

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold Public Hearings, a Special Meeting, and a regular District Governing Board Meeting open to the public on **May 15, 2018 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 meeting by telephone if necessary.

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agenda may be obtained through the Office of the President, Northland Pioneer College, Painted Desert Campus, 2251 E. Navajo Blvd., Holbrook, AZ, telephone (928) 524-7418 or (800) 266-7845 Ext. 7418, at least 24 hours in advance of the meeting. If any disabled person needs any type of accommodation, please notify 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 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 14th day of May 2018, at 10:00 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

OUR MISSION

Northland Pioneer College
provides, supports
and promotes
lifelong learning.



Northland Pioneer College

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

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

Governing Board Meeting Public Hearing and Special Meeting Agenda

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

Date: May 15, 2018

Time: 10:00 a.m.

Truth in Taxation - Notice of Tax Increase Public Hearing

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Lucero
2.	Truth in Taxation Publication.....	CBO Ellison
3.	Presentation of Proposed 2018-2019 Primary Property Tax.....	CBO Ellison
4.	Call for Public Comment.....	Chair Lucero
5.	Adjournment.....(Action)	Chair Lucero

2018-2019 Proposed Budget Public Hearing

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Lucero
2.	Presentation of Proposed 2018-2019 Budget.....	CBO Ellison
3.	Call for Public Comment.....	Chair Lucero
4.	Adjournment.....(Action)	Chair Lucero

Special Meeting

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order	Chair Lucero
2.	Request to Approve 2018-2019 Property Tax Levy.....(Action)	CBO Ellison
3.	Request to Adopt 2018-2019 Proposed Budget.....(Action)	CBO Ellison
4.	Request to Adopt 2018-2021 Proposed Capital Budget.....(Action)	CBO Ellison
5.	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.



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Public Hearing – Truth in Taxation Publications

Summary:

In compliance with Arizona Revised Statutes §15-1461.01, the college is required to notify property taxpayers of its intention to raise primary property taxes over last year's level. The following notices were provided.

- Newspapers – The Truth in Taxation (TNT) notice is required to be “published twice in a newspaper of general circulation”. The college uses the White Mountain Independent and the Tribune-News. The notice was published in the White Mountain Independent on May 1 and May 8, 2018, and in the Tribune-News on May 2 and May 9, 2018.
- Press release – The college is also required to issue a press release to newspapers of general circulation in the District. A press release was issued following the April 17, 2018 regular District Governing Board meeting.
- NPC Website – The college also includes supporting documents related to the proposed tax rate on the website.



Truth in Taxation Hearing Notice of Tax Increase

In compliance with section §15-1461.01, Arizona Revised Statutes, Navajo County Community College District is notifying its property taxpayers of Navajo County Community College District's intention to raise its primary property taxes over last year's level. The Navajo County Community College District is proposing an increase in primary property taxes of **\$300,872** or **2.0%**.

For example, the proposed tax increase will cause Navajo County Community College District's primary property taxes on a \$100,000 home to increase from **\$181.64** (total taxes that would be owed without the proposed tax increase) to **\$185.27** (total proposed taxes including the tax increase).

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

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 15, 2018** at 10:00 A.M. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.

Truth in Taxation Hearing

Notice of Tax Increase

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NPC schedules truth in taxation, budget hearings, May 15

HOLBROOK — The Navajo County Community College District Governing Board will conduct Truth in Taxation and budget public hearings on the 2018–19 Northland Pioneer College budget and district primary property tax levy on Tuesday, May 15, starting at 10 A.M. (M.S.T.) in the Painted Desert Campus Tiponi Community Center Conference Room, 2251 E. Navajo Blvd. in Holbrook.



At its April 17 meeting, the board adopted a preliminary 2018-19 budget based on increasing the primary property tax levy the maximum 2 percent, excluding new construction, over the current year. When the tax levy is increased at the maximum percentage, a Truth in Taxation hearing is required.

Under the state's Truth in Taxation (TNT) statutes, the college district is requesting an increase in primary property taxes of \$300,872, or 2 percent. According to the TNT formula, the primary property tax for an owner-occupied residence with an assessed valuation of \$100,000 would increase from \$181.64 to \$185.27. NPC does not have a secondary tax rate to pay for any improvement bonds.

This year's tax levy shows Navajo County valuations increased as a result of over \$12 million in new construction. In 2017, the county's valuation was impacted by nearly \$26 million in negative new construction valuation, partly related to closures at the Cholla Power Plant and the Peabody coal mine. The timing for the full closure of the Cholla Power Plant or the revenue decline is unknown.

The assessed valuation of utilities, power plants, transmission lines and mines is set by the state's Department of Revenue. The Navajo County Assessor's Office is responsible for setting the assessed valuations for local real property and buildings. These combined assessed valuations are used by various different taxing jurisdictions as the basis for calculating the primary property tax levy.

Property taxes generate over 40 percent of the college's proposed budget. Another major revenue source for the college district is equalization state aid to supplement property tax collections from Navajo County taxpayers. Next year, NPC is expected to receive over \$6.91 million in equalization aid, up 3.6 percent from the current year. NPC receives equalization aid because the total Navajo County assessed property value is below the average of other rural counties in the state. To retain this beneficial subsidy, state leaders expect Navajo County taxpayers to provide maximum support through the local property

Northland Pioneer College Provides, Supports and Promotes Lifelong Learning.

tax. Northland's proposed tax levy is at the maximum allowable. NPC receives nearly 30 percent of its budget in combined maintenance and capital support and equalization aid from the state.

One of NPC's important goals is to improve the communities it serves through investments in people, classrooms (whether brick and mortar or via technology) and equipment. NPC's prudent fiscal management includes planning for the future, reserving needed funds, setting aside resources for future needs, and minimizing expenses. NPC governing board members recognize the benefits of saving financial resources for the future needs of the college.

Economists have long held that investments in education are an important source of economic growth. A 2015 study prepared for the Arizona Community College Coordinating Council shows that for every \$1 spent supporting NPC operations, \$1.90 is returned to the local economy.

After the public hearings, the governing board can decrease or accept the budget from the preliminary figures adopted on April 17. The budget data can be viewed or downloaded as a PDF from the college's website: www.npc.edu/fy2019-preliminary-budget.

Interested citizens are encouraged to attend the Truth in Taxation and budget hearings and make comments prior to formal adoption of the budget by the local governing board during a special meeting immediately following the public hearings.

Comments about the budget or proposed primary tax rate increase can also be submitted online at www.npc.edu/budget_comment_form. Answers to many frequently asked questions are also posted with the comment form.

--- NPC - EXPANDING MINDS • TRANSFORMING LIVES ---

Truth in Taxation Hearing Notice

Truth in Taxation Hearing Notice of Tax Increase

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Truth in Taxation & Budget Hearings

April 24, 2018 by [erobinson \(/users/erobinson\)](#)

HOLBROOK — The Navajo County Community College District Governing Board will conduct Truth in Taxation and budget public hearings on the 2018–19 Northland Pioneer College budget and district primary property tax levy on **Tuesday, May 15**, starting at 10 a.m. (M.S.T.) in the Painted Desert Campus Tiponi Community Center Conference Room, 2251 E. Navajo Blvd. in Holbrook.

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--- NPC – Expanding Minds • Transforming Lives ---

Public Comment Form

The Navajo County Community College District Governing Board will conduct **Truth in Taxation** and **Budget** public hearings on **Tuesday, May 15, 2018**, beginning at 10 a.m. (M.S.T.), in the Tlponi Community Center on the Holbrook – Painted Desert Campus, 2251 E. Navajo Blvd.

The preliminary 2018-2019 budget ([/fy2019-preliminary-budget](#)), as adopted by the Governing Board, proposes increasing the **Primary Tax Levy** by two percent, pursuant to A.R.S. §42-17051. Based on Navajo County's overall declining property valuations, the **Primary Tax Rate** per \$100 Net Assessed Valuation will increase. The laws governing the tax levy require the reporting of the increase in two different ways:

	Proposed (FY 2019)	Approved FY 2018	Dollar Increase/ (Decrease)	Percent Increase/ (Decrease)
Maximum Levy	\$15,356,069	\$14,834,954	\$521,115	3.5%
Rate/\$100 Net Assessed Valuation	\$1.8527	\$1.8067	\$0.0460	2.5%

	Proposed Max Levy	TNT Levy	Dollar Increase	Percent Increase
Max Levy vs. TNT Levy	\$15,356,069	\$15,055,197	\$300,872	2.0%
Rate/\$100 Net Assessed Valuation	\$1.8527	\$1.8164	\$0.0363	2.0%

Net Assessed Valuation

Each year the Navajo County Assessor's Office, in conjunction with the Property Tax Oversight Commission, determines the value of the property in the county. The assessed values are then used as a basis for levying the primary property tax by different taxing jurisdictions.

Whenever assessed valuations **decline** property tax owners will see an increase in property tax rates in order to maintain tax levies at or near the same level as the current tax year.



Frequently Asked Questions:

Q. What is assessed valuation and who determines them?

A. The assessment of property within the county is used as a basis for levying property taxes.

There are two categories of real property – locally-assessed and centrally-assessed – and the values are determined by two different offices.

- ▶ **Locally-Assessed:** The Navajo County Assessor's Office determines the value of property within the county, including commercial and farm buildings and residential homes.
- ▶ **Centrally-Assessed:** The Department of Revenue determines the value of certain types of property within the county, such as utilities (including power plants and transmission lines), railroads and mines.

Q. How does assessed valuation relate to my taxes and the college's budget?

A. Each year the Navajo County Assessor's Office provides NPC with the value of the property within the county. The assessed values are then used as a basis for levying property taxes. NPC uses the levy amount from property taxes and other revenue sources to develop its annual budget. Property taxes contribute over 40 percent of all funding for the college.

Q. Why did my property tax rate go up?

A. When property values decline, property owners may see an increase in property tax rates in order to maintain tax levies at or near the same level as the current tax year. As assessed values decline, the tax rate increases in order to maintain tax levy (revenues) at or near the same level as the current year.

Q. How does the college use the property tax money?

A. The college uses the funding from property taxes for operating and maintenance expenses. The largest expense to the college is salaries/wages and benefits for its employees – it makes up approximately 70% of total expenses. The college provides educational services to its students, so naturally the largest cost is its people — faculty and staff involved in teaching and providing educational services.

Q. What limits exist for taxing jurisdictions?

A. The Property Tax Oversight Commission was established in January 1988. They are responsible to further the public confidence in property tax limitations, provide a uniform method for determining property tax limitations, and provide a continuing review of practices for ensuring a fair and equitable administration of the laws. The Arizona Revised Statutes also has **Truth in Taxation** laws to address transparency and provide opportunities for public comment. If the proposed primary tax levy amount, excluding amounts attributable to new construction, is 2% greater than the amount in the previous year, NPC must go through a "**Truth in Taxation**" hearing.

Q. What is equalization funding and how does it impact my property tax?

A. Equalization funding is additional state aid to rural community college districts with property tax bases that are less than the minimum assessed value established by a state formula. It is essentially a subsidy provided by the state. In order for NPC to retain this subsidy, state leaders expect Navajo County taxpayers to provide the maximum support for the college through the local property tax levy.

Q. Are there any exemptions for taxpayers?

A. The Arizona statutes provide for exemption for widow and widowers and people with disabilities in varying dollar amounts. Requests for exemptions should be addressed to the Navajo County Assessor's Office (<http://www.navajocountyaz.gov/Departments/Assessor>).

Q. What if I don't qualify for an exemption but think my property values are too high?

A. Taxpayers are able to file a petition disputing the value of their property. The "**Petition for Review of Valuation**" is filed with the Navajo County Assessor's Office (<http://www.navajocountyaz.gov/Departments/Assessor>).

You may use the form below to submit your comments, or request clarification on the proposed tax rate, tax levy, or proposed budget.

Page 1 of 1

Name: *

Please enter your full name.

Mailing Address:

Please enter your mailing address, so that we may contact you regarding your submission.

Physical Address (Optional):

Please enter your physical address, if different from Mailing Address above.

City:

State:

Please use postal abbreviation

AZ

ZIP Code:

Please enter your full ZIP+4 Code, if known

XXXX-XXXX

Email Address:

Please enter a valid email address that can be used to contact you.

Daytime Phone Number:

Please enter a daytime phone number where we can contact you if we have questions about your comments or questions.

(xxx) xxx-xxxx

I have a question/comment about::

My comment/question is concerning (select one or more from the options below): To select multiple items, hold down the **CONTROL** (Windows) or **COMMAND** (Mac) when you click the areas you wish to select.

Proposed Tax Rate
Proposed Tax Levy
Proposed Budget
General Comment

Please share my comments:

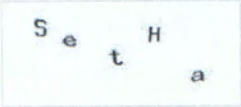
Please share my comments with members of the District Governing Board during the public hearings on May 19, 2015.

Yes, please share

No, do not share

My comment/question:

Please keep your comments civil, with no profanity or racial comments.



What code is in the image?: *
Enter the characters shown in the image.

Required Fields *

Public Hearing for Truth in Taxation

Summary:

Prior to the May 15, 2018 District Governing Board special meeting, a public hearing will be held to review the Truth in Taxation notice associated with the proposed budget for fiscal year 2018-19.

If the proposed tax levy, excluding amounts that are related to new construction, is greater than the amount levied in the previous tax year, a Truth in Taxation hearing must be held.

Correspondence from the Property Tax Oversight Commission concerning the Levy Limit Worksheet and the Truth in Taxation hearing are included. Please note that the Truth in Taxation – Notice of Tax Increase percentage change is the maximum allowable increase of 2%.

NPC's tax rate is in the middle compared to other community college districts and has been at or below the average rate for primary property taxes. This is expected to continue in fiscal year 2018-19.



