

# 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 21, 2019 beginning at 10:00 a.m.** The meetings will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

One or more Board members and/or staff members may participate in the 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 20<sup>th</sup> day of May 2019, at 10:00 a.m.

Paul Hempsey  
Recording Secretary to the Board

## NOTICE DISTRIBUTION

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



Northland Pioneer College Mission:

# NPC provides, supports and promotes lifelong learning.

## **Our Shared Vision:**

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

## **Our Shared Values:**

NPC upholds the following values:

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



**Northland Pioneer College**

EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

# Governing Board Meeting Public Hearing and Special Meeting Agenda

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

Date: May 21, 2019

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.	<a href="#">Truth in Taxation Publications</a> .....	VPAS Ellison
3.	Presentation of Proposed <a href="#">2019-2020 Primary Property Tax</a> .....	VPAS Ellison
4.	Call for Public Comment .....	Chair Lucero
5.	Adjournment ..... (Action)	Chair Lucero

## 2019-2020 Proposed Budget Public Hearing

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order .....	Chair Lucero
2.	Presentation of <a href="#">Proposed 2019-2020 Budget</a> .....	VPAS 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 <a href="#">2019-20 Property Tax Levy</a> ..... (Action)	VPAS Ellison
3.	Request to Adopt <a href="#">2019-2020 Proposed Budget</a> ..... (Action)	VPAS Ellison
4.	Request to Adopt <a href="#">2020-2022 Proposed Capital Budget</a> ..... (Action)	VPAS 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.



**Northland Pioneer College**

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

## 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 7 and May 14, 2019, and in the Tribune-News on May 1 and May 8, 2019.
- 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 16, 2019 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 **\$225,592** or **1.5%**.

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 **\$178.99** (total taxes that would be owed without the proposed tax increase) to **\$181.64** (total proposed taxes including the tax increase).

This proposed increase is exclusive of increased primary property taxes received from new construction. The NCCCD does not have any secondary property tax levies for voter approved bonded indebtedness or budget and tax overrides.

All interested citizens are invited to attend the public hearing on the tax increase that is scheduled to be held **Tuesday, May 21, 2019** at 10:00 A.M. (M.S.T.) at the Holbrook – Painted Desert Campus Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona.

Publish *White Mountain Independent*, May 7 & May 14, 2019

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Publish *Tribune*, May 1 & May 8, 2019

Ads are reduced from actual size for inclusion in the Governing Board packet. Actual ads were 3 columns (4.9 inches) by 10 inches.  
Published in the *Tribune*, May 1 & 8, 2019; *WM Independent*, May 7 & 14, 2019



## **NPC schedules truth in taxation, budget hearings, May 21**

**HOLBROOK** — The Navajo County Community College District Governing Board will conduct Truth in Taxation and budget public hearings on the 2019–20 Northland Pioneer College budget and district primary property tax levy on Tuesday, May 21, 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 16 meeting, the board adopted a preliminary 2019-20 budget based on increasing the primary property tax levy 1.5 percent, excluding new construction, over the current year. This year's tax levy shows Navajo County valuations increased as a result of \$11.5 million in new construction. The preliminary budget is based on keeping the tax rate unchanged from the current year, \$1.8164 per \$100 of net assessed valuation.

Under the state's Truth in Taxation (TNT) statutes, the college district is requesting an increase in primary property taxes of \$225,592, or 1.5 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 \$178.99 to \$181.64. NPC does not have a secondary tax rate to pay for any improvement bonds or budget overrides.

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 \$7.547 million in equalization aid, up 6.2 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. NPC receives 32.9 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 16. The budget data can be viewed or downloaded as a PDF from the college's website: [www.npc.edu/fy2020-preliminary-budget](http://www.npc.edu/fy2020-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/public-comment-form](http://www.npc.edu/public-comment-form). Answers to many frequently asked questions are also posted with the comment form.

*--- NPC – EXPANDING MINDS • TRANSFORMING LIVES ---*



## LEGAL NOTICES

Northland Pioneer College

### **Truth in Taxation Hearing Notice of Tax Increase**

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🕒 April 19, 2019

# Truth in Taxation, Budget Hearings set May 21

## For Fiscal Year 2020 Budget



**HOLBROOK** – The Navajo County Community College District Governing Board will conduct Truth in Taxation and budget public hearings on the 2019–20 Northland Pioneer College budget and district primary property tax levy on **Tuesday, May 21**, 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 16 meeting, the board adopted a preliminary 2019-20 budget based on increasing the primary property tax levy 1.5 percent, excluding new construction, over the current year. This year's tax levy shows Navajo County valuations increased as a result of \$11.5 million in new construction. The preliminary budget is based on keeping the tax rate unchanged from the current year, \$1.8164 per \$100 of net assessed valuation.

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

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## PUBLIC COMMENT FORM

The Navajo County Community College District Governing Board will conduct **Truth in Taxation** and **Budget** public hearings on **Tuesday, May 21, 2019**, beginning at 10 a.m. (M.S.T.), in the Tiponi Community Center on the Holbrook – Painted Desert Campus, 2251 E. Navajo Blvd.

The **preliminary 2019-2020 budget**, as adopted by the Governing Board, proposes increasing the **Primary Tax Levy** by one and a half percent (1.5%), pursuant to A.R.S. §42-17051. Based on Navajo County's property valuations, the **Primary Tax Rate** per \$100 Net Assessed Valuation will remain at the current rate. The laws governing the tax levy require the reporting of the increase in two different ways:

	PROPOSED (FY 2020)	APPROVED FY 2019	DOLLAR INCREASE/ (DECREASE)	PERCENT INCREASE/ (DECREASE)
Proposed Levy	\$15,487,000	\$15,055,197	\$431,803	2.9%
Rate/\$100 Net Assessed Valuation	\$1.8164	\$1.8164	-0-	-0-

	PROPOSED MAX LEVY	TNT LEVY	DOLLAR INCREASE	PERCENT INCREASE
Proposed Levy vs. TNT Levy	\$15,487,000	\$15,261,408	\$225,592	1.5%
Rate/\$100 Net Assessed Valuation	\$1.8164	\$1.7899	\$0.0265	1.5%

### 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.



**Property  
Valuation**



**Tax base increases, tax rate decreases, revenue increases**

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**Tax base decreases, tax rate increases, revenue decreases**

### Frequently Asked Questions:

#### 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.

#### 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.

**How does the college use the property tax money?**

X

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.

**What limits exist for taxing jurisdictions?**

X

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.

**Are there any exemptions for taxpayers?**

X

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](#).

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

<b>Title</b>	<b>First *</b>	<b>Middle</b>	<b>Last *</b>	<b>Suffix</b>
- None -				Jr., Sr., II, III

**Address**

Where the U.S. Postal Service delivers your mail

**Address 2**

Physical address, if different from above.

<b>City/Town</b>	<b>State</b>	<b>ZIP/Postal Code</b>
	- None -	

**Contact Phone**

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

- Type -

**Ext:**

**Email Address**

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

**Please re-enter your email address**

**I have a comment/question about...**  
 Select one or more of the following:

Proposed Tax Rate    General Comment  
 Proposed Tax Levy    Other...  
 Proposed Budget


**Please share my comments**

with members of the District Governing Board during the public hearings on May 21, 2019.

Yes  No

**My comment/question**

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

I'm not a robot  reCAPTCHA  
Privacy - Terms

**SUBMIT**

## **Presentation of Proposed 2019-2020 Primary Property Tax**

**Summary:**

Prior to the May 21, 2019 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 2019-20.

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.

## 2019 LEVY LIMIT WORKSHEET

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

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

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

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

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

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

# Truth in Taxation Analysis

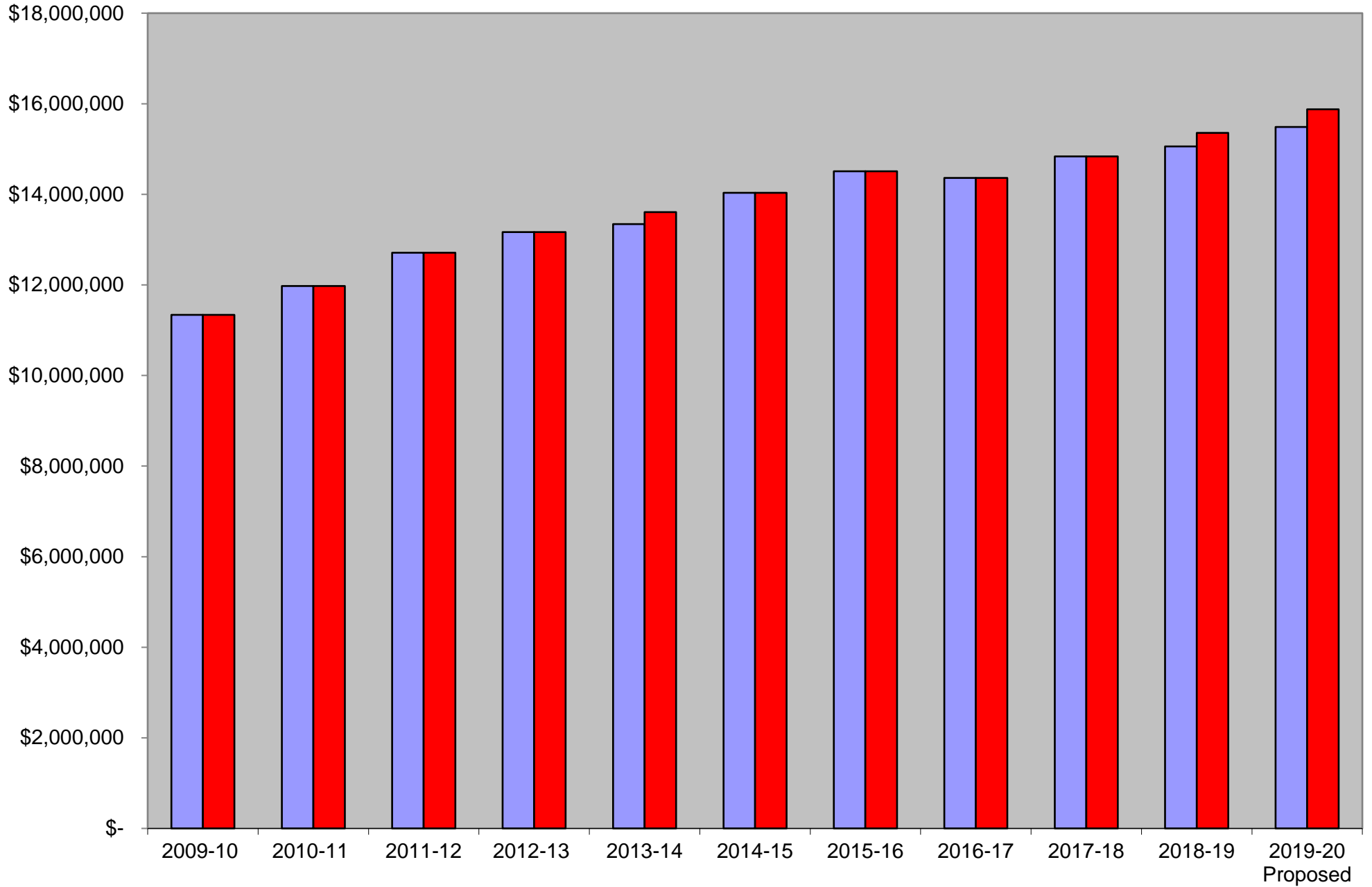
Calculation for Truth in Taxation Hearing Notice pursuant to A.R.S. § 42-17107

