fun and enticing promotional items available to give away
- Disseminate a Career Guide to help advertise these programs
- Develop an alumni database/tracking system in cooperation with NPC Foundation
- Contact recent CTE graduates and employers to evaluate success and knowledge base of CTE graduates and program effectiveness

2.3.6 Increase community awareness of NPC locations and offerings

Supports HLC Core Components 2ad, 5bd

- Build community relations through increased advertising of art and cultural events
- Meet with Academic Deans to decide on key programs to market
- Conduct direct mail campaigns that announce registration dates
- Create a general information brochure that will be placed in local community businesses and around our campuses/centers in 4 color
- Purchase advertising time on movie theater screens in Show Low and Pinetop
- Create targeted open houses to highlight key programs as identified by deans

Pillar 3: Strengthen Technology to Support Learning and Service

Overall Responsibility: Director of Information Services

Priority 1: Develop and maintain a reliable, safe, progressive and efficient infrastructure to support the essential functions of the College

Next Major Milestone: August 31, 2011

Responsibility: Director of Information Services

Goals:

3.1.1 Enhance technology resources and infrastructure to increase and improve support for College operations while reducing the College's impact on the environment

Supports HLC Core Components 1ce, 2abd, 4d

- Provide minimum 100Mbps WAN connections between all locations and backup WAN connections between the four campuses (*December 2013*)
- Integrate document-imaging and electronic form processing into primary business and enrollment processes (*December 2011*)
- Maintain standardized technology infrastructure aligned with College and industry standards
- Maintain regular replacement cycles for all equipment and software according to an approved maintenance plan
- Ensure all computer and communications systems comply with federal and state laws, regulations and policies
- Upgrade telephone to Voice Over IP at all campuses and centers and integrate TTY/TDD services (*June 2012*)
- Provide ubiquitous wireless capabilities College wide (*August 2011*)
- Deploy remote network, server, and desktop management systems College wide (*March 2011*)
- Train staff to provide network engineer services, system administrator services and expand computer support positions as budget allows
- Monitor and manage direct and indirect energy consumption of all IS Assets with real time reporting and annual reduction targets
- Provide 2GB network storage for all students and employees (*December 2010*)
- Build private network connections to Hopi and Kayenta (*December 2012*)
- Increase network reliability by adding an active secondary connection to the Internet (*December 2010*)
- Increase network reliability by adding an active secondary connection between key retransmission locations (e.g. between PDC and WMC, WMC and Greens Peak) (*August 2012*)
- Provide public and internal remote access to College meetings via Web conferencing (*August 2010*)
- Implement security and recovery plans that include active secondary or parallel systems and backup at remote locations and between locations for critical services (e.g. e-mail, Web servers, file servers, core network, databases and financial systems) (*August 2011*)
- Pilot a test group of thin clients within the College focusing on general library, library open lab and library testing computers (*March 2011*)
- Ensure that the role of the Support Center is to provide highly efficient and effective Tier 1 support by integrating Support Center and IS Technician roles (*March 2011*)

- Strengthen and support existing network infrastructure through discovery and documentation of what is currently in place with a complete network audit to support the current and future needs of the College (*December 2010*)
- Ensure that there is an effective advisory group in place to actively communicate the needs of College staff and students in areas related to information technology (*March 2011*)
- Explore the implementation of single sign-on authentication for all College systems (*August 2011*)
- Implement an internal NOC (*August 2012*)

Priority 2: **Provide technological solutions to increase instructional effectiveness and administrative support**

Next Major Milestone: *August 31, 2010*

Responsibility: *Director of Information Services*

Goals:

3.2.1 Enhance technology resources and infrastructure to increase and improve support for classroom instruction, including all areas of distance learning

Supports HLC Core Components 1c, 2bd, 3bcd

- Provide at least one mobile or permanent interactive whiteboard with audio/video transmission capabilities for 50% of classrooms and labs (*December 2012*)
- Implement a comprehensive print management and access solution (*December 2010*)
- Integrate online library services into College wide information access systems to simplify local and remote access to library databases, catalogs and other electronic library assets (*August 2010*)
- Enable infrastructure to support 100% online and universally accessible curricula (*December 2011*)
- Explore grant funding opportunities to install wireless audio-amplification systems in PAC and symposiums (*August 2012*)
- Provide audio/video-capable portable computers with access to DRA resources for every student requesting access and migrate DRA software to domain profiles (*August 2011*)
- Enable video remote interpreting and other assistive technologies in every classroom, lab and at least one conference room per campus/center (*August 2011*)
- Automate recurring IR generated reporting
- Provide automated reports for enrollment, budget and auditing

3.2.2 Provide administrative and student services with increased efficiency, scope and reach through technology

Supports HLC Core Components 1ce, 2ad, 4d

- Enable 100% online registration and offer as a student enrollment option (*August 2011*)
- Enable audio/video desktop conferencing systems on 25% of staff computers (*August 2010*)
- Provide training and information to staff and students for the College's emergency notification system (*October 2010*)
- Evaluate the current ERP/SIS solution (Jenzabar) and determine if it needs to be revamped or replaced to meet the current and future needs of the College (*March 2011*)

3.2.3 Establish, develop and deliver training

Supports HLC Core Components 1ce, 2abd, 4ad

- Provide basic curricula for using all College wide systems (March 2011)
- Provide continuous training for IS staff
- Establish professional educational organization memberships, as budget allows

Pillar 4: Strengthen Human Resources and Employee Relations

Overall Responsibility: Vice President of Administrative Services

Priority 1: Foster an institutional environment that encourages teamwork, pride in job and institution, and professional growth and development

Next Major Milestone: May 30, 2011

Responsibility: Director of Human Resources & staff, Executive Team

Goals:

4.1.1 Improve communications College wide

Supports HLC Core Components 1a 3bd, 4d

- HR monthly topics e-mailed to All NPC with links to info on MyNPC (if applicable)
- Conduct college wide site visits by HR Director every October and March.
- Explore how MyNPC could help facilitate better communications college wide and provide training
- Establish and enhance written communication protocols and training

4.1.2 Develop programs that recognize individual and group achievement

Supports HLC Core Components 1d, 2c, 5ad

- Review or establish a written procedure for college service awards
- Review or establish written procedure for retirement recognition for faculty & staff
- Review Employee Recognition Program established and implemented at Spring Convocation 2010
- Develop and implement a more comprehensive wellness program

4.1.3 Promote professional development opportunities for staff and faculty

Supports HLC Core Components 1de, 2b, 3b, 4abd

- Actively recruit in-house talent to present professional development workshops
- Develop in house training calendar
- Investigate expanding adjunct faculty participation and recognition
- Implement the customer service components outlined in the Enrollment Management plan

4.1.4 Foster teamwork

Supports HLC Core Components 2c, 4bd, 5bd

- Research effective team-building activities
- Train employees on appropriate professional behavior

Priority 2: **Establish stability, consistency and excellence in College staff and services**

Next Major Milestone: *June 30, 2011*

Responsibility: *Human Resources Director & staff, Employee Relations Committee*

Goals:

4.2.1 Update policies and procedures

Supports HL Core Components 1abcde, 2d

- Make a list of policies/procedures and prioritize for review
- Review and revise 12 policies/procedures annually, one per month.

4.2.2 Create an employee mentoring program

Supports HLC Core Components 1ce, 2bcd, 4ad

- Research current practices and needs in NPC departments
- Create a comprehensive plan for college-wide mentoring
- Implement initial phase of plan August 2010 if supported by the budget

4.2.3 Provide training appropriate for all employees

Supports HLC Core Components 1ce, 2abcd, 4ad, 5c

- Annually survey all employees to find out what kind of specialized training they need.
- Provide opportunity for new and current employee training, for example: MyNPC, Moodle, Outlook, Drupal, Mac, etc.)
- Continue to evaluate and revise the employee two-part orientation program in August and January of every year
- Provide specialized technology training for specific departments and specific jobs in conjunction with IS
- Provide customer service training to all front line personnel
- Work with Academic Deans and faculty to create and provide short term 2-4 hour workshops to facilitate teaching effectiveness
- Create a list of employee expertise to draw on for in-house training workshops

4.2.4 Provide mandatory training regarding legal issues in the workplace

Supports HLC Core Components 1cde, 3bd, 4ad, 5c

- Create and prioritize a list of mandatory training topics regarding legal issues that need to be developed, as well as scheduling time-frame
- Explore best options for delivering mandatory training and training completion-accountability (online, convocation, small group, etc.)

Priority 3: **Strengthen hiring, evaluation and compensation standards**

Next Major Milestone: *May 30, 2011*

Responsibility: *Executive Team, Director of Human Resources, Academic Deans, Campus and Center Managers*

Goals:

4.3.1 Create and maintain an equitable and transparent compensation structure

Supports HLC Core Components 1e, 2bd

- Evaluate all positions, and update/revise/create position descriptions

- Evaluate, and possibly revise, our current hiring placement system for faculty, non-exempt, and exempt employees
- Evaluate recommendations and implement updates to the compensation process based on funding

4.3.2 Create plan to enhance procedures that foster the hiring of quality qualified personnel

Supports HLC Core Components 1e, 2ab, 5abcd

- Evaluate current hiring processes
- Survey all departments to formulate a plan for enhancement
- Submit plan for 2011--2012 budget consideration by January 2011

4.3.3 Review adjunct faculty employment standards, hiring procedures and compensation

Supports HLC Core Components 1e, 2ab, 5abcd

- Audit and ensure that adjunct faculty are being compensated at the correct levels
- Review tracking system for adjunct faculty qualifications
- Investigate creating a salary schedule similar to fulltime faculty
- Annually survey Deans regarding needs for adjunct faculty

4.3.4 Evaluate and assess job performance

Supports HLC Core Components 1de, 2c, 3b, 4bd

- Facilitate supervisors in conducting annual performance evaluations for all employees
- Review, evaluate and revise evaluation tools and procedures
- Improve completion rates of probationary performance reviews by sending reminders to supervisors and creating more accountability
- Research, develop, and implement training for supervisors on how to conduct a performance review

Pillar 5: Strengthen Fiscal Resources to Support Critical Programs and Services

Overall Responsibility: Vice President of Administrative Services, President

Priority 1: Identify and develop a variety of funding alternatives

Next Major Milestone: May 30, 2010

Responsibility: Vice President of Administrative Services, Director of Financial Services, President, NPC Foundation Executive Director, Financial Aid Director, SBDC Director, Dean of CTE

Goals:

5.1.1 Seek grant opportunities

Supports HLC Core Components 2ab, 3bc, 4, 5abcd

- Explore the implementation of a self-funded grant position
- Determine an internal grant application process
- Identify available federal and state grants
- Determine annual grant target funding level

- Establish process for prioritizing which grants to apply for by determining whether the match or compliance requirements provide a good opportunity for NPC utilizing the Carl Perkins Grant Manager's assistance to make such determinations
- Establish internal approval process prior to submitting grant applications

5.1.2 Enhance awareness and effectiveness of NPC Foundation

Supports HLC Core Components 1cd, 2d, 4a, 5abcd

- NPC to provide Foundation with annual target for student scholarships it plans to award
- Increase endowment scholarships
- Continue to support governance structure; require a move toward becoming cost neutral
- Recruitment of members; development of the Alumni Association
- Continue to support fund-raising activities by providing marketing assistance with literature to ensure professional quality
- Recruit volunteers to fulfill the administrative duties of fundraising
- Establish an annual fund