2018 LEVY LIMIT WORKSHEET

NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE
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MAXIMUM LEVY	2017
A.1. Maximum Allowable Primary Tax Levy	\$14,834,954
A.2. A.1 multiplied by 1.02	\$15,131,653

CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR	2018
B.1. Centrally Assessed	\$203,822,803
B.2. Locally Assessed Real Property	\$599,192,015
B.3. Locally Assessed Personal Property	\$13,705,100
B.4. Total Assessed Value (B.1 through B.3)	\$816,719,918
B.5. B.4. divided by 100	\$8,167,199

CURRENT YEAR NET ASSESSED VALUES	2018
C.1. Centrally Assessed	\$209,252,253
C.2. Locally Assessed Real Property	\$605,890,780
C.3. Locally Assessed Personal Property	\$13,705,100
C.4. Total Assessed Value (C.1 through C.3)	\$828,848,133
C.5. C.4. divided by 100	\$8,288,481

LEVY LIMIT CALCULATION	2018
D.1. LINE A.2	\$15,131,653
D.2. LINE B.5	\$8,167,199
D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)	1.8527
D.4. LINE C.5	\$8,288,481
D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT	\$15,356,069
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)	\$15,356,069

<i>2018 New Construction</i>	\$12,128,215
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<i>Prior year actual levy (from line F.1 of the 2017 worksheet)</i>	\$14,834,954
<i>Divided by current values excluding new construction per line B.5</i>	\$8,167,199
Truth in Taxation Rate	1.8164

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. § 42-17107)

Values cannot be changed after February 10 without the approval of the Property Tax Oversight Commission pursuant to § 42-17051.A. Thus, the total net assessed values per line C.4 must be used when adopting a primary property tax levy and tax rate.

For questions, contact Darlene Teller at (602) 716-6436 or dteller@azdor.gov.

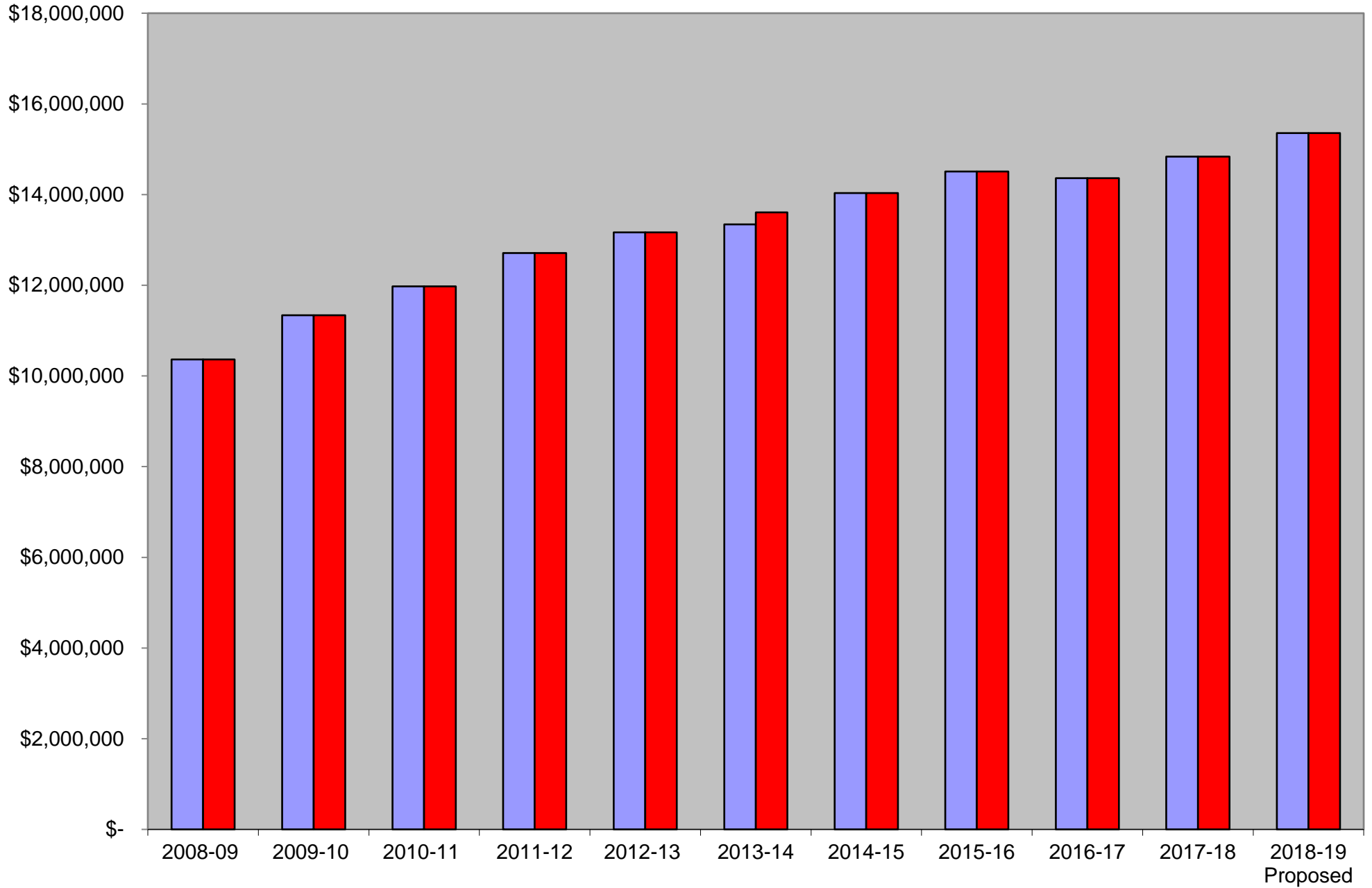
Truth in Taxation Analysis

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

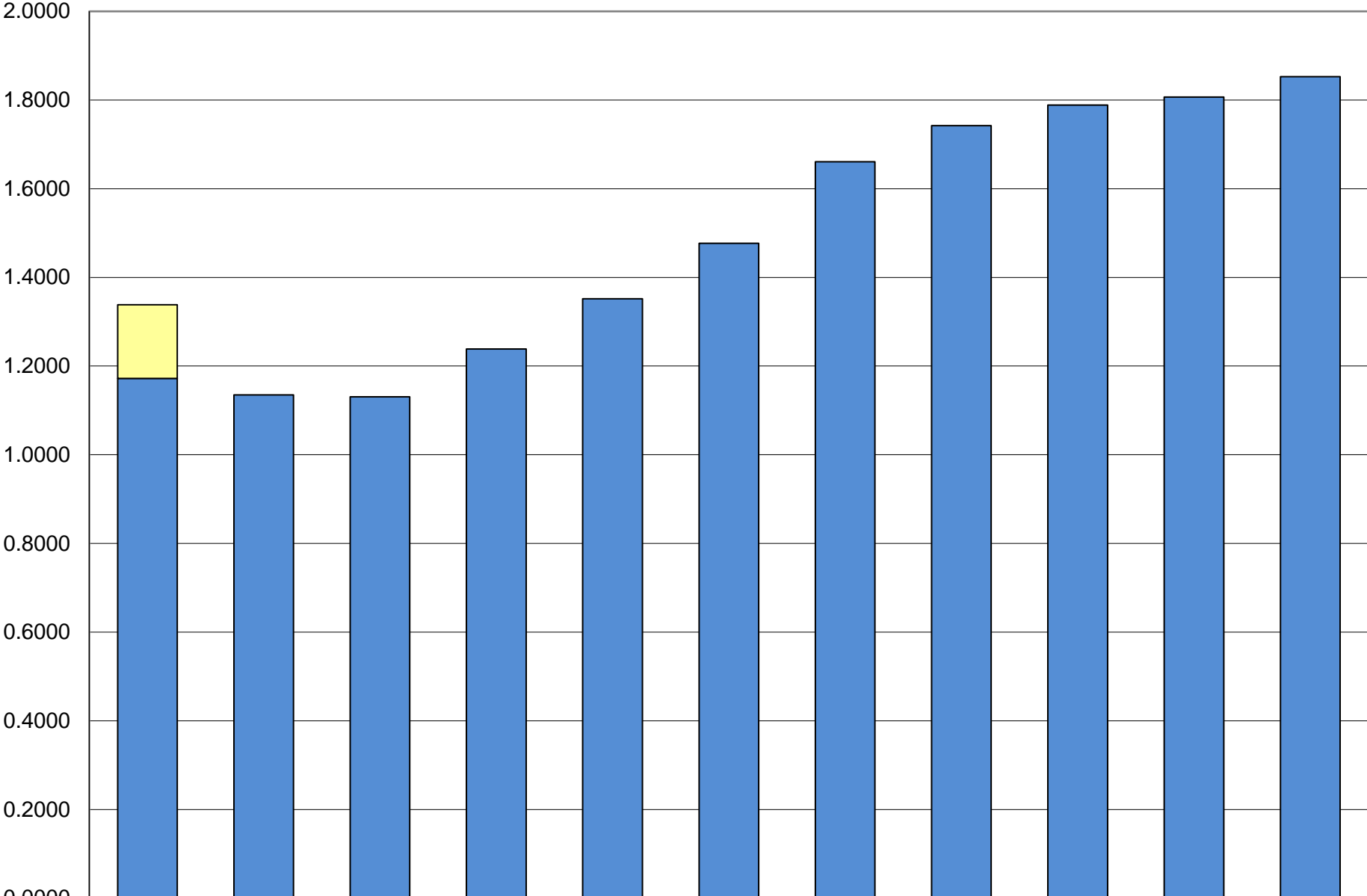
Actual current primary property tax levy:	\$ 14,834,954
<i>(line F.1. actual levy from prior year's final levy limit worksheet) or from A.1. current levy worksheet</i>	
Net assessed valuation: <i>(line C.4. from current year's worksheet)</i>	\$ 828,848,133
Value of new construction:	\$ 12,128,215
Net assessed value minus new construction:	\$ 816,719,918
<i>(line B.4. from current year's levy limit worksheet)</i>	
MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:	\$ 1.8164
Growth in property tax levy capacity associated with new construction:	\$ 220,297
MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:	\$ 15,055,197
Proposed primary property tax levy:	\$ 15,356,069
Proposed increase in primary property tax levy, exclusive of new construction	\$ 300,872
Proposed percentage increase in primary property tax levy:	2.0%
Proposed primary property tax rate:	\$ 1.8527
Proposed increase in primary property tax rate:	\$ 0.0363
Proposed primary property tax levy on a home valued at \$100,000	\$ 185.27
Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:	\$ 181.64
Proposed primary property tax levy increase on a home valued at \$100,000:	\$ 3.63

NPC Primary Maximum Property Tax Levy compared to Actual Levy

Levy - Assessed Levy Limit - Max



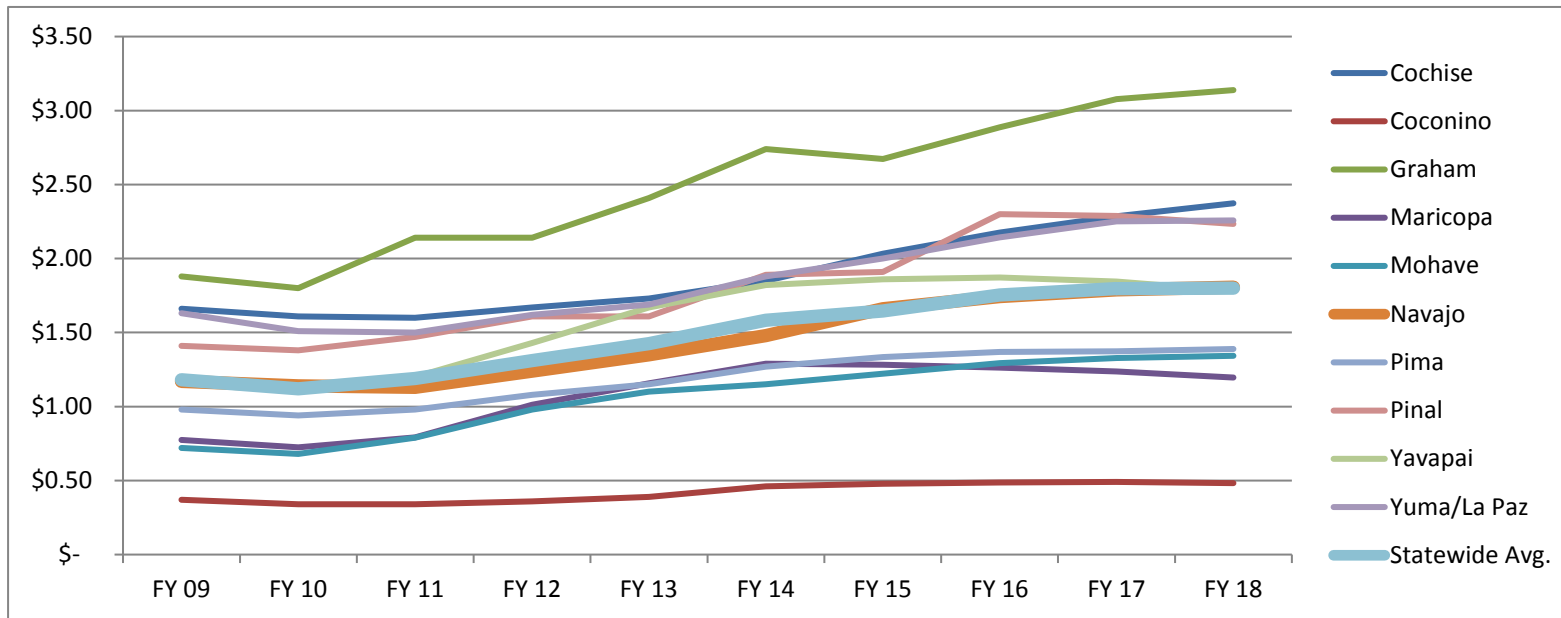
NPC Historical Property Tax Rates & Current Year Proposal



