

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will meet for a Work Session, open to the public, on **April 16, 2019 beginning at 9:30 a.m.** *No action will be taken at this meeting.* Following that the Board will hold a regular District Governing Board Meeting, open to the public, on **April 16, 2019 beginning at 10:00 a.m.** The meetings will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

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

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

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

I, Paul Hempsey, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 15th day of April 2019, at 9:30 a.m.

Paul Hempsey
Recording Secretary to the Board

NOTICE DISTRIBUTION

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



Northland Pioneer College Mission:

NPC provides, supports and promotes lifelong learning.

Our Shared Vision:

NPC provides a learner-centered environment, responds to community needs through effective and innovative service to our students, and fosters professional growth and collegial collaboration.

Our Shared Values:

NPC upholds the following values:

- A quality learning environment
- Diversity and accessibility
- Integrity and accountability
- Collaboration toward success



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

District Governing Board Work Session Agenda

Painted Desert Campus, Tisoni Community Center
2251 East Navajo Boulevard, Holbrook, Arizona
Tuesday, April 16th, 2019 at 9:30 a.m.

- 1. Construction at the White Mountain Campus**
- 2. [Accreditation](#)**

Accreditation Training

Updates

- The latest Assurance Argument is made available to the DGB and the college for input from April 16 through May 14. To access the draft, go to:

www.npc.edu/assurance-argument-draft

- The college has begun practicing sample HLC questions.

Recap: What does HLC look at?

- To what extent is NPC:
 - Realizing its mission? (Criterion 1)
 - Acting with integrity? (Criterion 2)
 - Providing high equality teaching and learning? (Criterion 3)
 - Continually assessing and improving all student-related functions and intended outcomes? (Criterion 4)
 - Planning and allocating resources that reflect good practices and institutional priorities? (Criterion 5)

Sample Question Review

- How does the board participate in strategic planning?
 - To what extent does the board know about the college's strategic planning process?
 - What are NPC's current strategic priorities?
 - Examples of the kind of input given by the board to the college in strategic planning?
 - How does the board review the college's proposed strategic priorities?

Sample Question Review

- How does the board manage fiscal oversight?
 - What is the goal of the board's fiscal oversight?
 - How does the board perform its fiscal oversight?
 - What information does the board look at?
 - How frequent?
 - Any examples?

Sample Question Review

- How does the board have assurance that they understand and are knowledgeable about the whole institution, not just finance?
 - What types of information does the board look at?
 - How frequent?

Governing Board Meeting Agenda

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

Date: April 16, 2019

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

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chair Lucero
2.	Adoption of the Agenda (Action)	Chair Lucero
3.	Call for Public Comment <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Lucero
4.	Reports:	
A.	Financial Position	VPAS Ellison
B.	NPC Friends and Family	Director Wilson
C.	NPC Faculty Association	Mike Solomonson
D.	Human Resources	Written Report
E.	CASO	No Report
F.	NPC Student Government Association	Written Report
5.	Consent Agenda (Action)	Chair Lucero
A.	March 19, 2019 Regular Board Minutes	
B.	March 19, 2019 Work Session Minutes	
C.	Policy 1121 – Emergency Response	
D.	Curriculum Modification:	
	1. Program Modification for EMT AAS, CAS, CP	
6.	Old Business: None.	
7.	New Business:	
A.	Outstanding Alumnus Award Winner – Spring 2019	Claude Endfield
B.	Request to Approve Emeritus Status - Lynn Browne- Wagner . (Action)	President Vest
C.	Presentation of Meritorious Service and Emeritus Awards	
	a. Lynn Browne-Wagner	President Vest
	b. Hallie Lucas	President Vest
	c. Everett Robinson	Director Hess
	d. Cindy Hildebrand	President Vest
D.	Enrollment Report	VPLSS Jackson
E.	Request to Approve Late Course Fees for 2019-2020 (Action)	VPAS Ellison
F.	2019-20 Introductory Budget Analysis	VPAS Ellison
G.	Request to Approve 2019-2020 Wage and Salary Schedule (Action)	VPAS Ellison
H.	First Read – 2019-2020 Primary Property Tax	VPAS Ellison
I.	Request to Approve 2019-2020 Preliminary Budget (Action)	VPAS Ellison
J.	Request to Approve 2019-2022 Preliminary Capital Budget ... (Action)	VPAS Ellison
K.	Request to Approve Purchase of Lifecycle Replacements (Action)	President Vest
L.	Request to Approve Contract for Removal and Replacement of HVAC Equipment for Aspen Center in Show Low	VPAS Ellison
8.	Standing Business:	
A.	Strategic Planning and Accreditation Steering Committee Report	Vice President Jackson
B.	President’s Report	President Vest
C.	DGB Agenda Items and Informational Needs for Future Meetings	Chair Lucero
9.	DGB Agenda Items and Informational Needs for Future Meetings	Chair Lucero
10.	Board Report/Summary of Current Events	Board Members
11.	Announcement of Next Regular Meeting May 21, 2019	Chair Lucero
12.	Adjournment (Action)	Chair Lucero

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



Northland Pioneer College

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position
 July 1, 2018 to February 28, 2019

Budget Period Expired 67%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	15,055,197	292,873	10,057,920	67%
State Aid:				
Maintenance and Operations	1,576,500	-	1,182,375	75%
Equalization	7,107,100	-	5,330,325	75%
Tuition and Fees	4,860,000	207,610	3,515,728	72%
Investment earnings	139,900	135,411	784,435	561%
Grants and Contracts	1,500,000	41,121	870,624	58%
Other Miscellaneous	-	20,796	168,906	
Fund Balance	650,000		-	
Transfers	(2,900,000)	(171,917)	(1,549,735)	53%
TOTAL REVENUES	\$ 27,988,697	\$ 525,894	\$ 20,360,578	73%
EXPENDITURES				
Salaries and Wages	18,406,016	1,481,932	10,715,423	58%
Operating Expenditures	9,582,681	493,075	4,722,895	49%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 27,988,697	\$ 1,975,007	\$ 15,438,318	55%
Unrestricted Plant				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	342,600	-	256,950	75%
Other Miscellaneous	400	-	-	
Fund Balance	9,100,000	-	-	0%
Transfers	2,000,000	119,784	937,832	47%
TOTAL REVENUES	\$ 11,443,000	\$ 119,784	\$ 1,194,782	10%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	11,443,000	26,930	1,194,782	10%
TOTAL EXPENDITURES	\$ 11,443,000	\$ 26,930	\$ 1,194,782	10%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2018 to February 28, 2019

Budget Period Expired 67%

Restricted and Auxiliary Funds

	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	806,253	3,038,767	51%
Fund Balance	-			
Transfers	600,000	313	424,420	71%
TOTAL REVENUES	\$ 6,600,000	\$ 806,566	\$ 3,463,187	52%
EXPENDITURES				
Salaries and Wages	828,551	124,783	822,325	99%
Operating Expenditures	5,771,449	166,713	2,640,862	46%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 291,496	\$ 3,463,187	52%

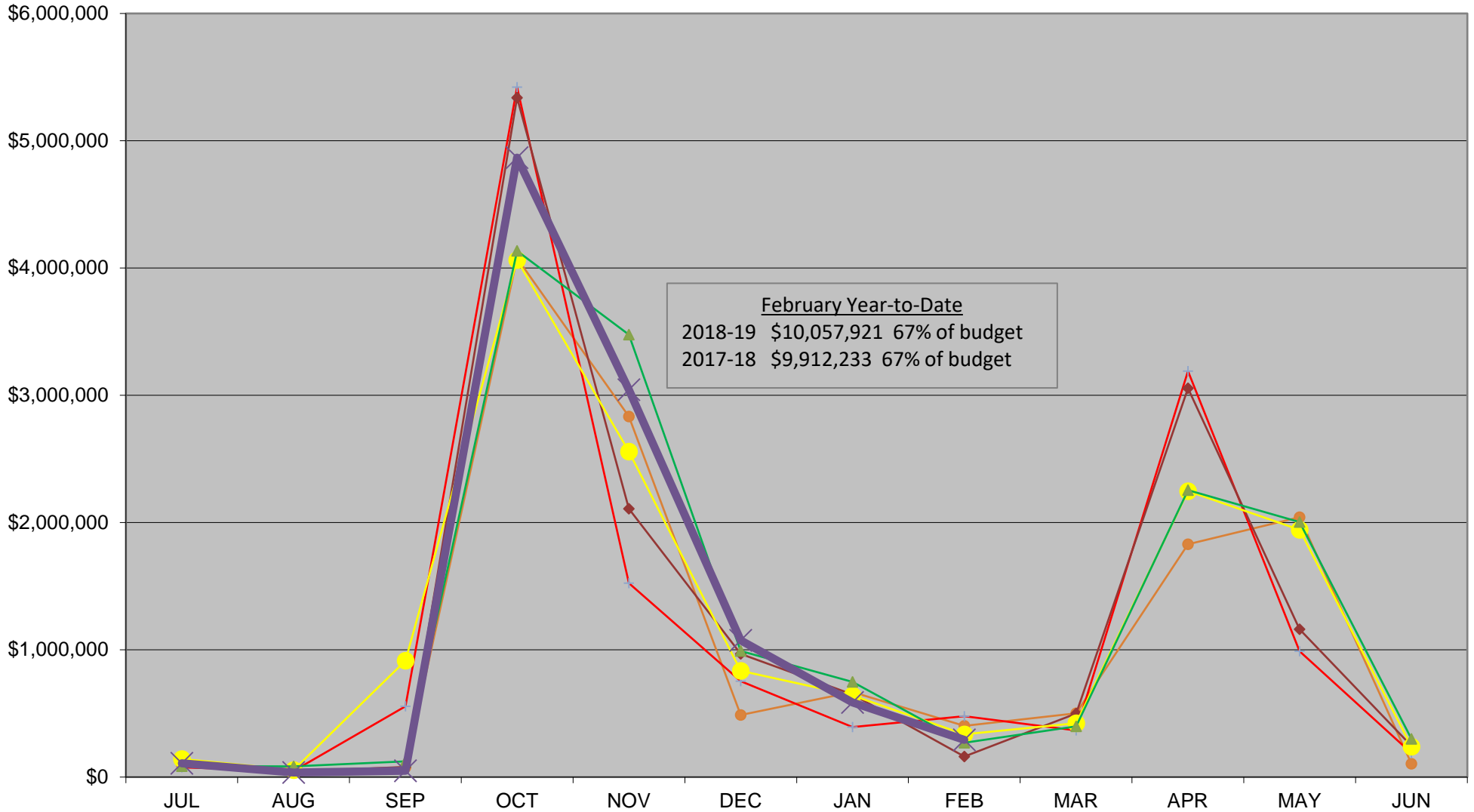
	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	300,000	526	108,022	36%
Fund Balance	-			
Transfers	300,000	51,820	187,483	62%
TOTAL REVENUES	\$ 600,000	\$ 52,346	\$ 295,505	49%
EXPENDITURES				
Salaries and Wages	296,914	25,769	182,949	62%
Operating Expenditures	303,086	22,489	112,556	37%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 600,000	\$ 48,258	\$ 295,505	49%

Cash Flows

Cash flows from all activities (YTD)	\$25,314,052
Cash used for all activities (YTD)	\$20,391,792
Net Cash for all activities (YTD)	\$4,922,260

Monthly Primary Property Tax Receipts

● 2013-14
 ▲ 2014-15
 ◆ 2015-16
 ● 2016-17
 ▲ 2017-18
 ◆ 2018-19 FEBRUARY YTD



February Year-to-Date
 2018-19 \$10,057,921 67% of budget
 2017-18 \$9,912,233 67% of budget

**DGB Human Resources Update
April 16, 2019**

OPEN POSITIONS

1. **Network and Systems Engineer – Closes April 19, 2019. 15 applicants**
2. **Support Center Operator – Closed April 14, 2019. 2 applicants**
3. **Allied Health Coordinator – Open until filled. 1 applicant.**
4. **Faculty in Energy and Industrial Technician – Closes May 1, 2019.**
5. **Interim Faculty in Business - Internal only – Closed April 10, 2019. 1 applicant**
6. **Surgical Technology Program Coordinator – Open until filled.**
7. **Maintenance II – Closes April 30, 2019.**

CLOSED: IN REVIEW

8. **Faculty in College and Career Preparation – Closed February 15, 2019. 3 applicants, finalizing in the selection process.**
9. **Construction Manager – Closed February 21, 2019 and planning to repost.**
10. **SBDC Client & Events Coordinator – Closed February 28, 2019. This position is in review for possible restructure.**
11. **Network Security Coordinator – Closed March 10, 2019. This position has been restructured as a Network & Systems Engineer, and has been posted.**
12. **Administrative Assistant for Learning and Curriculum – Closed March 18, 2019, and finalizing in the selection process.**
13. **Accounting Clerk – Closed March 15, 2019. 4 applicants; position in review for possible restructure.**
14. **Lead Campus Manager – Internal posting – Closed March 15, 2019.**

FILLED

1. **Vice President of Learning and Curriculum - Dr. Jessica Clark starts July 1, 2019. Dr. Clark received her Bachelor's degree from Central Washington University and she received her Master's and Doctorate from North Dakota State University.**
2. **Systems Support Technician – Isaac Hutton started April 1, 2019. Isaac was previously a Support Center Operator.**

SGA Report

January 1,2019-April 2,2019

Talent Show went great we had a good turn out this year.

SGA had a Krispy Kreme fundraiser to raise money for the Nursing Department to buy books. We raised over \$100 for books.

Eagle fest will be taking place April 14th. SGA will be in charge of food, entertainment, and activities.

Road show to see different colleges was a success with students.

Navajo County Community College District Governing Board Meeting Minutes

March 19, 2019 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. James Matteson; Mr. Daniel Peaches; Mr. Elias Jouen; Mr. Derrick Leslie.

Governing Board Member Present by Phone:

Governing Board Member Absent:

Staff Present: President Mark Vest; Chief Business Officer (CBO) Maderia Ellison; Interim Vice President for Learning and Student Services (VPLSS) Rickey Jackson; Chief Information Officer (CIO) PJ Way; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Judy Yip-Reyes; Peggy Belknap; Everett Robinson; Ann Hess; Terrie Shevat; Denise Wiseman-Stow; Kellie Freeman; Phillip Bowler; Robert Johnson; Deb McGinty; Eleanore Hempsey; Josh Rogers; Rebecca Hunt; Toni Gibbons; Gail Campbell; Jason LaBute; Amber Hill; Ernie Hess; Lauren Maestas.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:02 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Peaches seconded the motion. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Agenda Item 3: Call for Public Comment

None.

Agenda Item 4: Reports

4.A. Financial Position – CBO Ellison

CBO Ellison addressed the Board and reviewed the Financial Position Report noting the report shows seven months of activity.

4.B. NPC Friends and Family – Director Wilson

Ann Hess, Director of Marketing and Public Relations, filled in with a report for Director Wilson highlighting Arizona Gives Day on April 2nd, 2019.

4.C. Faculty Association

Written Report.

4.D. Human Resources

Written Report.

Mr. Leslie asked for clarification on the Information Services position that had been noted as still open. CBO Ellison provided information on the positions in question as well as ongoing discussions on where and when to post them.

4.E. NPC CASO

No Report.

4.F. NPC Student Government Association

No Report.

Mr. Leslie asked for an update on the Student Government as the Board had not received a report recently. Director Rogers noted the mid-year change in SGA President and mentioned a report would be included for the next Board meeting.

Agenda Item 5: Consent Agenda

- A. **February 19, 2019 Regular Board Minutes**
- B. **February 19, 2019 Work Session Minutes**
- C. **Policies 1200 through 1297**
- D. **Curriculum Modification:**
 - 1. Program Modifications of NUR LNA to RN AAS and RN AAS General Education Requirements
 - 2. New Program – Surgical Technology (SGT) AAS & General Education Requirements
 - 3. New Program for Therapeutic Massage Technology (TMP) AAS, CAS, CP

Mr. Matteson made a motion to approve the consent agenda as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Invitation to Commencement

Denise Wiseman-Stow, Commencement Coordinator, noted that the 45th Commencement Ceremony would take place on May 11th, 2019 at the Show Low USD Auditorium and provided an invite and additional information to the Board. Denise Wiseman-Stow asked Board members to RSVP to Board Secretary Hempsey by the April Board meeting.

7.B. Request to Approve Reduction in Force of Apache County-Funded College Positions

President Vest addressed the Board and reviewed the request to approve the Reduction in Force of Apache County-Funded College Positions noting the college was following the process laid out in Procedure.

Chair Lucero asked if representatives in Apache County were in agreement with the changes in staffing. President Vest confirmed they were.

Mr. Leslie noted that the affected employees had the opportunity to provide comments on the reduction of force and asked if sufficient time had been given and if any comments had been received. President Vest noted that the employees had been given more than the required period to provide comments in writing, and also had the opportunity to address the Board at this meeting and had chosen not to do either.

Mr. Matteson made a motion to approve the Reduction in Force of Apache County-Funded College Positions as presented. Mr. Jouen seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.C. Request to Approve Purchase of PowerFAIDS Software

VPLSS Jackson reviewed the request to approve the purchase of PowerFAIDS Software, noting the Board saw this item for information at the February Board meeting.

Mr. Matteson made a motion to approve the purchase of PowerFAIDS software as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.D. 2019-2020 Salary and Wage Recommendation – First Read

CBO Ellison reviewed the 2019-2020 Salary and Wage Recommendation highlighting the discussion with Faculty and Staff that resulted in a unified recommendation. CBO Ellison also showed how the increase would be distributed for each employment category.

Mr. Jouen confirmed that employees at the top of their salary scale would still receive a 3.5% raise due to the change in base salary.

Mr. Leslie asked what the savings would be if faculty were to receive their pay over the contract period instead of over the 12 months of the year. CBO Ellison described the changes she would expect to see in multiple areas of the college and estimated a total savings of \$40,000. Chair Lucero asked if the faculty would still receive Health Benefits during the three month they were off contract. CBO Ellison confirmed that they would.

Mr. Matteson asked if the increase would keep us competitive with salaries within Arizona. CBO Ellison responded that NPC is generally at the bottom of the pay scales, particularly for faculty positions, and showed some of the evidence provided in the Board packet. The Board discussed the similarities and differences between counties and how comparisons were hard to make.

Mr. Matteson asked if the 5% increase was factored in to the Budget documents that would be reviewed later in the meeting. CBO Ellison noted that it was in all three options that would be presented.

7.E. Request to Approve 2019-2020 Tuition and Fees

CBO Ellison reviewed the request to approve the 2019-2020 Tuition and Fees noting that the Board saw this item as a first read at the February meeting and no changes had been made.