5.1.3 Support community development to maximize assessed valuation

Supports HLC Core Components 1d, 2abd, 4cd, 5abcd

- Business and Industry Training (BIT) to continue to provide business and community-based training and support to increase assessed valuation
- Small Business Development to continue to cultivate partnerships with business, industry, governments and other entities to increase assessed valuation
- Increase community outreach activities

5.1.4 Maintain all state funding

Supports HLC Core Components 1e, 2abd, 3d, 5bd

- Maintain supporting documentation of current laws
- Create association with other beneficiaries
- Maintain DGB and legislative liaison awareness
- Continue to provide information to the State Legislature and communities to help preserve this funding

5.1.5 Develop a revenue resource analysis

Supports HLC Core Components 1e, 2abcd, 4ad, 5bc

- Compile needed information
- Develop cost/resource analysis (*September 2010*)
- Develop a third-party financing plan (*December 2010*)

Priority 2: Improve financial planning

Next Major Milestone: May 30, 2010

Responsibility: President, Vice President of Administrative Services, Director of Financial Services, Director of Maintenance, Vice President of Learning, Deans, Instructional Council

Goals:

5.2.1 Continue to strengthen linkage between the budget process and strategic planning

Supports HLC Core Components 1d, 2abcd

- Continue to use strategic plan to prioritize resource allocation during budget process

- Continue to compare requested budgets to plans for a determination of appropriate allocation of financial resources

5.2.2 Provide budget managers the ability to track expenditures through the financial management system

Supports HLC Core Components 1de, 2acd, 3d

- Continue to train all new Budget Managers to use Budget Review
- Identify needed external resources to implement electronic requisition and PO process in existing or new ERP system (*August 2010*)
- Develop and implement procedures for electronic requisition and purchase order (PO) approval/processing in existing or new ERP system (*July 2011*)
- Continue to develop/revise/improve budget reports
- Continue to work with IS to obtain information through budget allocate and budget review to create required reports

5.2.3 Develop multiple year capital budget plans

Supports HLC Core Components 2abcd, 3cd, 4ad, 5bc

- Develop a three year revolving Facilities Maintenance Plan with associated costs (*January 2011*)
- Develop a three year departmental capital needs plan (*March 2011*)
- Link all capital plans with resource analysis

5.2.4 Link program review and assessment to budget development

Supports HLC Core Components 1de, 2bcd, 3cd, 4abcd, 5ac

- Instructional Council to establish and publish a program review calendar annually
- Deans to annually use program review to analyze present and future allocation of resources via budget requests
- Deans to link program reviews to budget requests and past operational accomplishments during the annual budget cycle

Priority 3: Improve accountability and transparency

Next Major Milestone: May 30, 2010

Responsibility: President, Vice President for Administrative Services, Director of Financial Services, Director of Human Resources, Audit Committee

Goals:

5.3.1 Define and document policies and procedures for a comprehensive system of internal controls

Supports HLC Core Components 1acde, 2cd, 4d, 5bc

- Standard processes for student billing among all centers/campuses including special programs like TLC and ECD
- Compare current systems of internal controls with best practices (*May 2010*)
- Develop phased plans to implement best practices (*September 2010*)
- Document changes as best practices are implemented (*December 2010*)

5.3.2 Enhance disclosures, including a report on the effectiveness of internal controls and procedures for financial reporting along with the external auditor attestation of that report

Supports HLC Core Components 1acde, 2cd, 4d, 5bc

- Continue to enhance and publicize report on financial reporting status

- Determine and develop other information that would enhance distribution of disclosure information (*May 2010*)

5.3.3 **Develop community and management reports and a reporting calendar**

Supports HLC Core Components 1e, 2d, 5bcd

- Obtain feedback from District Governing Board and key partners on types of information that they want to see (*September 2010*)
- Develop management and community reports based on feedback (*May 2011*)
- Obtain feedback from users on effectiveness of reports and additional information needs (*December 2011*)

5.3.4 **Post all public data on NPC Archives website**

Supports HLC Core Components 1ae, 2c, 3a, 5bc

- Continue to provide existing data for posting (post quarterly)
- Continue to assess availability of new data and make available
- Publicize availability of information
- Track access of information

Pillar 6: Strengthen Facilities through Planning, Development and Renewal

Overall Responsibility: President, Vice President for Administrative Services

Priority 1: Prepare, disseminate, and implement safety and emergency plan for natural disasters, manmade events, health threats, and hazmat events

Next Major Milestone: *December 31, 2010*

Responsibility: *Vice President for Administrative Services, Director of Human Resources, Director of Information Services, Director of Marketing and Public Relations*

Goals:

6.1.1 Utilize existing draft crisis plan as basis for broader plan

Supports HLC Components 1e, 5c

- Add in new elements, including hazmat, other emergency response plans and influenza response (*December 2010*)
- Implement ongoing crisis/safety training for all employees (*August 2011*)

Priority 2: Evaluate facilities to maximize efficient usage while responding to current needs and considering future instructional needs

Next Major Milestone: *November 30, 2010*

Responsibility: *Vice President of Administrative Services, Executive Team, Campus and Center Managers, Academic Deans*

Goals:

6.2.1 Establish a preventative facility and equipment maintenance program

Supports HLC Core Components 2ad, 3c, 4ac, 5abcd

- Establish planned maintenance and replacement cycle as appropriate (*November 30, 2010*)
- Inventory and identify existing equipment and identify equipment categories (*December 31, 2010*)
- Establish costs for maintenance based on planned cycle (*January 31, 2011*)
- Incorporate facility and equipment maintenance program in budget (*July 1, 2011*)

6.2.2 Evaluate and prioritize facility use for existing programs

Supports HLC Core Component 2b

- Evaluate facility needs of existing programs and departments (*August 31, 2011*)
- Develop and implement retention or disposal plans for dormant program materials (*October 31, 2011*)
- Base evaluation and prioritization on community, student and workforce needs, cost and trends (*December 31, 2011*)