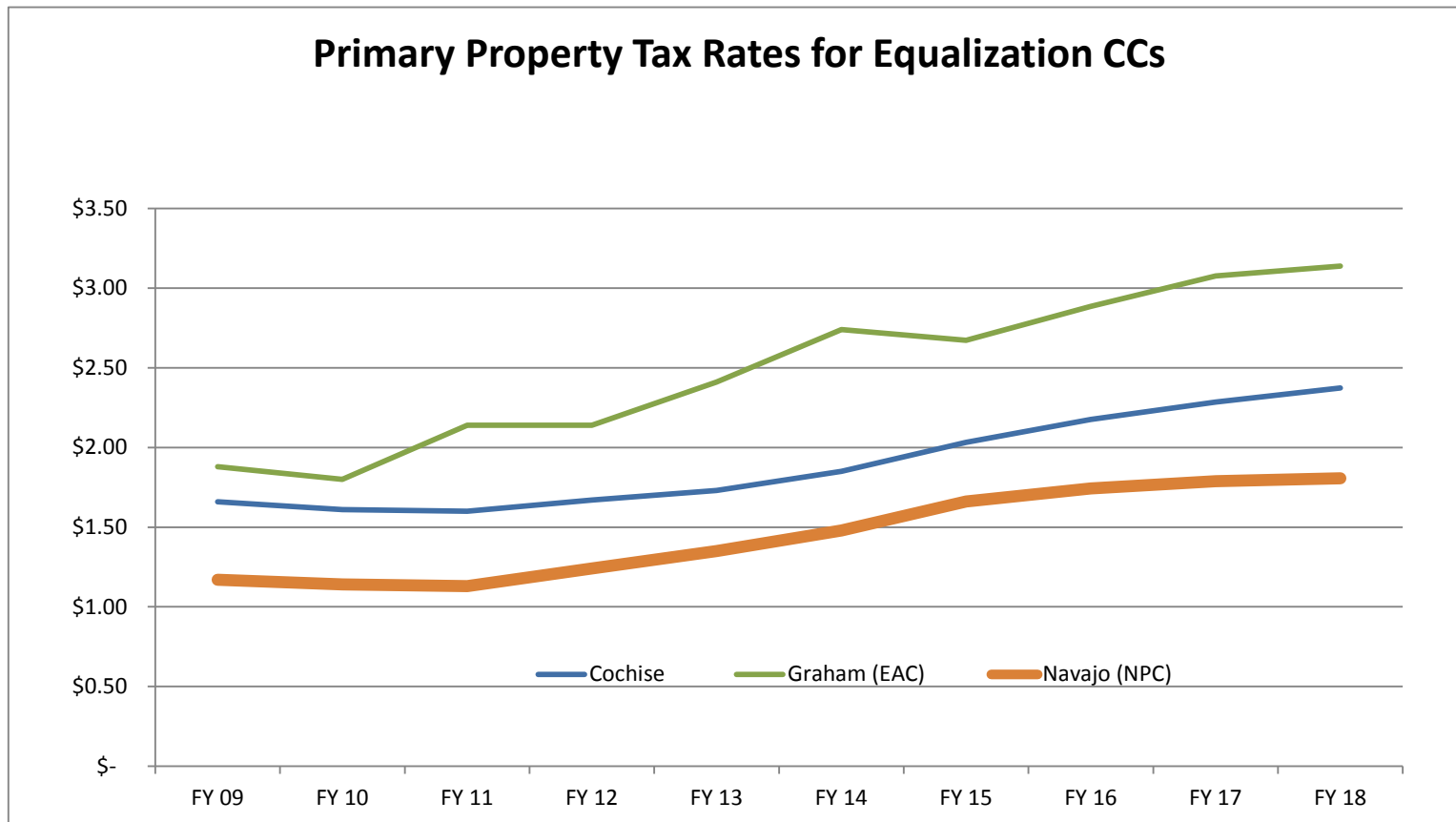
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19 Proposed
Secondary	0.1663	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Primary	1.1719	1.1352	1.1308	1.2387	1.3515	1.4769	1.6610	1.7423	1.7884	1.8067	1.8527

Community College Primary Property Tax Rates

<u>CC District</u>	<u>FY 09</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>FY19 Prelim Proposal</u>
Cochise	\$ 1.66	\$ 1.61	\$ 1.60	\$ 1.67	\$ 1.73	\$ 1.85	\$ 2.03	\$ 2.18	\$ 2.29	\$ 2.37	2% max
Coconino	\$ 0.37	\$ 0.34	\$ 0.34	\$ 0.36	\$ 0.39	\$ 0.46	\$ 0.48	\$ 0.49	\$ 0.49	\$ 0.48	2% max
Graham	\$ 1.88	\$ 1.80	\$ 2.14	\$ 2.14	\$ 2.41	\$ 2.74	\$ 2.67	\$ 2.89	\$ 3.08	\$ 3.14	no increase
Maricopa	\$ 0.78	\$ 0.72	\$ 0.79	\$ 1.01	\$ 1.16	\$ 1.29	\$ 1.28	\$ 1.26	\$ 1.24	\$ 1.20	no increase
Mohave	\$ 0.72	\$ 0.68	\$ 0.79	\$ 0.98	\$ 1.10	\$ 1.15	\$ 1.22	\$ 1.29	\$ 1.33	\$ 1.34	2% max
Navajo	\$ 1.17	\$ 1.14	\$ 1.13	\$ 1.24	\$ 1.35	\$ 1.48	\$ 1.66	\$ 1.74	\$ 1.79	\$ 1.81	2% max
Pima	\$ 0.98	\$ 0.94	\$ 0.98	\$ 1.08	\$ 1.15	\$ 1.27	\$ 1.33	\$ 1.37	\$ 1.37	\$ 1.39	2% max
Pinal	\$ 1.41	\$ 1.38	\$ 1.47	\$ 1.61	\$ 1.61	\$ 1.89	\$ 1.91	\$ 2.30	\$ 2.29	\$ 2.23	2% max
Yavapai	\$ 1.19	\$ 1.12	\$ 1.20	\$ 1.43	\$ 1.67	\$ 1.82	\$ 1.86	\$ 1.87	\$ 1.84	\$ 1.78	2%
Yuma/La Paz	\$ 1.63	\$ 1.51	\$ 1.50	\$ 1.62	\$ 1.69	\$ 1.88	\$ 2.00	\$ 2.14	\$ 2.25	\$ 2.26	no increase
Statewide Avg.	\$ 1.18	\$ 1.12	\$ 1.19	\$ 1.31	\$ 1.43	\$ 1.58	\$ 1.65	\$ 1.75	\$ 1.80	\$ 1.80	



Primary Property Tax Rates for Equalization CCs



Public Hearing for 2018-19 Proposed Budget

Summary:

The approved preliminary budget was posted on the NPC website after the April 17, 2018 regular District Governing Board meeting. In accordance with statutory requirements, the preliminary budget was published on May 8, 2018 in the White Mountain Independent and in the Holbrook Tribune on May 9, 2018 along with the along with a notice of the public hearing.

The official budget documents are attached. No alterations have been made to the preliminary budget approved by the Board. The 2018-19 proposed budget is aligned with the NPC Strategic Priorities approved by the District Governing Board. Extensive involvement at the department and executive level resulted in the proposed budget.

Staff anticipates the expenditure limit will be breached in FY 2019, but carryforward balances will be used to cover the expected overage. The current available carryforward amount is approximately \$30 million.

Staff will answer questions from the Board and the public. The budget can be reduced, but cannot be increased following the public hearing.



**OFFICIAL BUDGET FORMS
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
FISCAL YEAR 2019**

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE
BUDGET FOR FISCAL YEAR 2019
SUMMARY OF BUDGET DATA**

	Budget 2019	Budget 2018	Increase/Decrease From Budget 2018 To Budget 2019	
			Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$ 28,289,569	\$ 27,296,054	\$ 993,515	3.6%
Unexpended Plant Fund	11,443,000	5,369,100	6,073,900	113.1%
Retirement of Indebtedness Plant Fund				
TOTAL	\$ 39,732,569	\$ 32,665,154	\$ 7,067,415	21.6%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$ 14,145 /FTSE	\$ 13,703 /FTSE	\$ 442 /FTSE	3.2%
Unexpended Plant Fund	\$ 5,722 /FTSE	\$ 2,695 /FTSE	\$ 3,026 /FTSE	112.3%
Projected FTSE Count	2,000	1,992		
II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$ 15,434,817	\$ 14,963,955	\$ 470,862	3.1%
Retirement Costs	1,609,043	1,567,742	41,301	2.6%
Healthcare Costs	1,808,975	1,730,640	78,335	4.5%
Other Benefit Costs	1,376,642	1,363,203	13,439	1.0%
TOTAL	\$ 20,229,477	\$ 19,625,540	\$ 603,937	3.1%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$ 15,356,069	\$ 14,834,954	\$ 521,115	3.5%
Secondary Tax Levy				
TOTAL LEVY	\$ 15,356,069	\$ 14,834,954	\$ 521,115	3.5%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.8527	1.8067	0.0460	2.5%
Secondary Tax Rate				
TOTAL RATE	1.8527	1.8067	0.0460	2.5%
IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2019 PURSUANT TO A.R.S. §42-17051				\$ 15,356,069
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2018 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 2019
EXPENDITURES AND OTHER OUTFLOWS**

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

EXPENDITURES AND OTHER OUTFLOWS

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

Total Expenditures and Other Outflows

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2019	Total All Funds 2019	Total All Funds 2018	% Increase/Decrease
	General Fund 2019	Restricted Fund 2019	Auxiliary Fund 2019	Unexpended Plant Fund 2019	Retirement of Indebtedness 2019				
\$ 28,289,569	\$ 6,600,000	\$ 600,000	\$ 11,443,000	\$	\$	\$ 46,932,569	\$ 39,915,154	17.6%	
\$ 10,932,264	\$ 1,500,000	\$	\$	\$	\$	\$ 12,432,264	\$ 12,047,012	3.2%	
	20,000					20,000	20,000		
1,163,861						1,163,861	1,111,599	4.7%	
1,924,272	650,000					2,574,272	2,525,369	1.9%	
9,142,382	30,000					9,172,382	8,544,328	7.4%	
1,856,825						1,856,825	1,769,885	4.9%	
2,033,775	4,400,000					6,433,775	6,417,775	0.2%	
		600,000				600,000	650,000	-7.7%	
			11,443,000			11,443,000	5,369,100	113.1%	
1,236,190						1,236,190	1,460,086	-15.3%	
\$ 28,289,569	\$ 6,600,000	\$ 600,000	\$ 11,443,000	\$	\$	\$ 46,932,569	\$ 39,915,154	17.6%	



Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct **Truth in Taxation** (per Arizona Revised Statutes, §15-1461.01) and **Budget Public Hearings** for consideration of the proposed budget for the 2018-2019 Fiscal Year at the Tipton Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 15, 2018** at 10:00 a.m. (M.S.T.)

A **Special Board Meeting** for the purpose of adopting the District's 2018-2019 budget shall be held immediately following the Budget Hearing at the same location.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information.

Dr. Jeanne Swarthout, President, Northland Pioneer College

Questions about the budget should be directed to **Maderia Ellison**, Chief Business Officer, (928) 532-6743 or online www.npc.edu/budget_comment_form.

The budget is posted for public review on the college's website, www.npc.edu/fy2019-preliminary-budget

Published in the *White Mountain Independent*, May 8, 2018

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2019
SUMMARY OF BUDGET DATA — SCHEDULE A

	Budget		Increase/Decrease	
	2019	2018	Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$28,289,569	\$27,296,054	\$993,515	3.6%
Unexpended Plant Fund	11,443,000	5,369,100	6,073,900	113.1%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
TOTAL	\$39,732,569	\$32,665,154	\$7,067,415	21.6%
B. Expenditures Per Full-Time Student Equivalent (FTSE)				
Current General Fund	\$14,145/FTSE	\$13,703/FTSE	\$442/FTSE	3.2%
Unexpended Plant Fund	\$5,722/FTSE	\$2,695/FTSE	\$3,026/FTSE	112.3%
Projected FTSE Count	2,000	1,992		
II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$15,434,817	\$14,963,955	470,862	3.1%
Retirement Costs	1,609,043	1,567,742	41,301	2.6%
Healthcare Costs	1,808,975	1,730,640	78,335	4.5%
Other Benefit Costs	1,376,642	1,363,203	13,439	1.0%
TOTAL	\$20,229,477	\$19,625,540	\$603,937	3.1%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$15,356,069	\$14,834,954	\$521,115	3.5%
Secondary Tax Levy	-0-	-0-	-0-	-0-
TOTAL LEVY	\$15,356,069	\$14,834,954	\$521,115	3.5%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.8527	1.8067	0.0460	2.5%
Secondary Tax Rate	-0-	-0-	-0-	-0-
TOTAL RATE	1.8527	1.8067	0.0460	2.5%
IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2019 PURSUANT TO A.R.S. §42-17051				
			\$15,356,069	
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2018 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051.				
				-0-