Mr. Matteson made a motion to approve the 2019-2020 Tuition and Fees as presented, Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.F. 2019-20 Introductory Budget Analysis

CBO Ellison reviewed the 2019-20 Introductory Budget Analysis noting that staff was providing three options this year and offered details on each.

Mr. Jouen asked if contingency funds were built in to the college budget. CBO Ellison responded that there was and provided the amounts for each option. Mr. Jouen asked what the increase would be for a property worth \$100,000 if the college were to go with the max property tax increase. CBO Ellison made a quick calculation and provided an estimate. Chair Lucero noted that this was only the college's portion of any potential increase and other entities could also choose to increase their portion.

7.G. Request to Approve Pre-Purchase of HVAC Equipment for Aspen Center in Show Low

CBO Ellison reviewed the request to approve the Pre-Purchase of HVAC Equipment for Aspen Center in Show Low for a total cost of \$50,266.

Chair Lucero asked when the installation would take place. CBO Ellison informed the Board of plans to install starting in mid-May this year.

Mr. Jouen asked for clarification on the term "pre-purchase" to make sure the college did not plan to pay before receiving the goods. CBO Ellison confirmed that the units would be received before payment was made and that it referred to not having the vendor responsible for installation purchase the units and provide a mark-up to the college on price.

Mr. Matteson asked if the eventual renovation of the Aspen Center would cause more work on the HVAC system in the future. CBO Ellison responded that it would not.

Mr. Matteson made a motion to approve the Pre-Purchase of HVAC Equipment for Aspen Center in Show Low from Hercules Industries as presented. Mr. Jouen seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Agenda Item 8: Standing Business

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

VPLSS Jackson addressed the Board and introduced Ann Hess and Kelli Freeman who provided a report on the activities and successes the college was seeing with Social Media initiatives which was part of the Enrollment Management Priority 15.

Mr. Jouen noted that he was an avid follower of the NPC Facebook page and often shared posts on the Winslow City website.

8.B. President's Report

President Vest reminded the Board of their request for training and mentioned the Trust had offered to provide that training which would be arranged for the coming months. A Board Retreat will be arranged for April 24th at the Winslow campus.

President Vest then provided an update on the search for a Vice President for Learning and Student Services, answering logistical questions from the Board, as well as on current legislation being discussed at the capitol.

8.C. Agenda Items/Informational Needs

None.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Jouen offered thanks to Betsy Wilson who attended a recent Winslow City Council meeting to provide a presentation, and welcomed future quarterly reports from the college.

Mr. Leslie attended a Board meeting at the Blue Ridge High School where Dual Enrollment issues were discussed.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, April 16, 2019.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:32 a.m. upon a motion by Mr. Matteson and a second by Mr. Jouen. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Navajo County Community College District Governing Board Work Session Minutes

March 19, 2019 – 9:30 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. James Matteson; Mr. Daniel Peaches; Mr. Elias Jouen; Mr. Derrick Leslie.

Governing Board Member Present by Phone:

Governing Board Member Absent:

Staff Present: President Mark Vest; Chief Business Officer (CBO) Maderia Ellison; Interim Vice President for Learning and Student Services (VPLSS) Rickey Jackson; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Judy Yip-Reyes; Peggy Belknap; Everett Robinson; Ann Hess; Terrie Shevat; Denise Wiseman-Stow; Kellie Freeman; Phillip Bowler; Robert Johnson; Deb McGinty.

Others Present by Phone:

Agenda Item 1: Construction at the White Mountain Campus

CBO Ellison introduced Robert Johnson, Procurement Manager, who provided an update on the planned construction at White Mountain Campus, including information on the search for a Construction Manager.

Mr. Matteson asked for details on certifications held by candidates for the position of Construction Manager and Robert Johnson provided the information. CBO Ellison noted that many of the applications were incomplete and they were meeting resistance from candidates to receive outstanding material.

Robert Johnson noted the RFQ pre-conference would take place today and was expecting a good turnout. Mr. Jouen asked if the pre-conference was mandatory and was informed that it was.

Agenda Item 2: Accreditation

Dr. Judy Yip-Reyes, Director of Institutional Effectiveness, provided the third in a series of trainings and information on Accreditation to the Board. Director Yip-Reyes answered questions from Board Members.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Hempsey". The signature is written in a cursive style with a long, sweeping underline.

Paul Hempsey
Recording Secretary to the Board

DRAFT

Policy 1121 – Emergency Response

The safety and security of the College community are of vital concern. Northland Pioneer College is committed to providing and maintaining a safe environment for all employees, students, visitors, and guests. The District Governing Board directs the college president or designee to adopt reasonable and practical means to prevent, deter and respond to campus emergencies.

The preparation of the Emergency Response Plan (ERP) and the allocation of resources to support the plan are part of the commitment NPC has for the College community.

In order to provide a safe environment, the College will:

- Ensure that employees, students, and others are adequately informed of the Emergency Response Plan that is maintained on the MyNPC website.
- Provide appropriate training to the College community.
- Allocate resources to provide a safe and secure campus.
- Coordinate with local law enforcement agencies.
- Maintain a balance between safety and retaining the openness of a college campus.
- Provide and maintain an emergency notification system to keep employees, students, visitors, and guests informed of emergencies.

REQUEST TO APPROVE PROGRAM MODIFICATION FOR PARAMEDICINE (EMT)

Recommendation:

The Instructional Council recommends approval of a program modification for Paramedicine (EMT) Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and Certificate of Proficiency (CP). Details of the program are noted below.

Summary:

Some of the particulars of this minor program modification include: 1) a needed change in lecture to credit hour ratios for Paramedicine I and II reduced the number of credit hours for these courses; 2) decreased the total number of credits for the program, resulting in slightly lower costs for students.

Proposed effective date will be Fall, 2019.

CIP Code: 51.0904

Paramedicine (EMT)

Paramedicine (CP) • ~~52~~ 45 credits

EMT 240 Basic Electrocardiogram (ECG) and Pharmacology.....	3 credits
EMT 244 246 Paramedic Training I	23 20 credits
EMT 245 247 Paramedic Training II	26 22 credits

Plus 500 clinical and vehicular hours are mandatory for completion of any paramedic program per AZDHS.

Paramedicine (CAS) • ~~58~~ 51 credits

Complete the Paramedicine CP..... ~~52~~ 45 credits

PLUS

Communications..... 3 credits

ENL 101 College Composition I..... 3 credits

Mathematics..... 3 credits

Select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 62

Paramedicine (AAS) • ~~70~~ 63 credits

Complete the Paramedicine CAS ~~58~~ 51 credits

PLUS

General Education Courses..... 3 credits

Communications 3 credits

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 62.

Discipline Studies (Per the lists on page 62)..... 9 credits

Arts and Humanities 3 credits

Select one course from the **Arts and Humanities** section.
PHL 105 is recommended, but not required

Social and Behavioral Sciences 6 credits

PSY 101 Introduction to Psychology..... 3 credits

AND

One additional non-PSY course from the
Social and ~~Behavioral~~ **Behavioral** Sciences list..... 3 credits

Wytewa Wins NPC's Outstanding Alumnus Award For Spring 2019

On a visit to Hopi Head Start, Claude Endfield saw a woman playing in the mud with some of the children. The faculty chair of the Early Childhood Development program at Northland Pioneer College was amazed that a Head Start volunteer would literally get her hands dirty to connect with the youngsters.

The woman was **Luci Wytewa**, who went on to become a college graduate, successful teacher and – and at Endfield's recommendation – the Northland Pioneer College Outstanding Alumnus for spring 2019.

This event took place nearly four decades ago. A photo of Wytewa playing with those children was featured on an NPC Early Childhood Development brochure and is emblazoned in the now-retired Endfield's mind. What happened that day and over the years to come led Endfield to nominate Wytewa, a native of Bacavi, Ariz., on the Hopi Reservation, for the alumnus award.

As a college student, Wytewa was an excellent student and a model of persistence, one who didn't know the meaning of the word "quit." She first enrolled at NPC after completing high school in 1982, seeking to earn an associate degree in Early Childhood Development. It would be a long, slow journey. Wytewa was a young working mother and there were periods of time when she could not enroll in NPC classes, one lasting nearly eight years. Encouraged by her family and by Endfield, Wytewa forged ahead as circumstances allowed, ultimately earning a Childhood Development Associate credential in 1991, an associate degree at NPC in 2005, followed by a bachelor degree at Prescott College.

Wytewa says, "NPC, being close to home, gave me the opportunity to get a college education. They worked with me at the Hopi Center, and I'd rate the quality of my education at NPC very highly. Every time I came back, I kept getting closer to finishing. Claude Endfield and other faculty were really excellent. She had the most impact on me, even when she was not my teacher. She was a mentor who was always positive and encouraging me in my progress. She told me I was good at what I did."

Prior to earning her bachelor degree, Wytewa served as a teaching assistant at Hopi Jr./Sr. High School and at Hotelvilla Bacavi Community School. Following her graduation from Prescott College, she taught kindergarten at Moencopi Day School and later returned to Hopi Head Start, which is where, she says, her "heart belongs." She has positively impacted many Native children during her teaching career.



Northland Pioneer College

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Wytewa says the thing she most enjoys about teaching is “just seeing kids happy, smiling and learning. I try to give families the encouragement and support they need for their children’s education.”

Endfield says, “Something else makes Luci a remarkable teacher, and it is not only her educational accomplishments, the retention of her Hopi culture and other admirable qualities. Last summer Luci cut her long beautiful hair in support of a former kindergarten student of hers who was diagnosed with cancer and had lost her hair. This just blew me away, thinking about the great lengths this Hopi tribal member and former outstanding NPC student would go to in building up the confidence and support of one child and that child’s family.”

Giving back what she gained at NPC, Wytewa encourages college students going through struggles to focus on their dreams and the gifts they have. “It’s okay to take time off to re-focus while still persisting in your education,” she says.

Wytewa says she was shocked to be told she had won the award. “It’s exciting. I never really believed I would be acknowledged in this way.”

Twice annually, NPC selects outstanding graduates who have used their degree or training to succeed in the pursuit of a career or educational goal and who support and promote lifelong learning. Recipients are recognized at regular meetings of the Navajo County Community College District Governing Board and also receive a plaque, a certificate for three free credits at NPC and a one-year pass to all events at the college’s Performing Arts Center.

To nominate someone for NPC’s Outstanding Alumnus award, complete the online nomination form found here: www.npc.edu/npc-alumni-award-nomination-form.

Compiled by **Dennis Durband**, NPC Staff Writer



January 2, 2019

Mark Vest
President
Northland Pioneer College
PO Box 610
Holbrook, Arizona 86025

Dear Mr. Vest,

I respectfully request your consideration to recommend the designation of Emeritus for Lynn Browne-Wagner to the District Governing Board. Lynn is retiring this month after serving as Coordinator of the Emergency Medical Technology (EMT) department for the past 12 years. I believe that she meets all of the eligibility requirements and is eminently deserving of recognition as Emeritus. Her dedication and professionalism are exemplified by her service to Northland Pioneer College students in the EMT and nursing departments, to the College and to our communities of interest.

Professor Browne-Wagner taught many EMT courses over the years and was known by her students to provide instruction so that they realized the implications of real-life scenarios in emergency situations. Students consistently credited her with setting high expectations that motivated them to “step up their game”. Lynn made learning fun yet relevant and challenged students to achieve beyond their own expectations. Her lectures were engaging and entertaining and captured the essence of not only the pathophysiology of medical conditions and disease states but also the impact of patients’ injury or illness on their overall health and potential for recovery, as well as the effect on their families. Lynn’s forte was developing students’ critical thinking skills through practice to achieve confidence. She enabled students to actualize their potential and become able to provide care in the midst of the most complex, stressful situations imaginable. Preceptors in the pre-hospital field frequently commented that NPC students were well-prepared, competent and safe in their practice. Clinical partners welcomed our graduates to positions at local community hospitals, fire departments and emergency care districts. Lynn’s reputation to provide superior instruction and potentiate success among students is unprecedented.

Lynn contributed to the governance and function of the college in significant ways. She actively participated in college forums and committees throughout her tenure. She made contributions to policy as a member of Instructional Council and lead the effort to bring the Paramedic to RN program to NPC. She painstakingly researched the field of nursing education, evaluated and rewrote courses and program objectives, and compared the results to best practice standards to assure the curriculum reflected the most current evidence available in nursing research.

Lynn’s reach went far beyond NPC and the students enrolled in her courses. Because of her commitment and dedication to the EMS programs and pre-hospital care, our communities are safer and healthier. She chaired the

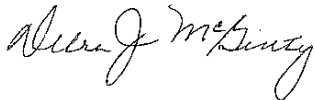
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Fire Board and the Arizona Fire District Association Education Committee and provided education throughout the years to various fire districts on topics related to Drug and Alcohol Abuse policies and issues. She served Banner Healthcare as a State Educator for the Poison Control Center providing toxicology education for agencies all across the state. Lynn served on the Northern EMS Steering Committee, the EMS for Children Partners and Advocates Group, the Pediatric Prepared Emergency Care/Injury Prevention Committee, and the Central Arizona EMS Committee. The Department of Health Services Bureau of Emergency Medical Services designated her to be a mentor to new program coordinators and directors in the state. To so many, she was the face of Northland Pioneer College's commitment to quality instruction, high educational standards and willingness to serve others in our community and state.

Throughout her tenure at NPC, Lynn Browne-Wagner effectively enhanced the education of our students, showed initiative in fulfilling her academic responsibilities, selflessly assumed state-wide leadership positions to advance the practice of emergency management services while enhancing the reputation of Northland Pioneer College. She significantly expanded the community's access to qualified and competent emergency medical techs and paramedic professionals. Thank you for your consideration of this request to recommend Lynn Browne-Wagner for Emeritus status to District Governing Board.

Sincerely,

A handwritten signature in cursive script that reads "Debra J McGinty".

Debra J McGinty RN PhD
Dean of Nursing and Allied Health

Spring Semester Enrollment Change, 2018-2019

	TOTAL FTSE		NAVIT FTSE		DUAL FTSE		REGULAR FTSE	
	2018	2019	2018	2019	2018	2019	2018	2019
Little Colorado	150.33	146.93	19.07	16.73	14.87	10.80	116.39	119.40
Painted Desert	224.07	201.33	45.67	55.40	76.73	45.98	101.67	100.00
Silver Creek	147.80	159.40	21.27	21.40	40.33	34.47	86.20	103.53
White Mountain	593.33	513.27	94.27	85.33	175.00	134.67	324.66	293.27
Subtotal	1115.53	1020.93	180.28	178.86	306.93	225.92	628.92	616.20
DOC	19.40	17.27	0.0	0.0	0.0	0.0	19.40	17.27
Hopi	33.33	34.53	0.0	0.0	5.80	4.60	27.53	29.93
Internet	125.47	139.33	0.0	0.0	0.0	0.0	125.47	139.33
Kayenta	23.60	29.80	0.0	0.0	1.33	8.73	22.27	21.07
Springerville-Eagar	22.80	27.73	2.47	3.13	0.0	0.0	20.33	24.60
St Johns	94.47	73.47	39.47	54.47	12.93	8.60	42.07	10.40
Whiteriver	87.00	115.00	0.0	0	32.53	37.67	54.47	77.33
Apache Co Misc	22.60	26.67	0.0	0.0	11.87	15.93	10.73	10.74
Navajo Co Misc	19.60	11.27	0.0	0.0	17.60	9.60	2.00	1.67
Subtotal	448.27	475.07	41.94	57.60	82.06	85.13	324.27	332.34
TOTAL	1563.80	1496	222.22	236.46	388.99	311.05	953.19	948.54

Enrollment change, Spring 2018-Spring 2019:-4.3%

Headcount change, Spring 2018:3337-Spring 2019:3104 -233

Ongoing enrollment impacts, positive and negative:

1. Decrease in Dual enrollment, fewer qualified faculty at the high schools, plus the change of when spring dual enrollment is counted in the fall.
2. Early Childhood program rebounds impacting Whiteriver & Kayenta enrollment as has TALON:
3. Fewer students, but the students are taking more credits (Spring 18 – 7.03 credits per student, Spring 19 – 7.23 credits per student)

Request to Approve Late Course Fees for 2019-2020

Recommendation:

Staff recommends approval of the 2019-20 Course Fees as presented.

Summary:

The Instruction Division normally identifies changes to all course fees for review with the District Governing Board in February and approval in March. Several items were missed and are presented at this time for approval. The course fees are assessed per class and cover expendable supplies and equipment.

**NAVAJO COUNTY COMMUNITY COLLEGE
DISTRICT NORTHLAND PIONEER COLLEGE
2019-2020
Proposed Course Fees**

Divisions & Courses			Approved 2018-19	Proposed 2019-20
Arts & Science				
SPT	130	Introduction to Theatre		\$45 new
Career & Technical Education				
FRS	103	Firefighter I		\$125 new
FRS	105	Firefighter II		\$125 new
Nursing & Allied Health				
SGT	121	Surgical Sterile Technique and Instrumentation		\$100 new
SGT	122	Surgical Techniques		\$100 new
SGT	221	Perioperative Procedures		\$100 new
TMP	108	A & P with Kinesiology Techniques I		\$60 new
TMP	109	A & P with Kinesiology Techniques II		\$60 new
TMP	240	Massage Therapy Clinical Practice		\$60 new

Notes:

- **Bold** items indicate a change from prior year.
- 199-299 and non-credit/special interest courses have variable fees determined by the length and type of each.

2019-20 Budget Analysis

Summary:

Staff is recommending option 2 as the fiscal year 2019-20 budget, as it meets the operating needs of the college. This option includes maintaining the property tax levy rate at \$1.8164, the same levy rate as the current year.