6.2.3 Identify specific facility needs for existing and future programs throughout the district

Supports HLC Core Components 2ad, 3c, 4ac, 5abcd

- Develop a current use catalog and future program plans (*October 31, 2011*)
- Investigate grant funding options for implementation of distance learning plans (*October 31, 2011*)
- Explore options for potential partnering of new program development (*October 31, 2011*)

Priority 3: Investigate and pursue funding options for capital and facilities development

Next Major Milestone: May 30, 2010

Responsibility: President, Campus and Center Managers, Executive Team, Institutional Research

Goals:

6.3.1 DGB, President, Foundation reach consensus on partnering and grant options for capital acquisition, facility renovation and construction

Supports HLC Core Components 1cd, 2abcd, 3cd, 4acd, 5abcd

- Board approval of a partnering and grant guidelines
- NPC foundation prepares plan to assist in capital equipment acquisition, include endowed scholarships/planned giving
- Identify current and potential grant/partnership opportunities to assist with capital equipment acquisition and facility renovation or construction

Priority 4: Evaluate and implement the Higher Education Presidents Climate Commitment

Next Major Milestone: November 30, 2010

Responsibility: Executive Team, College Council, Sustainability Committee

Goals:

6.4.1 Develop a plan to move the College toward sustainability

Supports HLC Core Components 1d, 2a, 4b

- Obtain recommendations through sustainability committee (November 30, 2010)
- Evaluate the current carbon footprint
- Implement one recommendation annually to move toward sustainability (March 31, 2011)

6.4.2 Develop sustainability curriculum

Supports HLC Core Components 1a, 2bc, 3b, 4ac, 5bc

6.4.3 Develop partnership with business and industry and communities to promote and grow sustainability of resources

Supports HLC Core Components 1a, 2bc, 3b, 4ac, 5bc

Key to Abbreviations

AAS – Associate of Applied Science

ASK – Assessment of Student Knowledge

ATO – Automotive Technology

BOC – Construction Technology

CAS – Certificate of Applied Science

CRM – Constituent Relationship Modules

CTE – Career and Technical Education

DGB – District Governing Board

DRA – Disability Resource and Access

ECD – Early Childhood Development

FDLP – Federal Depository Library Program

FRS – Fire Science

FTSE – Fulltime student equivalent

HLC – Higher Learning Commission

IC – Instructional Council

IMO – Industrial Maintenance and Operations

IR – Institutional Research

IS – Information Services

ITV – Independent television

JICS – Jenzabar Internet Campus Solution

LCC – Little Colorado Campus

LMS – Learning management system

NOC – Network Operations Center

NPC – Northland Pioneer College

PAC – Performing Arts Center

PDC – Painted Desert Campus

SBDC – Small Business Development Center

S-STEM – (National Science Foundation) Science

– Science, Technology, Engineering, Math

TTY/TDD – Telecommunication Device for the Deaf

WMC – White Mountain Campus

Resolution Calling for Election of District Governing Board Members

Recommendation:

Staff recommends approval of the Resolution Calling for Election of District Governing Board Members for District #2 and District #5.

Summary:

The District Governing Board position in District #2, currently held by A.T. Siquah and the District Governing Board position in District #5, currently held by Ginny Handorf, will expire December 31, 2010.



Northland Pioneer College

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RESOLUTION

Inasmuch as the District Governing Board positions for District #2 and District #5 will expire on December 31, 2010, it is therefore

RESOLVED, that pursuant to ARS §16-226, §15-1441.E(1) and §15-1442.C, the Navajo County Community College District Governing Board hereby calls for a Special District Election to be held November 2, 2010, in order to fill the positions for District #2 and District #5, each for a six-year term, commencing January 1, 2011 and expiring December 31, 2016.

We request this election to be conducted by the Navajo County Elections Department in conjunction with the Navajo County General Election on November 2, 2010.

DATED this _____ day of June 2010.

BOARD MEMBERS

Bill Jeffers, Chairman

Ginny Handorf, Secretary

Daniel Peaches

E.L. Parsons

A.T. Siquah

Arizona Revised Statute 15-1443. Meetings; officers; immunity

A. Within twenty days after appointment of the first district board, the county school superintendent, or county school superintendents by joint action where the district consists of more than one county, shall call a meeting of the district board by giving at least ten days' notice by registered or certified mail to each board member. At the meeting the district board shall organize by electing a president and a secretary from among its members and may transact any other business relating to the affairs of the district.

Policy 1085 Powers and Duties of the District Governing Board

In order to carry out Board duties as outlined in A.R.S. D 15-1444, the Board shall elect such officers and adopt such rules governing its meetings and members, as it deems necessary. The Board will also determine duties and responsibilities of its members.

(See Procedure 2035) (Rev 10/12/99 - merged with former 1095)

Procedure 2020

Officers of the Board

In order to conduct the business of the Board in an orderly and effective way, the offices of president and secretary have been instituted. The president will preside as chair of all official board meetings. For informal purposes, the president will be referred to as 'Chair' to avoid confusion with the president of the college. When documents require the signature of the board chair, the title, President of the Board, will be used.

The term of these two offices shall be for a period of one year and shall be filled by a majority vote of the Board at the first meeting of each New Year. Newly elected officers will assume their duties at that meeting and may serve consecutive terms. Temporary appointments shall be made by a majority vote of the Board when vacancies occur.

[Based on Policy #1085; Rev 5/05]

Financial Ratios

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

Well-managed institutions use their mission to drive success and use financial metrics to determine affordability. From that perspective we can ask:

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

From an institutional perspective, the ratios are not the focus. The ratios assist in the development of the answers to these and other key questions of strategic financial importance.

Staff will review the financial ratios that make up the Composite Financial Index and will discuss the strength factors.



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Financial Ratios

Except for expendable net assets, all of the underlying variables that are used to calculate the core ratios are derived directly from the audited financial statements. Expendable net assets are easily calculated from the information in the financial statements.