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2019
RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2019	Total All Funds 2019	Total All Funds 2018	% Increase/Decrease
	General Fund 2019	Restricted Fund 2019	Auxiliary Fund 2019	Unexpended Plant Fund 2019	Retirement of Indebtedness 2019				
BEGINNING BALANCES – JULY 1 (Excludes amounts not in spendable form (i.e. prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.)									
Restricted									
Unrestricted	\$42,900,000			\$16,600,000			\$59,500,000	\$3,800,000	10.6%
Total Beginning Balances	\$42,900,000			\$16,600,000			\$59,500,000	\$3,800,000	10.6%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$3,060,000						\$3,060,000	\$3,000,000	2.0%
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	1,572,700						1,572,700	1,649,000	-4.6%
Equalization Aid	6,910,800						6,910,800	6,672,100	3.6%
Capital Support				343,000			343,000	369,100	-7.1%
Property Taxes									
Primary Tax Levy	15,356,069						15,356,069	14,834,954	3.5%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,500,000	5,600,000					7,100,000	7,500,000	-5.3%
Sales and Services									
Investment Income	140,000						140,000	140,000	
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		300,000				500,000	550,000	-9.1%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$30,539,569	\$6,000,000	\$300,000	\$343,000			\$37,182,569	\$36,915,154	0.7%
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			-0-	-0-	
Less:									
Governing Board Designations	(4,860,431)						(4,860,431)	(23,551,973)	-79.4%
Policy 1924 – Cash Reserves	(28,289,569)						(28,289,569)	(13,648,027)	107.3%
Policy 1926 – Future Capital Reserves	(9,100,000)			(7,500,000)			(16,600,000)	(13,600,000)	22.1%
Total Resources Available for Budget Year	\$28,289,569	\$6,000,000	\$600,000	\$11,443,000			\$46,932,569	\$39,915,154	17.6%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2019
EXPENDITURES AND OTHER OUTFLOWS — SCHEDULE C

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2019	Total All Funds 2019	Total All Funds 2018	% Increase/Decrease
	General Fund 2019	Restricted Fund 2019	Auxiliary Fund 2019	Unexpended Plant Fund 2019	Retirement of Indebtedness 2019				
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (from Schedule B)	\$28,289,569	\$6,000,000	\$600,000	\$11,443,000			\$46,932,569	\$39,915,154	17.6%
EXPENDITURES AND OTHER OUTFLOWS									
Instruction	\$10,932,264	\$1,500,000					\$12,432,264	\$12,047,012	3.2%
Public Service		20,000					20,000	20,000	
Academic Support	1,163,861						1,163,861	1,111,599	4.7%
Student Services	1,924,272	650,000					2,574,272	2,525,369	1.9%
Institutional Support (Administration)	9,142,382	30,000					9,172,382	8,544,328	7.4%
Operation and Maintenance of Plant	1,856,825						1,856,825	1,769,885	4.9%
Scholarships	2,033,775	4,400,000					6,433,775	6,417,775	0.2%
Auxiliary Enterprises			600,000				600,000	650,000	-7.7%
Capital Assets				11,443,000			11,443,000	5,369,100	113.1%
Debt Service – General Obligation Bonds									
Debt Service – Other Long Term Debt									
Other Expenditures									
Contingency	1,236,190						1,236,190	1,460,086	-15.3%
Total Expenditures and Other Outflows	\$28,289,569	\$6,000,000	\$600,000	\$11,443,000			\$46,932,569	\$39,915,154	17.6%

As published as a full page ad in the *White Mountain Independent*, May 8, 2018



Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVESSM

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The budget is posted for public review on the college's website, www.npc.edu/fy2019-preliminary-budget

Published in the *Tribune-News*, May 9, 2018

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2019
SUMMARY OF BUDGET DATA — SCHEDULE A

	Budget		Increase/Decrease	
	2019	2018	Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$28,289,569	\$27,296,054	\$993,515	3.6%
Unexpended Plant Fund	11,443,000	5,369,100	6,073,900	113.1%
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Other Benefit Costs	1,376,642	1,363,203	13,439	1.0%
TOTAL	\$20,229,477	\$19,625,540	\$603,937	3.1%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				
Primary Tax Levy	\$15,356,069	\$14,834,954	\$521,115	3.5%
Secondary Tax Levy	-0-	-0-	-0-	-0-
TOTAL LEVY	\$15,356,069	\$14,834,954	\$521,115	3.5%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.8527	1.8067	0.0460	2.5%
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TOTAL RATE	1.8527	1.8067	0.0460	2.5%
IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2019 PURSUANT TO A.R.S. §42-17051				
			\$15,356,069	
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2018 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051.				
				-0-

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2019
RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUNDS		Other Funds	Total All Funds 2019	Total All Funds 2018	% Increase/Decrease
	General Fund 2019	Restricted Fund 2019	Auxiliary Fund 2019	Unexpended Plant Fund 2019	Retirement of Indebtedness 2019				
BEGINNING BALANCES - JULY 1 (Excludes amounts not in spendable form (i.e. prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.)									
Restricted									
Unrestricted	\$42,900,000			\$16,600,000			\$59,500,000	\$3,800,000	10.6%
Total Beginning Balances	\$42,900,000			\$16,600,000			\$59,500,000	\$3,800,000	10.6%
REVENUES AND OTHER INFLOWS									
Student Tuition and Fees									
General Tuition	\$3,060,000						\$3,060,000	\$3,000,000	2.0%
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	1,572,700						1,572,700	1,649,000	-4.6%
Equalization Aid	6,910,800						6,910,800	6,672,100	3.6%
Capital Support				343,000			343,000	369,100	-7.1%
Property Taxes									
Primary Tax Levy	15,356,069						15,356,069	14,834,954	3.5%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,500,000	5,600,000					7,100,000	7,500,000	-5.3%
Sales and Services									
Investment Income	140,000						140,000	140,000	
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		300,000				500,000	550,000	-9.1%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$30,539,569	\$6,000,000	\$300,000	343,000			\$37,182,569	\$36,915,154	0.7%
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			-0-	-0-	
Less:									
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Policy 1926 - Future Capital Reserves	(9,100,000)			(7,500,000)			(16,600,000)	(13,600,000)	22.1%
Total Resources Available for Budget Year	\$28,289,569	\$6,600,000	\$600,000	\$11,443,000			\$46,932,569	\$39,915,154	17.6%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2019
EXPENDITURES AND OTHER OUTFLOWS — SCHEDULE C

	CURRENT FUNDS			PLANT FUNDS		Other Funds	Total All Funds 2019	Total All Funds 2018	% Increase/Decrease
	General Fund 2019	Restricted Fund 2019	Auxiliary Fund 2019	Unexpended Plant Fund 2019	Retirement of Indebtedness 2019				
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (from Schedule B)	\$28,289,569	\$6,600,000	\$600,000	\$11,443,000			\$46,932,569	\$39,915,154	17.6%
EXPENDITURES AND OTHER OUTFLOWS									
Instruction	\$10,932,264	\$1,500,000					\$12,432,264	\$12,047,012	3.2%
Public Service		20,000					20,000	20,000	
Academic Support	1,163,861						1,163,861	1,111,599	4.7%
Student Services	1,924,272	650,000					2,574,272	2,525,369	1.9%
Institutional Support (Administration)	9,142,382	30,000					9,172,382	8,544,328	7.4%
Operation and Maintenance of Plant	1,856,825						1,856,825	1,769,885	4.9%
Scholarships	2,033,775	4,400,000					6,433,775	6,417,775	0.2%
Auxiliary Enterprises			600,000				600,000	650,000	-7.7%
Capital Assets				11,443,000			11,443,000	5,369,100	113.1%
Debt Service - General Obligation Bonds									
Debt Service - Other Long Term Debt									
Other Expenditures									
Contingency	1,236,190						1,236,190	1,460,086	-15.3%
Total Expenditures and Other Outflows	\$28,289,569	\$6,600,000	\$600,000	\$11,443,000			\$46,932,569	\$39,915,154	17.6%

As published as a full page ad in the *Tribune-News*, May 9, 2018



TO: Legal Clerk

Re: Notice of Budget Hearing

Please run the following Public Notice in the May 1, & 8, 2018 editions of the *White Mountain Independent*. [Tribune-News May 2 & 9] Please send affidavit and invoice to my attention. Thank you.

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct **Truth in Taxation** (per Arizona Revised Statutes, §15-1461.01) and **Budget Public Hearings** for consideration of the proposed budget for the 2018–2019 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 15, 2018** at 10:00 a.m. (M.S.T.)

A **Special Board Meeting** for the purpose of adopting the District's 2018–2019 budget shall be held immediately following the Budget Hearing at the same location.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information. The budget is posted for public review on the college's website, www.npc.edu/fy2019-preliminary-budget.

Dr. Jeanne Swarthout, President, Northland Pioneer College

Questions and comments about the budget should be directed to **Maderia Ellison**, Chief Business Officer, (928) **532-6743** or be submitted online at www.npc.edu/budget_comment_form.

--- 3 0 --- {do not include}

Fiscal Year 2019 Preliminary Budget

As approved by the Navajo County Community College District Governing Board on **Tuesday, May 15, 2018**.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §[15-1461](https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/15/01461.htm) (<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/15/01461.htm>) concerning the advertisement and publication of budget information.

Questions about the budget should be directed to **Maderia Ellison**, Associate Vice President, Chief Business Officer, (928) 532-6743 or [online](#) ([/budget_comment_form](#)) via our online comment form.

PRELIMINARY FY2019 BUDGET

As adopted by the District Governing Board, April 17, 2018

Download as [PDF](#) (</sites/files/shared/administration/FY19PreliminaryBudget.pdf>)

Navajo County Community College District Northland Pioneer College Budget for Fiscal Year 2019 Summary of Budget Data SCHEDULE A

	Budget 2019	Budget 2018	Increase/Decrease From Budget 2018 To Budget 2019	
			Amount	%
I. CURRENT GENERAL AND PLANT FUNDS				
A. Expenditures:				
Current General Fund	\$28,289,569	\$27,296,054	\$993,515	3.6%
Unexpended Plant Fund	11,443,000	5,369,100	6,073,900	113.1%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
TOTAL	\$39,732,569	\$32,665,154	\$7,067,415	21.6%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$14,145/FTSE	\$13,703/FTSE	\$442/FTSE	3.2%
Unexpended Plant Fund	\$5,722/FTSE	\$2,695/FTSE	\$3,026/FTSE	112.3%
Projected FTSE Count	2,000	1,992		
II. TOTAL OF ALL FUNDS ESTIMATED PERSONNEL COMPENSATION				
Employee Salaries and Hourly Costs	\$15,434,817	\$14,963,955	\$470,862	3.1%
Retirement Costs	1,609,043	1,567,742	41,301	2.6%
Healthcare Costs	1,808,975	1,730,640	78,335	4.5%
Other Benefit Costs	1,376,642	1,363,203	13,439	1.0%
TOTAL	\$20,229,477	\$19,625,540	\$603,937	3.1%
III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES				
A. Amount Levied:				

Primary Tax Levy	\$15,356,069	\$14,834,954	\$521,115	3.5%
Secondary Tax Levy	-0-	-0-	-0-	-0-
TOTAL LEVY	\$15,356,069	\$14,834,954	\$521,115	3.5%
B. Rates per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.8527	1.8067	0.0460	2.5%
Secondary Tax Rate	-0-	-0-	-0-	-0-
TOTAL RATE	1.8527	1.8067	0.0460	2.5%
IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2019 PURSUANT TO A.R.S. §42-17051			\$15,356,069	
V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2018 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051				-0-

**Navajo County Community College District
Northland Pioneer College
Budget for Fiscal Year 2019
Resources
SCHEDULE B**

	Current Funds			Plant Funds		Other Funds 2019	Total All Funds 2019	Total All Funds 20
	General Fund 2019	Restricted Fund 2019	Auxiliary Fund 2019	Unexpended Plant Fund 2019	Retirement of Indebtedness 2019			
BEGINNING BALANCES – July 1*								
Restricted								
Unrestricted	\$42,900,000			\$16,600,000			\$59,500,000	\$53,800,0
Total Beginning Balances	\$42,900,000			\$16,600,000			\$59,500,000	\$53,800,0
REVENUES AND OTHER INFLOWS								
Student Tuition and Fees								
General Tuition	\$3,060,000						\$3,060,000	\$3,000,0
Out-of-District Tuition								
Out-of-State Tuition	100,000						100,000	100,0
Student Fees	700,000						700,000	700,0
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,0
State Appropriations								
Maintenance Support	1,572,700						1,572,700	1,649,0
Equalization Aid	6,910,800						6,910,800	6,672,1
Capital Support				343,000			343,000	369,1

Property Taxes						
Primary Tax Levy	15,356,069				15,356,069	14,834,9
Secondary Tax Levy						
Gifts, Grants, and Contracts	1,500,000	5,600,000			7,100,000	7,500,0
Sales and Services						
Investment Income	140,000				140,000	140,0
State Shared Sales Tax		400,000			400,000	400,0
Other Revenues	200,000		300,000		500,000	550,0
Proceeds from Sale of Bonds						
Total Revenues and Other Inflows	\$30,539,569	\$6,000,000	\$300,000	\$343,000	\$37,182,569	\$36,915,1
Transfers						
Transfers In		600,000	300,000	2,000,000	2,900,000	2,900,0
(Transfers Out)	(2,900,000)				(2,900,000)	(2,900,00
Total Transfers	(\$2,900,000)	\$600,000	\$300,000	\$2,000,000		
Less:						
Governing Board Designations	(4,860,431)				(4,860,431)	(23,551,97
Policy 1924 - Cash Reserve	(28,289,569)				(28,289,569)	(13,648,02
Policy 1926 - Future Capital Reserve	(9,100,000)			(7,500,000)	(16,600,000)	(13,600,00
Total Resources Available for Budget Year	\$28,289,569	\$6,600,000	\$600,000	\$11,443,000	\$46,932,569	\$39,951,1

* 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 2019
Expenditures and Other Outflows
SCHEDULE C**

	Current Funds	Plant Funds	Other	Total All	Total
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	General Fund 2019	Restricted Fund 2019	Auxiliary Fund 2019	Unexpended Plant Fund 2019	Retirement of Indebtedness 2019	Funds 2019	Funds 2019	Funds
TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (FROM SCHEDULE B)	\$28,289,569	\$6,600,000	\$600,000	\$11,443,000			\$46,932,569	\$39,911,000
EXPENDITURES AND OTHER OUTFLOWS								
Instruction	10,932,264	1,500,000					12,432,264	12,042,264
Public Service		20,000					20,000	20,000
Academic Support	1,163,861						1,163,861	1,113,861
Student Services	1,924,272	650,000					2,574,272	2,524,272
Institutional Support (Administration)	9,142,382	30,000					9,172,382	8,542,382
Operation and Maintenance of Plant	1,856,825						1,856,825	1,766,825
Scholarships	2,033,775	4,400,000					6,433,775	6,413,775
Auxiliary Enterprises			600,000				600,000	650,000
Capital Assets				11,443,000			11,443,000	5,363,000
Debt Service - General Obligation Bonds								
Debt Service - Other Long-Term Debt								
Other Expenditures								
Contingency	1,236,190						1,236,190	1,466,190
Total Expenditures and Other Outflows	\$87,289,569	\$6,600,000	\$600,000	\$11,443,000			\$46,932,569	\$39,911,000

ECONOMIC ESTIMATES COMMISSION

Department of Revenue Building



Grant Nülle
Chairman

Elliott D. Pollack
Member

Alan E. Maguire
Member

March 27, 2018

Community College Business Officials
State of Arizona

RE: Final FY 2018/19 Expenditure Limits

The final fiscal year 2018/19 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 2017. The formula is shown below.

$$\frac{\text{2018/19 Population}}{\text{1979/80 Population}} \times \frac{\text{GDP Implicit Price Deflator 2017}}{\text{GDP Implicit Price Deflator 1978}} \times \text{FY 1979/80 Base Limit} = \text{Final FY 2018/19 Expenditure Limit}$$

Please contact Duong Nguyen in Economic Research and Analysis at (602) 716-6048 if you have any questions.