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

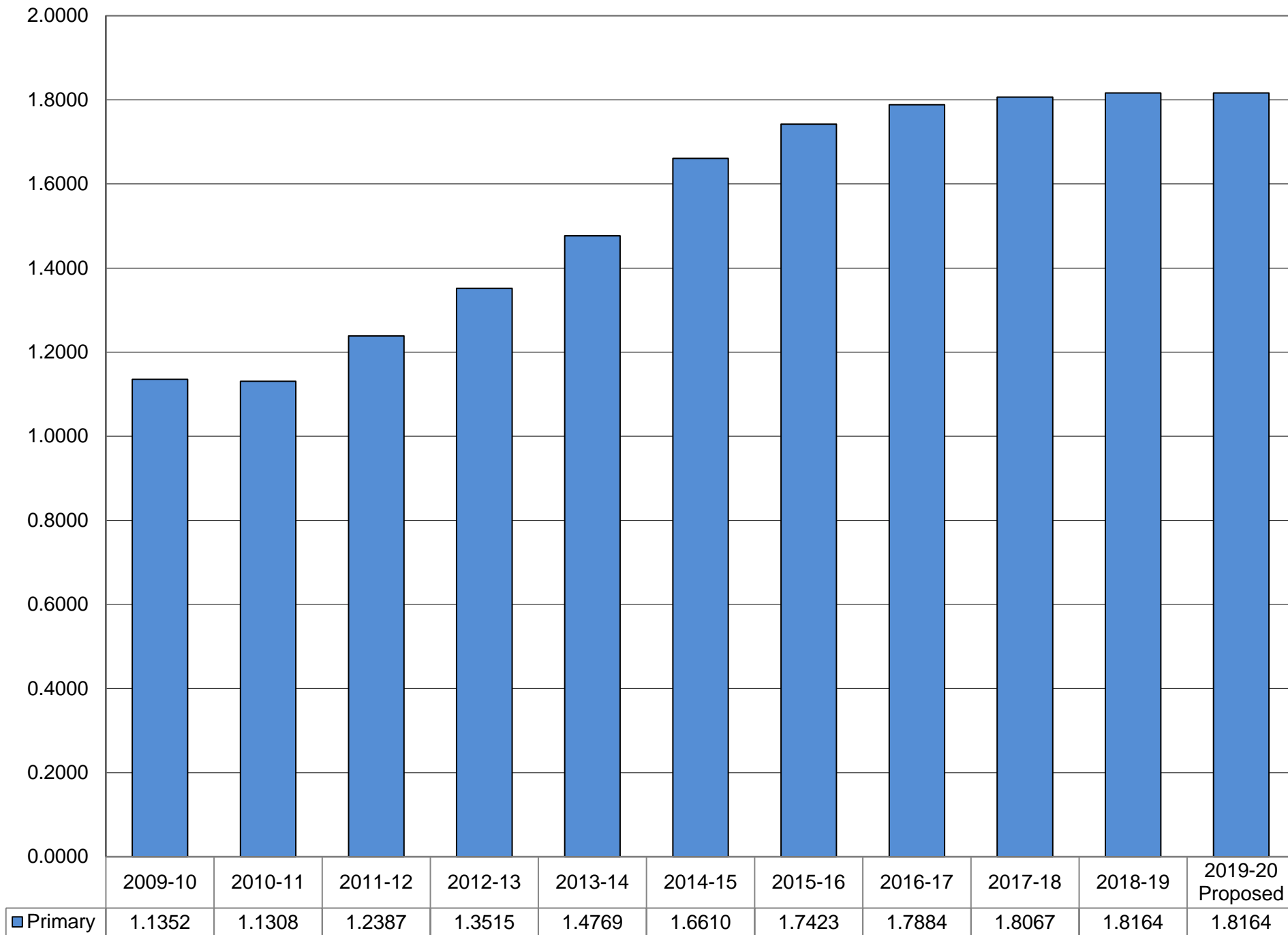


# NPC Primary Maximum Property Tax Levy compared to Actual Levy

Levy - Assessed    Levy Limit - Max

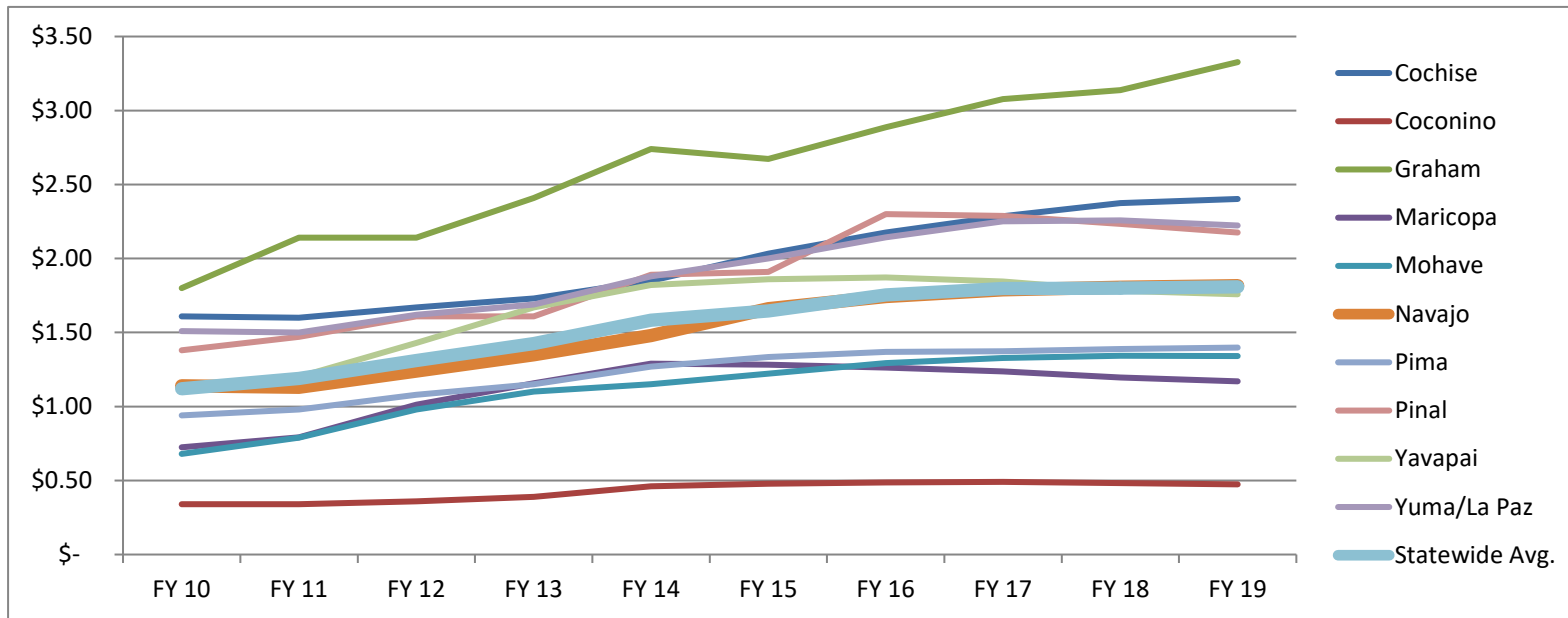


## NPC Historical Property Tax Rates & Current Year Proposal

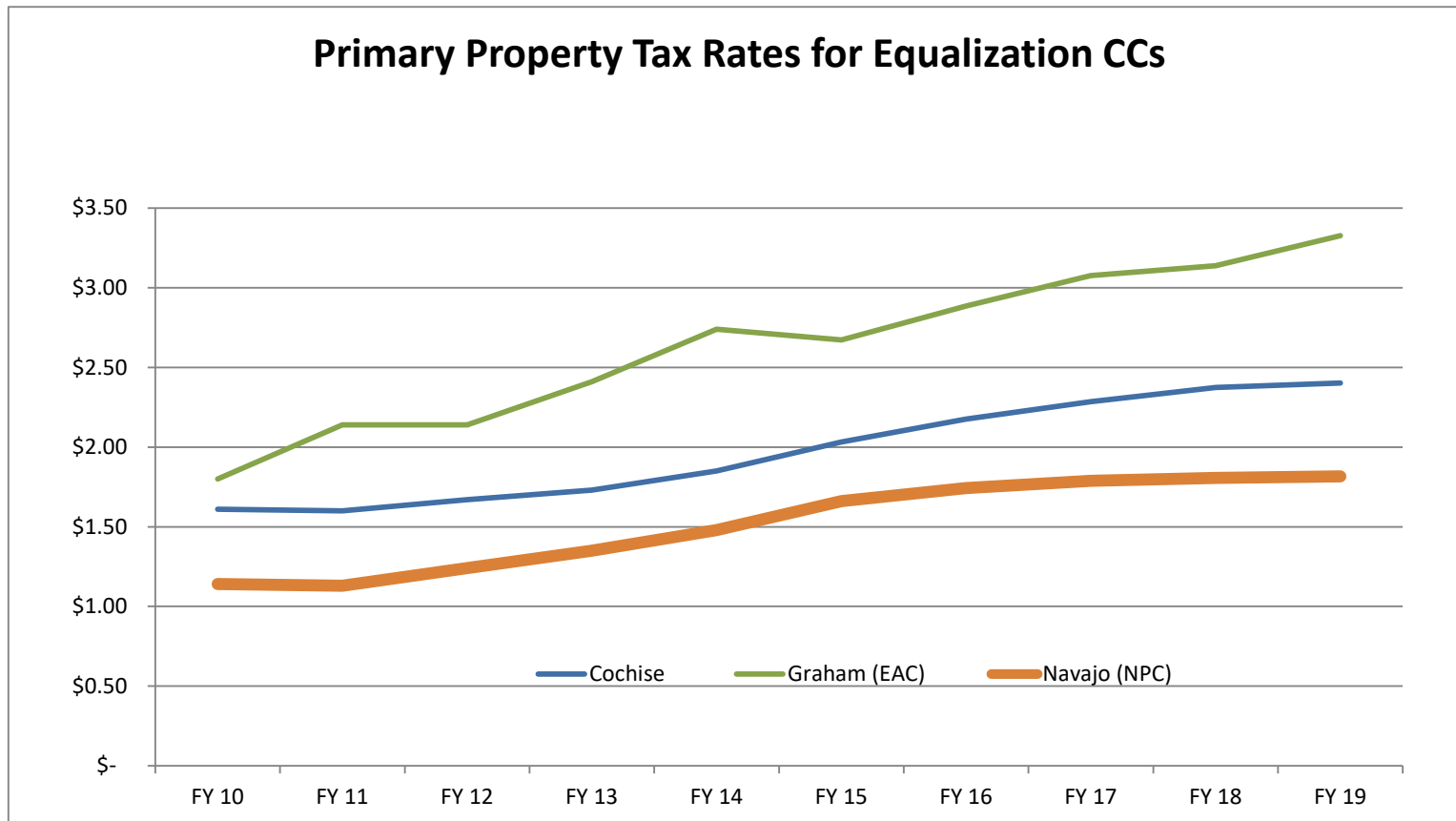


### Community College Primary Property Tax Rates

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



### Primary Property Tax Rates for Equalization CCs



## Presentation of Proposed 2019-2020 Budget

### Summary:

The approved preliminary budget was posted on the NPC website after the April 16, 2019 regular District Governing Board meeting. In accordance with statutory requirements, the preliminary budget was published on May 14, 2019 in the White Mountain Independent and in the Holbrook Tribune on May 15, 2019 along with the 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 2019-20 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 2020, 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 2020**

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

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

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

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

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



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

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



NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2020  
SUMMARY OF BUDGET DATA — SCHEDULE A

# Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

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 2019–2020 Fiscal Year at the Tiponi Community Center, 2251 E. Navajo Blvd., Holbrook, Arizona, 86025, on **Tuesday, May 21, 2019** at 10:00 a.m. (M.S.T.)

A **Special Board Meeting** for the purpose of adopting the District's 2019–2020 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.

**Mark Vest**, President, Northland Pioneer College

Questions about the budget should be directed to **Maderia Ellison**, Vice President for Administrative Services, Chief Business Officer, (928) **532-6743** or online [www.npc.edu/public-comment-form](http://www.npc.edu/public-comment-form).

The budget is posted for public review on the college's website, [www.npc.edu/fy2020-preliminary-budget](http://www.npc.edu/fy2020-preliminary-budget)

Published in the *Tribune*, May 15, 2019

			Increase/Decrease From Budget 2019 to Budget 2020	
	Budget 2020	Budget 2019	Amount	%
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
A. Expenditures:				
Current General Fund	\$28,729,200	\$27,988,697	\$740,503	2.6%
Unexpended Plant Fund	14,939,500	11,443,000	3,396,500	29.7%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$43,568,700</b>	<b>\$39,431,697</b>	<b>\$4,137,003</b>	<b>10.5%</b>
B. Expenditures Per Full-Time Student Equivalent (FTSE)				
Current General Fund	\$14,265/FTSE	\$13,994/FTSE	\$270/FTSE	1.9%
Unexpended Plant Fund	\$7,368/FTSE	\$5,722/FTSE	\$1,647/FTSE	28.8%
Projected FTSE Count	2,014	2,000		
<b>II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$16,064,319	\$15,434,817	629,502	4.1%
Retirement Costs	1,649,843	1,609,043	40,800	2.5%
Healthcare Costs	1,897,284	1,808,975	88,309	4.9%
Other Benefit Costs	1,390,758	1,376,642	14,116	1.0%
<b>TOTAL</b>	<b>\$21,002,204</b>	<b>\$20,229,477</b>	<b>\$772,727</b>	<b>3.8%</b>
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
A. Amount Levied:				
Primary Tax Levy	\$15,487,000	\$15,055,197	\$431,803	2.9%
Secondary Tax Levy	-0-	-0-	-0-	-0-
<b>TOTAL LEVY</b>	<b>\$15,487,000</b>	<b>\$15,055,197</b>	<b>\$431,803</b>	<b>2.9%</b>
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.8164	1.8164	-0-	-0-
Secondary Tax Rate	-0-	-0-	-0-	-0-
<b>TOTAL RATE</b>	<b>1.8164</b>	<b>1.8164</b>	<b>-0-</b>	<b>-0-</b>
<b>IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2020 PURSUANT TO A.R.S. §42-17051</b>			\$15,877,014	
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERT TAXES IN FISCAL YEAR 2019 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051.</b>			-0-	

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2020  
RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2020	Total All Funds 2020	Total All Funds 2019	% Increase/Decrease
	General Fund 2020	Restricted Fund 2020	Auxiliary Fund 2020	Unexpended Plant Fund 2020	Retirement of Indebtedness 2020				
<b>BEGINNING BALANCES – JULY 1</b> (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	\$41,200,000			\$24,500,000			65,700,000	59,500,000	10.4%
<b>Total Beginning Balances</b>	<b>\$41,200,000</b>			<b>\$24,500,000</b>			<b>\$65,700,000</b>	<b>\$59,500,000</b>	<b>10.4%</b>
<b>REVENUES AND OTHER INFLOWS</b>									
<b>Student Tuition and Fees</b>									
General Tuition	\$3,060,000						\$3,060,000	\$3,060,000	-0-
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	-0-
Student Fees	700,000						700,000	700,000	-0-
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	-0-
<b>State Appropriations</b>									
Maintenance Support	1,567,700						1,567,700	1,576,500	-0.6%
Equalization Aid	7,547,500						7,547,500	7,107,100	6.2%
Capital Support				339,500			339,500	342,600	-0.9%
<b>Property Taxes</b>									
Primary Tax Levy	15,254,000						15,254,000	15,055,197	1.3%
Secondary Tax Levy									
<b>Gifts, Grants, and Contracts</b>	2,000,000	5,600,000					7,600,000	7,100,000	7.0%
<b>Sales and Services</b>									
<b>Investment Income</b>	300,000						300,000	139,900	114.4%
<b>State Shared Sales Tax</b>		400,000					400,000	400,000	-0-
<b>Other Revenues</b>	100,000		300,000				400,000	300,400	33.2%
<b>Proceeds from Sale of Bonds</b>									
<b>Total Revenues and Other Inflows</b>	<b>\$31,629,200</b>	<b>\$6,000,000</b>	<b>\$300,000</b>	<b>339,500</b>			<b>\$38,268,700</b>	<b>\$36,881,697</b>	<b>3.8%</b>
<b>TRANSFERS</b>									
Transfers In		600,000	300,000	2,000,000			2,900,000	2,900,000	-0-
(Transfers Out)	(2,900,000)						(2,900,000)	(2,900,000)	-0-
<b>Total Transfers</b>	<b>(\$2,900,000)</b>	<b>\$600,000</b>	<b>\$300,000</b>	<b>\$2,000,000</b>			<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b>Less:</b>									
Governing Board Designations	(12,470,800)						(12,470,800)	(4,860,431)	156.6%
Policy 1924 – Cash Reserves	(28,729,200)						(28,729,200)	(28,289,569)	1.6%
Policy 1926 – Future Capital Reserves	)			(12,000,000)			(12,000,000)	(16,600,000)	-27.7%
<b>Total Resources Available for Budget Year</b>	<b>\$28,729,200</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,839,500</b>			<b>\$50,768,700</b>	<b>\$46,631,697</b>	<b>8.9%</b>