General Fund Revenues

	FY1920 Option 1 (Max Prop Tax & JLBC)	FY1920 Option 2 (Rate @ Prior Yr & Gov Bud)	FY1920 Option 3 (TNT Prop Tax & Gov Bud)	FY1819 Board Approved Budget
Property Tax Levy Rate	\$ 1.8621	\$ 1.8164	\$ 1.7899	\$ 1.8164
Revenues:				
Property Taxes	\$ 15,877,014	\$ 15,487,000	\$ 15,261,408	\$ 15,055,197
Transwestern Refund	(233,000)	(233,000)	(233,000)	-
State Aid	1,567,700	1,567,700	1,567,700	1,576,500
Equalization	7,751,900	7,547,500	7,547,500	7,107,100
Govt Grants/Contracts	2,000,000	2,000,000	2,000,000	1,500,000
Tuition & Fees	4,860,000	4,860,000	4,860,000	4,860,000
Investment Income	300,000	300,000	300,000	139,900
Other	100,000	100,000	100,000	-
Transfers to Other Funds	(2,900,000)	(2,900,000)	(2,900,000)	(2,900,000)
Fund Balance	-	-	-	650,000
Total Revenues	29,323,614	28,729,200	28,503,608	27,988,697
Expenditures:				
Salaries & Benefits	16,183,880	16,183,880	16,183,880	15,096,935
Other Expenditures	12,535,647	12,535,647	12,535,647	12,891,762
Total Expenditures	28,719,527	28,719,527	28,719,527	27,988,697
Net Deficit/Surplus	\$ 604,087	\$ 9,673	\$ (215,919)	\$ -

- **Property taxes** cannot exceed the maximum allowable by statute, which includes a 2% increase and the impact of new construction. Options for setting the primary property taxes are listed below:
 - Option 1 – set the levy rate at the maximum of \$1.8621 generating \$15,877,014. NPC typically pursues the maximum property tax levy; however, last fiscal year the Board set the levy at the lower Truth and Taxation (TNT) rate.
 - Option 2- set the levy rate at the current rate of \$1.8164 generating \$15,487,000. Increases to taxpayers would only occur if assess property values increased.
 - Option 3 – sets the levy rate at the TNT rate of \$1.7899 generating \$15,261,408. This would not require TNT notices nor a hearing. However, it would result in a deficit based on projected operating needs requiring the college to reduce its salary and wage proposal.
- Two known risks to property taxes include:
 - Transwestern Pipeline is disputing their centrally valued properties in Arizona. NPC may have to refund property tax revenues & interest of \$233,000 in FY1920 related to tax years 2016 and 2017. Another lawsuit may be initiated for tax year 2018. State legislators are pursuing additional appropriations to help mitigate this risk but it is not certain. The decreased property valuation will decrease future property tax revenues.
 - Cholla Power Plant is still expected to significantly impact future property tax revenues. The timing of the impact is still unknown and will be evaluated each year. NPC continues to seek additional information from APS.
- **State funding** in total is expected to increase compared to the current year.
 - **Operating aid** – is estimated at \$1,567,700 for a decrease over the current year of \$8,800. Operating aid is based on enrollment two years in arrears.
 - **Equalization** – is estimated between \$7,547,500 to \$7,751,900 increasing revenues over the current year between \$440,400 to \$644,800. Equalization aid is provided to community college districts with property tax bases that are less than the minimum assessed value for their rural district or county (populations less than 500,000 persons). There are currently three community college districts in Arizona who receive equalization aid – Cochise (Cochise county), Eastern (Graham county), and NPC (Navajo county).

- **Tuition** is approved for an increase of \$3 per credit; however, due to declining enrollment revenues has been kept flat compared to the current year.
- **Government grants and contracts** is estimated at \$2,000,000 an increase of \$500,00 compared to the current year. NPC has been conservative in prior year estimates and is adjusting its estimate to reflect actual revenues that have exceeded \$2 million.
- **Investment income** is estimated at \$300,000 an increase of \$160,100 compared to the current year. NPC has not relied on this revenue source in the past, but interest earned in the current year and the prior year is greater than \$500,000. As NPC starts to spend the \$20 million set aside for facilities in Show Low, its cash balance will decrease and the interest earned is expected to decrease. Reliance on this revenue source will be evaluated annually.
- **Other income** is estimated at \$100,000 related to revenue from Cosmetology retail sales and Microwave Tower rentals. NPC has not relied on this revenue source in the past but the revenues have become steady and reliable.

Capital Fund Revenue Trend

The state funding for **STEM** related activities is expected to decrease slightly from \$342,600 to \$339,500. All other Capital Fund revenue will be transferred from the General Fund.

Other Fund Revenue Trend

Revenues related to intergovernmental contracts will be increased compared to the prior year to reflect actual revenues.

General Fund Expenditure Trend

NPC Administrators, faculty and staff (team) collaboratively developed the 5% salary and wage recommendation. The estimated increase is \$600,000 with estimated taxes of \$114,000 for a total of \$714,000. The recommendation and the employee related expenses are addressed in more detail in the salary and wage documents.

Other Fund Expenditure Trend

No notable changes are anticipated in expenditures for other funds.

Truth in Taxation Analysis

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

	Option 1 @ Maximum	Option 2 @ PY Rate	Option 3 @ TNT
Actual current primary property tax levy: <i>(line F.1. actual levy from prior year's final levy limit worksheet)</i>	\$ 15,055,197	\$ 15,055,197	\$ 15,055,197
Net assessed valuation: <i>(line C.4. from current year's worksheet)</i>	\$ 852,640,245	\$ 852,640,245	\$ 852,640,245
Value of new construction:	\$ 11,502,676	\$ 11,502,676	\$ 11,502,676
Net assessed value minus new construction: <i>(line B.4. from current year's levy limit worksheet)</i>	\$ 841,137,569	\$ 841,137,569	\$ 841,137,569
MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:	\$ 1.7899	\$ 1.7899	\$ 1.7899
Growth in property tax levy capacity associated with new construction:	\$ 205,886	\$ 205,886	\$ 205,886
MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:	\$ 15,261,408	\$ 15,261,408	\$ 15,261,408
Proposed primary property tax levy:	\$ 15,877,014	\$ 15,487,000	\$ 15,261,408
Proposed increase in primary property tax levy, exclusive of new construction	\$ 615,606	\$ 225,592	\$ -
Proposed percentage increase in primary property tax levy:	4.0%	1.5%	0.0%
Proposed primary property tax rate:	\$ 1.8621	\$ 1.8164	\$ 1.7899
Proposed increase in primary property tax rate:	\$ 0.0722	\$ 0.0265	\$ 0.0000
Proposed primary property tax levy on a home valued at \$100,000	\$ 186.21	\$ 181.64	\$ 178.99
Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:	\$ 178.99	\$ 178.99	\$ 178.99
Proposed primary property tax levy increase on a home valued at \$100,000:	\$ 7.22	\$ 2.65	\$ 0.00

STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2019 – 2020

APPROVED / * DATES REVISED

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	✓18 September
2. Receive draft strategic plan	DGB	✓20 November
3. Approve strategic plan	DGB	✓18 December
4. Develop operational plans	SPASC	✓18 December*
5. Executive team receives operational plans	SPASC	✓18 December*
6. Receive and approve budget assumptions & overview	DGB	✓18 December
7. Review strategic plan/budget at convocation or meetings	SPASC	✓7 January 2019
8. Solicit input for strategic plan at convocation or meetings	SPASC	✓7 January
9. Distribute budget materials for operational & capital	Bus Ofc	✓8 January
10. Financial Services receives budget requests	Department Managers	✓4 February
11. Executive team, faculty, CASO meet on wages & salary	Ex Tm FA CASO	✓28 February
12. Review of operational & capital plans/budget requests	Executive Team	✓12 February
13. Receive introductory budget analysis	DGB	✓19 February
14. Receive tuition and fee schedules	DGB	✓19 February
15. President receives wage & salary recommendation	FA CASO	✓1 March
16. Budget hearings	SPASC	✓5 March
17. Receive preliminary budget analysis	DGB	✓19 March
18. Receive operational plans	DGB	✓19 March
19. Receive wage and salary recommendation	DGB	✓19 March
20. Approve tuition and fee schedules	DGB	✓19 March
21. Approve salary schedules	DGB	✓16 April
22. Receive complete budget analysis	DGB	✓16 April
23. Adopt tentative budgets & approve publication	DGB	✓16 April
24. Publish notice of budget public hearing/TNT hearing	CBO	26 April
25. Develop priorities for upcoming strategic plan	DGB	29 April
26. Publish notice of TNT hearing (2)	CBO	2 May
27. Publish notice of budget public hearing (2)/TNT hearing (3)	CBO	9 May
28. Conduct taxpayer public hearings	DGB	21 May
29. Adopt property tax levy and final budgets	DGB	21 May
30. Notify PTOC of primary property tax levy	CBO	24 May
31. Submit tax levy to Navajo County	CBO	24 May
32. Develop upcoming strategic plan draft	SPASC	31 July
33. Present strategic plan report & new draft at convocation	SPASC	12 August
34. Receive input for future strategic plans at convocation	SPASC	12 August
35. Receive annual report on strategic planning	DGB	20 August 2019

Northland Pioneer College
Preliminary Budget Development Assumptions
FY 2019-20

GENERAL ASSUMPTIONS

- Budget Development Calendar will be followed.
- Introductory budget analysis for DGB in February will be prior to budget hearings and will be limited to an overview of expenditure and revenue trends.
- Preliminary budget analysis for DGB in March will include a detailed examination of budget planning.
- Statutory Expenditure Limit will be breached; carry-forward is available to address short-term issues and expenditures are continuously reviewed to assess the impact on the expenditure limit.

REVENUE ASSUMPTIONS

- Overall revenues are expected to decrease compared to current fiscal year.
- State funding is expected to increase slightly compared to current fiscal year.
- Tuition revenues will show a slight decrease based on enrollment levels. The FY1920 rate will increase \$3 to \$77 per credit hour. The District Governing Board previously adopted a three-year tuition plan in FY1718 that ends with FY1920; a new three-year tuition plan will be developed next year. Tuition and general fees are set at a rate that:
 - (A) gives consideration to the impact on students, student enrollment, and student retention rates,
 - (B) increases incrementally, and
 - (C) is competitive in our market by maintaining a comparative position to the average overall tuition and general fees at other Arizona community colleges.
- Course fees will be set at a rate calculated to offset expendable supplies and equipment.
- Primary property tax will be levied at the maximum rate, which is two percent higher than current year tax plus new construction. Setting the tax levy at the maximum will require a truth-in-taxation hearing.
- Other revenues will be estimated based on historical information and emerging trends.

EXPENDITURE ASSUMPTIONS

- Overall general fund expenditures will match revenues.
- Items in budget requests will be linked to the current **NPC Strategic Plan** through operational plans developed at the division or departmental level. Any budget amounts that are higher than current budget **or** actual historical spending will require **justification and will be reviewed during the budget hearing process.**
- Budget requests from Department Managers for operational and capital expenditures will be completed by **Monday, February 4, 2019.**

- SALARY SCHEDULES will be developed with:
 - (A) consideration to increasing rates balanced with available funds and impact to expenditure limit,
 - (B) consideration to competitive market conditions with the goal to maintain a comparative position to the average increases/rates at other local public entities, other Arizona community colleges, and other similar institutions, and
 - (C) consideration to salary recommendations received through the shared governance process.
- BENEFITS will be developed with:
 - (A) consideration on impacts from third-party partnerships including:
 - (1) Employee benefit trust for medical insurance, and
 - (2) Arizona State Retirement System for retirement contributions.
- Education partner relationships will be maintained with:
 - (A) Apache County,
 - (B) NAVIT,
 - (C) Dual enrollment, and
 - (D) others.
- OPERATING budget will be developed annually; developing a three-year budget is in progress.
- CAPITAL budget requests will be developed for a three-year period (FY1920, FY2021 and FY2122).
- GRANT funding will continue to be identified and pursued.
- AUXILIARY fund activities will be maintained.

**Northland Pioneer College
Budget Development Guidelines
FY 2018-19**

Budget Categories & Targets:

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

Request to Approve 2019-2020 Wage and Salary Schedule

Recommendation:

Staff recommends increasing salaries and wages by 5% for all eligible contract employees and adjunct faculty, with the exception of employees in the E1, E2 and D1 salary range categories who will receive an increase of 4%. The estimated impact to base salary & wages is \$600,000 with taxes of \$114,000 for a total of \$714,000.

Summary:

Salaries & Wages

NPC Administrators, faculty and staff (team) developed the salary and wage recommendation collaboratively. Retention of existing employees and recruiting for vacant positions were high priorities as alternatives were reviewed. The joint recommendation of 5% is higher than the increases provided during each of the last four years. The team addressing compensation recognize that the increase will negatively impact the Expenditure Limit for the district in fiscal year 2019-20 and in subsequent years as this is an ongoing cost and not a one-time cost. The district will continue to use its Expenditure Limit capacity known as carryforward, with a current balance of nearly \$30 million, in future years but it may be depleted faster. The team believes these are necessary risks to assume so that the district can retain its strong employees and help with recruiting vacancies. NPC continues to have many vacant IS positions some that have been unfilled for nearly two years.

The recommended 5% and 4% increase would be applied as follows.

Contract employees:

- Faculty – employees will move 1 step (1.5%) and salary schedule will be adjusted by increasing the base by 3.5%
- Nonexempt – employees will move 1 step (1.5%) and wage schedules will be adjusted by increasing the base by 3.5%
- Professional Nonexempt - employees will receive a 5.0% salary increase with the salary ranges adjusted 3.5%
- Exempt – employees will receive a 5% salary increase with the salary ranges adjusted 3.5%
- Employees in the E1, E2 and D1 salary categories will receive a 4% increase with the salary ranges adjusted 3.5%. These are the highest salary ranges and apply to Vice Presidents, Associate Vice Presidents, Deans and certain Directors.

Note: Adjustments to the base will provide a 3.5% increase for employees who have reached the maximum amount for their position based on the salary schedules, these are known internally as “redlined” employees.

Noncontract employees:

- Adjunct Faculty – employee rate will increase 5%

Other Changes:

- All contract employees will receive one additional personal day, for a total of 4 days annually. NPC has the lowest number of paid winter break leave at 3 days compared to others that range from 7 to 10 days.
- Faculty have agreed to eliminate the use of deferred compensation, common in the education industry. If Faculty has a 9 month contract they will receive payments over 9 months instead of deferring payments over 12 months. This practice has resulted in additional administrative processing for HR/Payroll and Accounting for years to ensure financial records are accurate for the fiscal year, which differs from the academic cycle.

Employee Related Expenses

Health Insurance: Mountain Public Employee Benefit Trust has determined they will make no changes to the medical benefit plan it offers to its members for 2019-20; it will continue to offer a High Deductible Health Plan (HDHP) and a PPO plan. The employer cost of offering health insurance will be increasing 5% for a cost of approximately \$80,000 in 2019-20. The employees will also see a 5% increase for spouse/children/family coverage, under either the HDHP or PPO plan.

- NPC will pay \$709 towards health insurance for each employee. If the employee selects a medical plan that exceeds that amount, the employee is responsible for the additional cost. Open enrollment for employees will occur in March.
- Dental and vision benefits are voluntary benefits and paid solely by the employee electing that coverage.

ASRS: Employee and employer ASRS contributions will increase from 11.80 percent to 12.11 percent. The institutional impact is expected to be an increase in expenditures of approximately \$40,000. The Alternate Contribution Rate (ACR) will be applied to all ASRS retirees who are employed under the ASRS Return to Work (RTW) provisions. The ACR is paid by NPC and the rate will decrease from 10.53% to 10.41%; the impact is minimal.

Economic Indicators:

Bureau of Labor Statistics:

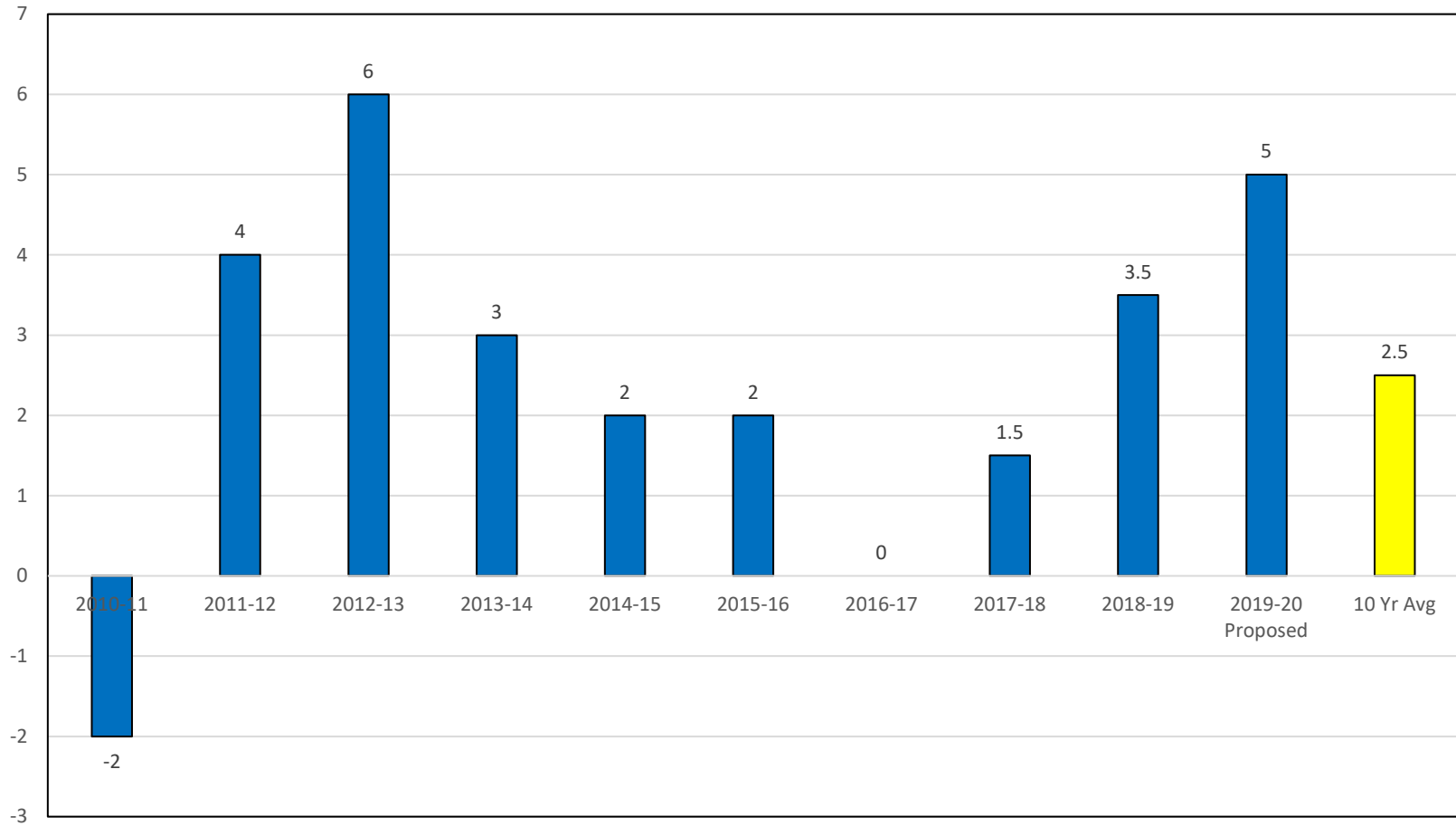
The Consumer Price Index for **All** Urban Consumers (CPI-U) all items index rose 1.9 percent before seasonal adjustment for the 12-month period ending December 2018. The same index rose 2.1 percent for the 12-month period ending December 2017.