Sincerely,

ECONOMIC ESTIMATES COMMISSION



Grant Nülle, Chairman

1600 West Monroe Street, Phoenix AZ 85007-2650

FINAL FY 2018/19 EXPENDITURE LIMITS: COMMUNITY COLLEGES

COMMUNITY COLLEGE DISTRICT	POPULATION**		POPULATION FACTOR	INFLATION FACTOR*	FY 1979/80 BASE LIMIT	FINAL FY 2018/19 EXPENDITURE LIMITATION
	2018/19	1979/80				
COCHISE	7,065	2,156	3.2769	3.0102	\$6,038,815	\$59,567,476
COCONINO	2,234	1,000	2.2340	3.0102	\$2,459,758	\$16,541,299
GILA	829	905	0.9160	3.0102	\$1,948,412	\$5,372,554
GRAHAM	3,535	1,329	2.6599	3.0102	\$4,508,230	\$36,096,456
MARICOPA	79,642	27,299	2.9174	3.0102	\$52,841,755	\$464,052,073
MOHAVE	2,710	1,033	2.6234	3.0102	\$3,163,993	\$24,986,104
NAVAJO	2,000	1,566	1.2771	3.0102	\$3,716,543	\$14,288,001
PIMA	19,461	11,038	1.7631	3.0102	\$19,071,763	\$101,218,447
PINAL	4,494	2,452	1.8328	3.0102	\$7,534,121	\$41,566,098
SANTA CRUZ	317	700	0.4529	3.0102	\$1,507,059	\$2,054,403
YAVAPAI	4,078	1,568	2.6008	3.0102	\$5,759,613	\$45,090,861
YUMA/LA PAZ	5,760	1,952	2.9508	3.0102	\$6,215,322	\$55,207,791
TOTAL	132,125	52,998	2.4930		\$114,765,384	\$866,041,563

* SOURCE: Global Insight February 2018 - (2017 GDP Implicit Price Deflator/1978 GDP Implicit Price Deflator) = 113.424/37.680

** 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 2018-19 Primary Property Tax Levy

Recommendation:

Staff recommends approval of the 2018-2019 Primary Property Tax levy of \$15,356,069.

Summary:

As discussed at the April 17, 2018 regular board meeting, the proposed 2018-19 budget has been developed to include the recommended maximum primary property tax rate of \$1.8527. The maximum rate equates with the recommended property tax levy of \$15,356,069. The recommended levy and associated rate were used in the Truth in Taxation (TNT) and budget hearing and posting notices. According to A.R.S. § 42-17107(A) a levy that is greater than amount derived from the TNT Rate requires a Truth in Taxation Hearing and appropriate public notices.

NPC's current tax rate is mid-range compared to other community college districts in the state and has been at or below the average rate for primary property taxes. This is expected to continue in fiscal year 2018-19.



Request to Approve 2018-2019 Proposed Budget

Recommendation:

Staff recommends approval of the 2018-2019 Proposed Budget as presented.

Summary:

The preliminary budget as approved by the District Governing Board was posted on the NPC website after the April 17, 2018 regular District Governing Board meeting. It was also published on May 8, 2018 in the White Mountain Independent and on May 9, 2018 in the Tribune-News. Each budget publication also included a notice of the budget hearing as required by Arizona state law. A notice of the hearing scheduled for May 15 was also published and posted on the NPC website.

The 2018-19 proposed budget is aligned with the NPC Strategic Priorities approved by the District Governing Board. The attached Budget Development Calendar has been followed in developing the proposed budget. Extensive involvement at the department level produced the proposed budget.



STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2018 – 2019

APPROVED / *REVISIONS

ACTIVITY	RESOURCE	DUE BY
1. Receive & approve calendar	DGB	✓19 September
2. Receive draft strategic plan	DGB	✓19 September
3. Approve strategic plan	DGB	✓17 October
4. Develop operational plans	SPASC	✓18 October
5. Executive team receives operational plans	SPASC	✓19 December
6. ERC receives wage/salary recommendations	FA-CASO	19 December
7. Receive and approve budget assumptions & overview	DGB	✓19 December
8. Review current strategic plan/budget at convocation	SPASC	✓8 January 2018
9. Solicit input for upcoming strategic plan at convocation	SPASC	✓8 January
10. Distribute budget materials for operational & capital	Fin Svcs	✓9 January
11. SPASC receives wage & salary recommendation	ERC	✓12 January
12. Financial Services receives budget requests	Department Managers	✓5 February
13. Review of operational & capital plans/budget requests	Executive Team	✓12 February
14. Receive introductory budget analysis	DGB	✓20 February
15. Receive tuition and fee schedules	DGB	✓20 February
16. President receives wage & salary recommendation	SPASC	✓*2 March
17. Budget hearings	SPASC	✓8 March
18. Receive preliminary budget analysis	DGB	✓20 March
19. Receive operational plans	DGB	✓20 March
20. Receive wage and salary recommendation	DGB	✓*20 March
21. Approve tuition and fee schedules	DGB	✓20 March
22. Approve salary schedules	DGB	✓*17 April
23. Receive complete budget analysis	DGB	✓17 April
24. Adopt tentative budgets & approve publication	DGB	✓17 April
25. Publish notice of budget public hearing/TNT hearing	CBO	✓27 April
26. Develop priorities for upcoming strategic plan	DGB	✓28 April
27. Publish notice of TNT hearing (2)	CBO	✓3 May
28. Publish notice of budget public hearing (2)/TNT hearing (3)	CBO	✓10 May
29. Conduct taxpayer public hearings	DGB	✓15 May
30. Adopt property tax levy and final budgets	DGB	✓15 May
31. Notify PTOC of primary property tax levy	CBO	18 May
32. Submit tax levy to Navajo County	CBO	18 May
33. Develop upcoming strategic plan draft	SPASC	31 July
34. Present strategic plan report & new draft at convocation	SPASC	13 August
35. Receive input for future strategic plans at convocation	SPASC	13 August
36. Receive annual report on strategic planning	DGB	21 August 2018

Request to Approve 2019-2021 Proposed Capital Budget

Recommendation:

Staff recommends approval of the 2019-2021 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 2018-19 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
FY1819 Budget Cycle**

	FY17/18 Budget	FY1819 Budget	FY1920 Budget	FY2021 Budget	3 Yr Total from Fund Balance
Fund Balance - Annual Ops	3,000,000	2,500,000	2,500,000	2,500,000	7,500,000
Fund Balance - Special Projects		6,600,000	4,100,000	-	10,700,000
Transfer from Operating Fund	2,000,000	2,000,000	2,000,000	2,000,000	
State Funding - STEM	369,100	343,000	350,000	350,000	
Annual Capital Funding	<u>5,369,100</u>	<u>11,443,000</u>	<u>8,950,000</u>	<u>4,850,000</u>	
Key Capital Projects & SPASC					
WMC Learning Center - Repair		2,500,000	-	-	
WMC Allied Health		4,000,000	4,000,000	-	
Strategic Plans	50,000	100,000	100,000	-	
Total - Annual Requirements	50,000	6,600,000	4,100,000	-	10,700,000
Annual Capital Requests					
Administrative	2,027,900	1,980,400	1,609,740	1,330,000	
Student Services	56,925	71,064	59,225	60,410	
IS	2,506,500	2,296,000	1,878,800	1,590,000	
Instruction:					
Arts & Science	-	-	-	-	
CTE	172,000	-	202,000	164,276	
Nursing	34,375	-	-	-	
Total - Annual Requests	4,797,700	4,347,464	3,749,765	3,144,686	
Contingency	521,400	495,536	1,100,235	1,705,314	
Total Expenses	<u>5,369,100</u>	<u>11,443,000</u>	<u>8,950,000</u>	<u>4,850,000</u>	
Surplus/(Deficit)	0	0	0	0	

**Northland Pioneer College
Capital Budget
FY1819-2021**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1819 Budget Request \$	FY1920 Budget Request \$	FY2021 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
ADM SERV	MAINT	6100	5610	2,500,000			WMC Learning Center - Repair \$1.5M & Remodel \$1.0M	Building needs repair	Y
ADM SERV	MAINT	6100	5610	4,000,000	4,000,000		WMC Allied Health	Address Nursing needs	Y
KEY PROJ	Key Capital Projects Total			6,500,000	4,000,000	-			
				495,536	1,100,235	1,705,314			
CONTINGENCY	Contingency Total			495,536	1,100,235	1,705,314			
SPASC	CAMPUS/C TR MGRS	5130	5635	100,000	100,000	-	MyNPC revamp	SPASC Priority	N
SPASC		SPASC Total		100,000	100,000	-			
ADM SERV	CAMPUS/C TR MGRS	5130	5645	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 SERV	MAINT	6100	5108	50,000	50,000	50,000	Professional consulting services	Architect and engineers	N
ADM SERV	MAINT	6100	5605	75,000	35,000	35,000	Furniture Requests	Annual furniture requests from departments	N
ADM SERV	MAINT	6100	5610	759,500	727,240	1,045,000	Facilities and maintenance projects	Maintain buildings, address safety needs, renovate to meet current needs, utilities savings, maintain aesthetics of campuses	N
ADM SERV	MAINT	6100	5610	363,400	200,000	200,000	IS Technology/Facility Changes	Changes required for technology	N
ADM SERV	MAINT	6100	5645	45,000	-	-	Landscape truck	replace worn out vehicles	N
ADM SERV	MAINT	6100	5645	5,000	-	-	Weed control equipment	Weed control	N
ADM SERV	MAINT	6100	5645	32,500	-	-	Storage containers	Maintenance storage	N
ADM SERV	AUTO	5750	5680	20,000	-	-	Forklift for Skill Center	operator safety, welding program	N
ADM SERV	AUTO	5750	5680	32,500	-	-	Engines and Paint for vehicles	extend life of fleet	N
ADM SERV	AUTO	5750	5680	45,000	-	-	Maintenance trucks	replace worn out vehicles	N
ADM SERV	AUTO	5750	5680	-	45,000	-	Maintenance trucks	replace worn out vehicles	Y
ADM SERV	AUTO	5750	5680	52,500	52,500	-	Cube van for IS department	safety in moving large electronic items	Y
ADM SERV	AUTO	5750	5680	-	-	-	replace 2003 Toyotas, cant get parts	extend life of fleet	N
ADM SVC		Admin Services Total		1,980,400	1,609,740	1,330,000			
STUD SERV	LIBRARY	3500	5650	58,064	59,225	60,410	Materials in the library collection: print,	Increases as follows: FY18-19	N
STUD SERV	MARKETING	5920	5645	13,000	-	-	Color printer for Marketing department - Konica Minolta Bizhub c658	Current printer is at end of life. Printer is used to produce short run internal and external publications.	N
STUD SERV	15 May 2018	Student Services Total		71,064	59,225	60,410			