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

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2020	Total All Funds 2020	Total All Funds 2019	% Increase/Decrease
	General Fund 2020	Restricted Fund 2020	Auxiliary Fund 2020	Unexpended Plant Fund 2020	Retirement of Indebtedness 2020				
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR</b> (from Schedule B)	\$28,729,200	\$6,600,000	\$600,000	\$14,839,500			\$50,768,700	\$46,631,697	8.9%
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	\$11,070,908	\$1,500,000					\$12,570,908	\$12,322,264	2.0%
Public Service		20,000					20,000	20,000	-0-
Academic Support	1,213,019						1,213,019	1,163,861	4.2%
Student Services	1,988,722	650,000					2,638,722	2,558,400	3.1%
Institutional Support (Administration)	9,362,697	30,000					9,392,697	9,012,382	4.2%
Operation and Maintenance of Plant	1,963,406						1,963,406	1,841,825	6.6%
Scholarships	2,020,775	4,400,000					6,420,775	6,433,775	-0.2%
Auxiliary Enterprises			600,000				600,000	600,000	-0-
Capital Assets				14,839,500			14,839,500	11,443,000	29.7%
Debt Service – General Obligation Bonds									
Debt Service – Other Long Term Debt									
Other Expenditures									
Contingency	1,109,673						1,109,673	1,236,190	-10.2%
<b>Total Expenditures and Other Outflows</b>	<b>\$28,729,200</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,839,500</b>			<b>\$50,768,700</b>	<b>\$46,631,697</b>	<b>8.9%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2020  
SUMMARY OF BUDGET DATA — SCHEDULE A



**Northland Pioneer College**

EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

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**Mark Vest**, President, Northland Pioneer College

Questions about the budget should be directed to **Maderia Ellison**, Vice President for Administrative Services, Chief Business Officer, (928) 532-6743 or online [www.npc.edu/public-comment-form](http://www.npc.edu/public-comment-form).

The budget is posted for public review on the college's website, [www.npc.edu/fy2020-preliminary-budget](http://www.npc.edu/fy2020-preliminary-budget)

Published in the *White Mountain Independent*, May 14, 2019

			Increase/Decrease From Budget 2019 to Budget 2020	
	Budget 2020	Budget 2019	Amount	%
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
A. Expenditures:				
Current General Fund	\$28,729,200	\$27,988,697	\$740,503	2.6%
Unexpended Plant Fund	14,939,500	11,443,000	3,396,500	29.7%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$43,568,700</b>	<b>\$39,431,697</b>	<b>\$4,137,003</b>	<b>10.5%</b>
B. Expenditures Per Full-Time Student Equivalent (FTSE)				
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Projected FTSE Count	2,014	2,000		
<b>II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$16,064,319	\$15,434,817	629,502	4.1%
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Other Benefit Costs	1,390,758	1,376,642	14,116	1.0%
<b>TOTAL</b>	<b>\$21,002,204</b>	<b>\$20,229,477</b>	<b>\$772,727</b>	<b>3.8%</b>
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
A. Amount Levied:				
Primary Tax Levy	\$15,487,000	\$15,055,197	\$431,803	2.9%
Secondary Tax Levy	-0-	-0-	-0-	-0-
<b>TOTAL LEVY</b>	<b>\$15,487,000</b>	<b>\$15,055,197</b>	<b>\$431,803</b>	<b>2.9%</b>
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.8164	1.8164	-0-	-0-
Secondary Tax Rate	-0-	-0-	-0-	-0-
<b>TOTAL RATE</b>	<b>1.8164</b>	<b>1.8164</b>	<b>-0-</b>	<b>-0-</b>
<b>IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2020 PURSUANT TO A.R.S. §42-17051</b>			\$15,877,014	
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2019 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051.</b>			-0-	

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2020  
RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2020	Total All Funds 2020	Total All Funds 2019	% Increase/Decrease
	General Fund 2020	Restricted Fund 2020	Auxiliary Fund 2020	Unexpended Plant Fund 2020	Retirement of Indebtedness 2020				
<b>BEGINNING BALANCES – JULY 1</b> (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	\$41,200,000			\$24,500,000			65,700,000	59,500,000	10.4%
<b>Total Beginning Balances</b>	<b>\$41,200,000</b>			<b>\$24,500,000</b>			<b>\$65,700,000</b>	<b>\$59,500,000</b>	<b>10.4%</b>
<b>REVENUES AND OTHER INFLOWS</b>									
<b>Student Tuition and Fees</b>									
General Tuition	\$3,060,000						\$3,060,000	\$3,060,000	-0-
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	-0-
Student Fees	700,000						700,000	700,000	-0-
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	-0-
<b>State Appropriations</b>									
Maintenance Support	1,567,700						1,567,700	1,576,500	-0.6%
Equalization Aid	7,547,500						7,547,500	7,107,100	6.2%
Capital Support				339,500			339,500	342,600	-0.9%
<b>Property Taxes</b>									
Primary Tax Levy	15,254,000						15,254,000	15,055,197	1.3%
Secondary Tax Levy									
<b>Gifts, Grants, and Contracts</b>	2,000,000	5,600,000					7,600,000	7,100,000	7.0%
<b>Sales and Services</b>									
<b>Investment Income</b>	300,000						300,000	139,900	114.4%
<b>State Shared Sales Tax</b>		400,000					400,000	400,000	-0-
<b>Other Revenues</b>	100,000		300,000				400,000	300,400	33.2%
<b>Proceeds from Sale of Bonds</b>									
<b>Total Revenues and Other Inflows</b>	<b>\$31,629,200</b>	<b>\$6,000,000</b>	<b>\$300,000</b>	<b>339,500</b>			<b>\$38,268,700</b>	<b>\$36,881,697</b>	<b>3.8%</b>
<b>TRANSFERS</b>									
Transfers In		600,000	300,000	2,000,000			2,900,000	2,900,000	-0-
(Transfers Out)	(2,900,000)						(2,900,000)	(2,900,000)	-0-
<b>Total Transfers</b>	<b>(\$2,900,000)</b>	<b>\$600,000</b>	<b>\$300,000</b>	<b>\$2,000,000</b>			<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b>Less:</b>									
Governing Board Designations	(12,470,800)						(12,470,800)	(4,860,431)	156.6%
Policy 1924 – Cash Reserves	(28,729,200)						(28,729,200)	(28,289,569)	1.6%
Policy 1926 – Future Capital Reserves	)			(12,000,000)			(12,000,000)	(16,600,000)	-27.7%
<b>Total Resources Available for Budget Year</b>	<b>\$28,729,200</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,839,500</b>			<b>\$50,768,700</b>	<b>\$46,631,697</b>	<b>8.9%</b>

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

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2020	Total All Funds 2020	Total All Funds 2019	% Increase/Decrease
	General Fund 2020	Restricted Fund 2020	Auxiliary Fund 2020	Unexpended Plant Fund 2020	Retirement of Indebtedness 2020				
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR</b> (from Schedule B)	\$28,729,200	\$6,600,000	\$600,000	\$14,839,500			\$50,768,700	\$46,631,697	8.9%
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	\$11,070,908	\$1,500,000					\$12,570,908	\$12,322,264	2.0%
Public Service		20,000					20,000	20,000	-0-
Academic Support	1,213,019						1,213,019	1,163,861	4.2%
Student Services	1,988,722	650,000					2,638,722	2,558,400	3.1%
Institutional Support (Administration)	9,362,697	30,000					9,392,697	9,012,382	4.2%
Operation and Maintenance of Plant	1,963,406						1,963,406	1,841,825	6.6%
Scholarships	2,020,775	4,400,000					6,420,775	6,433,775	-0.2%
Auxiliary Enterprises			600,000				600,000	600,000	-0-
Capital Assets				14,839,500			14,839,500	11,443,000	29.7%
Debt Service – General Obligation Bonds									
Debt Service – Other Long Term Debt									
Other Expenditures									
Contingency	1,109,673						1,109,673	1,236,190	-10.2%
<b>Total Expenditures and Other Outflows</b>	<b>\$28,729,200</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,839,500</b>			<b>\$50,768,700</b>	<b>\$46,631,697</b>	<b>8.9%</b>

# FY2020 PRELIMINARY BUDGET

As adopted by the District Governing Board April 16, 2019

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

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

## Preliminary FY2020 Budget

Download as [PDF](#)

### Navajo County Community College District Northland Pioneer College Budget for Fiscal Year 2020 Summary of Budget Data

SCHEDULE A				
	BUDGET 2020	BUDGET 2019	AMOUNT	%
	INCREASE/DECREASE FROM BUDGET 2019 TO BUDGET 2020			
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
<b>A. Expenditures:</b>				
Current General Fund	\$28,729,200	\$27,988,697	\$740,503	2.6%
Unexpended Plant Fund	14,839,500	11,443,000	3,396,500	29.7%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$43,568,700</b>	<b>\$39,431,697</b>	<b>\$4,137,003</b>	<b>10.5%</b>
<b>B. Expenditures Per Full-Time Student Equivalent (FTSE):</b>				
Current General Fund	\$14,265/FTSE	\$13,994/FTSE	\$270/FTSE	1.9%
Unexpended Plant Fund	\$7,368/FTSE	\$5,722/FTSE	\$1,647/FTSE	28.8%
Projected FTSE Count	2,014	2,000		
<b>II. TOTAL OF ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$16,064,319	\$15,434,817	\$629,502	4.1%
Retirement Costs	1,649,843	1,609,043	40,800	2.5%
Healthcare Costs	1,897,284	1,808,975	88,309	4.9%
Other Benefit Costs	1,390,758	1,376,642	14,116	1.0%
<b>TOTAL</b>	<b>\$21,002,204</b>	<b>\$20,229,477</b>	<b>\$772,727</b>	<b>3.8%</b>
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
<b>A. Amount Levied:</b>				
Primary Tax Levy	\$15,487,000	\$15,055,197	\$431,803	2.9%
Secondary Tax Levy	-0-	-0-	-0-	-0-
<b>TOTAL LEVY</b>	<b>\$15,487,000</b>	<b>\$15,055,197</b>	<b>\$431,803</b>	<b>2.9%</b>
<b>B. Rates per \$100 Net Assessed Valuation:</b>				
Primary Tax Rate	1.8164	1.8164	-0-	-0-
Secondary Tax Rate	-0-	-0-	-0-	-0-
<b>TOTAL RATE</b>	<b>1.8164</b>	<b>1.8164</b>	<b>-0-</b>	<b>-0-</b>
<b>IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2020 PURSUANT TO A.R.S. §42-17051</b>				<b>\$15,877,014</b>
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2019 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051</b>				<b>-0-</b>

**Navajo County Community College District  
Northland Pioneer College  
Budget for Fiscal Year 2020  
Resources**

SCHEDULE B									
	CURRENT FUNDS			PLANT FUNDS			TOTAL ALL FUNDS 2020	TOTAL ALL FUNDS 2019	% INCREASE/DECREASE
	GENERAL FUND 2020	RESTRICTED FUND 2020	AUXILIARY FUND 2020	UNEXPENDED PLANT FUND 2020	RETIREMENT OF INDEBTEDNESS 2020	OTHER FUNDS 2020			
<b>BEGINNING BALANCES – July 1*</b>									
Restricted									
Unrestricted	\$41,200,000			\$24,500,000			\$65,700,000	\$59,500,000	10.4%
<b>Total Beginning Balances</b>	<b>\$41,200,000</b>			<b>\$24,500,000</b>			<b>\$65,700,000</b>	<b>\$59,500,000</b>	<b>10.4%</b>
<b>REVENUES AND OTHER INFLOWS</b>									
Student Tuition and Fees									
General Tuition	\$3,060,000						\$3,060,000	\$3,060,000	-0-
Out-of-District Tuition									
Out-of-State Tuition	100,000						100,000	100,000	-0-
Student Fees	700,000						700,000	700,000	-0-
Tuition and Fee Remissions or Waivers	1,000,000						1,000,000	1,000,000	-0-
State Appropriations									
Maintenance Support	1,567,700						1,567,700	1,567,500	-0.6%
Equalization Aid	7,547,500						7,547,500	7,107,100	6.2%
Capital Support				339,500			339,500	342,600	-0.9%
Property Taxes									
Primary Tax Levy	15,254,000						15,254,000	15,055,197	1.3%
Secondary Tax Levy									
Gifts, Grants, and Contracts	2,000,000	5,600,000					7,600,000	7,100,000	7.0%
Sales and Services									
Investment Income	300,000						300,000	139,900	114.4%
State Shared Sales Tax		400,000					400,000	400,000	-0-
Other Revenues	100,000		300,000				400,000	300,400	33.2%
Proceeds from Sale of Bonds									
<b>Total Revenues and Other Inflows</b>	<b>\$31,629,200</b>	<b>\$6,000,000</b>	<b>\$300,000</b>	<b>\$339,500</b>			<b>\$38,268,700</b>	<b>\$36,881,697</b>	<b>3.8%</b>
Transfers									
Transfers In		600,000	300,000	2,000,000			2,900,000	2,900,000	-0-
(Transfers Out)	(2,900,000)						(2,900,000)	(2,900,000)	-0-
<b>Total Transfers</b>	<b>(\$2,900,000)</b>	<b>\$600,000</b>	<b>\$300,000</b>	<b>\$2,000,000</b>					
Less:									
Governing Board Designations	(12,470,800)						(12,470,800)	(4,860,431)	156.6%
Policy 1924 – Cash Reserve	(28,729,200)						(28,729,200)	(28,289,569)	1.6%
Policy 1926 – Future Capital Reserve				(12,000,000)			(12,000,000)	(16,600,000)	-27.7%
<b>Total Resources Available for Budget Year</b>	<b>\$28,729,200</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,839,500</b>			<b>\$50,768,700</b>	<b>\$46,631,697</b>	<b>8.9%</b>