Survey of Professional Forecasters:

The Survey of Professional Forecasters, which consolidates multiple well-regarded national macroeconomic forecasts, is the oldest quarterly survey of its kind in the United States. The most recent report “The Fourth Quarter 2018 Survey of Professional Forecasters” was released November 13, 2018. Measured on a fourth-quarter over fourth-quarter basis, headline CPI inflation is expected to average 2.4 percent in 2019. Over the next 10 years,

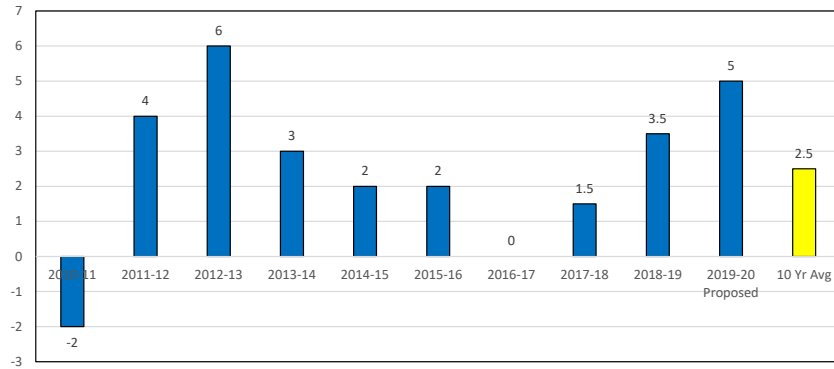
2018 to 2027, the forecasters expect headline CPI inflation to average 2.21 percent at an annual rate.

NPC Salary Increase Percentage



FY2016-17 - \$1390 per employee (\$550 stipend plus employer paid \$360 for medical/HSA & \$480 for dental)

NPC Salary Increase Percentage



FY2016-17 - \$1390 per employee (\$550 stipend plus employer paid \$360 for medical/HSA & \$480 for dental)

Assumptions:

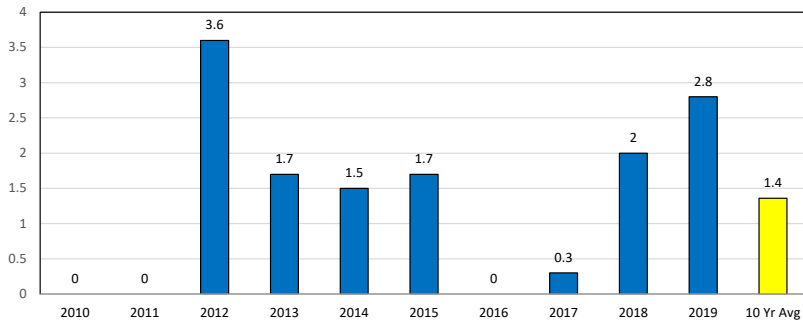
1% Salary Increase \$ 120,000

FY1819

Admin Proposal	
4% salary & wage increase	\$ 480,000
Estimated taxes	\$ 91,200
Total Cost	\$ 571,200

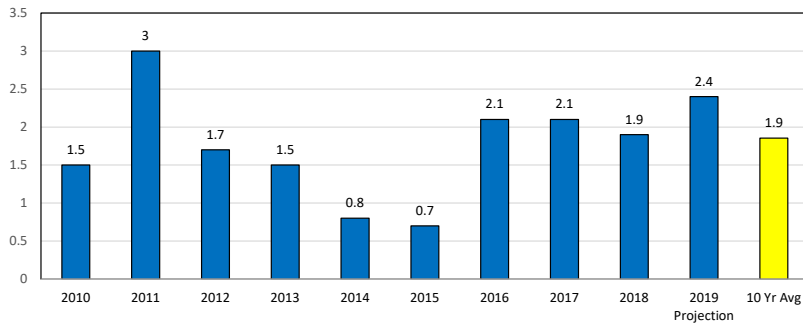
Faculty/Staff Request	
5% salary & wage increase	\$ 600,000
Estimated taxes	\$ 114,000
Total Cost	\$ 714,000

COLA Percentage



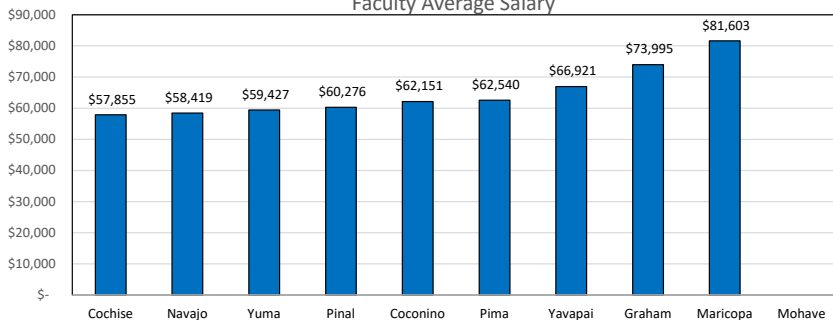
COLA is established in Oct for following year; set by Social Security Administration to help combat inflation; based on CPI for urban wage earners & clerical workers

CPI-U Annual Percentage



CPI-U measures change in prices paid by consumers for goods/service; reflects December to December comparison; 2019 projection is based on Fourth Quarter 2018 Survey of Professional Forecasters

2018-19 Salary Survey
Faculty Average Salary



Mohave did not participate in the Salary Survey

**Arizona Community College
Preliminary Info
FY1920**

Preliminary Salary

County	College	Increase
Cochise	Cochise	2.0%
Coconino	Coconino	Avg 2% (mixed)
Graham	Eastern	0.0%
Maricopa	Maricopa	Avg 2% (mixed)
Mohave	Mohave	TBD
Navajo	Northland	5.0%
Pima	Pima	TBD
Pinal	Central	1-3%, based on position type
Yavapai	Yavapai	3.0%
Yuma	AZ Western	2.0%

NPC salaries are generally last when comparing to other AZ Community Colleges (based on ACCBOC Annual Salary Survey).

**Northland Pioneer College
2019 - 2020 Faculty Salary Schedule PROPOSED**

	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1	\$43,576	\$44,360	\$45,159	\$45,972	\$46,799	\$47,642	\$48,499	\$49,372	\$50,261	\$51,166	\$52,086
2	\$44,230	\$45,026	\$45,836	\$46,661	\$47,501	\$48,356	\$49,227	\$50,113	\$51,015	\$51,933	\$52,868
3	\$44,893	\$45,701	\$46,524	\$47,361	\$48,214	\$49,082	\$49,965	\$50,864	\$51,780	\$52,712	\$53,661
4	\$45,566	\$46,387	\$47,222	\$48,072	\$48,937	\$49,818	\$50,715	\$51,627	\$52,557	\$53,503	\$54,466
5	\$46,250	\$47,082	\$47,930	\$48,793	\$49,671	\$50,565	\$51,475	\$52,402	\$53,345	\$54,305	\$55,283
6	\$46,944	\$47,789	\$48,649	\$49,525	\$50,416	\$51,324	\$52,247	\$53,188	\$54,145	\$55,120	\$56,112
7	\$47,648	\$48,506	\$49,379	\$50,267	\$51,172	\$52,093	\$53,031	\$53,986	\$54,957	\$55,947	\$56,954
8	\$48,363	\$49,233	\$50,119	\$51,021	\$51,940	\$52,875	\$53,827	\$54,795	\$55,782	\$56,786	\$57,808
9	\$49,088	\$49,972	\$50,871	\$51,787	\$52,719	\$53,668	\$54,634	\$55,617	\$56,618	\$57,638	\$58,675
10	\$49,824	\$50,721	\$51,634	\$52,564	\$53,510	\$54,473	\$55,453	\$56,452	\$57,468	\$58,502	\$59,555
11	\$50,572	\$51,482	\$52,409	\$53,352	\$54,312	\$55,290	\$56,285	\$57,298	\$58,330	\$59,380	\$60,449
12	\$51,330	\$52,254	\$53,195	\$54,152	\$55,127	\$56,119	\$57,130	\$58,158	\$59,205	\$60,270	\$61,355
13	\$52,100	\$53,038	\$53,993	\$54,965	\$55,954	\$56,961	\$57,986	\$59,030	\$60,093	\$61,174	\$62,276
14	\$52,882	\$53,834	\$54,803	\$55,789	\$56,793	\$57,816	\$58,856	\$59,916	\$60,994	\$62,092	\$63,210
15	\$53,675	\$54,641	\$55,625	\$56,626	\$57,645	\$58,683	\$59,739	\$60,814	\$61,909	\$63,023	\$64,158
16	\$54,480	\$55,461	\$56,459	\$57,475	\$58,510	\$59,563	\$60,635	\$61,727	\$62,838	\$63,969	\$65,120
17	\$55,297	\$56,293	\$57,306	\$58,337	\$59,388	\$60,456	\$61,545	\$62,653	\$63,780	\$64,928	\$66,097
18	\$56,127	\$57,137	\$58,166	\$59,213	\$60,278	\$61,363	\$62,468	\$63,592	\$64,737	\$65,902	\$67,088
19	\$56,969	\$57,994	\$59,038	\$60,101	\$61,183	\$62,284	\$63,405	\$64,546	\$65,708	\$66,891	\$68,095
20	\$57,823	\$58,864	\$59,924	\$61,002	\$62,100	\$63,218	\$64,356	\$65,514	\$66,694	\$67,894	\$69,116
21	\$58,691	\$59,747	\$60,822	\$61,917	\$63,032	\$64,166	\$65,321	\$66,497	\$67,694	\$68,913	\$70,153
22	\$59,571	\$60,643	\$61,735	\$62,846	\$63,977	\$65,129	\$66,301	\$67,495	\$68,709	\$69,946	\$71,205
23	\$60,464	\$61,553	\$62,661	\$63,789	\$64,937	\$66,106	\$67,296	\$68,507	\$69,740	\$70,995	\$72,273
24	\$61,371	\$62,476	\$63,601	\$64,746	\$65,911	\$67,097	\$68,305	\$69,535	\$70,786	\$72,060	\$73,357
25	\$62,292	\$63,413	\$64,555	\$65,717	\$66,900	\$68,104	\$69,330	\$70,578	\$71,848	\$73,141	\$74,458
26	\$63,226	\$64,364	\$65,523	\$66,702	\$67,903	\$69,125	\$70,370	\$71,636	\$72,926	\$74,238	\$75,575
27	\$64,175	\$65,330	\$66,506	\$67,703	\$68,922	\$70,162	\$71,425	\$72,711	\$74,020	\$75,352	\$76,708
28	\$65,137	\$66,310	\$67,503	\$68,719	\$69,955	\$71,215	\$72,497	\$73,801	\$75,130	\$76,482	\$77,859
29	\$66,114	\$67,305	\$68,516	\$69,749	\$71,005	\$72,283	\$73,584	\$74,908	\$76,257	\$77,629	\$79,027
30	\$67,106	\$68,314	\$69,544	\$70,796	\$72,070	\$73,367	\$74,688	\$76,032	\$77,401	\$78,794	\$80,212
31	\$68,113	\$69,339	\$70,587	\$71,857	\$73,151	\$74,468	\$75,808	\$77,173	\$78,562	\$79,976	\$81,415
32	\$69,134	\$70,379	\$71,646	\$72,935	\$74,248	\$75,585	\$76,945	\$78,330	\$79,740	\$81,175	\$82,637
33	\$70,171	\$71,435	\$72,720	\$74,029	\$75,362	\$76,718	\$78,099	\$79,505	\$80,936	\$82,393	\$83,876

<u>Adjunct Faculty Rate/Load Unit</u>	
Level 1	\$772
Level 2	\$794
Level 3	\$815

<u>Substitute Rate/Hour</u>	
	\$ 22

Northland Pioneer College
Hourly Rate 2019-2020 Schedule PROPOSED
Hourly Rate - Nonexempt Staff

Step	Grade >										
	1	2	3	4	5	6	7	8	9	10	11
1	\$ 13.68	\$ 14.04	\$ 14.40	\$ 14.76	\$ 15.12	\$ 15.48	\$ 15.84	\$ 16.20	\$ 16.56	\$ 16.92	\$ 17.28
2	\$ 14.04	\$ 14.40	\$ 14.76	\$ 15.12	\$ 15.48	\$ 15.84	\$ 16.20	\$ 16.56	\$ 16.92	\$ 17.28	\$ 17.64
3	\$ 14.40	\$ 14.76	\$ 15.12	\$ 15.48	\$ 15.84	\$ 16.20	\$ 16.56	\$ 16.92	\$ 17.28	\$ 17.64	\$ 18.00
4	\$ 14.76	\$ 15.12	\$ 15.48	\$ 15.84	\$ 16.20	\$ 16.56	\$ 16.92	\$ 17.28	\$ 17.64	\$ 18.00	\$ 18.36
5	\$ 15.12	\$ 15.48	\$ 15.84	\$ 16.20	\$ 16.56	\$ 16.92	\$ 17.28	\$ 17.64	\$ 18.00	\$ 18.36	\$ 18.72
6	\$ 15.48	\$ 15.84	\$ 16.20	\$ 16.56	\$ 16.92	\$ 17.28	\$ 17.64	\$ 18.00	\$ 18.36	\$ 18.72	\$ 19.08
7	\$ 15.84	\$ 16.20	\$ 16.56	\$ 16.92	\$ 17.28	\$ 17.64	\$ 18.00	\$ 18.36	\$ 18.72	\$ 19.08	\$ 19.44
8	\$ 16.20	\$ 16.56	\$ 16.92	\$ 17.28	\$ 17.64	\$ 18.00	\$ 18.36	\$ 18.72	\$ 19.08	\$ 19.44	\$ 19.80
9	\$ 16.56	\$ 16.92	\$ 17.28	\$ 17.64	\$ 18.00	\$ 18.36	\$ 18.72	\$ 19.08	\$ 19.44	\$ 19.80	\$ 20.16
10	\$ 16.92	\$ 17.28	\$ 17.64	\$ 18.00	\$ 18.36	\$ 18.72	\$ 19.08	\$ 19.44	\$ 19.80	\$ 20.16	\$ 20.52
11	\$ 17.28	\$ 17.64	\$ 18.00	\$ 18.36	\$ 18.72	\$ 19.08	\$ 19.44	\$ 19.80	\$ 20.16	\$ 20.52	\$ 20.88
12	\$ 17.64	\$ 18.00	\$ 18.36	\$ 18.72	\$ 19.08	\$ 19.44	\$ 19.80	\$ 20.16	\$ 20.52	\$ 20.88	\$ 21.24
13	\$ 18.00	\$ 18.36	\$ 18.72	\$ 19.08	\$ 19.44	\$ 19.80	\$ 20.16	\$ 20.52	\$ 20.88	\$ 21.24	\$ 21.60
14	\$ 18.36	\$ 18.72	\$ 19.08	\$ 19.44	\$ 19.80	\$ 20.16	\$ 20.52	\$ 20.88	\$ 21.24	\$ 21.60	\$ 21.96
15	\$ 18.72	\$ 19.08	\$ 19.44	\$ 19.80	\$ 20.16	\$ 20.52	\$ 20.88	\$ 21.24	\$ 21.60	\$ 21.96	\$ 22.32
16	\$ 19.08	\$ 19.44	\$ 19.80	\$ 20.16	\$ 20.52	\$ 20.88	\$ 21.24	\$ 21.60	\$ 21.96	\$ 22.32	\$ 22.68
	Level 1		Level 2			Level 3					

Hourly Rate - Technical and Skilled Craft

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$ 15.59	\$ 15.95	\$ 16.31	\$ 16.67	\$ 17.03	\$ 17.39	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.83	\$ 19.19	\$ 19.55
2	\$ 15.95	\$ 16.31	\$ 16.67	\$ 17.03	\$ 17.39	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.83	\$ 19.19	\$ 19.55	\$ 19.91
3	\$ 16.31	\$ 16.67	\$ 17.03	\$ 17.39	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.83	\$ 19.19	\$ 19.55	\$ 19.91	\$ 20.27
4	\$ 16.67	\$ 17.03	\$ 17.39	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.83	\$ 19.19	\$ 19.55	\$ 19.91	\$ 20.27	\$ 20.63
5	\$ 17.03	\$ 17.39	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.83	\$ 19.19	\$ 19.55	\$ 19.91	\$ 20.27	\$ 20.63	\$ 20.99
6	\$ 17.39	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.83	\$ 19.19	\$ 19.55	\$ 19.91	\$ 20.27	\$ 20.63	\$ 20.99	\$ 21.35
7	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.83	\$ 19.19	\$ 19.55	\$ 19.91	\$ 20.27	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.71
8	\$ 18.11	\$ 18.47	\$ 18.83	\$ 19.19	\$ 19.55	\$ 19.91	\$ 20.27	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.71	\$ 22.07
9	\$ 18.47	\$ 18.83	\$ 19.19	\$ 19.55	\$ 19.91	\$ 20.27	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.71	\$ 22.07	\$ 22.43
10	\$ 18.83	\$ 19.19	\$ 19.55	\$ 19.91	\$ 20.27	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.71	\$ 22.07	\$ 22.43	\$ 22.79
11	\$ 19.19	\$ 19.55	\$ 19.91	\$ 20.27	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.71	\$ 22.07	\$ 22.43	\$ 22.79	\$ 23.15
12	\$ 19.55	\$ 19.91	\$ 20.27	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.71	\$ 22.07	\$ 22.43	\$ 22.79	\$ 23.15	\$ 23.51
13	\$ 19.91	\$ 20.27	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.71	\$ 22.07	\$ 22.43	\$ 22.79	\$ 23.15	\$ 23.51	\$ 23.87
14	\$ 20.27	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.71	\$ 22.07	\$ 22.43	\$ 22.79	\$ 23.15	\$ 23.51	\$ 23.87	\$ 24.23
15	\$ 20.63	\$ 20.99	\$ 21.35	\$ 21.71	\$ 22.07	\$ 22.43	\$ 22.79	\$ 23.15	\$ 23.51	\$ 23.87	\$ 24.23	\$ 24.59
16	\$ 20.99	\$ 21.35	\$ 21.71	\$ 22.07	\$ 22.43	\$ 22.79	\$ 23.15	\$ 23.51	\$ 23.87	\$ 24.23	\$ 24.59	\$ 24.95
	Level T1			Level T2			Level T3					

**Northland Pioneer College
Exempt Salary Range Chart 2019-2020 PROPOSED**

12 Month Staff		
Group	Base	Max
B2	\$36,893	\$51,649
B1	\$40,039	\$56,107
C3	\$41,063	\$57,486
C2	\$44,964	\$62,949
C1	\$47,855	\$66,997
D3	\$53,394	\$74,750
D2	\$66,841	\$93,580
D1	\$87,013	\$117,469
E2	\$100,292	\$135,130
E1	\$109,905	\$148,372

11 Month Staff		
Group	Base	Max
B2	\$33,346	\$46,685
B1	\$36,191	\$50,666
C3	\$37,114	\$51,959
C2	\$40,641	\$56,896
C1	\$43,255	\$60,556