**Northland Pioneer College
Capital Budget
FY1819-2021**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1819 Budget Request \$	FY1920 Budget Request \$	FY2021 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
IS	IS	5070	5600	440,000	360,000	175,000	Cisco Solution classrooms	Replace Polycom at end of life. Enterprise solution to replace 45 classrooms	N
IS	IS	5070	5600	30,000	30,000	175,000	Replace old smartboards	Begin replacement of old smartboards non-distance learning	N
IS	IS	5070	5600	220,000	-	-	Classroom Development	Model/Audio	N
IS	IS	5070	5600	15,000	15,000	15,000	DRA Classroom Development	DRA Classroom Development and compliance	N
IS	IS	5070	5615	240,000	265,000	295,000	Jenzabar Maintenance	Yearly Maintenance Contract	N
IS	IS	5070	5615	30,000	30,000	30,000	Jenzabar Consultants	Consultant training/update NPC Servers	N
IS	IS/Bus	5070	5615	15,000	15,000	15,000	Jenzabar Training hours (remote)	Support Business Office Jenzabar Users	N
IS	IS	5070	5615	110,000	120,000	130,000	Cisco Smartnet Renewal	Necessary Contratural Maintenance	N
IS	IS	5070	5620	180,000	400,000	200,000	Server Replacements @ 4 years	Update Aging Server/Blade Cycle	N
IS	IS	5070	5620	150,000	250,000	125,000	Replace old routers, switches and AP's @ 6 years	Update Aging Routers, Switches, and Aps	N
IS	IS	5070	5620	150,000	50,000	50,000	UPS (batteries for servers) lifecycle Replacements @ 5 years	Replace aging UPS systems	N
IS	IS	5070	5620	300,000	50,000	50,000	Secondary terciary storage	Necessary Server Backup Solution	N
IS	IS	5070	5620	100,000	-	-	Microwave Equipment	Necessary Microwave Equipment	N
IS	IS	5070	5630	80,000	120,000	100,000	Computers @ 4 years (230)	Replace aging computers	N
IS	IS	5070	5630	60,000	60,000	40,000	Printers @ 3 years	Replace aging printers	N
IS	IS	5070	5630	30,000	30,000	30,000	Monitors @ 4 years	Replace aging monitors	N
IS	IS	5070	5630	80,000	40,000	30,000	Portable/Mobile technology	Replace some laptops with Surface Pros, Mobile Tech	N
IS-CTE	IMO	5070	5630	-	30,000	-	Laptops and PC for IMO labs	replace computers at IMO Labs	N
IS-CCP	CCP	5070	5630	-	8,800	-	4 iMac Lifecycle Replacements	SCC Video Production Lab Lifecycle iMac Computer Replacements	N
IS-NURS	NURS	5070	5630	6,000	-	-	WMC / LCC Nursing Simulator Lab	WMC / LCC Nursing Simulator Lab Hardware	N
IS-CIS/BUS	CIS/BUS	5070	5630	7,000	-	-	Computer upgrade machines with dual monitors and special cable Pilot Project - WMC Computer Lab - Dual Screens	WMC new lab for CIS and BUS	N

15 May 2018

Navajo County Community College District Governing Board

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**Northland Pioneer College
Capital Budget
FY1819-2021**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1819 Budget Request \$	FY1920 Budget Request \$	FY2021 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
IS	IS	5070	5635	45,000	-	-	Veam - Network Backup Software	Initial implementation Replace Commvaultand Yearly Maintenance Contract	N
IS	PAD	5700	5645	-	-	120,000	Konica Minolta Replace 2 Large Printers	The 2 large printers will be at end of life	N
IS	PAD	5700	5645	8,000	5,000	10,000	Replacement of aging and broken equipment	To maintain a professional print production for staff and students	N
IS			IS Total	2,296,000	1,878,800	1,590,000			
CTE	AJS	1205	5645	-	20,000	-	Wrestling Mats	Replacements	N
CTE	ATO	1110	5645	-	8,000	-	Jones & Bartlett Learning - CDX Online Training 2 Yrs Fee	2 Years Fee	
CTE	ATO	1110	5645	-	20,000	-	Two Twin-Post Largere Truck Lifts	Keep to Current Industry Standards	N
CTE	ATO	1110	5645	-	-	-	4 Top and Bottom Toolboxes Complete W/Tools	Increase in Student Enrollment	N
CTE	ATO	1110	5645	-	-	-	One 2010 or Newer Diesel Truck	Keep to Current Industry Standards	N
CTE	ATO	1110	5645	-	25,000	-	One 2015 or New Hybrid	Keep to Current Industry Standards	N
CTE	ATO	1110	5645	-	-	28,000	Snap-On DVOM Trainer System	Introduces Students to New Technology used in Industry, Improves Efficiciency	N
CTE	ATO	1110	5645	-	-	26,000	Snap-On Torque Trainer System	Introduces Students to New Technology used in Industry, Improves Efficiciency	N
CTE	FRS	1336	5645	-	-	-	Bullex Natural Gas Pressure Vessel Fire Training Prop	Provides secondary fire prop for extended attack.	N
CTE	*MET/EIT	1156	5645	-	18,000	-	Hydarulic Trainer	Keep to Current Industry Standards	N
CTE	*MET/EIT	1156	5645	-	52,000	-	Fanuc Robot	Student Certification	N
CTE	*MET/EIT	1156	5645	-	-	-	Portable AC/DC Electrical Learning System	Keep to Current Industry Standards	N
CTE	*MET/EIT	1156	5645	-	-	-	Portable Electric Relay Control Learning System	Keep to Current Industry Standards	N
CTE	*MET/EIT	1156	5645	-	-	55,276	Portable PLC Trainer	Keep to Current Industry Standards	N
CTE	WLD	1170	5645	-	44,000	44,000	Welding Machine	Replace Worn Machines as Part of Facility Maintenance	N
CTE	WLD	1170	5645	-	-	-	WMC-Plasmacam, to include Plasma Cutter & Software	Teaches Students Automation in Fabrication	Y
CTE	WLD	1170	5645	-	-	-	3-Ridgit Pipe Bevel with Consumables, One for Each Location	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y

15 May 2018

Navajo County Community College District Governing Board

Packet Page 42

**Northland Pioneer College
Capital Budget
FY1819-2021**

Sorted by Division

Div	Dept	Dept #	Object Code	FY1819 Budget Request \$	FY1920 Budget Request \$	FY2021 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
CTE	WLD	1170	5645	-	15,000	-	Semi-Auto Bandsaw PDC	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y, One-Year
CTE	WLD	1170	5645	-	-	11,000	Slip Roller PDC	Intruduces Students to New Technology Used in Industry, Improves Efficiency	Y, One-Year
CTE	WLD	1170	5645	-	-	-	5-Heavy Duty Weld Positioners NEW 2-WMC, 2-PDC, 1-STJ	Intruduces Students to New Technology Used in Industry, Improves Efficiency	N
CTE			CTE Total**	-	202,000	164,276			
Nursing			Nursing Total	-	-	-			
	Total NPC Annual Capital			11,443,000	8,950,000	4,850,000			

Governing Board Meeting Agenda

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

Date: May 15, 2018

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	Chair Lucero
	<small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	
4.	Reports:	
	A. Financial Position.....	CBO Ellison
	B. NPC Friends and Family	Director Wilson
	C. NPC Faculty Association.....	Pat Lopez
	D. Human Resources.....	Written Report
	E. CASO.....	Written Report
	F. NPC Student Government Association	No Report
5.	Consent Agenda.....(Action)	Chair Lucero
	A. April 17, 2018 Regular Board Minutes	
6.	Old Business: None.	
7.	New Business:	
	A. Outstanding Alumnus Award Winner for Spring 2018	Rebecca Hunt
	B. Criterion 4 Report	Mike Solomonson
	C. Program Review Summary.....	Vice President Vest
	D. Strategic Planning and Accreditation Annual Report.....	Randy Hoskins
	E. Jenzabar Contract Renewal	CIO Way
8.	Standing Business:	
	A. Strategic Planning and Accreditation Steering Committee Report	Vice President Vest
	B. President's Report	President Swarthout
	C. DGB Agenda Items and Informational Needs for Future Meetings.....	Chair Lucero
9.	Board Report/Summary of Current Events.....	Board Members
10.	Announcement of Next Regular Meeting..... June 19, 2018	Chair Lucero
11.	Adjournment	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.



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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2017 to March 31, 2018

Budget Period Expired

75%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
Primary Tax Levy	14,834,954	399,100	10,311,331	70%
State Aid:				
Maintenance and Operations	1,649,000	-	1,236,750	75%
Equalization	6,672,100	-	5,004,075	75%
Tuition and Fees	4,800,000	86,918	3,673,771	77%
Investment earnings	140,000	51,134	388,842	278%
Grants and Contracts	1,500,000	738,343	1,187,312	79%
Other Miscellaneous	200,000	33,042	196,765	98%
Fund Balance	400,000			
Transfers	(2,900,000)	(55,400)	(2,659,188)	92%
TOTAL REVENUES	\$ 27,296,054	\$ 1,253,137	\$ 19,339,658	71%
EXPENDITURES				
Salaries and Wages	17,964,196	1,366,804	11,873,480	66%
Operating Expenditures	9,331,858	482,026	5,060,417	54%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 27,296,054	\$ 1,848,830	\$ 16,933,897	62%
Unrestricted Plant				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
REVENUES				
State Aid:				
Capital/STEM	369,100	-	276,825	75%
Other Miscellaneous				
Fund Balance	3,000,000	793,142	793,142	26%
Transfers	2,000,000	55,400	2,000,000	100%
TOTAL REVENUES	\$ 5,369,100	\$ 848,542	\$ 3,069,967	57%
EXPENDITURES				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	5,369,100	848,543	3,069,967	57%
TOTAL EXPENDITURES	\$ 5,369,100	\$ 848,543	\$ 3,069,967	57%

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2017 to March 31, 2018

Budget Period Expired 75%

Restricted and Auxiliary Funds

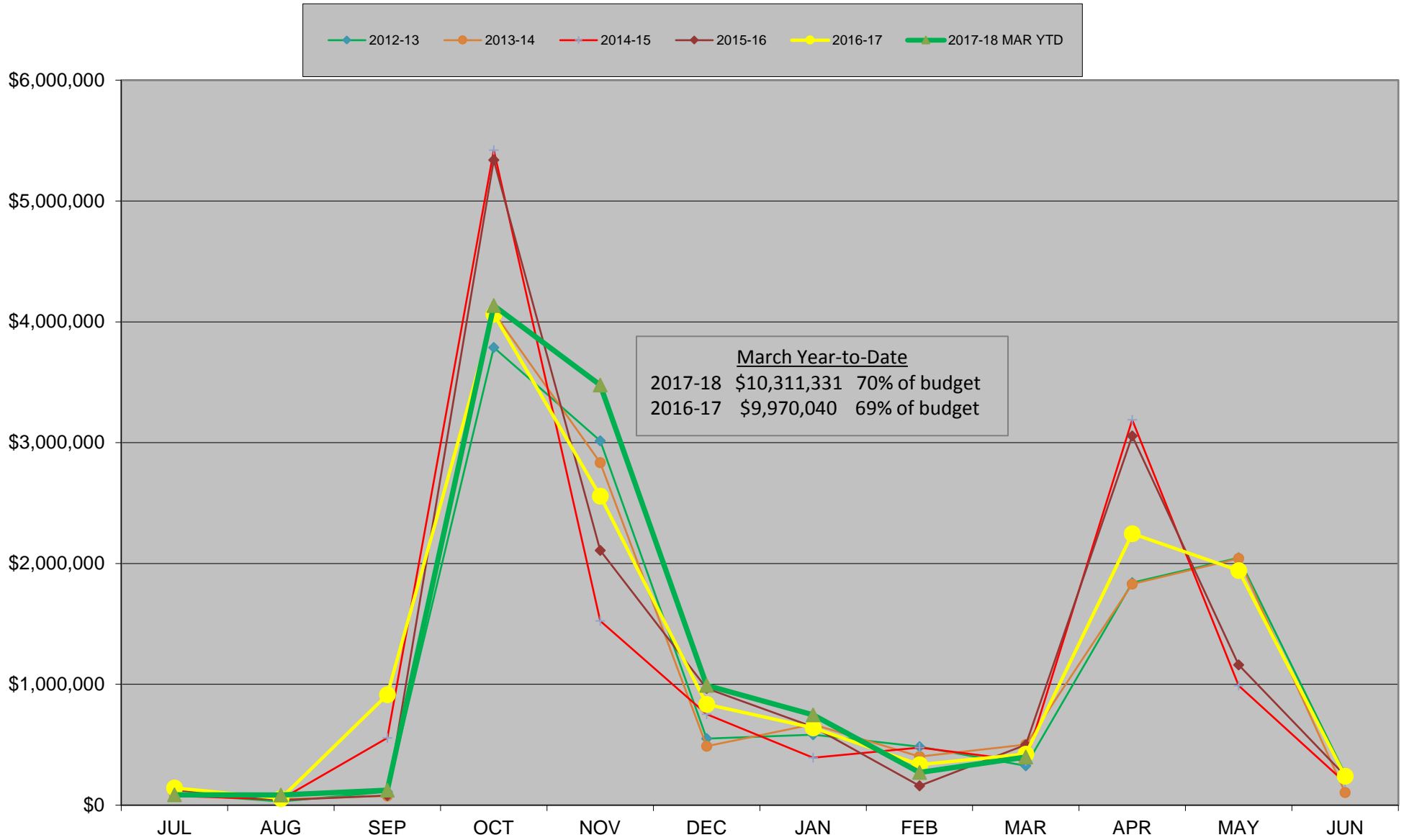
	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Grants and Contracts	6,000,000	326,936	3,366,334	56%
Fund Balance	-			
Transfers	600,000	-	600,000	100%
TOTAL REVENUES	\$ 6,600,000	\$ 326,936	\$ 3,966,334	60%
EXPENDITURES				
Salaries and Wages	917,965	91,157	804,437	88%
Operating Expenditures	5,682,035	120,290	2,698,664	47%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 6,600,000	\$ 211,447	\$ 3,503,101	53%

	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES				
Sales and Services	350,000	7,318	225,129	64%
Fund Balance	-			
Transfers	300,000	-	59,188	20%
TOTAL REVENUES	\$ 650,000	\$ 7,318	\$ 284,317	44%
EXPENDITURES				
Salaries and Wages	297,580	23,081	221,640	74%
Operating Expenditures	352,420	2,590	62,022	18%
Capital Expenditures				
TOTAL EXPENDITURES	\$ 650,000	\$ 25,671	\$ 283,662	44%

Cash Flows

Cash flows from all activities (YTD)	\$26,660,276
Cash used for all activities (YTD)	\$23,790,627
Net Cash for all activities (YTD)	\$2,869,649

Monthly Primary Property Tax Receipts



**DGB Human Resources Update
May 15, 2018**

OPEN POSITIONS

1. **Jr. Network & Systems Administrator-Open until filled. 22 applicants.**
2. **Systems Support Technician – Open until filled. 17 applicants.**
3. **Director of Institutional Research – Closes May 25, 2018.**
4. **Program Coordinator, EMT – Open until filled. 1 Applicant**
5. **Faculty in Medical Assistant – Open until filled.**
6. **ADOC Faculty in Masonry Construction Technology – Closes May 15, 2018**

CLOSED: IN REVIEW

1. **Faculty in Business-SCC- Closed March 1, 2018. 21 applicants.**
2. **Student Accounts Manager – Closed March 31, 2018. 12 applicants.**
3. **Bookstore Specialist – Closed March 31, 2018. 4 applicants.**
4. **Faculty in Geology – Closed March 19, 2018. 31 applicants.**
5. **Procurement Manager – Closed March 31, 2018. 5 applicants.**
6. **Instructional Support Specialist – Closed April 30, 2018. 1 applicant.**
7. **Faculty in Computer Information Systems – Closed April 30, 2018. 2 applicants.**
8. **Records and Registration Clerk – Veterans Certifying Official – Closed April 20,2018. 16 applicants.**
9. **Faculty in Biology – Closed April 23, 2018. 12 applicants.**
10. **Academic Advisor – WMC – Closed May 4, 2018. 9 applicants.**
11. **Vice President for Learning & Student Services – Closed April 22, 2018. 5 applicants.**
12. **Grant Project Coordinator-GEAR UP – Closed May 1, 2018. 1 applicant.**
13. **SCC Facilities Coordinator – Closed May 3, 2018. 5 applicants.**
14. **Social Media Specialist – Closed May 11, 2018. 4 applicants.**

FILLED

15. **Faculty in Mathematics-SCC-Madilyn Marshall starts August 13, 2018. Madilyn received her Bachelor's degree from New York University and her Master's degree from Portland State University**
16. **Director of Public Safety Education – Jon Wisner starts July 30, 2018. Jon received his Bachelor's degree from Michigan State University.**

CASO Report May 2018

Each semester CASO provides a Professional Development Scholarship for employees who successfully complete NPC classes during the current semester.