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

**Navajo County Community College District  
Northland Pioneer College  
Budget for Fiscal Year 2020  
Expenditures and Other Outflows**

SCHEDULE C									
	CURRENT FUNDS			PLANT FUNDS			TOTAL ALL FUNDS 2020	TOTAL ALL FUNDS 2019	% INCREASE/DECREASE
	GENERAL FUND 2020	RESTRICTED FUND 2020	AUXILIARY FUND 2020	UNEXPENDED PLANT FUND 2020	RETIREMENT OF INDEBTEDNESS 2020	OTHER FUNDS 2020			
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (FROM SCHEDULE B)</b>	<b>\$28,729,200</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,839,500</b>			<b>\$50,768,700</b>	<b>\$46,631,697</b>	<b>8.9%</b>
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	11,070,908	1,500,000					12,570,908	12,322,264	2.0%
Public Service		20,000					20,000	20,000	-0-
Academic Support	1,213,019						1,213,019	1,163,861	4.2%
Student Services	1,988,722	650,000					2,638,722	2,558,400	3.1%
Institutional Support (Administration)	9,362,697	30,000					9,392,697	9,012,382	4.2%
Operation and Maintenance of Plant	1,963,406						1,963,406	1,841,825	6.6%
Scholarships	2,020,775	4,400,000					6,420,775	6,433,775	-0.2%
Auxiliary Enterprises			600,000				600,000	600,000	-0-
Capital Assets				14,839,500			14,839,500	11,443,00	29.7%
Debt Service - General Obligation Bonds									
Debt Service - Other Long-Term Debt									
Other Expenditures									
Contingency	1,109,673						1,109,673	1,236,190	-10.2%
<b>Total Expenditures and Other Outflows</b>	<b>\$28,729,200</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,839,500</b>			<b>\$50,768,700</b>	<b>\$46,631,697</b>	<b>8.9%</b>

# ECONOMIC ESTIMATES COMMISSION

Department of Revenue Building



Grant Nülle  
Chairman

Elliott D. Pollack  
Member

Alan E. Maguire  
Member

March 26, 2019

Community College Business Officials  
State of Arizona

## RE: Final FY 2019/20 Expenditure Limits

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

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

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

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

Sincerely,

ECONOMIC ESTIMATES COMMISSION

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

Grant Nülle, Chairman

**FINAL FY 2019/20 EXPENDITURE LIMITS: COMMUNITY COLLEGES**

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

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

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



## Request to Approve 2019-20 Property Tax Levy

### **Recommendation:**

Staff recommends approval of the 2019-20 Primary Property Tax rate of \$1.8164 generating a tax levy of \$15,487,000.

### **Summary:**

Three property tax options were reviewed at the April 23, 2019 regular board meeting. Staff is recommending a tax rate of \$1.8164 that is unchanged from the current year and will generate a tax levy of \$15,487,000. The increase in the proposed property tax levy, exclusive of new construction, is \$225,592 per the attached Truth in Taxation (TNT) Analysis. The proposed levy is less than the maximum amount allowable.

The recommended rate and levy were used in the TNT hearing and related notices. According to A.R.S. § 42-17107(A) and § 15-1461.01 a proposed primary tax levy, excluding amounts that are attributable to new construction, is greater than amount levied in the preceding tax year the district must comply with appropriate public notices and a TNT hearing.

NPC's current tax rate is mid-range compared to other community college districts in the state and the proposed tax rate is also expected to be mid-range.

# Truth in Taxation Analysis

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

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

## Request to Adopt 2019-2020 Proposed Budget

**Recommendation:**

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

**Summary:**

The preliminary budget as approved by the District Governing Board was posted to the NPC website after the April 16, 2019 regular board meeting. It was also published on May 14, 2019 in the White Mountain Independent and on May 15, 2019 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 21 was also published and posted on the NPC website.

The 2019-20 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.

Although the Arizona State Budget is not final, NPC anticipates it will receive state appropriations at the level included in proposed budget.

# STRATEGIC PLANNING AND BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2019 – 2020

APPROVED / \* DATES REVISED

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

# Request to Adopt 2020-2022 Proposed Capital Budget

**Recommendation:**

Staff recommends approval of the 2020-2022 Capital Budget as presented.

**Summary:**

The preliminary budget as approved by the District Governing Board on April 16, 2019 will guide capital project planning for the next three years. The first year of the capital budget is incorporated into the 2019-2020 proposed 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 budget but if it is not sufficient, fund balance is available.

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

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

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

Sorted by Division

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

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

Sorted by Division

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



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

Sorted by Division

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

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

Sorted by Division

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

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

Sorted by Division

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

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

Sorted by Division

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

# Governing Board Meeting Agenda

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

**Date:** May 21, 2019

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

Item	Description	Resource
1.	Call to Order and Pledge of Allegiance .....	Chair Lucero
2.	Adoption of the Agenda .....	Chair Lucero
3.	Call for Public Comment..... <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Lucero
4.	Reports:	
A.	<a href="#">Financial Position</a> .....	VPAS Ellison
B.	NPC Friends and Family .....	Director Wilson
C.	NPC Faculty Association .....	Inez Schaechterle
D.	<a href="#">Human Resources</a> .....	Written Report
E.	<a href="#">CASO</a> .....	Written Report
F.	<a href="#">NPC Student Government Association</a> .....	Written Report
5.	Consent Agenda..... (Action)	Chair Lucero
A.	April 16, 2019 <a href="#">Regular Board Minutes</a>	
B.	April 16, 2019 <a href="#">Work Session Minutes</a>	
C.	April 24, 2019 <a href="#">Retreat Minutes</a>	
6.	Old Business: None.	
7.	New Business:	
A.	Emeritus Award – Lynn Browne-Wagner .....	Dean McGinty
B.	Office of <a href="#">Institutional Effectiveness Update</a> .....	Director Yip-Reyes
C.	Request to Support Northern Arizona Healthcare Foundation <a href="#">Grant Application</a> .....	(Action) VPLSS Jackson
D.	Request to Approve <a href="#">Contract for Website Improvements</a> .....	(Action) VPLSS Jackson
E.	Request to Approve <a href="#">2021-2022 Academic Calendar</a> .....	(Action) VPLSS Jackson
F.	Request to Approve Renewal of <a href="#">Jenzabar Contract</a> .....	(Action) President Vest
G.	Policy 1932 – <a href="#">Procurement</a> .....	(Discussion/Possible Action) President Vest
8.	Standing Business:	
A.	Strategic Planning and Accreditation Steering Committee Report.....	Vice President Jackson
B.	President’s Report.....	President Vest
C.	DGB Agenda Items and Informational Needs for Future Meetings .....	Chair Lucero
9.	DGB Agenda Items and Informational Needs for Future Meetings .....	Chair Lucero
10.	Board Report/Summary of Current Events .....	Board Members
11.	Announcement of Next Regular Meeting.....	Chair Lucero
12.	Adjournment..... (Action)	Chair Lucero

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



**Northland Pioneer College**

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2018 to March 31, 2019

Budget Period Expired

75%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	15,055,197	426,846	10,484,766	70%
State Aid:				
Maintenance and Operations	1,576,500	-	1,182,375	75%
Equalization	7,107,100	-	5,330,325	75%
Tuition and Fees	4,860,000	141,017	3,659,793	75%
Investment earnings	139,900	96,260	880,696	630%
Grants and Contracts	1,500,000	-	870,624	58%
Other Miscellaneous	-	17,261	186,167	
Fund Balance	650,000		-	
Transfers	(2,900,000)	(346,469)	(1,896,204)	65%
<b>TOTAL REVENUES</b>	<b>\$ 27,988,697</b>	<b>\$ 334,915</b>	<b>\$ 20,698,542</b>	<b>74%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	18,406,016	1,405,572	12,120,995	66%
Operating Expenditures	9,582,681	499,678	5,228,479	55%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 27,988,697</b>	<b>\$ 1,905,250</b>	<b>\$ 17,349,474</b>	<b>62%</b>
<b>Unrestricted Plant</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	342,600	-	256,950	75%
Other Miscellaneous	400	-	-	
Fund Balance	9,100,000	-	-	0%
Transfers	2,000,000	328,440	1,266,272	63%
<b>TOTAL REVENUES</b>	<b>\$ 11,443,000</b>	<b>\$ 328,440</b>	<b>\$ 1,523,222</b>	<b>13%</b>
<b>EXPENDITURES</b>				
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	11,443,000	327,006	1,523,222	13%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,443,000</b>	<b>\$ 327,006</b>	<b>\$ 1,523,222</b>	<b>13%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 July 1, 2018 to March 31, 2019

Budget Period Expired 75%

**Restricted and Auxiliary Funds**

	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,000,000	262,873	3,301,640	55%
Fund Balance	-			
Transfers	600,000		424,420	71%
<b>TOTAL REVENUES</b>	<b>\$ 6,600,000</b>	<b>\$ 262,873</b>	<b>\$ 3,726,060</b>	<b>56%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	828,551	103,690	926,015	112%
Operating Expenditures	5,771,449	131,095	2,771,957	48%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,600,000</b>	<b>\$ 234,785</b>	<b>\$ 3,697,972</b>	<b>56%</b>

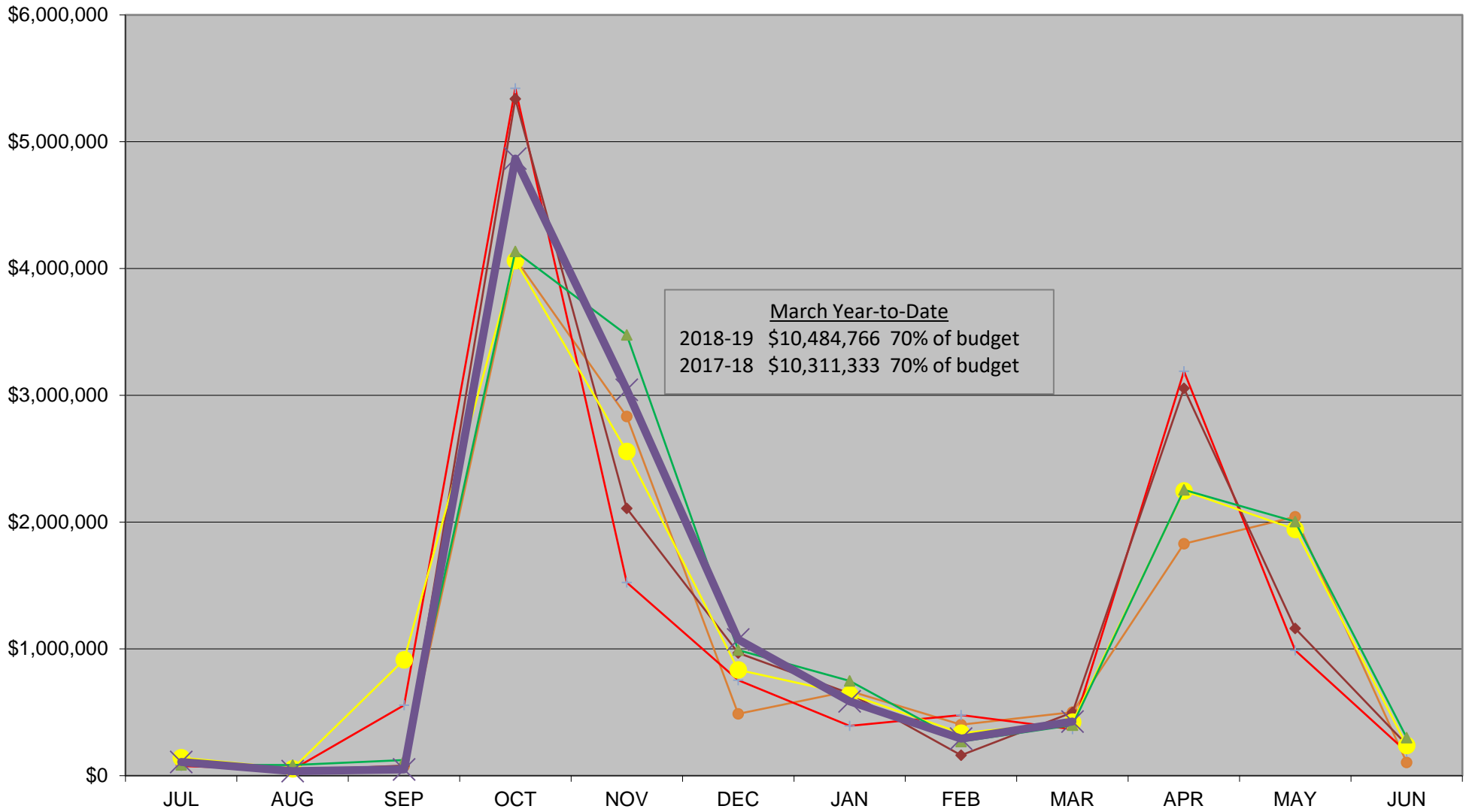
	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	300,000	8,764	118,130	39%
Fund Balance	-			
Transfers	300,000	18,029	205,512	69%
<b>TOTAL REVENUES</b>	<b>\$ 600,000</b>	<b>\$ 26,793</b>	<b>\$ 323,642</b>	<b>54%</b>
<b>EXPENDITURES</b>				
Salaries and Wages	296,914	23,646	206,594	70%
Operating Expenditures	303,086	4,303	117,048	39%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 600,000</b>	<b>\$ 27,949</b>	<b>\$ 323,642</b>	<b>54%</b>