Primary Reserve Ratio focuses on expendable net assets (assets quickly available to the College). It is calculated by dividing expendable net assets by total expenses. An increasing trend is viewed positively. According to the financial ratio model, a ratio of **0.4** or better is necessary to give institutions financial flexibility. For NPC, this ratio for 2009 was 0.629 with an increasing trend. However, the five-year average is currently at 0.46, which represents coverage of about 5½ months of expenses.

Net Operating Revenues Ratio focuses on the surplus (deficit) revenues of the College. The numerator includes the operation loss and net nonoperating revenues (property taxes, state appropriations and grants). The denominator also includes operating and nonoperating revenues. A positive ratio indicates an operating surplus for the year. For NPC, the 2009 ratio was 0.175 with an increasing trend. The five-year average is currently at .133 with an increasing trend in four of the five years.

Return on Net Asset Ratio measures total return. It is calculated by dividing the change in net assets by the total net assets. This is best viewed as the real rate of return by taking inflationary factors into account. This ratio measures whether the institution has invested in items that generate resources. For NPC, this ratio was 0.133 in 2009 with the five-year average a healthy 0.12.

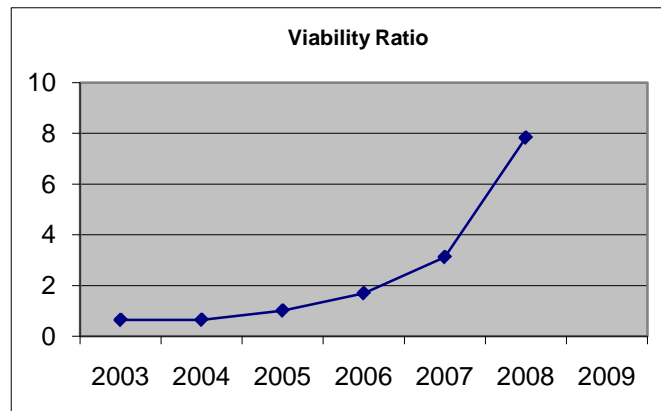
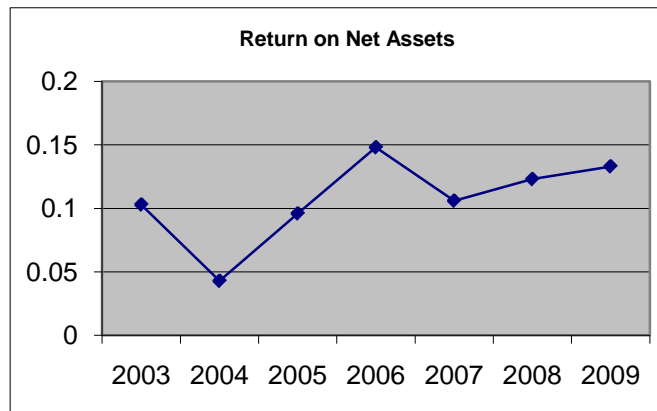
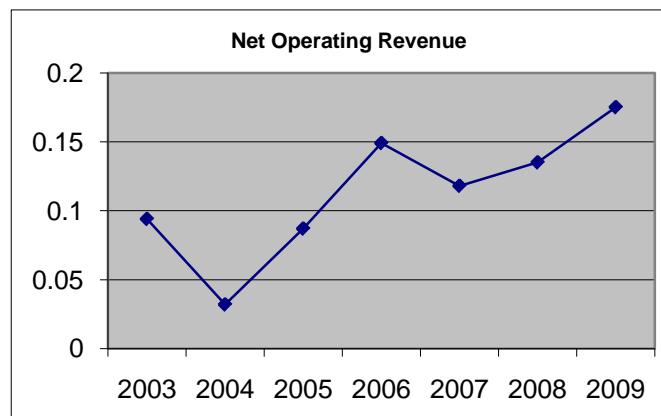
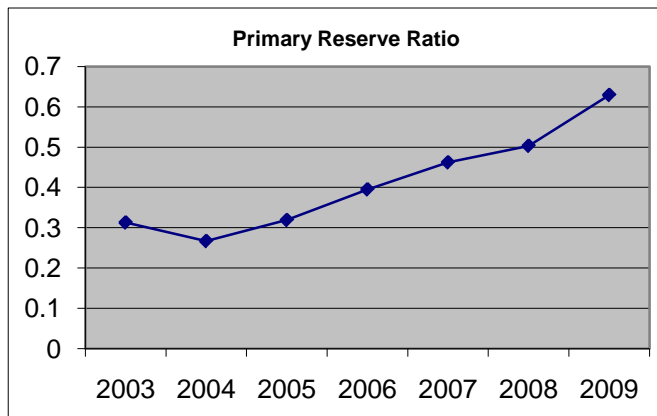
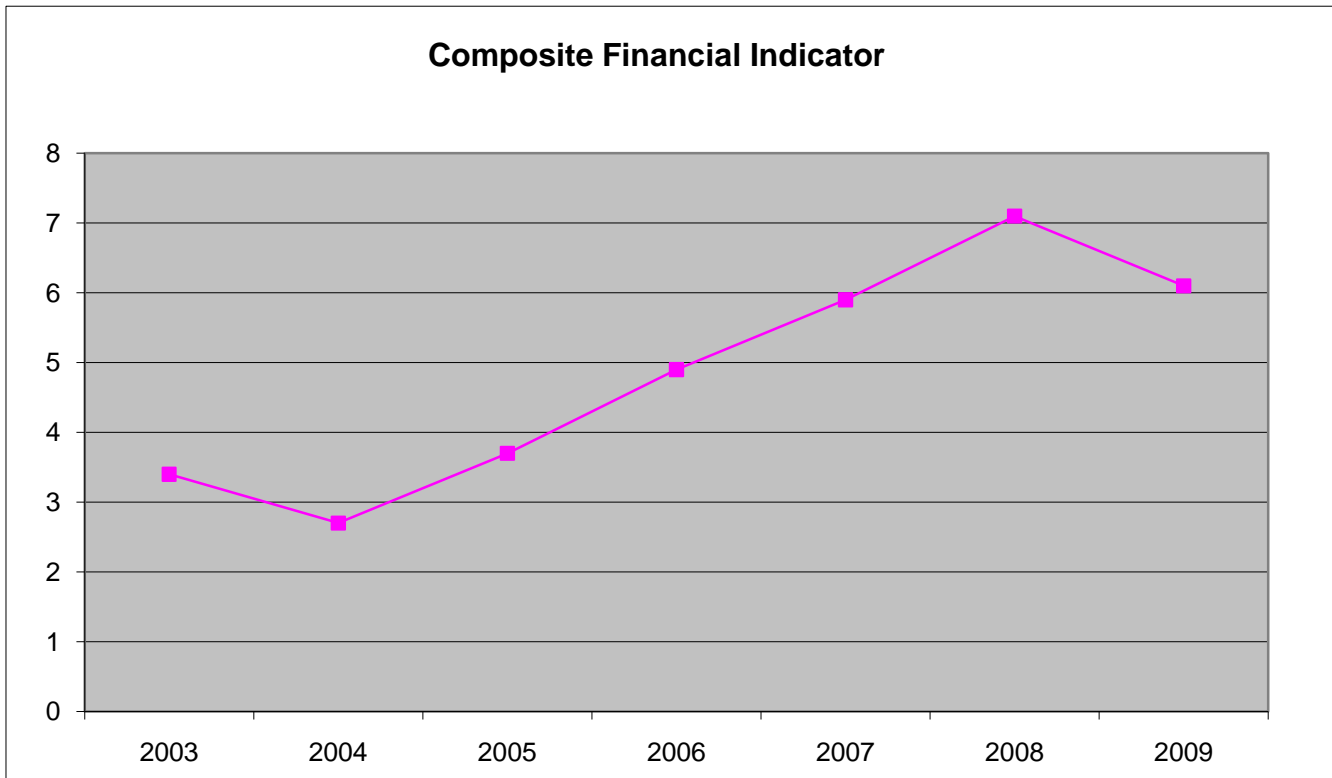
Viability Ratio measures the availability of expendable net assets to cover long-term debt. The higher the ratio, the more funds are available to pay debt service. The ratio is calculated by dividing expendable net assets by long-term debt. NPC retired all long-term debt in 2009, so the ratio is not applicable. For the composite index this translates to a strength factor of 10. The five-year average is now at 2.7.