The scholarship reimburses employees for course fees and textbooks up to \$300 per employee.

For Spring 2018 six employees will be awarded a total of \$868.87.

Ina Sommers
CASO President

Navajo County Community College District Governing Board Meeting Minutes

April 17, 2018 – 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. Derrick Leslie.

Governing Board Member Present by Phone: Mr. George Joe

Governing Board Member Absent:

Staff Present: President Jeanne Swarhout; Chief Business Officer (CBO) Maderia Ellison; Vice President Mark Vest; Chief Information Officer (CIO) PJ Way; Chief Operations Officer (COO) Jason Foutz; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Everett Robinson; Ann Hess; Cuitlahuac Aguilar; Peggy Belknap; Pat Lopez; Jennifer Bishop; Diana Hutchinson; Rickey Jackson; Curtis Stevens; Gail Campbell; Cathy Reed; Debra McGinty; Susan Jamison; Betsyann Wilson; Betsy Peck; Pam Dominguez; Bill Jeffers; Josh Rogers; Randy Porch; Jeremy Raisor; Rebecca Hunt; Tracy Chase; Matt Chase; Jason LaBute; Brian Burson; Matt Weber; Kevin Westfall; Vicki Bessinger; Amber Hill; Ruth Zimmerman; Connie Warren; Eric Henderson; Eleanore Hempsey; Tony Hill; Kathy McPherson; Bobbi Sample; Allison Landy; Chris Roediger; Beulah Bob-Pennypacker.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

Mr. Bill Jeffers addressed the Board and offered his thanks to each of the retirees on the agenda for their service to the college making special acknowledgement to Dr. Swarhout.

Agenda Item 6: Old Business

None.

Agenda Item 4: Reports

4.A. Financial Position – Interim Vice President Ellison

CBO Ellison addressed the Board and reviewed the Financial Position Report noting that the college was where it expected to be.



4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting a record year for Arizona Gives Day which made \$30,985.00 for student scholarships. Director Wilson also mentioned that Dr. Swarthout has been chosen as the Arizona Women in Higher Education Woman of the Year.

4.C. Faculty Association

Pat Lopez addressed the Board and noted that she was pleased to be here to honor the retirees on the agenda and provided a report from the Faculty Association. Pat Lopez highlighted the Faculty Association struggle to fill the position of President for next year and provided potential reasons.

4.D. Human Resources

Written Report.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

Cuitlahuac Aguilar addressed the Board and reported on the recent activities of the Student Government Association highlighting the success of the Annual SGA University Road Trips and the Annual Talent show, the installation of bottle filling water fountains at college locations, and the upcoming election for all officer positions.

Agenda Item 5: Consent Agenda

- A. **March 20, 2018 Regular Board Minutes**
- B. **Policies 1923, 1926, 1933, 1940**
- C. **Curriculum Modification:**
 - 1. Program Modifications in COS AAS, CAS, 4 CPs
 - 2. Program Modifications in HUS AAS, CAS, CP
 - 3. Program Modifications in EDU CP
 - 4. Program Deletion in IMO AAS, CAS, 7 CPs
 - 5. Program Deletion in MET AAS, CAS, CP 3 specializations
 - 6. New Program in EIT AAS, CAS, 8 CPs

Mr. Matteson made a motion to approve the consent agenda as presented. Mr. Leslie seconded. The vote was unanimous in the affirmative.

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Request to Approve Faculty Emeritus Status for Tracy Chase

President Swarthout noted that the recommendation was included in the Board packet and Jennifer Bishop, who made the recommendation, was present to answer any questions.

Navajo County Community College District Governing Board Meeting – 04/17/18 – Page 2 of 6



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Mr. Matteson made a motion to Approve Faculty Emeritus Status for Tracy Chase. Mr. Leslie seconded. The vote was unanimous in the affirmative.

7.B. Presentation of Meritorious Service and Emeritus Awards

Jennifer Bishop and Peggy Belknap presented the Faculty Emeritus award to Tracy Chase. Tracy Chase noted that NPC has been part of her entire family and was honored to receive the award.

Brian Burson presented the Faculty Emeritus award to Randy Porch. Randy Porch stated that he had no interest in becoming an instructor but it has been a privilege to work at NPC.

Chris Roediger presented the Meritorious Service award to Vicki Bessinger. Vicki Bessinger stated that she started working for the college in 1981 and has worked in numerous offices and areas of the college and appreciated that the college was there for her when she needed it.

The District Governing Board presented the Administrator Emeritus award to President Jeanne Swarthout with Board Secretary. President Swarthout stated that it is to work every day with a group of dedicated people who make NPC work.

7.C. Criterion 3 Report

Jennifer Bishop addressed the Board and provided a report on the Criterion 3 of the Accreditation Argument noting the college has a lot of evidence to support their argument.

Jennifer Bishop responded to a number of questions from Mr. Matteson regarding the Career and Technical Education Advisory Boards role and stated they meet semi-annually and provide feedback on trends the college has noticed and suggestions they may have for future courses they may see a need for. On another question from Mr. Matteson, on alumni feedback, Vice President Vest stated that, even with tracking for the Perkins grant, this is a weak area for the college. President Swarthout also noted that the college was supposed to receive data from the Department of Economic Security but has still not seen any results since the agreement went into place.

Mr. Leslie asked if assessment of student outcomes was part of faculty curriculum. Jennifer Bishop stated that it was and faculty could choose how they would like evaluate their course outcomes. Mr. Leslie asked if there was an opportunity, once problem areas were identified through assessments, to help those students who might have struggled. Jennifer Bishop stated that assessments were conducted throughout the semester and faculty could identify issues, after a test, and decide to spend more time on a certain area. However looking at data over a full semester there would not be an opportunity to revisit subjects with students who had already completed the course. That being said a Business student, for example, may have struggled with a part of BUS 110 but would revisit the material when taking BUS 210 where historical data will help.



7.D. Request to Approve partnership with NAU Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)

Associate Dean Gail Campbell addressed the Board and stated staff recommends approval of the partnership with NAU and GEAR UP.

Mr. Matteson noted that the grant would specifically impact Winslow and Holbrook students. Associate Dean Campbell stated that this was one of the limitations they would inherit as a sub-recipient of the grant.

*Mr. Matteson made a motion to Approve the partnership with NAU Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) as presented. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

7.E. 2018-19 Budget Analysis

CBO Ellison reviewed the 2018-19 Budget Analysis with the Board, noting the lack of approved budget from the state.

Mr. Matteson asked about the impact of decreasing enrollment on tuition revenues. CBO Ellison noted that the college believed enrollment would remain stable but the college continues to evaluate enrollment forecasts. Vice President Vest also commented that the major decline in enrollment came from high school Dual Enrollment which the college waives tuition for.

Mr. Matteson asked if the college would continue to use the current architect firm suggesting, regardless of if the college is happy with the current firm that there should always be a review in case a better option existed. CBO Ellison stated the college would continue to evaluate their options and maintain compliance with state laws.

7.F. First Read – 2018-2019 Primary Property Tax

CBO Ellison reviewed the 2018-2019 Primary Property Tax information with the Board noting that this was a first read.

7.G. Request to Approve 2018-19 Wage and Salary Schedule

CBO Ellison reviewed the request to Approve the 2018-19 Wage and Salary Schedule noting the information had not changed from last month.

Mr. Matteson asked if the 3.5% salary increase would allow the college to be competitive with our Peers. CBO Ellison noted that it was difficult to assess who are peers may be but within the state we may be close to the bottom for Community Colleges but against like institutions from out of state we would appear in the middle for salaries. President Swarthout noted that from the last Mountain States report she reviewed the college fared well for faculty salaries but not for staff and administrators. Chair Lucero asked if certain categories of employees should then receive a larger increase. President Swarthout responded that it could be something the college looks at doing in the future. Chair Lucero asked if the college would conduct a comparison on salaries by position before next year's discussions. President Swarthout noted an external study



would be expensive and potentially not helpful and the college lacked staff in the Human Resources department to conduct their own study, but would look at options to help the Board.

Mr. Matteson made a motion to Approve the 2018-19 Wage and Salary Schedule as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.

7.H. Request to Approve 2018-19 Preliminary Budget

CBO Ellison reviewed the request to approve the 2018-19 Preliminary Budget noting the packet included the forms that the college is required to provide to the state.

Chair Lucero asked how much the college expected to breach the Expenditure Limit by in the coming year. CBO Ellison responded that it could be up to \$1.5 million.

Mr. Matteson made a motion to Approve the 2018-19 Preliminary Budget as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.

7.I. Request to Approve 2019-2021 Preliminary Capital Budget

CBO Ellison reviewed the request to approve the 2019-2021 Preliminary Capital Budget highlighting some of the upcoming projects.

Mr. Matteson asked if there was a schedule for the building projects at the White Mountain Campus. CBO Ellison noted that there was no firm schedule as there were a number of planning issues still to resolve, such as the relocation of all staff from within the Learning Center, for repairs to take place.

Mr. Matteson made a motion to Approve the 2019-2021 Preliminary Capital Budget as presented, Mr. Leslie seconded. The vote was unanimous in the affirmative.

7.J. Enrollment Report

Vice President Vest addressed the Board and noted there were no surprises in the report, provided in the packet, due to previous discussions on the subject.

Agenda Item 8: Standing Business

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

Vice President Vest provided a report on recent SPASC activities and future priorities.

8.B. President's Report

President Swarthout addressed the Board and asked Mr. Leslie if he could comment on his experience at the Higher Learning Commission Annual Conference. Mr. Leslie noted that he enjoyed the experience and found a number of answers to questions he had. However he now had many more questions for administrators to answer.

President Swarthout noted that material was now available for candidates wishing to stand in the November elections and District Three would be contested this year. President Swarthout also



mentioned upcoming events at the college including meet and greets with the next President of the college as well Pinnings, Completer ceremonies, and Commencement.

8.C. Agenda Items/Informational Needs for Future Meetings

Salary comparison study ideas by the August meeting.
Cost saving proposals to come back to the Board.

Agenda Item 9: Board Report/Summary of Current Event
None.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, May 15, 2018.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:20 p.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board



Dr. Chet Adams Named NPC's Outstanding Alumnus Award Winner for Spring 2018

SHOW LOW — Achieving one's career goal isn't always a straight, smooth road. **Dr. Chet Adams** encountered twists and turns on his journey to dental school, but he persisted in the pursuit of his dream. Today he is serving the dental needs of people in the White Mountains and heavily engaged in service to his local and other communities. He is also the winner of the Northland Pioneer College (NPC) Outstanding Alumnus Award for the spring 2018 semester.



Dr. Chet Adams

Adams excelled academically while attending NPC from 2003-2004 and during subsequent summer terms while also working on his bachelor's degree at Northern Arizona University (NAU). He earned a bachelor's in biomedical science and minored in Spanish and chemistry, graduating from NAU in 2007.

The son of Show Low dentist Dr. Trent Adams, Chet grew up with an interest in serving in the medical field. He was initially focused on ophthalmology, but ultimately decided to move toward dentistry. While studying at NPC, he gained valuable experience working in his father's dental office.

Looking back on his NPC education, Dr. Adams calls it "priceless. NPC was one of the places that taught me how to study and how to communicate with teachers who were willing and open to help me out. If I had it to do all over again I'd start with NPC in a heartbeat."

Adams' dental school dream didn't happen right away. He applied to dental schools, but it took a few years before he gained acceptance. Diverted temporarily to other fields of employment, he never lost sight of his ultimate career destination.

For three years, Adams ran the diabetes education program at North Country HealthCare in Flagstaff. He taught classes, counseled people and conducted diabetes screenings in communities spanning from Springerville to Bullhead City.

In 2008-2009 Adams worked as a substitute teacher in the Mesa School District. It was during this time that a faculty member at A.T. Still University mentored him and helped him sharpen his approach to the dental school application process. In 2012, at the age of 30, Adams was accepted for admission to the Arizona School of Dentistry



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and Oral Health. He graduated in 2016 and received the Student Award of Merit for his work in esthetics from the American Academy of Esthetic Dentistry.