**Cash Flows**

Cash flows from all activities (YTD) .....	\$26,271,466
Cash used for all activities (YTD) .....	\$22,894,310
Net Cash for all activities (YTD) .....	\$3,377,156

### Monthly Primary Property Tax Receipts

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



**March Year-to-Date**  
 2018-19 \$10,484,766 70% of budget  
 2017-18 \$10,311,333 70% of budget



**DGB Human Resources Update  
May 21, 2019**

**OPEN POSITIONS**

1. **Allied Health Coordinator – Open until filled. 2 applicants.**
2. **Surgical Technology Program Coordinator – Open until filled. 2 applicants.**
3. **Accounting Manager – Closes May 31, 2019.**
4. **Library Specialist II or III – Closes May 31, 2019.**
5. **Systems Engineer – Closes May 26, 2019. 1 applicant.**

**CLOSED: IN REVIEW**

6. **Network and Systems Engineer – Closed April 19, 2019. 17 applicants**
7. **Construction Manager – Open until filled. 24 applicants.**
8. **SBDC Business Analyst & Events Coordinator – Open until filled. 2 applicants.**
9. **Accounting Clerk – Closed March 15, 2019. 13 applicants.**
10. **Lead Campus Manager – Internal posting – Closed March 15, 2019. 1 applicant.**
11. **Faculty in Energy and Industrial Technician – Closed May 1, 2019. 1 applicant.**
12. **Maintenance II – Closed May 15, 2019. 2 applicants.**
13. **Desktop Support Engineer – Closed April 25, 2019. 11 applicants.**
14. **Financial Aid Office Assistant (2 positions) – Closed May 14, 2019. 4 applicants.**
15. **Graphic Design and Digital Media Specialist – Closed May 3, 2019. 17 applicants.**
16. **Media Relations Coordinator – Closed May 1, 2019. 6 applicants.**
17. **Records & Registration Transcript Clerk – Closed April 30, 2019. 6 applicants.**
18. **Community and Corporate Learning Specialist – Closed May 15, 2019. 1 applicant.**
19. **Grant Advisor & Recruitment Specialist – Closed April 29, 2019. 3 applicants.**

**FILLED**

20. **Support Center Operator – Rennie Hutton starts May 16, 2019. Rennie received her CNA and EMT certification from Northland Pioneer College.**
21. **Interim Faculty in Business – Rachel Arroyo-Townsend starts August 19, 2019. Rachel was previously adjunct faculty.**
22. **Administrative Assistant for Learning and Curriculum – Anne Lang starts June 1, 2019. Anne received her Associate's degree form Northland Pioneer College.**
23. **Faculty in College and Career Preparation – Harshika Bhatt starts August 19, 2019. Harshika was previously the Grant Project Coordinator for GEAR UP.**

## CASO Report May 2019

Each semester CASO offers a Professional Development Scholarship to reimburse the cost of course fees and textbooks for staff employees who take NPC classes. For the Spring 2019 semester four awards in the amount of \$768.82 will be awarded.

In conjunction with August convocation, CASO sponsors a Silent Auction to raise money for student scholarships. Donations are gathered from throughout the college during the summer months. At convocation the donations are displayed and open for bids. We have a fun auction event with employees bidding against each other for the donated items. The auction is our primary means of funding student scholarships. Last year we brought in \$1841.50, and we hope to do as well – or better – this year.

Ina Sommers  
CASO President

## SGA Report

### **New Officers for 2019-2020 School year**

President-Cynthia Owens

Vice President- Derek flake

Secretary-Cody Honani

New Officers will be attending the ASGA National Summit in Washington DC in October. There they hope to gain new ideas and perspectives for recruitment, retention, and networking, as well as student activities for engagement and community outreach.

### **Eagle Fest**

SGA was in charge of the spring eagle fest. SGA sponsored the food and live music, as well as helped to facilitate the Easter egg hunt. Had a great turnout and hoping to continue eagle fest every year.

### **45th Commencement**

SGA Officers will be helping commencement with ushering, handing out programs, and set up and tear down.

### **SGA Fall Recruitment**

Hand out pizza at all campuses to get the word out about SGA. Hoping to do this in the first three weeks of the fall 2019 year.

### **Food Pantry**

The food pantry will be stored at SCC. Trying to work on a mobile pantry to help expand the food pantry for those in need. SGA will hold food drives each semester to build inventory as well as school wide awareness of the food pantry. The purpose of the food pantry is to assist student life, and SGA is devising both an “open to the public” pantry, as well as an “emergency” stash to be disbursed discretely by staff and faculty to those in need.

### **Cornhole Tournament**

Hoping to have the tournament at The House to raise money for the Missing Murdered Indigenous Women. Planning on hosting it in fall 2019

### **SGA Contact sheets**

SGA has been working with marketing to get contact sheets with photos of SGA officers and the names of senators at the specific campus. This will give students a way to contact SGA about student life, campus life and anything else they might have questions or comments on. We plan to have one at every site near the advisors office.

# Navajo County Community College District Governing Board Meeting Minutes

April 16, 2019 – 10:00 a.m.

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

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

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:**

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

**Others Present:** Kim Reed; Everett Robinson; Ann Hess; Matt Weber; Kelli Freeman; Allison Landy; Judy Yip-Reyes; Terrie Shevat; Denise Wiseman-Stow; Claude Endfield; Mike Solomonson; Pam Dominguez; Bobbi Sample; Cindy Hildebrand; Rebecca Hunt; Colleen Readle; Larry Hildebrand and family; Chris Roediger; Sandy Manor; Josh Rogers; Betsyann Wilson; Gail Campbell; Eleanore Hempsey; Pat Lopez; Susan Hoffman; Emma Hillend; Paul Moffitt; Kipp Welch; Ernie Hess; Mindy Neff; Curtis Stevens; Jason LaBute; Lauren Maestas; Donna Soseman; Ken Wilk; Eric Madrid; Jeremy Raisor; Luci Wytewa; Toni Gibbons; David Huish; Wei Ma; Martin Lucas; Kathy McPherson; Tina Boyer; Amber Hill; Nicole Ulibarri; Rochelle Lacapa; Eric Henderson; Amy Grey.

**Others Present by Phone:**

**Agenda Item 1: Call to Order and Pledge of Allegiance**

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

**Agenda Item 2: Adoption of Agenda**

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

**Agenda Item 3: Call for Public Comment**

None.

#### **Agenda Item 4: Reports**

##### ***4.A. Financial Position – VPAS Ellison***

VPAS Ellison addressed the Board and reviewed the Financial Position Report noting that the budget usage looks light but this is due to unspent funds for Construction at the White Mountain Campus which would roll over to the next fiscal year.

##### ***4.B. NPC Friends and Family – Director Wilson***

Director Wilson addressed the Board and provided an update on recent events highlighting the huge success of Arizona Gives Day which raised a total of \$33,337.

Director Wilson also updated the Board on the Community Outreach efforts of the college.

##### ***4.C. Faculty Association***

Dr. Mike Solomonson, Faculty Association President, addressed the Board and offered support for the proposed salary increase that the Board would vote on later in the meeting. Dr. Solomonson noted the difficulties in hiring and retaining faculty on current salary schedules as well as the benefits to hiring classified staff, especially in the Information Services area, where some positions have remained unfilled for over a year.

Mr. Lucero offered his opinion that there should not be a percentage increase across all positions and there was no good way to make comparisons with other community colleges or districts. Dr. Solomonson noted that the top tiers of employees would only receive a 4% pay rise and that NPC competes against other educational institutions for employees. Mr. Matteson agreed and suggested the Human Resources office should have a comprehensive look at the salary structure at the college.

##### ***4.D. Human Resources***

Written Report. Director Roediger provided a verbal update on a couple of positions.

##### ***4.E. NPC CASO***

No Report.

##### ***4.F. NPC Student Government Association***

Written Report.

#### **Agenda Item 5: Consent Agenda**

- A. **March 19, 2019 Regular Board Minutes**
- B. **March 19, 2019 Work Session Minutes**
- C. **Policy 1121 – Emergency Response**
- D. **Curriculum Modification:**
  - 1. Program Modification for EMT AAS, CAS, CP

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

## **Agenda Item 6: Old Business**

None.

## **Agenda Item 7: New Business**

### ***7.A. Outstanding Alumnus Award Winner – Spring 2019***

Rebecca Hunt spoke on behalf of Claude Endfield who then presented the Outstanding Alumnus Award Winner for Spring 2019 to Luci Wytewa. Luci Wytewa thanked Claude Endfield for helping her get where she is today and felt humbled to receive this award.

### ***7.B. Request to Approve Emeritus Status - Lynn Browne- Wagner***

President Vest addressed the Board and requested the approval of Emeritus status for retiring faculty member Lynn Browne-Wagner.

*Mr. Matteson made a motion to Faculty Emeritus Status for Lynn Browne-Wagner. Mr. Peaches seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

### ***7.C. Presentation of Meritorious Service and Emeritus Awards***

#### **a. Lynn Browne-Wagner**

Lynn Browne-Wagner could not be in attendance and the presentation will be moved to another Board meeting.

#### **b. Hallie Lucas**

President Vest presented the Meritorious Service Award to Hallie Lucas, and thanked Hallie for helping him personally and professionally but that the Deans and Faculty will miss her even more. Hallie Lucas stated that it had been an honor and privilege working at NPC and it was the best employer in the mountains in her opinion.

#### **c. Everett Robinson**

Director Hess presented the Meritorious Award to Everett Robinson thanking him for all the hard work he has done over the last 20 years at the college. Everett Robinson commented that he wasn't sure if he was ready for the next chapter in his life and would miss the college a lot, but would still be in the area and connected to the college in some way.

#### **d. Cindy Hildebrand**

President Vest presented the Meritorious Service Award to Cindy Hildebrand noting she was the second person he met after joining the college, and first to insult him. Cindy Hildebrand noted that after 37 years of service the college gives her "the bird", referencing the eagle statue presented to her, and offered some advice to the other retirees.

#### **7.D. Enrollment Report**

VPLSS Jackson addressed the Board and provided an Enrollment report at the college noting the year-to-year decline and suggesting possible reasons why.

Mr. Matteson asked what could be done by the college to improve numbers. VPLSS Jackson offered some suggestions which included the start of two new programs, in the Fall semester, to meet the needs of the communities we serve.

Mr. Lucero asked if the number of students in the new Surgical Tech program would be capped. VPLSS Jackson noted that there would be an initial cap of twenty students at the White Mountain Campus but the hope would be to expand to the Little Colorado Campus in the future and Dean McGinty was meeting with the Little Colorado Medical Center to this end.

Mr. Leslie asked if the program reviews with student input, that he read about in the assurance arguments, were taking place. VPLSS Jackson responded that they were, on a cycle, and reports would continue to come to the Board. Mr. Matteson asked if the college received input from the community that could be helpful to increase enrollment. VPLSS Jackson noted the advisory boards set up within the communities and noted the renewed attempts to make community outreach a college wide effort and it was beginning to show results. President Vest noted that the demographics of the county was working against us with a shrinking population of school districts. Mr. Jouen noted that the college should try to have a seat at the table during community's economic development discussions. Mr. Leslie asked if the college had considered changing the format of some of the outreach efforts to see if the results change. VPLSS Jackson noted efforts already underway with a specific example with Workforce Investment.

#### **7.E. Request to Approve Late Course Fees for 2019-2020**

VPAS Ellison reviewed the request to approve additional 2019-2020 Fees noting that had been submitted late by the instructional division.

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

#### **7.F. 2019-20 Introductory Budget Analysis**

VPAS Ellison reviewed an analysis of budget options that had been presented to the Board at the March meeting noting the information had not changed and there was still no state budget to work from.

Mr. Leslie asked if there was an update on the Cholla Power Plant closure. President Vest noted ongoing efforts at the Power Plant but that there was still no definitive decisions or timeframes offered.

Mr. Leslie asked where monies would come from if the college was forced to reduce their budget. VPAS Ellison responded that the college would most likely look at contingency funds as well as fund balance in the case of a decrease.



Mr. Jouen confirmed that the 5% salary increase would be included in the budget and asked how declining enrollment might affect staffing at the college. President Vest responded that the declines in enrollment were coming from High School Dual Enrollment which had little effect in college staffing. Mr. Leslie noted that he had attended a Blue Ridge USD Board meeting and noted that they were pushing additional AP classes which they felt had a higher appeal to many institutions. President Vest described the differences between AP classes and Dual Enrollment noting benefits and drawbacks for both.

***7.G. Request to Approve 2019-2020 Wage and Salary Schedule***

VPAS Ellison reviewed the request to request to approve the 2019-2020 Wage and Salary Schedule noting that that college had elected to eliminate the Professional Non-Exempt category that was no longer necessary.

Mr. Lucero commented that he felt the support staff should be receiving a higher increase than other categories of staff. VPAS responded that it was an option for staff to look at but what is being presented was the result of a collaborative effort from all areas of the college and one that was agreed upon by each group at the table.

*Mr. Matteson made a motion to approve the 2019-2020 Wage and Salary Schedule as proposed, with the proviso that a salary study be completed and provided to the Board at the next meeting. Mr. Peaches seconded. After discussion Mr. Matteson amended the motion to allow staff to provide the information from a salary study when it could be completed. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Mr. Leslie, and Mr. Peaches voting in favor. Chair Lucero voted against.***

***7.H. First Read – 2019-2020 Primary Property Tax***

VPAS Ellison reviewed the three options for the Primary Property Tax levy for 2019-2020.

***7.I. Request to Approve 2019-2020 Preliminary Budget***

VPAS Ellison reviewed the request to approve the 2019-2020 Preliminary Budget, which utilized option two of the Primary Property Tax levy.