10 Month Staff		
Group	Base	Max
B2	\$30,508	\$42,709
B1	\$33,108	\$46,351
C3	\$33,954	\$47,537
C2	\$37,179	\$52,052
C1	\$39,572	\$58,584

Positions by Salary Group	
B2	Center Manager
B2	Data Analyst
B2	Financial Aid Systems Technician
B2	Network Support Technician
B2	Procurement Manager
B2	Silver Creek Facilities Coordinator
B2	Sytem Support Technician
B2	Technical Designer/Production Manager
B1	Associate Librarian
B1	Campus Manager
B1	Lead Campus Manager
B1	Payroll Manager
B1	Small Business Analyst
B1	SBDC Client & Events Coordinator
B1	Training Coordinator
C3	Academic Advisor
C3	Academic Advisor and Student Activities Coordinator
C3	Academic Advisor - Apache County
C3	Grant Project Coordinator for GEAR UP
C3	Instructional Support Specialist
C3	Maintenance Supervisor
C3	Manager of Career Services
C2	Assistant Registrar
C2	Assistant to the President
C2	Assistant to the VP for Admin Services
C2	Biology Lab Manager
C2	Grant Accountant
C2	Human Resources Generalist
C2	Manager of Financial Aid Operations
C2	Media Relations Coordinator
C2	Student Account Manager
C1	Accounting Manager
C1	Administrative System Analyst
C1	ADOC Program Coordinator
C1	Adult Ed Special Sites Coord - Dist Learning
C1	Coordinator of High School Programs & Recruiting
C1	Desktop Support Engineer
C1	Disabilities Resource & Access Coordinator
C1	Grant Project Coordinator-Instructor
C1	Institutional Research Analyst
C1	Instructional Support Specialist/C Perkins
C1	Manager of Technical Services
C1	Network & Systems Engineer
C1	System Engineer
D3	Apache County Coordinator
D3	Community and Corporate Learning Coordinator
D3	Coordinator of Administrative Systems & Projects
D3	Director of Library Services
D3	Director of Small Business Development Center
D3	Network & Systems Administrator
D3	Project Director for Title III TALON Grant
D2	Associate Dean of Education and CCP
D2	Construction Manager
D2	Director of Budgets & Payroll
D2	Director of Enrollment Services
D2	Director of Facilities & Vehicles
D2	Director of Human Resources
D2	Director of Institutional Effectiveness
D2	Director of Marketing & Public Relations
D2	Director of Public Safety Education
D2	Director of Student Services
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Director of Financial Services/Controller
D1	Dean of Nursing & Allied Health
D1	Program Director - NPC Friends & Family
E2	Chief Information Officer, Associate VP
E1	VP for Administrative Services/CBO
E1	Vice President for Learning & Student Services

**Northland Pioneer College
2018 - 2019 Faculty Salary Schedule APPROVED**

	Grade										
	1	2	3	4	5	6	7	8	9	10	11
1	\$42,102	\$42,860	\$43,631	\$44,417	\$45,216	\$46,030	\$46,859	\$47,702	\$48,561	\$49,435	\$50,325
2	\$42,734	\$43,503	\$44,286	\$45,083	\$45,894	\$46,721	\$47,561	\$48,418	\$49,289	\$50,176	\$51,079
3	\$43,375	\$44,155	\$44,950	\$45,759	\$46,583	\$47,421	\$48,275	\$49,144	\$50,028	\$50,929	\$51,846
4	\$44,025	\$44,818	\$45,624	\$46,446	\$47,282	\$48,133	\$48,999	\$49,881	\$50,779	\$51,693	\$52,623
5	\$44,686	\$45,490	\$46,309	\$47,142	\$47,991	\$48,855	\$49,734	\$50,629	\$51,541	\$52,468	\$53,413
6	\$45,356	\$46,172	\$47,003	\$47,849	\$48,711	\$49,587	\$50,480	\$51,389	\$52,314	\$53,255	\$54,214
7	\$46,036	\$46,865	\$47,708	\$48,567	\$49,441	\$50,331	\$51,237	\$52,160	\$53,098	\$54,054	\$55,027
8	\$46,727	\$47,568	\$48,424	\$49,296	\$50,183	\$51,086	\$52,006	\$52,942	\$53,895	\$54,865	\$55,853
9	\$47,428	\$48,281	\$49,150	\$50,035	\$50,936	\$51,853	\$52,786	\$53,736	\$54,703	\$55,688	\$56,690
10	\$48,139	\$49,006	\$49,888	\$50,786	\$51,700	\$52,630	\$53,578	\$54,542	\$55,524	\$56,523	\$57,541
11	\$48,861	\$49,741	\$50,636	\$51,547	\$52,475	\$53,420	\$54,381	\$55,360	\$56,357	\$57,371	\$58,404
12	\$49,594	\$50,487	\$51,395	\$52,321	\$53,262	\$54,221	\$55,197	\$56,191	\$57,202	\$58,232	\$59,280
13	\$50,338	\$51,244	\$52,166	\$53,105	\$54,061	\$55,034	\$56,025	\$57,033	\$58,060	\$59,105	\$60,169
14	\$51,093	\$52,013	\$52,949	\$53,902	\$54,872	\$55,860	\$56,865	\$57,889	\$58,931	\$59,992	\$61,072
15	\$51,859	\$52,793	\$53,743	\$54,710	\$55,695	\$56,698	\$57,718	\$58,757	\$59,815	\$60,892	\$61,988
16	\$52,637	\$53,585	\$54,549	\$55,531	\$56,531	\$57,548	\$58,584	\$59,639	\$60,712	\$61,805	\$62,917
17	\$53,427	\$54,389	\$55,368	\$56,364	\$57,379	\$58,411	\$59,463	\$60,533	\$61,623	\$62,732	\$63,861
18	\$54,228	\$55,204	\$56,198	\$57,210	\$58,239	\$59,288	\$60,355	\$61,441	\$62,547	\$63,673	\$64,819
19	\$55,042	\$56,032	\$57,041	\$58,068	\$59,113	\$60,177	\$61,260	\$62,363	\$63,485	\$64,628	\$65,791
20	\$55,867	\$56,873	\$57,897	\$58,939	\$60,000	\$61,080	\$62,179	\$63,298	\$64,438	\$65,598	\$66,778
21	\$56,705	\$57,726	\$58,765	\$59,823	\$60,900	\$61,996	\$63,112	\$64,248	\$65,404	\$66,581	\$67,780
22	\$57,556	\$58,592	\$59,647	\$60,720	\$61,813	\$62,926	\$64,058	\$65,211	\$66,385	\$67,580	\$68,797
23	\$58,419	\$59,471	\$60,541	\$61,631	\$62,740	\$63,870	\$65,019	\$66,190	\$67,381	\$68,594	\$69,829
24	\$59,295	\$60,363	\$61,449	\$62,555	\$63,681	\$64,828	\$65,995	\$67,182	\$68,392	\$69,623	\$70,876
25	\$60,185	\$61,268	\$62,371	\$63,494	\$64,637	\$65,800	\$66,985	\$68,190	\$69,418	\$70,667	\$71,939
26	\$61,088	\$62,187	\$63,307	\$64,446	\$65,606	\$66,787	\$67,989	\$69,213	\$70,459	\$71,727	\$73,018
27	\$62,004	\$63,120	\$64,256	\$65,413	\$66,590	\$67,789	\$69,009	\$70,251	\$71,516	\$72,803	\$74,114
28	\$62,934	\$64,067	\$65,220	\$66,394	\$67,589	\$68,806	\$70,044	\$71,305	\$72,589	\$73,895	\$75,225
29	\$63,878	\$65,028	\$66,198	\$67,390	\$68,603	\$69,838	\$71,095	\$72,375	\$73,677	\$75,004	\$76,354
30	\$64,836	\$66,003	\$67,191	\$68,401	\$69,632	\$70,885	\$72,161	\$73,460	\$74,783	\$76,129	\$77,499
31	\$65,809	\$66,993	\$68,199	\$69,427	\$70,677	\$71,949	\$73,244	\$74,562	\$75,904	\$77,271	\$78,661
32	\$66,796	\$67,998	\$69,222	\$70,468	\$71,737	\$73,028	\$74,342	\$75,681	\$77,043	\$78,430	\$79,841
33	\$67,798	\$69,018	\$70,261	\$71,525	\$72,813	\$74,123	\$75,458	\$76,816	\$78,198	\$79,606	\$81,039

Adjunct Faculty Rate/Load Unit

Level 1	\$735
Level 2	\$756
Level 3	\$776

Substitute Rate/Hour

\$ 21

Northland Pioneer College
Hourly Rate 2018-2019 Schedule APPROVED
Hourly Rate - Nonexempt Staff

Step	Grade >										
	1	2	3	4	5	6	7	8	9	10	11
1	\$ 12.91	\$ 13.27	\$ 13.63	\$ 13.99	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51
2	\$ 13.27	\$ 13.63	\$ 13.99	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87
3	\$ 13.63	\$ 13.99	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23
4	\$ 13.99	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59
5	\$ 14.35	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95
6	\$ 14.71	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31
7	\$ 15.07	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67
8	\$ 15.43	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03
9	\$ 15.79	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39
10	\$ 16.15	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75
11	\$ 16.51	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11
12	\$ 16.87	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47
13	\$ 17.23	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47	\$ 20.83
14	\$ 17.59	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47	\$ 20.83	\$ 21.19
15	\$ 17.95	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47	\$ 20.83	\$ 21.19	\$ 21.55
16	\$ 18.31	\$ 18.67	\$ 19.03	\$ 19.39	\$ 19.75	\$ 20.11	\$ 20.47	\$ 20.83	\$ 21.19	\$ 21.55	\$ 21.91
Level 1											
Level 2											
Level 3											

Hourly Rate - Technical and Skilled Craft

Step	Grade >											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$ 14.75	\$ 15.11	\$ 15.47	\$ 15.83	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71
2	\$ 15.11	\$ 15.47	\$ 15.83	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07
3	\$ 15.47	\$ 15.83	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43
4	\$ 15.83	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79
5	\$ 16.19	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15
6	\$ 16.55	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51
7	\$ 16.91	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87
8	\$ 17.27	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23
9	\$ 17.63	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59
10	\$ 17.99	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95
11	\$ 18.35	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31
12	\$ 18.71	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67
13	\$ 19.07	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67	\$ 23.03
14	\$ 19.43	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67	\$ 23.03	\$ 23.39
15	\$ 19.79	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67	\$ 23.03	\$ 23.39	\$ 23.75
16	\$ 20.15	\$ 20.51	\$ 20.87	\$ 21.23	\$ 21.59	\$ 21.95	\$ 22.31	\$ 22.67	\$ 23.03	\$ 23.39	\$ 23.75	\$ 24.11
Level T1												
Level T2												
Level T3												

**Northland Pioneer College
Professional Nonexempt Salary Range Chart 2018-2019 APPROVED**

12 Month Staff		
Group	Base	Max
B2	\$35,645	\$49,902
B1	\$38,685	\$54,210
C3	\$39,674	\$55,542
C2	\$43,443	\$60,820
C1	\$46,237	\$64,731

11 Month Staff		
Group	Base	Max
B2	\$32,218	\$45,106
B1	\$34,967	\$48,953
C3	\$35,859	\$50,202
C2	\$39,267	\$54,972
C1	\$41,792	\$58,508

10 Month Staff		
Group	Base	Max
B2	\$29,476	\$41,265
B1	\$31,988	\$44,784
C3	\$32,806	\$45,929
C2	\$35,922	\$50,292
C1	\$38,234	\$56,603

Positions by Salary Group	
B2	Center Manager
B2	Data Analyst
B2	Purchasing Manager
B2	Silver Creek Facilities Coordinator
B1	Associate Librarian
B1	Campus Manager
B1	Payroll Manager
B1	Small Business Analyst
C3	Academic Advisor
C2	Assistant to the President
C2	Assistant to the Chief Business Officer
C2	Biology Lab Manager
C2	Grant Accountant
C2	Student Account Coordinator

**Northland Pioneer College
Exempt Salary Range Chart 2018-2019 APPROVED**

12 Month Staff		
Group	Base	Max
B2	\$35,645	\$49,902
B1	\$38,685	\$54,210
C3	\$39,674	\$55,542
C2	\$43,443	\$60,820
C1	\$46,237	\$64,731
D3	\$51,588	\$72,222
D2	\$64,581	\$90,415
D1	\$84,071	\$113,497
E2	\$96,900	\$130,560
E1	\$106,188	\$143,355

11 Month Staff		
Group	Base	Max
B2	\$32,218	\$45,106
B1	\$34,967	\$48,953
C3	\$35,859	\$50,202
C2	\$39,267	\$54,972
C1	\$41,792	\$58,508

10 Month Staff		
Group	Base	Max
B2	\$29,476	\$41,265
B1	\$31,988	\$44,784
C3	\$32,806	\$45,929
C2	\$35,922	\$50,292
C1	\$38,234	\$56,603

Positions by Salary Group	
B2	Financial Aid Advisor/Technician
B2	Network Technician
B2	Technical Designer/Production Manager
B1	Small Business Analyst
C3	Maintenance Supervisor
C3	Manager of Career Services
C2	Media Relations Coordinator
C1	Accounting Manager
C1	ADOC Program Coordinator
C1	AE Special Sites Coordinator
C1	Database Administrator
C1	Disabilities Resource & Access Coordinator
C1	High School Programs & Recruitment Coordinator
C1	Institutional Research Analyst
C1	Instructional Support Specialist/C Perkins
C1	Jr. Network and Systems Administrator
C1	Manager of Technical Services
C1	Network Security Coordinator
C1	System Analyst
D3	Apache County Coordinator
D3	Community and Corporate Learning Coordinator
D3	Coordinator of Administrative Services & Projects
D3	Director of Financial Aid
D3	Director of Library Services
D3	Director of Small Business Development Center
D3	Network & Systems Administrator
D2	Associate Dean of Education and CCP
D2	Controller
D2	Director of Enrollment Services
D2	Director of Facilities & Vehicles
D2	Director of Human Resources
D2	Director of Marketing & Public Relations
D2	Director of Public Safety Education
D2	Director of Student Services
D1	Dean of Arts and Sciences
D1	Dean of Career and Technical Education
D1	Dean of Nursing & Allied Health
D1	Director of NPC Friends & Family
E2	Chief Business Officer, Associate VP
E2	Chief Operating Officer, Associate VP
E2	Chief Information Officer, Associate VP
E1	Vice President for Learning & Student Services

NORTHLAND PIONEER COLLEGE

NPC Insurance Costs for Employees

Effective July 1, 2019

Mountain Public Employee Benefits Trust

2019-2020 Contribution Rates

PPO Plan	Medical Insurance Cost	Employer will pay	Employee will pay
Employee only	\$745.00	\$709.00	\$36.00
Employee & Spouse	\$1,492.00	\$709.00	\$783.00
Employee & Child(ren)	\$1,407.00	\$709.00	\$698.00
Employee & Family	\$1,655.00	\$709.00	\$946.00

HDHP Plan *	Medical Insurance Cost	Employer will pay	Employee will pay
Employee only	\$709.00	\$709.00	\$0.00
Employee & Spouse	\$1,285.00	\$709.00	\$576.00
Employee & Child(ren)	\$1,205.00	\$709.00	\$496.00
Employee & Family	\$1,412.00	\$709.00	\$703.00

**For new and existing enrollees in the HDHP, \$1000 will be contributed to the employee Health Savings Account (\$500 in September 2019 and \$500 in January 2020).*

VOLUNTARY DEDUCTIONS – Optional elections for employee.

Delta Dental Insurance	Employee will pay
Employee only	\$46.70
Employee & Spouse	\$64.26
Employee & Child(ren)	\$75.38
Employee & Family	\$126.46

For benefit questions call 1-800-352-6132

Locate a Delta Provider at www.deltadentalaz.com

Avesis Vision Insurance	Employee will pay
Employee only	\$8.05
Employee & Spouse	\$15.13
Employee & Child(ren)	\$16.58
Employee & Family	\$20.93

For benefit questions call 1-800-828-9341

Locate an AVESIS Provider at www.avesis.com



Contribution Rates

ASRS Defined Benefit Plan

The Arizona State Retirement System Defined Benefit Plan is the primary retirement plan for ASRS members and will provide lifelong monthly retirement income.

The plan is tax qualified under section 401(a) of the Internal Revenue Code. It is a "cost sharing" model, meaning both the member and the employer contribute equally. Members are also mandated to participate and contribute to the ASRS Long Term Disability Income Plan.

Contribution rates are actuarially determined and are adjusted annually to ensure the plan remains fiscally sound and able to meet current and future obligations.

There are two portions to the ASRS contribution rate - the Retirement Pension & Health Insurance Benefit, and the Long Term Disability Income Plan. The Pension Plan contribution is a pre-tax deduction, and the Long-Term Disability deduction is post-tax. Tax on pension benefits is deferred until payment is made to the member as a benefit or refund.

For additional rate details, please see the [Employer Contribution Reporting](#) page.

Alternate Contribution Rate - for Retired, Returned to Work Members

For members who retire, then returned to work for an ASRS employer while keeping their monthly pension, an Alternate Contribution Rate (ACR) is required. Read more on the [ACR](#) page.

Fiscal YR 2018 - 2019 (Effective July 1, 2018)

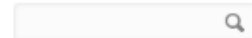
	RETIREMENT PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	11.64%	0.16%	11.80%
Employer	11.64%	0.16%	11.80%

Fiscal YR 2019 - 2020 (Effective July 1, 2019)

	RETIREMENT PENSION & HEALTH INSURANCE BENEFIT	LONG TERM DISABILITY INCOME PLAN	TOTAL
Employee	11.94%	0.17%	12.11%
Employer	11.94%	0.17%	12.11%

Log in to Check Your Balance

By logging in, you can see your contribution history as well as service credit and benefit estimates based on those contributions.



Alternate Contribution Rate

General Information

Legislation passed in 2011 under Senate Bill 1609 authorizes the ASRS to implement an Alternate Contribution Rate (ACR) to employers who hire ASRS retirees who return to work. The rate will be charged to and remitted to the ASRS by the employer. The purpose of the legislation is to mitigate the potential actuarial impact that retired members who return to work may have on the Trust Fund.

Here is a summary of the provisions now contained in Arizona Revised Statute 38-768.02:

- › Beginning July 1, 2012, requires employers to pay an Alternate Contribution Rate (ACR) for members who return to work in any capacity and in a position ordinarily filled by an employee of the employer.
- › Charges the ACR starting the first day after retirement for a member who reached normal retirement and for a member who is an early retiree working less than 20/20 for as long as that member stays in service and for any future employment periods during which the member does not suspend their benefits and resume active membership.
- › States that the retired member does not accrue credited service, member service (for UORP), account balances, retirement benefits or LTD Program benefits, and the time is not later eligible for service purchase.
- › Requires employers to pay the ACR on behalf of any retiree that it employs regardless of 20/20 status, direct/leasing/contracting arrangement, or whether the retiree satisfied the 12-month break in service without working in a leased or contract arrangement.
- › States that late contributions are subject to interest (8%) and may be recovered in court or by state revenue offsets.
- › Requires employers to submit any reports, data, paperwork, or materials required by the ASRS to determine the function, utilization, efficacy or operation of the return to work program.
- › Includes a Legislative Intent clause that states the purpose of the legislation is to mitigate the potential actuarial impact that retired members who return to work might have on the Trust Fund.