In July of 2016, he began working full-time with his father at Adams Family Dental. Chet is a member of both the Arizona Dental Association and the American Dental Association. "My satisfaction level with dentistry is a 10," he says. "I'm very happy with what I'm doing. We have a great staff to work with," including his wife Shelly, a dental hygienist and former NPC student as well. "Having my dad as a mentor is great and I have the opportunity to make a difference in the lives of patients with language barriers. I enjoy serving the under-served."

Dr. Adams has made two visits to Mexico and, working 12-14 hours a day, provided free dentistry to hundreds of patients. He is also a Boy Scout leader and engaged in community service projects. By attending monthly meetings of the White Mountains Study Club, Dr. Adams and colleagues in his field stay current on innovations in dentistry and discuss opportunities to meet the dental needs of the community.

Julia Barton, a dental hygienist at Adams Family Dental and the mother of five current and former NPC students, nominated Chet for the Outstanding Alumnus Award. "Dr. Adams is a wonderful dentist and truly exhibits his gratitude for the education that has gotten him to where he is today, back in his hometown and giving back to his community," she said.

Dr. Adams encourages people to persist in the pursuit of their dreams, and says, "If what you're doing isn't working, make changes. If you have a hard time succeeding, don't be afraid to change strategies to achieve your goals. Be grateful for the support you get from friends, family and teachers."

NPC's District Governing Board will honor Dr. Chet Adams during its next regular meeting in Holbrook on May 15. He will 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 read more about previous NPC Outstanding Alumnus Award winners, or to nominate an NPC graduate for this award, visit www.npc.edu/alumni-award-recipients.

--- NPC – *Expanding Minds • Transforming Lives* ---

Article and photograph by **Dennis Durband**,
NPC Marketing Staff Writer



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Criterion 4 Report

Summary:

Criterion 4—Teaching and Learning: Evaluation and Improvement

4A. The institution demonstrates responsibility for the quality of its educational programs.

The college is well positioned in this area and evidence to support this assertion includes the revised program review process; the college catalogue that outlines how the institution accepts student credits not earned at NPC; the Instructional Council Handbook which outlines the college's approval of new and revised courses and programs; the Dual Enrollment Handbook that explains the college's oversight of dual enrollment and collaboration with area high schools; Advisory Board Meeting Minutes, Perkins Grant information, and Arizona Articulation System that demonstrates how the college tracks the success of its graduates.

4B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.

NPC has an established assessment process for general education learning outcomes used by the Division of Arts and Sciences. The college will be able to demonstrate this fact through sharing ASK yearly reports and sample departmental assessment reports. However, the institution may be questioned by the accreditation team on a couple of points on our annual assessment process. First, there may be questions about the varied level of quality and depth in some departmental assessment reports in general. Also, in 2017, direct employment programs developed program learning outcomes. It was decided at that time that departments will have the ability to choose for their annual assessment either a general education outcome or a program-based learning outcome. Since this process is in its early stages the college will only have one-year of program-level learning outcome assessment data, which may lead the accreditation team to want to examine how this process is progressing after the team's initial visit.



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4C. The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

NPC has defined goals for student retention, persistence, and completion that are ambitious but attainable and appropriate to its mission, student populations, and educational offerings. The college has improved on its ability to access and interpret internal data due to the addition of a staff line, which enabled NPC to hire a data analyst specialist. Consequently, the institution will have helpful evidence to share with the accreditation team regarding the college's commitment to student retention, persistence and completion. Some of the evidence that will be cited includes the PASS initiative with our STARFISH system, revised Student Placement process data, TALON system data, IPEDS and the 2018 Retention and Persistence Report, the implementation of Advising Skills Workshops, and the positive HLC Academy 3rd Year Visit Report.



Northland Pioneer College

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Program Review Summary: College & Career Preparation, Education

Summary:

Summary: College and Career Preparation and Education have both completed five-year program reviews in the 2017-2018 academic year. The two programs share some similar enrollment and cost trends, though for substantially different reasons. As noted in the tables below, student enrollment in these two departments declined from 2013 to 2017. As a result of this decline, cost per student in both programs rose, peaking in 2016 with a cost decline in 2017.

The two programs both operate to some degree within limits set by the Arizona Department of Education (ADE). College and Career Preparation's (CCP) work with adult basic learners is tied to ADE standards, available grant funds, and curriculum requirements. Changes in all three of these ADE-controlled areas have negatively impacted the adult learner portion of CCP's work.

Deliberate changes to the CCP developmental education curriculum and to the College's course placement policies have combined to reduce CCP enrollment over the past five years. These changes have shortened students' time in developmental courses and, in some cases, moved students directly into general education courses that previously may have been assigned to developmental work. These issues have combined to reduce CCP's enrollment, but this reduction is a net benefit to the students involved based on national research regarding retention and completion rates of students beginning coursework at the developmental level. In short, CCP curriculum has been reshaped to align with best practices research, even though that alignment has caused a decline in enrollment.

The Education program is responding to a combination of new research on curriculum and classroom methodology, and recent changes to ADE course and teacher certification standards. New curriculum is currently in development and will be aggressively marketed in the immediate future. Changing ADE standards for initial teacher certification and maintenance of certification have reduced the need for a number of the College's Education courses. Those courses are being



redesigned to align with emerging ADE standards and will be marketed statewide, utilizing the college's advantage in price point and the high quality of instruction.

Both programs have the opportunity to increase enrollment at lesser-than-average cost to the institution. CCP relies in part on grant funding for operational costs, as noted in the tables below. Education has greater access to adjunct faculty than many college programs, affording it the potential to grow enrollment in a sustainable manner, should demand increase as anticipated.

Program planning for the upcoming five-year interval is also similar in both programs. Updating and aligning curriculum with state standards and best practice is central to planning efforts for both. Improved assessment practices are a priority across all instructional departments, including CCP and Education.

Program	Faculty/Assistants FTE	Staff FTE	Notes
CCP	13	4.2	<ul style="list-style-type: none"> Staffing support required by grant 2 Faculty lines 50/50 split with Education Staff includes .75 division dean and .75 division administrative assistant Does not include adjunct faculty
Education	2	.5	<ul style="list-style-type: none"> 2 Faculty lines split 50/50 with CCP Staff includes .25 division dean and .25 division administrative assistant Does not include adjunct faculty

Program	2013 FTSE	2017 FTSE	2013 Cost/FTSE	2017 Cost/FTSE
CCP	159.4	103.1	\$5362	\$7773
Education	45.6	15	\$2562	\$9333



STRATEGIC PLANNING AND ACCREDITATION ANNUAL REPORT

Summary:

Strategic Planning

Strategic Planning efforts continue to move forward. Work has focused on the two identified strategic priorities. Specific 2017-2018 academic year accomplishments for the two priorities are listed below.

1. To improve student success, the college will identify and remove barriers to completion.
 - HLC Persistence and Completion Academy Third year consultation visit completed (April 2018)
 - Faculty advising program implemented with Success Coaches representing each division
 - STARFISH student contact/interaction software implemented, Faculty usage rate reached 75% goal
 - STARFISH introduced to all faculty and continual training provided by Success Coaches in all areas of PASS (Proactive Advising for Student Success)
 - Student Success Course approved and implemented (Fall 2018)
 - Childcare study group moving forward with partnership conversations
 - Transportation, pilot student fleet usage program implemented, fuel scholarships awarded
2. To improve the user experience with technology, the college will enhance technology professional development and improve the NPC website and MyNPC.
 - Peer-based training model for faculty developed, implementation progressing with five faculty trainers
 - Technology training for faculty enhanced and targeted toward emerging technologies such as CISCO equipment
 - Mandatory college compliance training reached 85% compliance goal



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- Website redesign initiated with estimated completed date of August 2018
 - MyNPC redesign planning will begin (Fall 2018)
3. Develop enrollment management plan (directive from President, November 2016)
- Enrollment management planning process identified and approved, currently in phase 4
 - VP for Learning and Student Services assigned as planning coordinator (Spring 2017) With the presidential change, SPASC is working with the VP for Learning and Student Services selecting leadership to continue with implementation
 - Enrollment management planning team identified five key enrollment management priorities that will move forward in Fall 2018

SPASC Committee

- SPASC re-organization (directive from the President January 2018)
- Committee membership changed to include one faculty and one staff as Co-Chairs, one faculty member representative from each of the four division's and one staff member from four key departments
- Executive staff serving as advisory only
- College Council committee was disbanded, and SPASC will now administer its functions
- Procedure 2150 (Shared Governance) amended to reflect the above changes

Accreditation HLC site visit Nov 2019

- Research/writing teams in final stages of writing draft accreditation criterion evidence arguments
- Monthly meetings held by writing teams with refinement of data and resources to respond to criteria underway
- Potential criterion response weaknesses identified; steps begun to strengthen these areas
- Team visit on annual HLC conference in April focused on gaining clarification on compliance items for upcoming ten-year review
- Procedures and processes currently being modified to comply with new HLC requirements
 - Faculty qualifications process and procedure aligned with new HLC requirements
 - Program review and assessment being redesigned to create a more structured and data-informed process
 - Co-curricular assessment identified as area for improvement, work underway to enhance assessment in these areas



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Request to Approve the Renewal of Jenzabar

Recommendation:

Staff recommends an approval to renew our Student Information System, Jenzabar, at a combined price of \$221,450.16 which includes sales tax.

Summary:

This renewal is a budgeted annual item.

The proposed Jenzabar renewal continues to provide the backbone for the college Enterprise Resource Planning (ERP) as the Student Information Systems. The college continues to review the useful toolsets and added modules for value in effectiveness, performance and use.



JENZABAR®

Remit To:

P.O. Box 55018
Boston, MA 02205-5018

540-432-5200 VOICE
540-432-5275 FAX

Invoice #: MRI0008216
Customer ID: 111050
Project Code:

Bill To:

Northland Pioneer College
Donna-Business Office
PO Box 610
Holbrook, AZ 86025-0610

Ship To:

Northland Pioneer College
Donna-Business Office
PO Box 610
Holbrook, AZ 86025-0610

Invoice Date: 04/16/18	Payment Due Date: 06/30/18	PO #:	Terms: Net 75 Payment Terms
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No.	Item/Description	UOM	Quantity Ordered	Quantity Shipped	Unit Price	Total
1	CX AD MN <i>CX Admissions Maintenance</i>	EA	1.00	1.00	7,037.00	7,037.00
2	CX AR MN <i>CX Student Financials Maintenance</i>	EA	1.00	1.00	5,410.00	5,410.00
3	CX BD MN <i>CX Budgeting Maintenance</i>	EA	1.00	1.00	3,185.00	3,185.00
4	CX CM MN <i>CX Common Maintenance</i>	EA	1.00	1.00	36,103.00	36,103.00
5	CX CRM ADO MN <i>CX CRM-Admissions Officer Maintenance</i>	EA	1.00	1.00	7,873.00	7,873.00
6	CX CRM CA MN <i>CX CRM-Candidate Maintenance</i>	EA	1.00	1.00	7,487.00	7,487.00
7	CX CRM FAC MN <i>CX CRM-Faculty Maintenance</i>	EA	1.00	1.00	9,214.00	9,214.00
8	CX CRM STAFF MN <i>CX CRM-Staff Maintenance</i>	EA	1.00	1.00	5,101.00	5,101.00
9	CX CRM STU MN <i>CX CRM-Student Maintenance</i>	EA	1.00	1.00	7,404.00	7,404.00
10	CX DA MN <i>CX Degree Audit Maintenance</i>	EA	1.00	1.00	3,890.00	3,890.00
11	CX FN MN <i>CX Financial Aid Maintenance</i>	EA	1.00	1.00	9,735.00	9,735.00
12	CX GL MN <i>CX General Ledger Maintenance</i>	EA	1.00	1.00	10,878.00	10,878.00
13	CX HR MN <i>CX HR-Administration Maintenance</i>	EA	1.00	1.00	6,331.00	6,331.00
14	CX INFORMV10 MN <i>CX Informix Maintenance</i>	EA	1.00	1.00	36,212.00	36,212.00
15	CX JICS GO MN <i>CX JICS Mobile Maintenance</i>	EA	1.00	1.00	5,216.00	5,216.00
16	CX JICS MN <i>CX Internet Campus Base Maintenance</i>	EA	1.00	1.00	10,530.00	10,530.00
17	CX Moodle MN <i>CX Moodle Integration Maintenance</i>	EA	1.00	1.00	1,301.00	1,301.00
18	CX PA MN <i>CX HR-Payroll Maintenance</i>	EA	1.00	1.00	6,331.00	6,331.00
19	CX PE MN <i>CX HR-Position Control Maintenance</i>	EA	1.00	1.00	5,899.00	5,899.00

20	CX PO MN <i>CX Purchasing/Accounts Payable Maintenance</i>	EA	1.00	1.00	5,410.00	5,410.00
21	CX RE MN <i>CX Academic Records Maintenance</i>	EA	1.00	1.00	9,187.00	9,187.00
22	CX SL MN <i>CX Student Affairs Maintenance</i>	EA	1.00	1.00	3,245.00	3,245.00

Comments:

Maintenance plan starts on 07/01/2018 and ends on 06/30/2019

Sub Total: 202,979.00

Tax: 18,471.16

Payment/Credit Applied: -

For questions please call 540-432-5200 and ask for Accounts Receivable

Invoice Total Due: 221,450.16

SAM Search Results
List of records matching your search for :

Search Term : jenzabar*
Record Status: Active

ENTITY	JENZABAR, INC.	Status:Active
DUNS: 047980821	+4:	CAGE Code: 3B1K0 DoDAAC:
Expiration Date: Feb 5, 2019	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 101 HUNTINGTON AVENUE STE 2205		
City: BOSTON	State/Province: MASSACHUSETTS	
ZIP Code: 02199-8001	Country: UNITED STATES	