Mr. Lucero asked if money could be included in the currently presented budget for an additional salary increase for the support staff. VPAS noted that money could be utilized from contingency funds. Mr. Jouen asked how much contingency the college has set aside in previous years and how much has generally been used in the past. VPAS Ellison noted that the college has generally tried to maintain a contingency, for all college operations, of \$1 million, and had not generally used more than \$100,000 in any of the previous five years.

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

**7.J. Request to Approve 2019-2022 Preliminary Capital Budget**

VPAS Ellison reviewed the information provided with the request to approve the 2019-2022 Preliminary Capital Budget.

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

**7.K. Request to Approve Purchase of Lifecycle Replacements**

President Vest reviewed the request to approve the purchase of computer Lifecycle Replacements for a total price of \$497,327.66.

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

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

VPAS Ellison reviewed the request to approve a contract with Jovos, Inc. for the amount of \$199,377.63 to remove and replace the HVAC equipment in the Aspen Center in Show Low.

Mr. Jouen asked for clarification on the difference in bids and whether the college would expect to receive many change orders that will affect overall cost. Director Huish offered his opinion on the difference in bids, noting he was comfortable with the bid received from Jovos, Inc. He went on to note that change orders were a given on projects and while the hope was for reductions in cost that was unusual so each would be dealt with as they came in.

*Mr. Matteson made a motion to approve the Contract for Removal and Replacement of HVAC Equipment for Aspen Center in Show Low, for the amount of \$199,377.63, as recommended by staff. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

**Agenda Item 8: Standing Business**

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

VPLSS Jackson re-introduced Director Roediger who provided an update on the attempts to improve internal communication at the college, which is part of Priority two of the Strategic Plan.

**8.B. President's Report**

President Vest noted that he would be providing a list of all the ceremonies and completer's events in his weekly report. The college took students to Skills USA and won 7 gold, 10 silver, and 3 bronze medals. 6 students will be eligible to travel to National finals.

**8.C. Agenda Items/Informational Needs for future meetings**

Mr. Leslie asked that staff address a letter provided to the Board from a student.

**Agenda Item 9: Board Report/Summary of Current Event**

Mr. Jouen addressed his attendance at the Higher Learning Commission Annual Conference in Chicago and how he feels the Board need to be prepared for the Accreditation visit in November.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, May 21, 2019.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:32 a.m. upon a motion by Mr. Matteson and a second by Mr. Leslie. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

# Navajo County Community College District Governing Board Work Session Minutes

April 16, 2019 – 9:30 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:**

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

**Others Present:** Kim Reed; Everett Robinson; Ann Hess; Judy Yip-Reyes; David Huish; Terrie Shevat; Denise Wiseman-Stow; Matt Weber; Claude Endfield.

**Others Present by Phone:**

## **Agenda Item 1: Construction at the White Mountain Campus**

CBO Ellison addressed the Board and invited David Huish, Director of Facilities and Vehicles, to provide an update on the attempts to hire a Construction Manager.

Mr. Leslie asked if the policy was to advertise locally for positions initially before expanding the search and, if reopening the search, would it affect the construction timeline. Mr. Huish said he was not aware of any policy that required looking locally initially but felt the college did not receive a decent pool of candidates this time and needed to expand the search. As for the timing the college is not concerned at this time as there is still plenty of time to hire this position.

Mr. Huish also provided an update on the RFQu for architectural services. Six firms have completed a response and the college feels all are very well qualified with a lot of relevant experience.

Mr. Huish answered questions from the Board and noted some of their ideal requirements as the college moves through the process.

## **Agenda Item 2: Accreditation**

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

Respectfully submitted,

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

Paul Hempsey  
Recording Secretary to the Board

DRAFT

# Navajo County Community College District Governing Board Retreat Minutes

April 24, 2019 – 10:00 a.m.  
Little Colorado Campus – Learning Center Room 136  
1400 E. Third St., Winslow, AZ 86047

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

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:** Mr. Derrick Leslie.

**Staff Present:** President Mark Vest; Vice President for Administrative Services (VPAS) Maderia Ellison; Interim Vice President Rickey Jackson; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Everett Robinson; Judy Yip-Reyes; Ernie Hess; Kristin Mackin; Gail Campbell; Amber Hill.

## **Agenda Item 1: Procurement**

College Attorney, Kristin Mackin, joined by phone and provided the board an overview of differences between State guidelines and what Political Subdivision are required to follow with regards to procurement. Kristin Mackin and staff answered questions from the Board members. Staff agreed to take all comments into consideration as they continue to work on revising the Board Policy and College Procedure.

## **Agenda Item 2: Association of Community College Trustees and Arizona Association of Community College Trustees**

The board discussed continued membership and attendance with the Association of Community College Trustees and the Arizona Association of Community College Trustees. Chair Lucero mentioned the option of legal training in September for Board members.

## **Agenda Item 3: Board Training**

President Vest noted that he would look at training options through our continued membership with ACCT as well as the potential of having the college attorney provide training to the board if required. Chair Lucero will follow up with an email to Board Secretary Hempsey with details on the possible legal training he mentioned earlier in the meeting.

## **Agenda Item 4: Strategic Planning**

VPLSS Jackson provided an overview of what the Strategic Planning and Accreditation Steering Committee does for the college and an update on the ongoing college initiatives driven by the group. Staff answered questions and concerns from Board members.

**Agenda Item 5: Budget Assumptions**

VPAS Ellison asked the Board to consider the details used in the Budget Assumptions, developed and followed by the college each year, and offer suggestions on anything they would like to see changed. The board discussed each of the assumptions providing opinions for the staff.

**Agenda Item 6: Accreditation and Comprehensive Visit**

Judy Yip-Reyes provided another training to the Board on the Accreditation arguments and the associated Comprehensive visit expected in November 2019 and, along with staff, answered questions from Board members.

**Agenda Item 7: Board needs**

Not discussed.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Hempsey". The signature is written in a cursive style with a long horizontal stroke at the end.

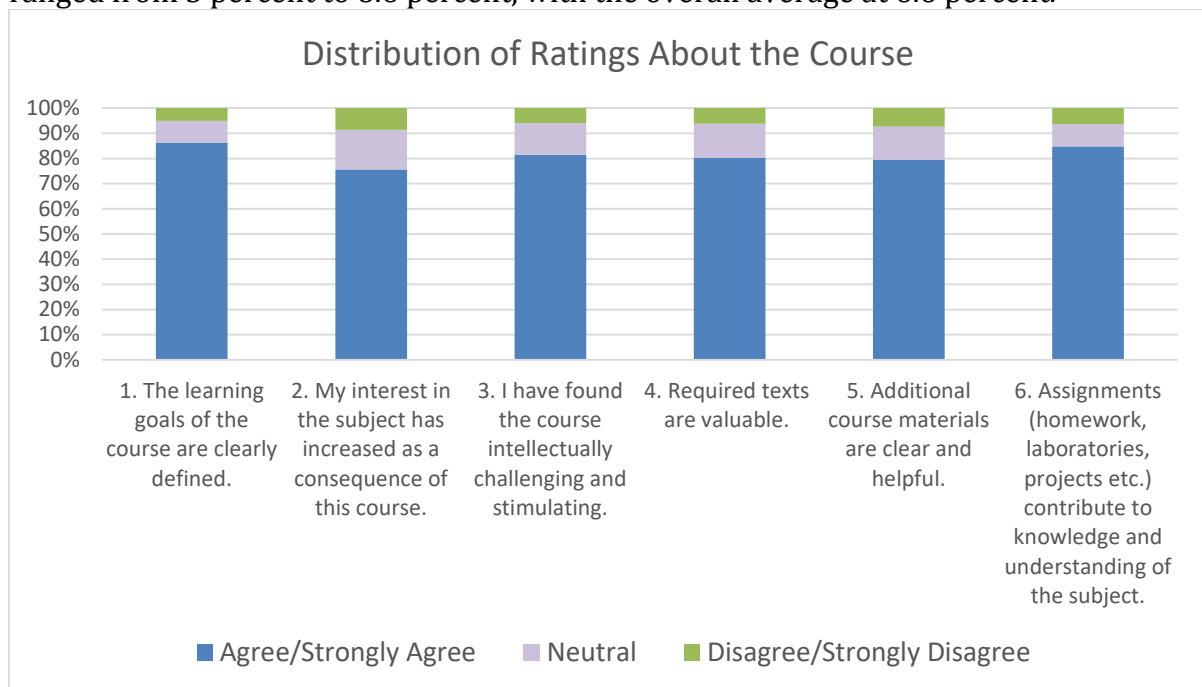
Paul Hempsey  
Recording Secretary to the Board

## Office of Institutional Effectiveness Update

This report is an addendum to the Institutional Effectiveness update presented to the District Governing Board in February. The primary purpose of the course improvement survey is to provide NPC faculty opportunity to hear from their students regarding the courses they take during a particular semester. Student feedback is one of the many sources where faculty can draw from in improving their teaching and course design to promote student learning. In fall 2018, slightly over half of the 420 classes (54.8%) received student survey responses with the overall response rate as 47.8%. Although this response rate is considered an improvement from previous semesters, the results are not representative of all students' opinion.

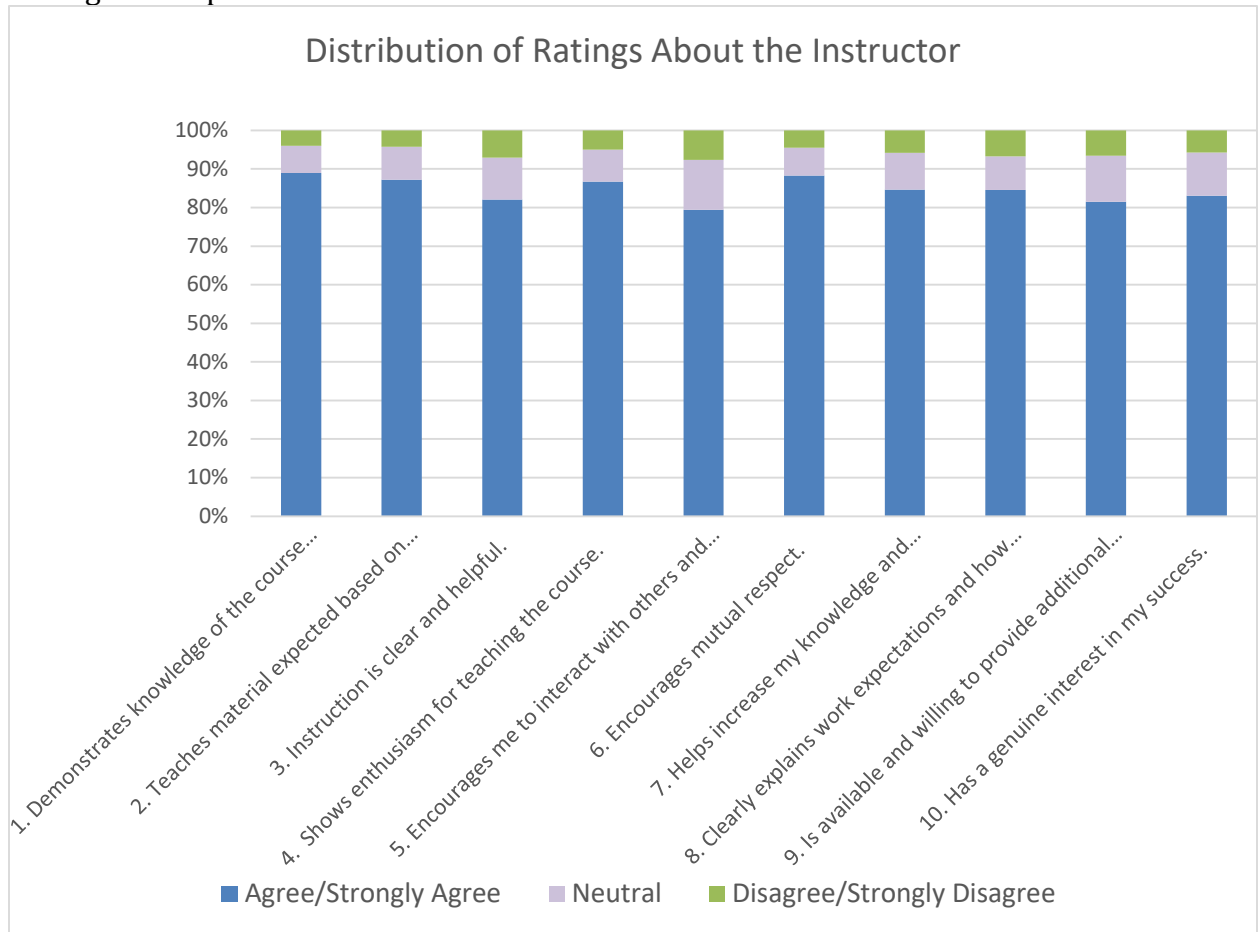
### Aggregate Results

The following graph shows the distribution of ratings about the courses taken by students in fall 2018. Over 80 percent of students rated five of the six categories as "Agree" or "Strongly Agree". Negative ratings ("Disagree" or "Strongly Disagree") ranged from 5 percent to 8.6 percent, with the overall average at 6.6 percent.





The following graph shows the distribution of ratings about the instructors with whom our students took their classes in fall 2018. Over 85 percent of students rated six of the ten categories as “Agree” or “Strongly Agree”. Negative ratings (“Disagree” or “Strongly Disagree”) ranged from 4 percent to 7.7 percent, with the overall average at 5.7 percent.



In addition to rate their courses and instructors on a list of statements based on a 5-point scale, students were also given opportunity to provide written comments. The following table shows that although not all students provide comments, majority of the comments are positive comments.

Category	Total Number	Number of Positive Comments	% of Total	# Negative Comments/ Suggestions	% of Total Number of Comments	% of Total Number of Student Responses (n=2292)
Course-specific	993	839	84.5%	154	15.5%	6.7%
Instructor-specific	979	926	94.6%	53	5.4%	2.3%
Additional	679	650	95.7%	29	4.3%	1.3%

## **Qualitative Findings Suggesting Opportunities for Improvement**

Negative comments from each category, when interpreted and used properly, can be considered as opportunities for improvement in teaching and course design. The Office of Institutional Effectiveness forwarded the course-level survey summary reports to all the deans who review the reports and distribute them to the faculty. To avoid focusing on isolated negative comments, the deans are responsible for acknowledging any instructional practices as voiced by the students as beneficial or helpful to their learning, as well as for identifying any prevailing areas in need of improvement to support the faculty. Presented below are major themes with summaries of student comments in each category.