Current ACR Information

Alternate Contribution Rate

Fiscal year 2019-20, effective July 1, 2019: 10.41%

Fiscal year 2018-19, effective July 1, 2018: 10.53%

[ACR Guide](#) - Step-by-step instructions for online alternate contribution rate processing and payment. (Updated March 2018)

[ACR Template](#) - This template is for web-based contribution reporting employers to provide the required ACR data to the ASRS.

Frequently Asked Questions

– When is the ACR effective?

The ACR became effective on July 1, 2012 and applies only to wages earned on and after that date. Pay periods which began prior to July 1, 2012 and end on or after July 1, 2012 must be split for ACR purposes. This is only applicable for the initiation of the ACR and is contrary to conventional reporting of active contributions, in which pay periods are not split and one rate is applied to an entire pay period based upon the rate in effect on the Pay Period Ending (PPE) date.

+ Is there a grandfather clause?

+ For which ASRS retirees is the ACR applicable?

+ What is the ACR this year, and how is it determined?

ASRS Return to Work - Violations

- › Clarifies the period for which a member shall repay suspended pensions to the ASRS starts with the date the ASRS notifies the member in writing that their employment violated the statute, the date the ASRS determines the member knew or should have known that their employment violated the statute, or any other time period that approximates the duration of the violation, as determined by the ASRS.
- › Requires an employer that employed a member whose pension was suspended to pay the ASRS the ACR starting with the date the member returned to employment. The employer is required to make the ACR payment through the earlier of:
 - › The date the member terminates employment,
 - › The date the employer begins making the ACR payment required by the new Return to Work statute, or
 - › The date the member resumes active membership in the ASRS.

- + **How is the ACR applied?**
- + **Does the ACR apply to ASRS retirees who are hired to work less than 20 hours per week or less than 20 weeks?**
- + **What kind of data is collected for ACR payments?**
- + **What if an employer uses a third party employer for staffing purposes?**
- + **How are ACR data and payments submitted to ASRS?**
- + **Can there be multiple files for the same pay period?**
- + **How frequently is ACR due?**
- + **Can the employer pass the cost of the contribution required by the ACR on to the employee?**

First Read – 2019-2020 Primary Property Tax

Summary:

The preliminary budget includes the primary property tax rate levied at the current year rate of \$1.8164 generating \$15,487,000 in revenues. Staff provided the Board with three options for the property tax rate & levy and is recommending the tax rate remain unchanged from the current year (option 2). Setting the property tax rate at \$1.8164 will require a Truth in Taxation (TNT) hearing along with publication of notices.

The 2019 Levy Limit worksheet is attached listing the maximum allowable levy as \$15,877,014 with a maximum allowable tax rate of \$1.8621 (option 1). The 2019 Truth in Taxation analysis is also attached showing the calculation if the levy was set at a level that would not require a hearing; the rate of \$1.7899 would result in a levy of \$15,261,408 (option 3).

Historically the college pursued setting the primary property tax rate and levy at the maximum allowable to protect its equalization funding and to help save for capital needs. In fall 2018, the college moved forward with plans to expand its facilities in Show Low using funds it had saved over several years. Pursuing the maximum tax rate and levy is not currently necessary to meet operating needs. Although the Board approved budget development assumptions and guidelines to pursue the maximum tax rate and levy, they are able to set the rate and levy at a level below the maximum.

Truth in Taxation notices will be published in the Holbrook Tribune-News and the White Mountain Independent. A notice of the scheduled Truth in Taxation hearing will also be published and sent as a news release to all area media outlets. The news release will also present supporting information for the proposed increase.

Final action on the primary property tax levy will be taken at a special meeting on May 21, 2019, following the Truth in Taxation and budget hearings. The levy can be decreased but not increased at that time.

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

2019 LEVY LIMIT WORKSHEET

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
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MAXIMUM LEVY	2018
A.1. Maximum Allowable Primary Tax Levy	\$15,356,069
A.2. A.1 multiplied by 1.02	\$15,663,190

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2019
B.1. Centrally Assessed	\$204,266,293
B.2. Locally Assessed Real Property	\$621,766,539
B.3. Locally Assessed Personal Property	\$15,104,737
B.4. Total Assessed Value (B.1 through B.3)	\$841,137,569
B.5. B.4. divided by 100	\$8,411,376

CURRENT YEAR NET ASSESSED VALUES	2019
C.1. Centrally Assessed	\$205,630,301
C.2. Locally Assessed Real Property	\$631,342,222
C.3. Locally Assessed Personal Property	\$15,667,722
C.4. Total Assessed Value (C.1 through C.3)	\$852,640,245
C.5. C.4. divided by 100	\$8,526,402

LEVY LIMIT CALCULATION	2019
D.1. LINE A.2	\$15,663,190
D.2. LINE B.5	\$8,411,376
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.8621
D.4. LINE C.5	\$8,526,402
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	\$15,877,014
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)	\$15,877,014

<i>2019 New Construction</i>	\$11,502,676
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<i>Prior year actual levy (from line F.1 of the 2018 worksheet)</i>	\$15,055,197
<i>Divided by current values excluding new construction per line B.5</i>	\$8,411,376
Truth in Taxation Rate	1.7899

If the proposed tax rate is greater than the Truth in Taxation Rate noted above, a truth in taxation hearing must be held. If the proposed levy, excluding new construction, is equal to 15% or more, the motion to levy the increase must be approved by a unanimous roll call vote. (see A.R.S. § 15-1461.01)

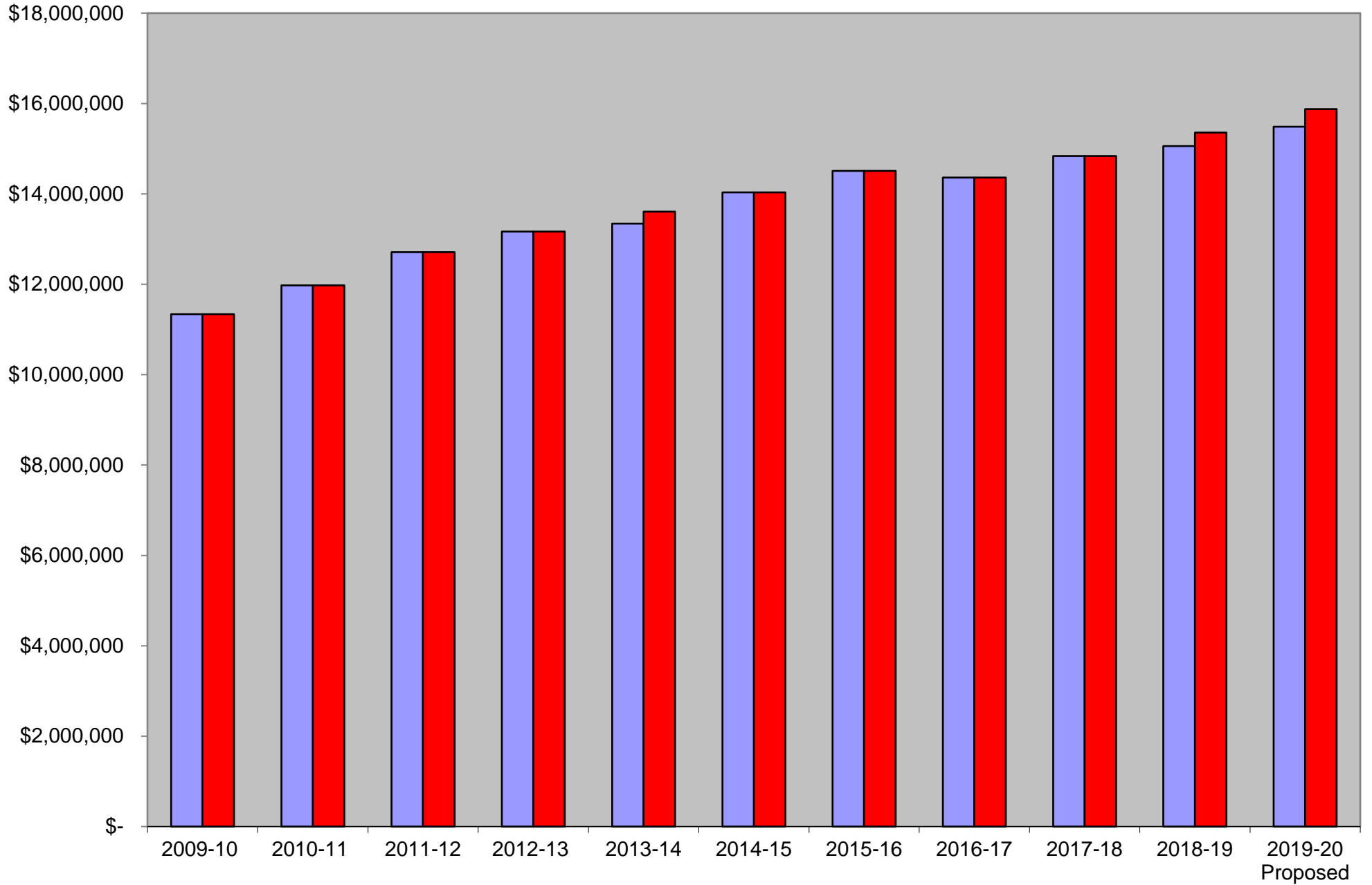
Truth in Taxation Analysis

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

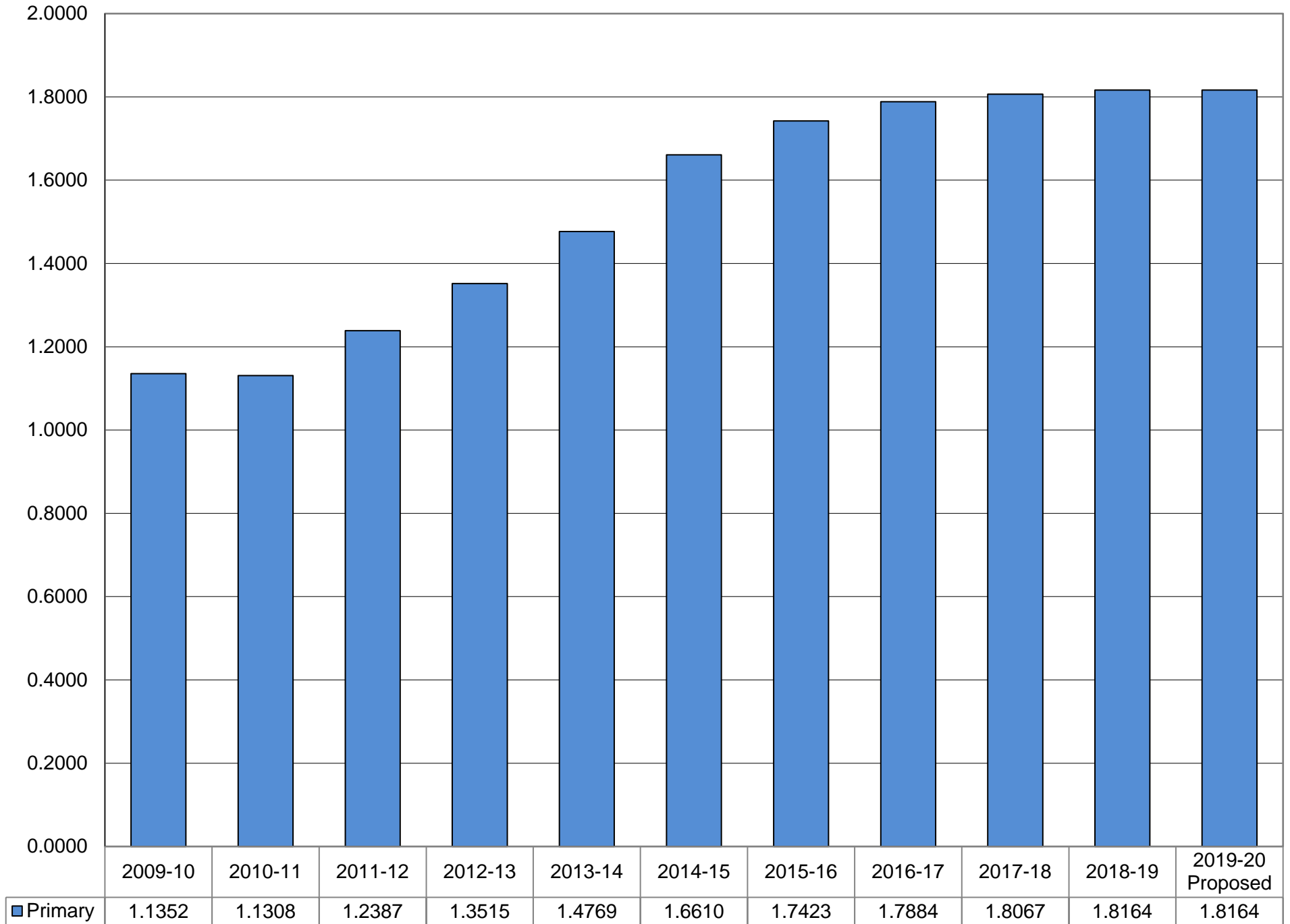
	Option 1 @ Maximum	Option 2 @ PY Rate	Option 3 @ TNT
Actual current primary property tax levy: <i>(line F.1. actual levy from prior year's final levy limit worksheet)</i>	\$ 15,055,197	\$ 15,055,197	\$ 15,055,197
Net assessed valuation: <i>(line C.4. from current year's worksheet)</i>	\$ 852,640,245	\$ 852,640,245	\$ 852,640,245
Value of new construction:	\$ 11,502,676	\$ 11,502,676	\$ 11,502,676
Net assessed value minus new construction: <i>(line B.4. from current year's levy limit worksheet)</i>	\$ 841,137,569	\$ 841,137,569	\$ 841,137,569
MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:	\$ 1.7899	\$ 1.7899	\$ 1.7899
Growth in property tax levy capacity associated with new construction:	\$ 205,886	\$ 205,886	\$ 205,886
MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:	\$ 15,261,408	\$ 15,261,408	\$ 15,261,408
Proposed primary property tax levy:	\$ 15,877,014	\$ 15,487,000	\$ 15,261,408
Proposed increase in primary property tax levy, exclusive of new construction	\$ 615,606	\$ 225,592	\$ -
Proposed percentage increase in primary property tax levy:	4.0%	1.5%	0.0%
Proposed primary property tax rate:	\$ 1.8621	\$ 1.8164	\$ 1.7899
Proposed increase in primary property tax rate:	\$ 0.0722	\$ 0.0265	\$ 0.0000
Proposed primary property tax levy on a home valued at \$100,000	\$ 186.21	\$ 181.64	\$ 178.99
Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:	\$ 178.99	\$ 178.99	\$ 178.99
Proposed primary property tax levy increase on a home valued at \$100,000:	\$ 7.22	\$ 2.65	\$ 0.00