Composite Financial Index was developed to calculate an institution's overall financial well-being. The index is based on the four above core ratio values. These values are converted to strength factors by using a common scale from 1 to 10. Within this scale, a measure equal to three would represent an institution with moderate financial strength. The strength factors have been established for each ratio based on an assessment of institutional experience following implementation of Financial Accounting Standards (see Statement Numbers 116 and 117). To obtain the composite financial index, the strength factors are weighted giving more weight to the primary reserve and viability ratios (35percent each) than to the net operating revenues and return on net assets ratios, at 10 and 20 percent, respectively. In an institution without long-term debt the weight factors are: 55 percent for the primary reserve ratio, 15 percent for the net operating revenues ratio and 30 percent for the return on net assets ratio.

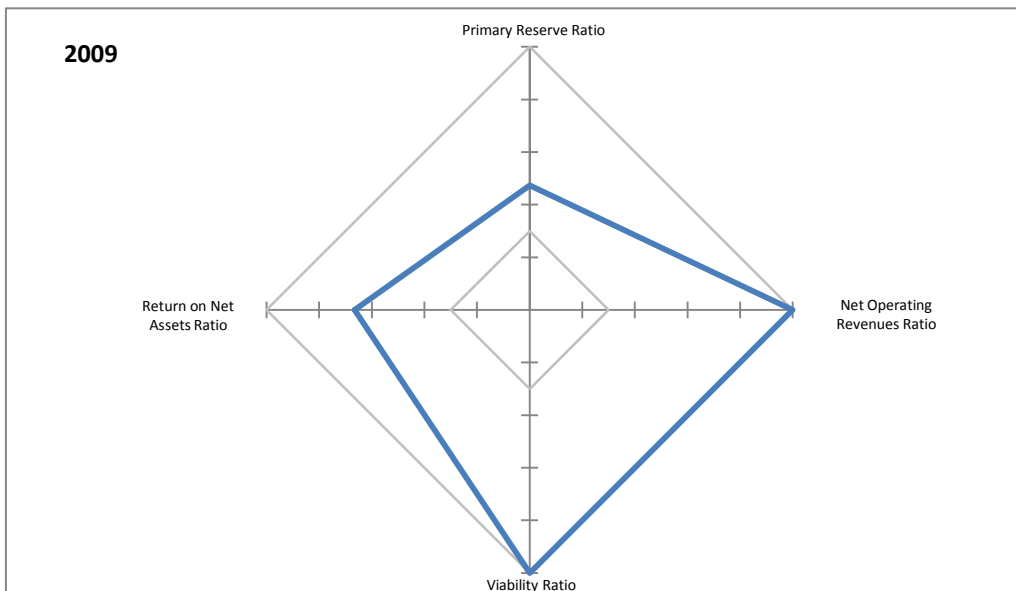
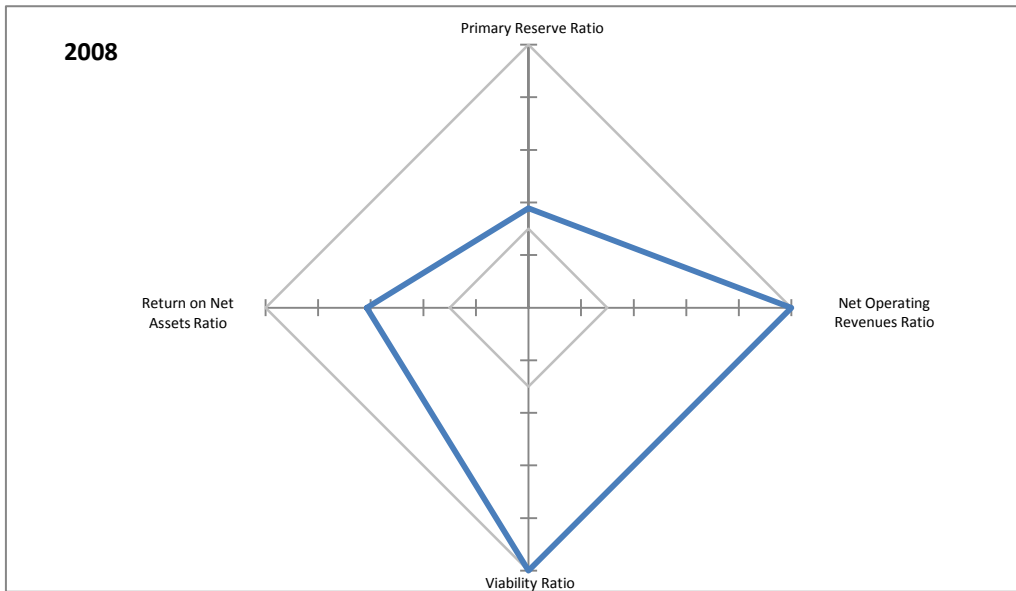
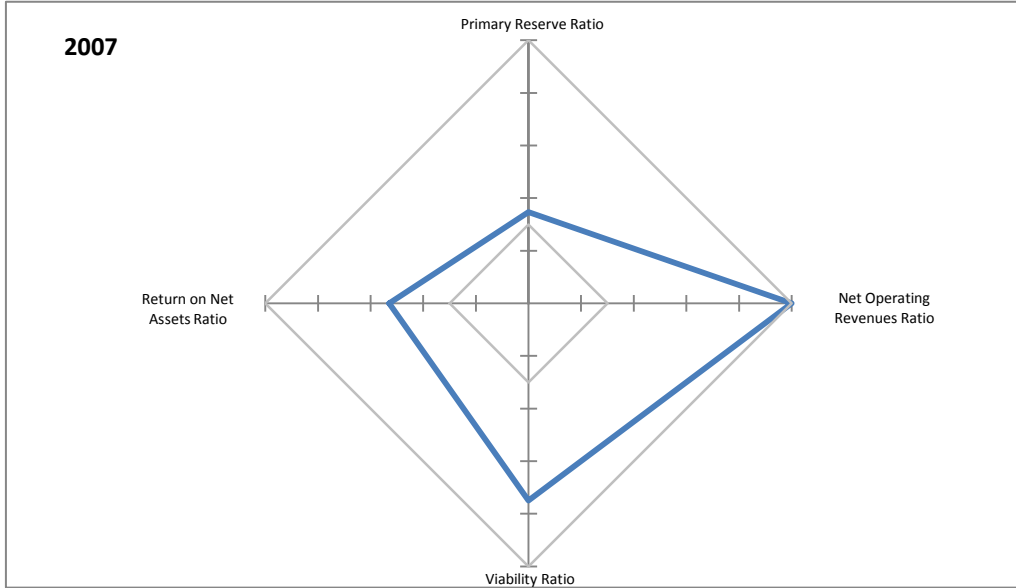
Financial Ratios