### ***Course-Specific Negative Comments***

<b>Major Theme</b>	<b>Summary or Specific Examples</b>
Assignment	<ul style="list-style-type: none"> <li>• Explain more with examples; want examples discussed in class to be saved in Moodle; want more feedback/explanation on assignments</li> <li>• Assignments were briefly talked about without proper instructions on how to complete them.</li> <li>• Assignments should be taught in a way that can be seen as applicable to a job or work place.</li> <li>• Would be helpful to have previous work, work packets, and book when taking tests and quizzes.</li> <li>• Online assignments were repetitive compared to those printed in textbook.</li> <li>• Prefer to complete homework quizzes online through Moodle rather than in the workbook; can know right away what is missed</li> <li>• Unclear instructions on when the assignments were due.</li> </ul>
Course Load	<ul style="list-style-type: none"> <li>• Too heavy for an introductory course (daily quizzes not set up by chapter).</li> <li>• Class time not long enough to cover the material thoroughly; large amount of reading; two big assignments due in same week; essay every week.</li> <li>• A lot of information very quickly, making the final exam overwhelming.</li> <li>• Too much information without knowing what to focus on and study for final exams.</li> <li>• Fast-paced; unable to cover everything in each chapter; need to find a tutor to re-teach the material</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• Did not like the textbook. Workbook is tedious and unnecessary. Textbook not helpful. Outdated textbook; difficult to find information.</li> <li>• Want more extra practice worksheets</li> </ul>

Classroom Layout/Modality	<ul style="list-style-type: none"> <li>Teacher not physically in the classroom [refer to distance learning], making class discussion confusing and hard to follow</li> </ul>
Lecture-Test Alignment	<ul style="list-style-type: none"> <li>Exam/quiz questions were written differently than in study session/guide</li> <li>Lack of alignment between lectures and the assigned homework</li> <li>Test questions did not have much resemblance to what was practiced in the homework.</li> </ul>
Organization	<ul style="list-style-type: none"> <li>Putting lab/clinical papers that are due in the lecture syllabus calendar</li> <li>Better label/description of videos posted so students know what is taught in that video</li> </ul>
Teaching Style	<ul style="list-style-type: none"> <li>Want more actual lessons and discussion of reading materials in class</li> <li>Certain subjects needed to be taught differently depending on the difficulty and time allowed</li> <li>Lectures focused on simple concepts and case studies; preferred to focus on understanding testing materials and more difficult concepts</li> <li>Redoing of quizzes 6 times was excessive; preferred to get different problems in order to understand the subject better.</li> <li>Want a clear rubric available for this course</li> <li>Prefer more information related to real life experiences than going through the Power Points</li> <li>More class time to work on problems</li> <li>Instructor needed to go over the materials in class from the textbook before assigning homework that is complicated</li> </ul>

***Instructor-Specific Negative Comments***

Major Theme	Summary or Specific Examples
Availability to Help	<ul style="list-style-type: none"> <li>Explain/answer questions thoroughly or in a manner that other students can understand</li> </ul>
Genuine Interest	<ul style="list-style-type: none"> <li>Insufficient interest to establish a connection with student</li> </ul>
Interaction with Students	<ul style="list-style-type: none"> <li>More timely response; Ask easy questions more often to help students open up for deeper conversations</li> <li>Does not interact with online students</li> <li>Does not engage students in the conversation/discussion; talked the whole time</li> </ul>
Teaching Style	<ul style="list-style-type: none"> <li>Jumps around from subject to subject; barely covers lecture material on tests; expects us to memorize whole chapters for the tests; rarely provides study guides</li> <li>Skips steps and does not break things down; Very scattered; topics discussed in class were very broad and not clear, or with no relevance</li> </ul>

## **Course-Specific Comments: Select Negative Student Quotes**

### ***Course Load***

- “Be more specific on what is going to be on the exams.”
- “More directions on what we are supposed to get out of the readings.”
- “I feel like we have a lot of “busy” work.”
- “The readings were extremely long, especially for the weight of the material contained within. I found myself rushing through to complete all assigned readings instead of taking my time in order to truly wrap my mind around a particular work.”

### ***Course Materials***

- “I think that I just do not like the subject. We were required to get books from our high school, and not from the college. Then we never even had to use the book. I thought that the amount of information that we had to learn was too much for the time that we had.”

### ***Classroom Layout/Modality***

- “The content would be more easily understood if we could see the instructor the whole time and see where the instructor was pointing at. I had struggle transitioning my learning skills to learning from a web-cam.”
- “When I signed up for the course, I thought I would be attending a class with the teacher physically present. If I had known that she would actually be at a different campus and only on a monitor, I would not have taken this class. I feel I am at a disadvantage with technical difficulties, talkative classmates, etc.”

### ***Lecture-Test Alignment***

- “Nothing I studied in the book was on the test”
- “There was a lot of uncertainty on what was and was not important. The instructor would spend a significant amount of time teaching something and then state that it was not something that would be on the test. The result was that the lecture was spent on insignificant concepts and left little to no time to finish the remaining portion that we were expected to know and would be quizzed on.”

### ***Organization***

- “Chapters are rushed. Moving onto next chapter before completing test of previous chapters.”
- “Communication between lecture and lab instructors needs to be improved.”
- “The 5 p.m. deadlines made it difficult to get things turned in timely for single patients with two jobs.”
- “The Moodle is very stressful. I always get lost and never know when quizzes are due until the instructor emails us. I like to see from the beginning what quizzes will be opening and closing because of this I did miss one quiz.”
- “The power points posted on Moodle continuously changed up until the last minute, which made it difficult to bring them to class. I found them convoluted, and contradictory to our text and reference books.”

### ***Teaching Style***

- “Read more. Speak more slowly”

- “Instructor mostly showed videos and talked mostly about own life experiences.”
- “Wish we went over more chapters in the book rather than just picking what we were interested in, but I like that the instructor wants to teach what we want to learn more about.”

### **Instructor-Specific Comments: Select Negative Student Quotes**

#### ***Availability to Help***

- “I had some trouble understanding the material, and the instructor sent me to a tutoring website instead of helping me one on one.”
- “I honestly didn't feel very comfortable going to this instructor for help, in fact I reached out to another professor of mine who teaches a completely different subject when I felt I was struggling. I felt that when questions were asked in class, they were not always answered without that person feeling like the answer was obvious to everyone but them.”
- “It was frustrating at times because it seems like the instructor doesn't want to answer questions in class. That seems to throw the instructor off but sometimes it's important to stop and answer questions.”

#### ***Genuine Interest***

- “I did not feel that this instructor was interested in my success in the course subject, rather, I felt that information was simply presented, and was expected to be absorbed. I did not feel there was a connection with the instructor because of this. The lecture is spent either watching YouTube videos or going off on tangents that inevitably end in the instructor's saying that it's not relevant to what we are supposed to be learning. There is no clear instructions on what to study, nor study guide provided.”

#### ***Interaction with Students***

- “The instructor was rude and unclear on the instructor's lesson planning. The instructor changed the syllabus in the middle of the semester. The assignment never made sense so every student had to redo it. If all the students have to redo assignment which just shows the instructor is not doing his/her job well and that the students aren't understanding the material in the course. The class was not interactive most of the time. The instructor would read out of the chapter which was boring because the students have already have read it before we got to class. So no one would do anything because the instructor was basically repeating everything back to us. So the instructor assumed we didn't read the information and would lecture on us for an hour about us not reading the material. The instructor needs to change his/her ways of teaching or just retire. It was a waste of my time.”

### ***Teaching Style***

- “I felt like the instructor's teaching methods are very unorganized. None of the resources that were posted really helped me to study. Most of the study resources cost extra money to have, and the ones that didn't focused on other material that we were not even tested on. I felt like questions on exams were worded specifically to confuse you. I also did not like that I could not see what my whole grade was during the course. I am not even sure if I am going to pass, due to the fact that half of my grades aren't even in the system (lab grades, inner fish, lab quizzes, extra credit, etc.).”
- “I just wish certain problems will be worked out as a class, instead of already written out, I just feel better if I go step by step instead of trying to copy down already written problems. The hand-out notes are great, but I just wished we worked out more problems rather than just having to copy them.”

## Request to Support Northern Arizona Healthcare Foundation Grant Application

### **Recommendation:**

Staff recommend Board support in the application process for a Northern Arizona Healthcare Foundation Grant to assist with initial costs of the new Surgical Technology program at Northland Pioneer College (NPC).

### **Summary:**

Northland Pioneer College's Division of Nursing and Allied Health is implementing a new Surgical Technology (SGT) program that will enable students to complete the Associate of Applied Science in Surgical Technology. A precise skill set and high standard of excellence is required of any Surgical Technician, because the performance of that tech is absolutely critical to the safety and health of surgical patients. In addition to superior curricular content and highly-qualified faculty, SGT students must not only learn but also apply knowledge in a setting that is most like that which they will encounter as certified professionals. To optimize student learning and outcomes for NPC SGT students, resulting in outstanding surgical technicians, a state-of-the-art simulated operating room is compulsory.

A location, the M-7 modular classroom at the White Mountain Campus, has been identified, but the classroom must be retrofitted, so the SGT student encounters, not a classroom, but a true operating theater, furnished with all the supplies and equipment encountered in a hospital OR setting. The cost for retrofitting and furnishing what will become a true SGT simulation laboratory is approximately \$75,000.00, of which \$23,000.00 has been pledged by the Summit Healthcare Foundation. Summit's portion of the budget will provide the surgical bed and trays equipped with surgical instruments. We propose that the remaining cost, which will include all other ancillary supplies and equipment, as well as remodeling costs such as vinyl flooring to replace the M-7 carpet, and surgical lighting that may be positioned over the operating table, be sought through a grant from the Northern Arizona Healthcare Foundation.

The goal of the grant-funded project will be to provide ten (10) highly-qualified program graduates by Fall 2020. The key objective in meeting this goal is the

creation of the SGT simulation laboratory, provided through grant funds, so the project will be fully-sustainable through future enrollments.



## Request to Approve Contract for Website Improvements

### **Recommendation:**

Staff recommends award of a contract to make improvements to NPC website, www.npc.edu to Last Call Media for \$150 per hour over several years. The NPC Marketing operating budget includes \$40,000 in fiscal year 19/20 to fund continual improvements.

This purchase supports the 2018-19 strategic plan under strategic priority II: "In several surveys, NPC employees ranked the following for improvement by the college - Community awareness about the college."

Continual improvement of the college website is expected to provide a broad array of benefits to current and potential student/community users as well as address diversity in user devices, disability access concerns and improve Internet search engine results.

### **Summary:**

The college issued a Request for Proposals (RFP) due on April 10, 2019 to contract with a qualified and experienced vendor who is proficient with all aspects of Drupal 8 software to help NPC make continuous improvements to the newly launched website at www.npc.edu, over several years. Work includes page design, development, theming, accessibility (WCAG 2.1), SEO improvements and project management.

A budget not to exceed (NTE) \$40,000 is allocated for the first fiscal year. NPC desires to partner with the same organization over several years to ensure consistency throughout the life of the project.

The college website is currently built using Drupal 8 software which is an open source website development platform built specifically to produce fully responsive design, simplify the online management of content and backend users, improve search engine results and increase accessibility.

Eight bids were received and have been evaluated and scored by two college employees who were intimately involved in the current website's redesign and launch.

- The RFP summary and the evaluation form follow. A chart showing the scoring for each vendor is also included. Based on the point system evaluation, the most advantageous responsible offeror appears to be Last Call Media.
- Section V: Selection and Contract Award in the RFP states: Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm(s) will be at the discretion of the College and will be based on the proposal that the College deems to be the most responsive and responsible and serves the best interests of the College. It is the intent of the College to negotiate and enter into a contract with the selected firm following a Notice of Intent of Selection.
- Proposals shall be evaluated based on the requirements set forth in the RFP.
- Deviations or exceptions stipulated in a proposal may result in disqualification. None of the eight bids specified any deviations except for ImageX Media, who stated they would provide resumes of their employees once resources were assigned.
- Proposals will be reviewed by a selection committee and will be evaluated based on the following criteria in relative order of importance, are as follows:
  1. Past performance/references
  2. Experience with Drupal 8 projects of similar type and scope
  3. Cost
  4. Experience with private and public sector organizations, and institutions of higher education
  5. Description of approach, methodology; demonstrated expertise in being a strategic partner with clients; Having a certified back-end specialist, certified front-end specialist, and certified developer
  6. Having a certified site builder

## RFP Evaluation Form – AS#19-02, NPC D8 Improvements

**Contractor:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Date Evaluated:** \_\_\_\_\_

Proposals will be evaluated based on the evaluation criteria stated below.

Firm and Staff Experience and Qualifications	Score
Experience with Drupal 8 projects of similar type and scope.	50
Experience with private and public sector organizations, and institutions of higher education. Proven and demonstrated hands-on expertise of key management team members and staff in this area of work	15
Certified Site Builder	5
Certified Developer	10
Certified Front-End Specialist	10
Certified Back-End Specialist	10
Demonstrated expertise in being a strategic partner with clients.	10
Method of Approach	
Description of the approach, methodology.	10
Past Performance/References	60
Cost	20
<b>Total Possible Score</b>	<b>200</b>

Criteria	Possible # of points	Evaluator Points Awarded
Experience with Drupal 8 projects of similar type and scope.	50	
Experience with private and public sector organizations, and institutions of higher education.	15	
Proven and demonstrated hands-on expertise of key management team members and staff in:	5	
1. Certified Site Builder		
2. Certified Developer	10	
3. Certified Front-End Specialist	10	
4. Certified Back-End Specialist	10	
Demonstrated expertise in being a strategic partner with clients.	10	
Description of the approach, methodology.	10	
Past Performance References	60	
Cost	20	
<b>Total Points Awarded Out of 200</b>		

## RFP Evaluation Results

Drupal 8 Website Improvements  
AS #19-02

Due Date: April 10, 2019 3:00 p.m. MST

- RFP was published on March 21, 2019 on the NPC website, the Arizona public purchasing website and the Drupal.org website.
- Eight vendors responded to the RFP by the due date.
- All bids were reviewed and scored by Ann Hess and Everett Robinson. Perfect score equals 400 points.
- Total score calculated by adding review scores one and two together.
- Cost was not the strongest determining factor in evaluation and scoring.