NPC Primary Maximum Property Tax Levy compared to Actual Levy

Levy - Assessed Levy Limit - Max

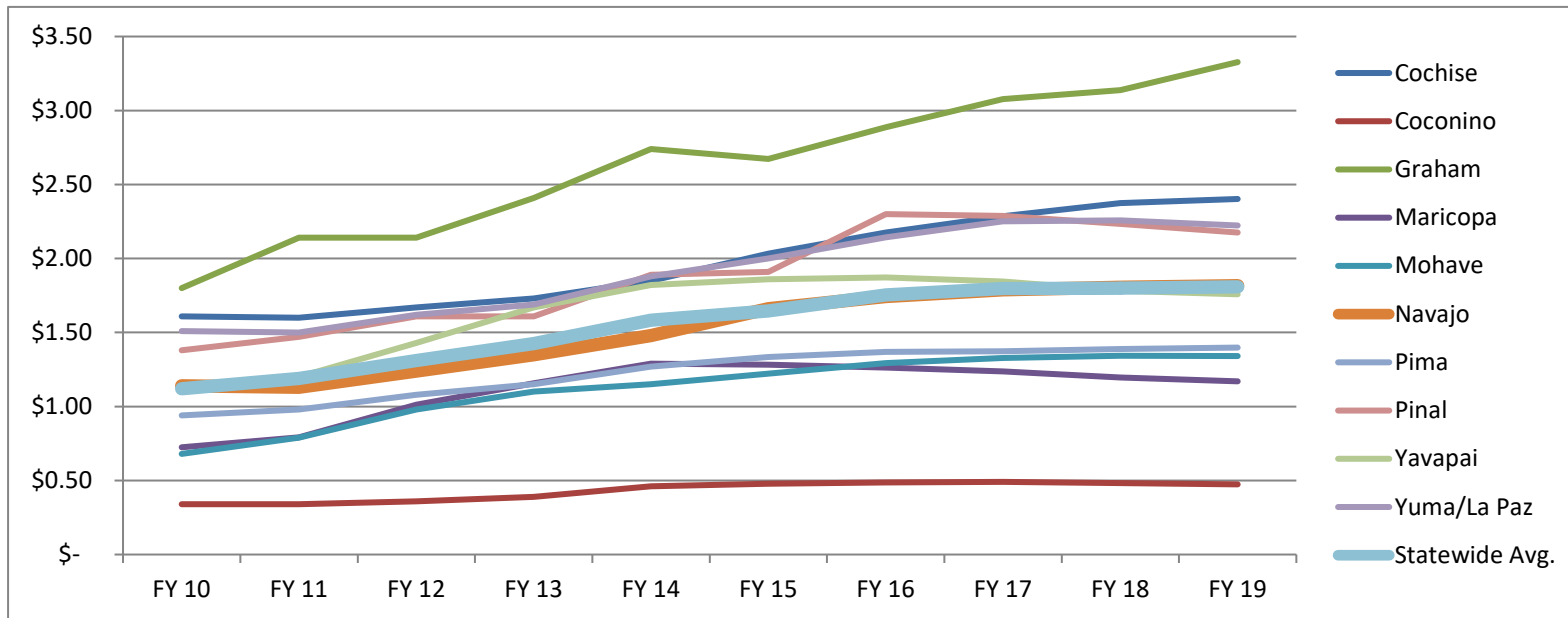


NPC Historical Property Tax Rates & Current Year Proposal

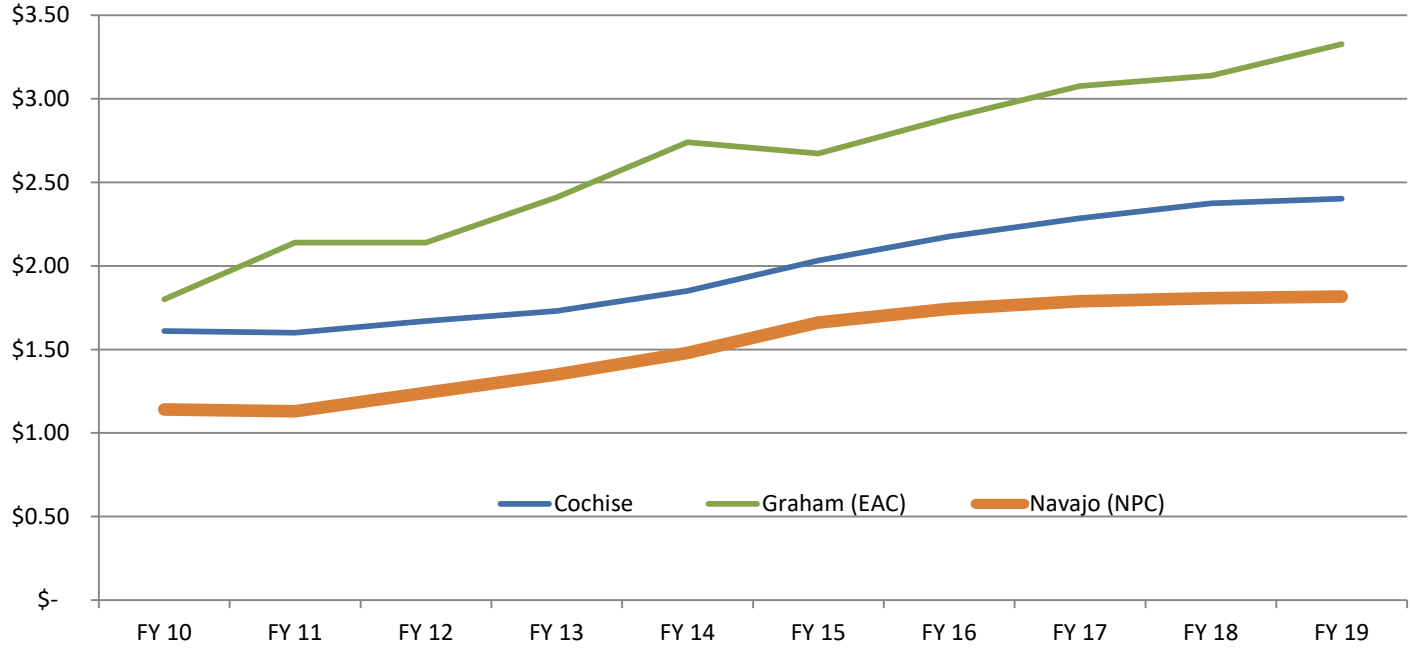


Community College Primary Property Tax Rates

<u>CC District</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY20 Prelim Proposal</u>
Cochise	\$ 1.61	\$ 1.60	\$ 1.67	\$ 1.73	\$ 1.85	\$ 2.03	\$ 2.18	\$ 2.29	\$ 2.37	\$ 2.40	2%
Coconino	\$ 0.34	\$ 0.34	\$ 0.36	\$ 0.39	\$ 0.46	\$ 0.48	\$ 0.49	\$ 0.49	\$ 0.48	\$ 0.47	2%
Graham	\$ 1.80	\$ 2.14	\$ 2.14	\$ 2.41	\$ 2.74	\$ 2.67	\$ 2.89	\$ 3.08	\$ 3.14	\$ 3.33	
Maricopa	\$ 0.72	\$ 0.79	\$ 1.01	\$ 1.16	\$ 1.29	\$ 1.28	\$ 1.26	\$ 1.24	\$ 1.20	\$ 1.17	0%
Mohave	\$ 0.68	\$ 0.79	\$ 0.98	\$ 1.10	\$ 1.15	\$ 1.22	\$ 1.29	\$ 1.33	\$ 1.34	\$ 1.34	2%
Navajo	\$ 1.14	\$ 1.13	\$ 1.24	\$ 1.35	\$ 1.48	\$ 1.66	\$ 1.74	\$ 1.79	\$ 1.81	\$ 1.82	1.5%
Pima	\$ 0.94	\$ 0.98	\$ 1.08	\$ 1.15	\$ 1.27	\$ 1.33	\$ 1.37	\$ 1.37	\$ 1.39	\$ 1.40	1-2%
Pinal	\$ 1.38	\$ 1.47	\$ 1.61	\$ 1.61	\$ 1.89	\$ 1.91	\$ 2.30	\$ 2.29	\$ 2.23	\$ 2.18	2%
Yavapai	\$ 1.12	\$ 1.20	\$ 1.43	\$ 1.67	\$ 1.82	\$ 1.86	\$ 1.87	\$ 1.84	\$ 1.78	\$ 1.76	0%
Yuma/La Paz	\$ 1.51	\$ 1.50	\$ 1.62	\$ 1.69	\$ 1.88	\$ 2.00	\$ 2.14	\$ 2.25	\$ 2.26	\$ 2.22	1-1.8%
Statewide Avg.	\$ 1.12	\$ 1.19	\$ 1.31	\$ 1.43	\$ 1.58	\$ 1.65	\$ 1.75	\$ 1.80	\$ 1.80	\$ 1.81	



Primary Property Tax Rates for Equalization CCs



Request to Approve 2019-20 Preliminary Budget

Recommendation:

Staff recommends approval of the 2019-2020 Preliminary Budget as presented.

Summary:

The preliminary budget can be reduced, but cannot be increased at the Board meeting on May 21, 2019. The preliminary budget as approved by the District Governing Board will be published prior to the budget hearing according to statutory requirements. Notices about the budget hearing will be published on the NPC website, in the Holbrook Tribune and in the Show Low White Mountain Independent. A notice of the hearing scheduled for May 21 will also be published and sent as a news release to all area media outlets.

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

Although the Arizona State Budget is not final, NPC anticipates it will receive the state aid and equalization amounts included in the preliminary budget.

The preliminary budget reflects the primary property tax rate at the current year rate.

The recommendation for the proposed salaries and wages are also included in the preliminary budget.

Staff anticipates the expenditure limit will be breached in FYE 2020, but carry-forward balances will cover the excess.

OFFICIAL BUDGET FORMS
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
FISCAL YEAR 2020

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2020
SUMMARY OF BUDGET DATA**

	Budget 2020	Budget 2019	Increase/Decrease From Budget 2019 To Budget 2020	
			Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$ 28,729,200	\$ 27,988,697	\$ 740,503	2.6%
Unexpended Plant Fund	14,839,500	11,443,000	3,396,500	29.7%
Retirement of Indebtedness Plant Fund				
TOTAL	\$ 43,568,700	\$ 39,431,697	\$ 4,137,003	10.5%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$ 14,265 /FTSE	\$ 13,994 /FTSE	\$ 270 /FTSE	1.9%
Unexpended Plant Fund	\$ 7,368 /FTSE	\$ 5,722 /FTSE	\$ 1,647 /FTSE	28.8%
Projected FTSE Count	2,014	2,000		
II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$ 16,064,319	\$ 15,434,817	\$ 629,502	4.1%
Retirement Costs	1,649,843	1,609,043	40,800	2.5%
Healthcare Costs	1,897,284	1,808,975	88,309	4.9%
Other Benefit Costs	1,390,758	1,376,642	14,116	1.0%
TOTAL	\$ 21,002,204	\$ 20,229,477	\$ 772,727	3.8%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$ 15,487,000	\$ 15,055,197	\$ 431,803	2.9%
Secondary Tax Levy				
TOTAL LEVY	\$ 15,487,000	\$ 15,055,197	\$ 431,803	2.9%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.8164	1.8164		
Secondary Tax Rate				
TOTAL RATE	1.8164	1.8164		
IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2020 PURSUANT TO A.R.S. §42-17051				\$ 15,877,014
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2019 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051				\$ _____

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2020
RESOURCES**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2020	Total All Funds 2020	Total All Funds 2019	% Increase/ Decrease
	General Fund 2020	Restricted Fund 2020	Auxiliary Fund 2020	Unexpended Plant Fund 2020	Retirement of Indebtedness 2020				
BEGINNING BALANCES-July 1*									
Restricted	\$	\$	\$	\$	\$	\$	\$	\$	
Unrestricted	41,200,000			24,500,000			65,700,000	59,500,000	10.4%
Total Beginning Balances	\$ 41,200,000	\$	\$	\$ 24,500,000	\$	\$	\$ 65,700,000	\$ 59,500,000	10.4%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$ 3,060,000	\$	\$	\$	\$	\$	\$ 3,060,000	\$ 3,060,000	
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	
Student Fees	700,000						700,000	700,000	
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	
State Appropriations									
Maintenance Support	1,567,700						1,567,700	1,576,500	-0.6%
Equalization Aid	7,547,500						7,547,500	7,107,100	6.2%
Capital Support				339,500			339,500	342,600	-0.9%
Property Taxes									
Primary Tax Levy	15,254,000						15,254,000	15,055,197	1.3%
Secondary Tax Levy									
Gifts, Grants, and Contracts	2,000,000	5,600,000					7,600,000	7,100,000	7.0%
Sales and Services									
Investment Income	300,000						300,000	139,900	114.4%
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	100,000		300,000				400,000	300,400	33.2%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$ 31,629,200	\$ 6,000,000	\$ 300,000	\$ 339,500	\$	\$	\$ 38,268,700	\$ 36,881,697	3.8%
TRANSFERS									
Transfers In		600,000	300,000	2,000,000			2,900,000	2,900,000	
(Transfers Out)	(2,900,000)						(2,900,000)	(2,900,000)	
Total Transfers	(2,900,000)	600,000	300,000	2,000,000					
Less:									
Governing Board Designations	(12,470,800)						(12,470,800)	(4,860,431)	156.6%
Policy 1924 - Cash Reserve	(28,729,200)						(28,729,200)	(28,289,569)	1.6%
Policy 1926 - Future Capital Reserve				(12,000,000)			(12,000,000)	(16,600,000)	-27.7%
Total Resources Available for the Budget Year	\$ 28,729,200	\$ 6,600,000	\$ 600,000	\$ 14,839,500	\$	\$	\$ 50,768,700	\$ 46,631,697	8.9%

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

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2020
EXPENDITURES AND OTHER OUTFLOWS**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2020	Total All Funds 2020	Total All Funds 2019	% Increase/Decrease
	General Fund 2020	Restricted Fund 2020	Auxiliary Fund 2020	Unexpended Plant Fund 2020	Retirement of Indebtedness 2020				
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (from Schedule B)	\$ 28,729,200	\$ 6,600,000	\$ 600,000	\$ 14,839,500	\$	\$	\$ 50,768,700	\$ 46,631,697	8.9%
EXPENDITURES AND OTHER OUTFLOWS									
Instruction	\$ 11,070,908	\$ 1,500,000	\$	\$	\$	\$	\$ 12,570,908	\$ 12,322,264	2.0%
Public Service		20,000					20,000	20,000	
Academic Support	1,213,019						1,213,019	1,163,861	4.2%
Student Services	1,988,722	650,000					2,638,722	2,558,400	3.1%
Institutional Support (Administration)	9,362,697	30,000					9,392,697	9,012,382	4.2%
Operation and Maintenance of Plant	1,963,406						1,963,406	1,841,825	6.6%
Scholarships	2,020,775	4,400,000					6,420,775	6,433,775	-0.2%
Auxiliary Enterprises			600,000				600,000	600,000	
Capital Assets				14,839,500			14,839,500	11,443,000	29.7%
Debt Service-General Obligation Bonds									
Debt Service-Other Long Term Debt									
Other Expenditures									
Contingency	1,109,673						1,109,673	1,236,190	-10.2%
Total Expenditures and Other Outflows	\$ 28,729,200	\$ 6,600,000	\$ 600,000	\$ 14,839,500	\$	\$	\$ 50,768,700	\$ 46,631,697	8.9%

ECONOMIC ESTIMATES COMMISSION

Department of Revenue Building



Grant Nülle
Chairman

Elliott D. Pollack
Member

Alan E. Maguire
Member

March 26, 2019

Community College Business Officials
State of Arizona

RE: Final FY 2019/20 Expenditure Limits

The final fiscal year 2019/20 expenditure limits for all community colleges are being supplied in accordance with Article IX, Section 20, Constitution of Arizona and A.R.S. § 41-563.

The fiscal year 1979/80 base limits have been adjusted for changes in the student population and the cost of living between 1978 and 2018. The formula is shown below.

$$\frac{2019/20 \text{ Population}}{1979/80 \text{ Population}} \times \frac{\text{GDP Implicit Price Deflator 2018}}{\text{GDP Implicit Price Deflator 1978}} \times \text{FY 1979/80 Base Limit} = \text{Final FY 2019/20 Expenditure Limit}$$

Please contact Elizabeth St. Clair in Economic Research and Analysis at (602) 716-6322 if you have any questions.

Sincerely,

ECONOMIC ESTIMATES COMMISSION

A handwritten signature in blue ink, appearing to read "Grant Nülle", written over a horizontal line.

Grant Nülle, Chairman

FINAL FY 2019/20 EXPENDITURE LIMITS: COMMUNITY COLLEGES

COMMUNITY COLLEGE DISTRICT	POPULATION**		POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	FINAL FY 2019/20 EXPENDITURE LIMITATION
	2019/20	1979/80				
COCHISE	7,322	2,156	3.3961	3.0822	\$6,038,815	\$63,211,928
COCONINO	2,211	1,000	2.2110	3.0822	\$2,459,758	\$16,762,835
GILA	767	905	0.8475	3.0822	\$1,948,412	\$5,089,720
GRAHAM	3,622	1,329	2.7254	3.0822	\$4,508,230	\$37,870,050
MARICOPA	78,793	27,299	2.8863	3.0822	\$52,841,755	\$470,093,747
MOHAVE	2,623	1,033	2.5392	3.0822	\$3,163,993	\$24,762,804
NAVAJO	2,014	1,566	1.2861	3.0822	\$3,716,543	\$14,732,390
PIMA	19,039	11,038	1.7249	3.0822	\$19,071,763	\$101,393,690
PINAL	4,502	2,452	1.8361	3.0822	\$7,534,121	\$42,636,737
SANTA CRUZ	267	700	0.3814	3.0822	\$1,507,059	\$1,771,780
YAVAPAI	4,097	1,568	2.6129	3.0822	\$5,759,613	\$46,385,213
YUMA/LA PAZ	5,553	1,952	2.8448	3.0822	\$6,215,322	\$54,497,658
TOTAL	130,810	52,998	2.4682		\$114,765,384	\$879,208,553

* SOURCE: Bureau of Economic Analysis February 2019 - (2018 GDP Implicit Price Deflator/1978 GDP Implicit Price Deflator) = 110.338/35.798

** FTSE counts are calculated pursuant to A.R.S. §15-1466.01 and Laws 2016, 2nd Regular Session, SB 1322, Ch. 58, Section 8

Request to Approve 2019-2022 Preliminary Capital Budget

Recommendation:

Staff recommends approval of the 2019-2022 Preliminary Capital Budget as presented.

Summary:

The preliminary budget as approved by the District Governing Board will guide capital project planning for the next three years. The first year of the preliminary capital budget is incorporated into the 2019-20 preliminary annual budget. The budget is based on the NPC Strategic Plan approved by the District Governing Board along with involvement at the division and department levels.

Funding has been identified as a combination of current fund balances, contributions from ongoing general fund operating revenues and state appropriations for STEM funding. STEM funding will be used for capital equipment purchases. Staff anticipates STEM to be funded at the levels included in this preliminary budget but if it is not sufficient, fund balance is available.

**Northland Pioneer College
Capital Fund (50) Budget
FY1920 Budget Cycle**

	FY1819 Budget	FY1819 Actual YTD 12/17/18	Variance	% Spent	FY1920 Budget	FY2021 Budget	FY2122 Budget
Fund Balance - Annual Ops	2,500,000				2,500,000	1,000,000	1,000,000
Fund Balance - Special Projects	6,600,000				10,000,000	4,000,000	6,000,000
Transfer from Operating Fund	2,000,000				2,000,000	2,000,000	2,000,000
State Funding - STEM	343,000				339,500	340,000	340,000
Annual Capital Funding	<u>11,443,000</u>	<u>-</u>			<u>14,839,500</u>	<u>7,340,000</u>	<u>9,340,000</u>
Key Capital Projects & SPASC							
WMC Facilities (new, repair, rennovate)	6,500,000	-	6,500,000	0%	10,000,000	4,000,000	6,000,000
Strategic Plans	194,785	49,428	145,357	25%	-	71,812	100,000
Total - Annual Requirements	<u>6,694,785</u>	<u>49,428</u>	<u>6,645,357</u>	<u>1%</u>	<u>10,000,000</u>	<u>4,071,812</u>	<u>6,100,000</u>
Annual Capital Requests							
Administrative	1,988,400	154,674	1,833,726	8%	2,232,360	2,368,260	1,737,760
Student Services	71,064	38,615	32,449	54%	59,225	60,410	61,618
IS	2,288,000	746,464	1,541,536	33%	2,251,300	2,097,500	1,732,500
Instruction:							
Arts & Science	-	-	-		-	-	-
CTE	-	-	-		270,276	186,000	172,000
Nursing	-	-	-		106,970	64,028	77,940
Total - Annual Requests	<u>4,347,464</u>	<u>939,752</u>	<u>3,407,712</u>	<u>22%</u>	<u>4,920,131</u>	<u>4,776,198</u>	<u>3,781,818</u>
Contingency	<u>400,751</u>	<u>-</u>	<u>400,751</u>	<u>0%</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>11,443,000</u>	<u>989,180</u>	<u>10,453,820</u>	<u>9%</u>	<u>14,920,131</u>	<u>8,848,010</u>	<u>9,881,818</u>
Surplus/(Deficit)	0				(80,631)	(1,508,010)	(541,818)
Carl Perkins Funding					80,631		
Adjusted Surplus/(Deficit)					0		
Adjusted Total Expenses					<u>14,839,500</u>	<u>8,848,010</u>	<u>9,881,818</u>