2003-2009

Northland Pioneer College



Financial Ratio Strength Factors



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

July 1, 2009 to April 30, 2010

Budget Period Expired

83%

Tax Supported Funds

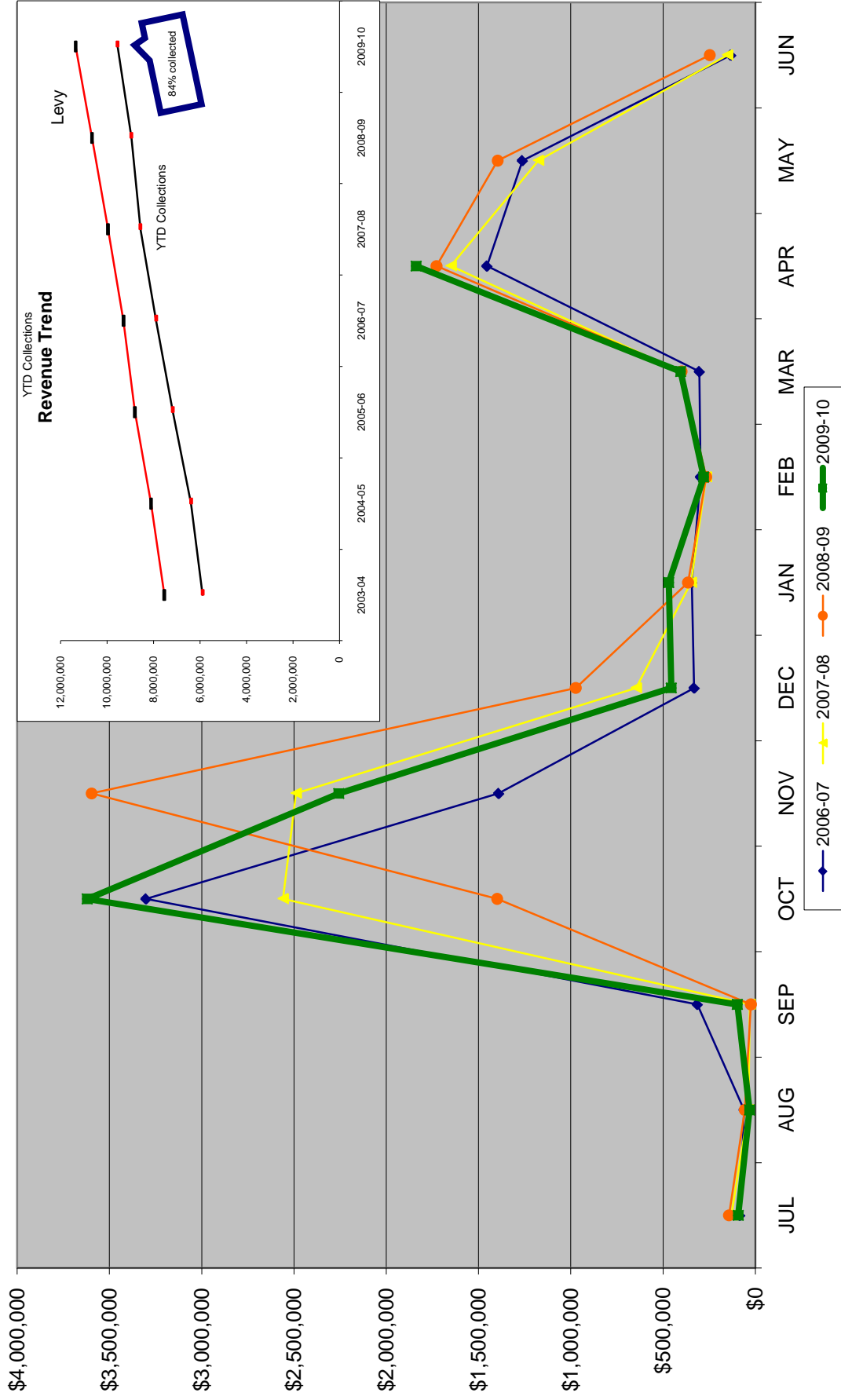
	General Unrestricted			Unrestricted Plant			Retirement of Indebtedness				
	Budget	Current Month Actual	Y-T-D Actual %	Budget	Current Month Actual	Y-T-D Actual %	Budget	Current Month Actual	Y-T-D Actual %		
REVENUES											
Primary Tax Levy	11,344,683	1,838,189	9,545,980	84%							
Secondary Tax Levy											
State Aid:											
Maintenance and Operations	4,250,300	897,500	3,590,000	84%							
Capital											
Equalization	5,386,500	1,656,000	6,624,000	123%							
Tuition and Fees	4,335,000	440,613	3,570,890	82%							
Investment earnings	175,000	4,481	85,599	49%	25,000	640	12,368	49%			
Grants and Contracts	750,000	292,354	462,340	62%							
Other Miscellaneous	100,000	20,260	196,499	196%							
Transfers:	(2,950,000)	(15,872)	(1,881,329)	64%	2,250,000	187,500	1,875,000	83%			
TOTAL REVENUES	\$23,391,483	\$5,133,525	\$22,193,979	95%	\$2,275,000	\$188,140	\$1,887,368	83%	\$0	\$537	\$76,063
EXPENDITURES											
Salaries and Wages	15,870,152	1,022,110	11,439,842	72%							
Operating Expenditures	6,506,448	389,663	3,525,642	54%							
Capital Expenditures	437,400		148,809	34%	2,275,000	2,937	925,469	41%	0	0	0
TOTAL EXPENDITURES	\$22,814,000	\$1,411,773	\$15,114,293	66%	\$2,275,000	\$2,937	\$925,469	41%	\$0	\$0	\$0

Restricted, Auxiliary and Agency Funds

	Restricted			Auxiliary			Agency				
	Budget	Current Month Actual	Y-T-D Actual %	Budget	Current Month Actual	Y-T-D Actual %	Budget	Current Month Actual	Y-T-D Actual %		
REVENUES											
Grants and Contracts	4,650,000	115,206	4,890,734	105%							
Sales and Services											
Bookstore					1,000,000	3,735	1,090,834	109%			
Other					70,000	2,781	50,047	71%	0	520	6,315
Investment Earnings											
Donations											
Board Designated Donation	400,000	(171,628)	6,329	2%	300,000	0	0	0%			
Transfers:											
TOTAL REVENUES	\$5,050,000	(\$56,422)	\$4,897,063	97%	\$1,370,000	\$6,516	\$1,140,881	83%	\$0	\$520	\$6,315
EXPENDITURES											
Salaries and Wages	838,787	85,080	773,994	92%							
Operating Expenditures	4,211,213	51,203	4,123,069	98%	166,207	10,045	113,436	68%	0	213	4,194
Capital Expenditures					1,199,793	6,426	612,405	51%			
					4,000			0%			
TOTAL EXPENDITURES	\$5,050,000	\$136,283	\$4,897,063	97%	\$1,370,000	\$16,471	\$725,841	53%	\$0	\$213	\$4,194

Cash flows from all activities (YTD) 30,201,668
 Cash used for all activities (YTD) 21,666,860
Net Cash for all activities (YTD) \$ 8,534,808

Monthly Primary Property Tax Receipts



Human Resources Update June 15, 2010

1. Academic Advisor-Apache County – Reposted/Closes 4-15-2010. 21 Applicants. Committee in Process.
2. Director of Small Business Development Center – Tracy Holt-Mancuso/B.S. Business Administration - University of Phoenix.
3. Faculty in Biology – Searched Closed. Tentative Reposting Scheduled for Fall 2010.
4. Small Business & Industry Training Coordinator – Gwen Irvan/ME Counseling & B.S. - James Madison University/Harrisonburg, V.A.
5. Faculty in English Temporary 9 Months – Closes 4-16-2010. 13 Applicants. Committee in Process.
6. Faculty in Developmental Services – Closes 4-30-2010. 17 Applicants. Committee in Process.
7. Center Assistant/Monitor Springerville – Closed 5-28-2010. 2 Applicants. Committee in Process.
8. Center Assistant/Monitor St. Johns – Closed 5-28-2010. 1 Applicant. Committee in Process.