**Northland Pioneer College
Capital Budget
FY1920-2122**

Sorted by Division

Div	Dept	FY1920 Budget Request \$	FY2021 Budget Request \$	FY2122 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
ADM SERV	WMC	10,000,000	4,000,000	6,000,000	WMC Facilities		N
KEY PROJ		10,000,000	4,000,000	6,000,000			
Admin	GEN INST						
CONTINGENCY		-	-	-			
SPASC	IS	-	35,812	-	FY2021 capital request for HS Consortium SmartNet Support (14) partner schools	SPASC FY1819 Board Approved strategic goals	N
SPASC	IS	-	20,000		FY2021 capital request for implementing a web-based registration system. (May include CRM and/or admissions modules) Jenzabar contract for projects	SPASC FY1819 Board Approved strategic goals	N
SPASC	MARK		16,000		FY2021 capital request for implementing a web-based college wide nonemergency texting system to communicate to current and potential students. Purchase of texting services	SPASC FY1819 Board Approved strategic goals	N
SPASC	MAINT			100,000	FY2122 capital request for outdoor digital signs for WMC, SCC, PDC and LCC to promote locations, events and registration. Improve entrance visibility with metal sings at locations WMC, LCC and centers. Place wayfinding sings around 4 campus locations to identify building and offices	SPASC FY1819 Board Approved strategic goals	N
SPASC		-	71,812	100,000			
ADM SERV	MAINT	50,000	50,000	50,000	Professional consulting services	Architect and engineers	N
ADM SERV	MAINT	35,000	35,000	35,000	Furniture Requests	Annual furniture requests from departments	N
ADM SERV	MAINT	1,373,260	1,235,260	1,226,760	Facilities and maintenance projects	Maintain buildings, address safety needs, renovate to meet current needs, utilities savings, maintain aesthetics of campuses	N
ADM SERV	AUTO	5,000	5,000	5,000	Tools and equipment	replace worn out tools and equipment	N

**Northland Pioneer College
Capital Budget
FY1920-2122**

Sorted by Division

Div	Dept	FY1920 Budget Request \$	FY2021 Budget Request \$	FY2122 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
ADM SERV	AUTO		130,000	130,000	2003 Toyota replacements	Cant get parts	Y
ADM SERV	MAINT	17,000	17,000	17,000	Snowplows	upgrade	Y
ADM SERV	MAINT	10,000	-		Storage containers	Maintenance storage	y
ADM SERV	AUTO	30,000	30,000	30,000	Engines and Paint for vehicles	extend life of fleet	N
ADM SERV	AUTO	45,000	45,000		Maintenance trucks	replace worn out vehicles	N
ADM SERV	AUTO/IS	20,000	20,000	20,000	Used Jeep	replace worn out vehicle	Y
ADM SERV	AUTO/IS	62,000	62,000		Mini van replacement	replace worn out vehicles	Y
ADM SERV	MAINT/IS	13,500	13,500	13,500	Portable Generator	backup for tower sites/emergencies	N
ADM SERV	MAINT	71,600	225,500	210,500	IS Technology/Facility Changes	Changes required for technology	N
ADM SERV	CAMPUS/CTR MGRS	500,000	500,000		Video Security System at PDC, WMC, SCC, LCC, KAY, Hopi, WRV	The current system isn't operating well and is 5 years old	Y
ADM SVC		2,232,360	2,368,260	1,737,760			
STUD SERV	LIBRARY	59,225	60,410	61,618	Materials in the library collection: print, video, eBooks, eAudiobooks.	The Strategic Plan mentions nothing specifically about the Library Department; however, our #1 Strategic Priority is to identify and remove barriers in order to promote student success and completion. Library Capital resources (as we define them) are tools that we provide the students and the	N
STUD SERV		59,225	60,410	61,618			
IS	IS	440,000	360,000	500,000	Cisco Solution classrooms	Replace Polycom at end of life. Enterprise solution to replace 45 classrooms	Y
IS	IS	30,000	175,000	30,000	Replace old smartboards	Begin replacement of old smartboards non-distance learning	Y
IS	IS	220,000	-		Classroom Development	Model/Audio	Y
IS	IS	15,000	15,000	15,000	DRA Classroom Development	DRA Classroom Development and compliance	N
IS-CTE	AJS-FRS	35,000			Convert one of the classrooms at NATC into a video classroom	None	
IS-CTE	AJS-FRS	20,000			Replace 3 SmartBoards	None	

**Northland Pioneer College
Capital Budget
FY1920-2122**

Sorted by Division

Div	Dept	FY1920 Budget Request \$	FY2021 Budget Request \$	FY2122 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
IS-CTE	COS	15,000			STJ-Replace SmartBoard in main classroom. Install a new SmartBoard in other classroom or provide laptop, projector, and WIFI for instructors use	None	
IS	IS	265,000	295,000	325,000	Jenzabar Maintenance	Yearly Maintenance Contract	N
IS	IS	30,000	30,000	30,000	Jenzabar Consultants	Consultant training/update NPC Servers	N
IS	IS/Bus	15,000	15,000	15,000	Jenzabar Training hours (remote)	Support Business Office Jenzabar Users	N
IS	IS	130,000	150,000	160,000	Cisco Smartnet Renewal	Necessary Contratural Maintenance	N
IS	IS	200,000	400,000	200,000	Server Replacements @ 4 years	Update Aging Server/Blade Cycle	N
IS	IS	250,000	125,000	125,000	Replace old routers, switches and AP's @ 6 years	Update Aging Routers, Switches, and Aps	N
IS	IS	50,000	50,000	50,000	UPS (batteries for servers) lifecycle Replacements @ 5 years	Replace aging UPS systems	N
IS	IS	-	50,000	-	Secondary tertiary storage	Necessary Server Backup Solution	N
IS	IS	60,000	60,000	60,000	Vbrick storage	Storage of video classroom recordings.	N
IS	IS	-	-	-	Microwave Equipment	Necessary Microwave Equipment	N
IS	IS	120,000	100,000	100,000	Computers @ 4 years (230)	Replace aging computers	N
IS	IS	60,000	40,000	40,000	Printers @ 3 years	Replace aging printers	N
IS	IS	30,000	30,000	30,000	Monitors @ 4 years	Replace aging monitors	N
IS	IS	40,000	30,000	40,000	Portable/Mobile technology	Replace some laptops with Surface Pros, Mobile Tech	N
IS-CTE	IMO	30,000	-		Laptops and PC for IMO labs	replace computers at IMO Labs	N
IS-CCP	CCP	8,800	-		4 iMac Lifecycle Replacements	SCC Video Production Lab Lifecycle iMac Computer Replacements	N
IS - FVD	FVD		17,500		6 MacPro computers with specifications in PAC 125	FDV program sees a significant need for more computing power	N

**Northland Pioneer College
Capital Budget
FY1920-2122**

Sorted by Division

Div	Dept	FY1920 Budget Request \$	FY2021 Budget Request \$	FY2122 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
IS-CTE	CIS	25,000			Purchase computers and build an isolated network that is separate from NPC's is network. The equipment in CIS lab (including computers) would be maintained by the CIS dept. and no oversight/mgmt. will be needed from IS. Equipment would involve computers, networking equipment, and some limited instructional technology	None	
IS	IS	150,000	150,000		Microsoft Azure migration.	AD/Exch env to the cloud	
IS-CTE	ATO	7,500		7,500	CDX Online Training 2-year fee	None	
IS-CTE	CCL	5,000	5,000	5,000	CCL registration software	CCL registration software	
IS		2,251,300	2,097,500	1,732,500			
CTE	ATO	8,000	-	8,000	Jones & Bartlett Learning - CDX Online Training 2 Yrs Fee	2 Years Fee	N
CTE	ATO	20,000	-		Two Twin-Post Largere Truck Lifts	Keep to Current Industry Standards	N
CTE	ATO	20,000	-		4 Top and Bottom Toolboxes Complete W/Tools	Increase in Student Enrollment	N
CTE	ATO			25,000	One 2010 or Newer Diesel Truck	Keep to Current Industry Standards	N
CTE	ATO	25,000	-		One 2015 or New Hybrid	Keep to Current Industry Standards	N
CTE	ATO	-	28,000		Snap-On DVOM Trainer System	Introduces Students to New Technology used in Industry, Improves Efficiency	N
CTE	ATO	-	26,000		Snap-On Torque Trainer System	Introduces Students to New Technology used in Industry, Improves Efficiency	N
CTE	ATO		10,000		Brake Lathe	Introduces Students to New Technology used in Industry, Improves Efficiency	Y
CTE	ATO			10,000	Air Condition Recovery Machine	Introduces Students to New Technology used in Industry, Improves Efficiency	Y
CTE	ATO			15,000	On Car Brake Lathe	Introduces Students to New Technology used in Industry, Improves Efficiency	N

**Northland Pioneer College
Capital Budget
FY1920-2122**

Sorted by Division

Div	Dept	FY1920 Budget Request \$	FY2021 Budget Request \$	FY2122 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
CTE	ATO			30,000	Newest Scanners	Introduces Students to New Technology used in Industry, Improves Efficiency	N
CTE	CIS	25,000			Purchase computers and build an isolated network that is separate from NPC's is network. The equipment in CIS lab (including computers) would be maintained by the CIS dept. and no oversight/mgmt. will be needed from IS. Equipment would involve computers, networking equipment, and some limited instructional technology	Introduces Students to New Technology used in Industry, Improves Efficiency. Separate network for student assignments and projects that will not compromise NPC's network	N
CTE	*MET/EIT	18,000	-		Hydarulic Trainer	Keep to Current Industry Standards	N
CTE	*MET/EIT		52,000		Fanuc Robot	Student Certification	N
CTE	*MET/EIT	55,276			Portable PLC Trainer	Keep to Current Industry Standards	N
CTE	WLD	44,000	44,000	44,000	Welding Machine	Replace Worn Machines as Part of Facility Maintenance	N
CTE	WLD	15,000	-		Semi-Auto Bandsaw PDC	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y, One-Year
CTE	WLD	-	11,000		Slip Roller PDC	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y, One-Year
CTE	WLD		15,000		Update current ventilation with new filters. This will cover three locations	Keep to Current Industry Standards	N
CTE	WLD			10,000	Pipe Bender with tooling for WMC	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y
CTE	WLD			30,000	Two Power Hammers, Metal Shaping PDC & WMC	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y
CTE	AJS	30,000	-		Turning Target Fire Range	Keep to Current Industry Standards	N
CTE	FRS	10,000			Power Washer	Needed for Equipment Maintenance & Burning Tower	N
CTE		270,276	186,000	172,000			

**Northland Pioneer College
Capital Budget
FY1920-2122**

Sorted by Division

Div	Dept	FY1920 Budget Request \$	FY2021 Budget Request \$	FY2122 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
NUR	EMS	33,450			Zoll Monitor with 12 Lead Capabilites	Practice Skill Set for Safety/Competence	N
NUR	EMS	5,744			ACLS Scenario Set Capital License	Practice Skill Set for Safety/Competence	N
NUR	EMS	34,011			SimJunior w/ setup and SimPad	Practice Skill Set for Safety/Competence	N
NUR	EMS		53,420		SimBaby w/ setup and SimPad	Practice Skill Set for Safety/Competence	N
NUR	EMS			77,940	Sim Rig Ambulance Trainer - Mobile Simulator	Practice Skill Set for Safety/Competence	N
NUR	EMS		10,608		Stryker Power Stretcher	Practice Skill Set for Safety/Competence	N
NUR	MDA	8,253			Autoclaves	Practice Skill Set for Safety/Competence	N
NUR	TMP	7,812			Tables	Practice Skill Set for Safety/Competence	N
NUR	SGT	7,200			Rolling Cart for Instrumentation	Practice Skill Set for Safety/Competence	N
NUR	SGT	10,500			OR Table	Practice Skill Set for Safety/Competence	N Requested Donation
Nursing		106,970	64,028	77,940			
		14,920,131	8,848,010	9,881,818			

Request to Approve Purchase of Lifecycle Replacements

Recommendation:

Staff recommends the purchase of five hundred desktop computers, five hundred 20-inch computer monitors, and fifteen laptop computers including fifteen docking stations and 15 warranty service packs for the laptops. The vendor is CDW-G, and the following cooperative purchasing contracts were used for a total cost of \$497,327.66: Arizona HP Inc. NVP Computer Equipment (MNNVP-133 ADSP016-098209); and E&I CNR01439 Catalog (CNR01439).

Summary:

Funds for this purchase were originally budgeted for Cisco classroom development during the Summer break; however, the college is not proceeding with that plan. Instead, the Information Services department will be able to begin computer lifecycle replacements before next fiscal year, in preparation for the Windows 7 operating system not being supported in the near future. 70% of this purchase's funds are from the unused Cisco classroom development budget, and 30% of this purchase's funds are from currently-budgeted computer lifecycle replacements.

Please note that the college has added city tax to the quote from CDW-G, in consultation with the vendor. Executive account manager Rachel Somers, with CDW-G, advised the following to ensure the college pays the proper tax, "Quote KNHT752 is shipping to HOLBROOK, AZ 86025. CDW is not registered with the city of HOLBROOK to collect and remit the city tax. Therefore, we are only charging the AZ state and county tax rate. The customer will need to remit the city tax to the proper local jurisdiction when they file their returns."

We added \$13,675.37, equaling 3% tax for the City of Holbrook, bringing the tax total to \$41,481.96

QUOTE CONFIRMATION



DEAR PAUL MOFFITT,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KNHT752	4/4/2019	HP REFRESH	302679	\$483,652.29

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP EliteDisplay E202 - LED monitor - 20" - Smart Buy Mfg. Part#: M1F41A8#ABA UNSPSC: 43211902 Contract: Arizona HP Inc NVP Computer Equipment (MNNVP-133 ADSP016-098209)	500	3986068	\$123.50	\$61,750.00
HP EliteBook 840 G5 - 14" - Core i5 8250U - 8 GB RAM - 256 GB SSD - US Mfg. Part#: 6NT00UT#ABA UNSPSC: 43211503 Contract: E&I CNR01439 Catalog (CNR01439)	15	5487342	\$1,088.12	\$16,321.80
HP Care Pack Services Next Day OnSite Hardware Support - 3 Year Mfg. Part#: U4391E UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: E&I CNR01439 Catalog (CNR01439)	15	556300	\$166.44	\$2,496.60
HP UltraSlim Docking Station 2013 - docking station - VGA, 2 x DP Mfg. Part#: D9Y32UT#ABA UNSPSC: 43211602 Contract: Arizona HP Inc NVP Computer Equipment (MNNVP-133 ADSP016-098209)	15	3145533	\$186.82	\$2,802.30
HP SmartBuy EliteDesk 800 G4 SFF Core i5-8500 8GB RAM 512GB Win 10 Pro Mfg. Part#: 4DP08UT#ABA UNSPSC: 43211508 Contract: Arizona HP Inc NVP Computer Equipment (MNNVP-133 ADSP016-098209)	500	5143641	\$744.95	\$372,475.00

PURCHASER BILLING INFO	SUBTOTAL	\$455,845.70
Billing Address: NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 Phone: (928) 524-7600 Payment Terms: Request Terms	SHIPPING	\$0.00
	SALES TAX	\$27,806.59
	GRAND TOTAL	\$483,652.29
	DELIVER TO	

Shipping Address:
NORTHLAND PIONEER COLLEGE
ATTN: PAUL MOFFITT
102 N 1ST AVE
HOLBROOK, AZ 86025-2902
Shipping Method: UPS Ground (2-3 days)

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION



Rachel Somers

(866) 708-1693

rachpar@cdw.com

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

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Request to Approve Contract for Removal and Replacement of HVAC Equipment for Aspen Center in Show Low

Recommendation:

Staff recommends approval to award a contract for the removal and replacement of the HVAC equipment in the Aspen Center to Jovos, Inc. for the amount of \$199,377.63 including taxes. A total of two bids were received for this project; bid opening was April 4, 2019.

Summary:

As reported earlier, the EPA has ruled the phase out of Class II Ozone-Depleting Substances. The refrigerant, HCFC-22 or R-22, is being phased out; HVAC equipment using R-22 refrigerant will no longer be available for purchase and associated parts will only be available from existing inventories. Effective 2020, no one will be able to purchase R-22 refrigerant. As a result, several of the HVAC units in several buildings at various locations will need to be replaced over several years. The units at the Aspen Center in Show Low will be the first to be replaced.

Staff worked with Adams and Associates Engineering for the design, removal and replacement of the HVAC equipment. The approval to purchase the equipment to be installed was approved by the Board in March 2019.

This request is to approve the award of contract to Jovos, Inc. for the removal and replacement of HVAC equipment. This project is included in the budget.

April 8, 2019

Northland Pioneer College
P.O. Box 610
Holbrook, AZ 86025

Attention: David Huish

Subject: AS#19-04 Aspen Center HVAC Equipment Removal and Replacement – Bid
Results
Update #1

Dear David,

In my bid results letter dated 4/5/19 I did not recommend awarding this project to either of the contractors who submitted a bid for the Aspen Center HVAC Equipment Removal and Replacement project. At the time I had unanswered questions about the Jovos's subcontractors, and I was not comfortable with the bid amount submitted by Edge Construction.

This morning I received a phone call from John Vosiko who is an owner of Jovoc Inc; Mr. Vosiko was returning my call from 4/5/19. He explained that he intends to use Desert Mechanical to do the plumbing work. Mr. Vosiko also offered to use a different HVAC subcontractor, Agape Air LLC, in place of his originally-submitted HVAC subcontractor Generation Air whose contractor's license is currently suspended. I checked the Arizona Registrar of Contractor's website, and Desert Mechanical and Agape Air are both in good standing with their contractor's licenses. With the change in HVAC sub-contractor to Agape Air, Mr. Vosiko said he would honor his original bid amount of \$199,377.63.

With this new information, I am comfortable with the bid presented by Jovos Inc. I recommend awarding this project to Jovos Inc. for the amount of \$199,377.63. My recommendation is based on the following subcontractors for Jovos, and the Intent to Award letter written to Jovos should include the requirement to use these subcontractors:

HVAC Subcontractor: Agape Air LLC
Electrical Subcontractor: Case Electric
Plumbing Subcontractor: Desert Mechanical

Sincerely,


Adams and Associates Engineers, PLLC



Mik Mikulich, P.E., F.P.E., CEM, CxA, LEED AP BD+C

Northland Pioneer College
 Aspen Center HVAC Equipment Removal and Replacement
 Bid Tabulation
 Bid Identification Number: AS#19-04

Adams and Associates Engineers Project Number: 18155
 Bid Date: April 4, 2019
 Bid Time: 2:00 PM Local Time

 BIDDER	Attended Pre-Bid Conference	Bid Form	AIA Document A310	Bid Security, 10% check or bond	Legal AZ Workers Act Compliance	Non-Collusion Affidavit	Total Bid	HVAC Subcontractor	Electrical Subcontractor	Plumbing Subcontractor	Notes
	Edge Construction	✓	✓	✓		✓	✓	327,621 19,379 - Tax <u>347,000</u>	Rim Country Mechanical	Silver creek Electric	RKS
Jovas Inc	✓	✓	✓		✓	✓	195,468.26 3,909.37 <u>199,377.63</u>	Generation Air	Case Electrical	None listed	Acknowledged Addendum 1