### Results of Bid Evaluation

Bidder	Reviewer 1	Reviewer 2	Total Score	Hourly Work Rate
Last Call Media	190	196	386	\$150
Kalamuna	168	184	352	\$150 - \$170
ImageX Media	181	166	347	\$125
Knowble Media	177	148	325	\$125
Vendi Advertising	172	147	319	\$135
Duo Consulting	150	166	316	\$135
I20/Drupal Jedi	120	131	251	\$30 - \$35
Infojini	118	128	246	\$40

**RFP AS #19-02 Bid Tabulation**

REQUEST FOR PROPOSALS (RFP)

DRUPAL 8 WEBSITE IMPROVEMENTS

Navajo County Community College District dba Northland Pioneer College

3:00 P.M., Arizona time

April 10, 2019

Page 1 of 1

Vendor	Date Received	Time Received	Bid Submission Received By	Bid Submitted
Duo Consulting, Inc	04/09/19	6:14 AM	Electronic - Public Purchase	\$135/hour for all service categories
ImageX Media	04/09/19	10:57 PM	Electronic - Public Purchase	\$125/hour for all service categories
Kalamuna, LLC	04/10/19	02:58 PM	Electronic - Public Purchase	\$150 - \$170/hour for all service categories <i>Attachment D: Offer &amp; Acceptance form not included in bid submission</i>
Infojini, Inc	04/10/19	10:50 AM	Electronic - Public Purchase	\$50/hour for Project Management and \$40/hour for all other service categories
Vendi Advertising, LLC	04/10/19	01:24 PM	Electronic - Public Purchase	\$125/hour for all service categories
Knowble, LLC	04/10/19	12:57 PM	Electronic - Public Purchase	\$125/hour for all service categories
Last Call Media	04/08/19	02:55 PM	Electronic - Public Purchase	\$150/hour for all service categories
i20, LLC	04/10/19	04:08 AM	Electronic - Public Purchase	Range from \$30 to \$35/hour for service categories

NPC RFP NO. AS #19-02

WE HEREBY CERTIFY THIS IS A TRUE AND ACCURATE TABULATION OF THE PROPOSALS RECEIVED FOR THE ABOVE REFERENCED REQUEST FOR PROPOSALS ON April 10, 2019.

Request for Proposals Due on April 10, 2019 at 3:00 P.M., Arizona time. Request for Proposals Received by: Robert Johnson (Public Purchase.com). Bid Opening Attendees: Robert Johnson, Terrie Shevat, Ann Hess.

Navajo County Community College District dba Northland Pioneer College

RECORDED BY: Terrie Shevat

## **Request to Approve 2021-2022 Academic Calendar**

### **Recommendation:**

The Instructional Council and instructional leadership recommend adoption of the 2021-2022 academic calendar as presented.

### **Summary:**

Instructional Council and instructional leadership have developed and reviewed the academic calendar for 2021-2022. The academic calendar is approved two years in advance to allow for advance planning by the College and its CTED and K-12 partners. The structure of the recommended calendar follows that of recent years with the exception of a three-day instructional fall break at the mid-term of the semester to allow students taking 8 week courses to prepare for the final 8 weeks. The calendar has been reviewed by the Strategic Planning and Accreditation Steering Committee with no concerns.

AUGUST 2021							
W	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
1	22	23	24	25	26	27	28
2	29	30	31				

2nd - 10-month Faculty return  
 2nd - 3rd No registration  
 16th - 9-month Faculty return  
 23rd - First day of class

SEPTEMBER 2021							
W	S	M	T	W	Th	F	S
2	29	30	31	1	2	3	4
3	5	6	7	8	9	10	11
4	12	13	14	15	16	17	18
5	19	20	21	22	23	24	25
6	26	27	28	29	30		

6th - Labor Day

OCTOBER 2021							
W	S	M	T	W	Th	F	S
6						1	2
7	3	4	5	6	7	8	9
8	10	11	12	13	14	15	16
9	17	18	19	20	21	22	23
10	24	25	26	27	28	29	30

18th - 20th Fall Break/No classes

NOVEMBER 2021							
W	S	M	T	W	Th	F	S
11	31	1	2	3	4	5	6
12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	20
14	21	22	23	24	25	26	27
15	28	29	30				

11th - Veterans Day  
 25th-26th - Thanksgiving Break

DECEMBER 2021							
W	S	M	T	W	Th	F	S
15				1	2	3	4
16	5	6	7	8	9	10	11
17	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

16th - Last day of Fall  
 21st - Grades due  
 22nd - No registration  
 23rd, 24th, 29th - 31st College closed

JANUARY 2022							
W	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
1	16	17	18	19	20	21	22
2	23	24	25	26	27	28	29
3	30	31					

1st - New Year's  
 3rd - 10-month Faculty return  
 10th - 9-month Faculty return  
 17th - MLK Day  
 18th - First day of Spring semester

FEBRUARY 2022							
W	S	M	T	W	Th	F	S
3			1	2	3	4	5
4	6	7	8	9	10	11	12
5	13	14	15	16	17	18	19
6	20	21	22	23	24	25	26
7	27	28					

MARCH 2022							
W	S	M	T	W	Th	F	S
7			1	2	3	4	5
8	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
9	20	21	22	23	24	25	26
10	27	28	29	30	31		

14th-18th - Spring Break

APRIL 2022							
W	S	M	T	W	Th	F	S
10						1	2
11	3	4	5	6	7	8	9
12	10	11	12	13	14	15	16
13	17	18	19	20	21	22	23
14	24	25	26	27	28	29	30

MAY 2022							
W	S	M	T	W	Th	F	S
15	1	2	3	4	5	6	7
16	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

14th Last day of Spring / Commencement  
 14th - Last day for 9-month Faculty  
 17th - Grades due  
 19th - 20th No registration  
 30th - Memorial Day  
 27th - Last day for 10-month Faculty

JUNE 2022							
W	S	M	T	W	Th	F	S
				1	2	3	4
1	5	6	7	8	9	10	11
2	12	13	14	15	16	17	18
3	19	20	21	22	23	24	25
4	26	27	28	29	30		

6th - First day of Summer school

JULY 2022							
W	S	M	T	W	Th	F	S
4						1	2
5	3	4	5	6	7	8	9
6	10	11	12	13	14	15	16
7	17	18	19	20	21	22	23
8	24	25	26	27	28	29	30
	31	1	2				

4th - Independence Day  
 29th - Last day of Summer  
 Aug 2nd - Grades due

## Request to Approve Annual Renewal of Jenzabar

**Recommendation:**

Staff recommends an approval to renew our Student Information System, Jenzabar, at a total price of \$239,165.84 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 System. The college continues to review the useful toolsets and added modules for value in effectiveness, performance and use. The sub-total is \$219,217.00, plus sales tax of \$19,948.84, totaling \$239,165.84.





**Remit To:**

P.O. Box 55018  
 Boston, MA 02205-5018  
 540-432-5200 VOICE  
 540-432-5275 FAX

**Invoice #:** MRI0009267  
**Customer ID:** 111050  
**Project Code:**

**Bill To:**

Northland Pioneer College  
 Accounts Payable  
 PO Box 610  
 Holbrook, AZ 86025-0610

**Ship To:**

Northland Pioneer College  
 Accounts Payable  
 PO Box 610  
 Holbrook, AZ 86025-0610

**Invoice Date:** 04/16/19      **Payment Due Date:** 06/30/19      **PO #:**      **Terms:** Net 75 Payment Terms

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	7,600.00	7,600.00
2	CX AR MN <i>CX Student Financials Maintenance</i>	EA	1.00	1.00	5,843.00	5,843.00
3	CX BD MN <i>CX Budgeting Maintenance</i>	EA	1.00	1.00	3,440.00	3,440.00
4	CX CM MN <i>CX Common Maintenance</i>	EA	1.00	1.00	38,991.00	38,991.00
5	CX CRM ADO MN <i>CX CRM-Admissions Officer Maintenance</i>	EA	1.00	1.00	8,503.00	8,503.00
6	CX CRM CA MN <i>CX CRM-Candidate Maintenance</i>	EA	1.00	1.00	8,085.00	8,085.00
7	CX CRM FAC MN <i>CX CRM-Faculty Maintenance</i>	EA	1.00	1.00	9,951.00	9,951.00
8	CX CRM STAFF MN <i>CX CRM-Staff Maintenance</i>	EA	1.00	1.00	5,509.00	5,509.00
9	CX CRM STU MN <i>CX CRM-Student Maintenance</i>	EA	1.00	1.00	7,997.00	7,997.00
10	CX DA MN <i>CX Degree Audit Maintenance</i>	EA	1.00	1.00	4,201.00	4,201.00
11	CX FN MN <i>CX Financial Aid Maintenance</i>	EA	1.00	1.00	10,513.00	10,513.00
12	CX GL MN <i>CX General Ledger Maintenance</i>	EA	1.00	1.00	11,748.00	11,748.00
13	CX HR MN <i>CX HR-Administration Maintenance</i>	EA	1.00	1.00	6,838.00	6,838.00
14	CX INFORMV10 MN <i>CX Informix Maintenance</i>	EA	1.00	1.00	39,109.00	39,109.00
15	CX JICS GO MN <i>CX JICS Mobile Maintenance</i>	EA	1.00	1.00	5,633.00	5,633.00
16	CX JICS MN <i>CX Internet Campus Base Maintenance</i>	EA	1.00	1.00	11,373.00	11,373.00
17	CX Moodle MN <i>CX Moodle Integration Maintenance</i>	EA	1.00	1.00	1,405.00	1,405.00
18	CX PA MN <i>CX HR-Payroll Maintenance</i>	EA	1.00	1.00	6,838.00	6,838.00
19	CX PE MN <i>CX HR-Position Control Maintenance</i>	EA	1.00	1.00	6,371.00	6,371.00

20	CX PO MN <i>CX Purchasing/Accounts Payable Maintenance</i>	EA	1.00	1.00	5,843.00	5,843.00
21	CX RE MN <i>CX Academic Records Maintenance</i>	EA	1.00	1.00	9,922.00	9,922.00
22	CX SL MN <i>CX Student Affairs Maintenance</i>	EA	1.00	1.00	3,504.00	3,504.00

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**Comments:**

Maintenance plan starts on 07/01/2019 and ends on 06/30/2020

**Sub Total:** 219,217.00

**Tax:** 19,948.84

**Payment/Credit Applied:** -

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

**Invoice Total Due:** 239,165.84

Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

Purpose of this form: To communicate and document the reason for recommending a supplier where (a) competitive bidding was not used or (b) competitive bidding was used and a supplier other than the lowest bidder is recommended.

Description of Product and/or Service: Annual Jenzabar Support Maintenance

Name of Supplier: Jenzabar Date: 1 July 2019

Please select the reason for recommending the above named supplier:

- Checked: The requested product is an integral part or accessory to existing equipment.
Checked: The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
Unchecked: The requested product or service has unique design, performance, and/or quality specifications that are essential to particular teaching needs and are not available in comparable products.
Unchecked: The requested service requires a supplier that can demonstrate unique skills or experience.
Checked: Only one supplier is capable of providing supplies, services, or construction.
Unchecked: Emergency - The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

Time frame this Justification will extend from: 1 July 2019 to: 30 June 2024. (Not to exceed 5 years.)

Additional Information (Required Irrespective of Reason Selected):

Please explain why other suppliers were excluded from the evaluation. Attach additional sheets if necessary.

The Jenzabar ERP system has been employed by the college for a number of years; this agreement is for continued licensing and maintenance.

If compatibility with existing equipment is your reason for recommending the supplier, provide the following information about the existing equipment.

Description: Jenzabar CX College-wide ERP system

Manufacturer & Model No.: Jenzabar CX

Other Suppliers Contacted: Note all other suppliers considered for this product or service. Include the reason why the product or service was not acceptable. Attach additional sheets if necessary.

a) Supplier: N/A

Contact Name & Phone #:

Product/Service Description:

Technical Deficiency:

Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

b) Supplier: N/A
Contact Name & Phone #:
Product/Service Description:
Technical Deficiency:

Authorization

Mark Vest, President/Interim CIO
Printed or Typed Name of Vice President
Signature of Vice President for Administrative Services

Robert Johnson
Printed or Typed Name of Requester
Signature of Requester

I certify that I am in compliance with the Disclosure of Substantial Interest requirements (Policy 1220, Procedure 2715). I understand and accept my obligation to disclose any interest in a proposed College transaction.

I have no substantial interest to disclose.

The above is an accurate and current statement of all my reportable outside interests and activities, to the best of my knowledge.

Date: 8 May 2019 Requester's Signature:

For Vice President for Administrative Services Use Only
Vice President for Administrative Services APPROVAL
Approved by: MJE Date of Review:
Approved: MJE Yes No Reason for denial:
Need additional information before a decision can be made.
Information needed:

**Signature:** Maderia Ellison

Maderia Ellison (May 10, 2019)

**Email:** maderia.ellison@npc.edu

## Policy 1932 ~~Procurement~~Purchasing of Goods and Services

~~In accordance with A.R.S. §15-1444 and the Uniform System of Accounting and Financial Reporting for Arizona Community College Districts (USAFR), the President, or designee, is responsible for the establishment of purchasing and bidding procedures.~~

~~(Revised 3/10/98; Reviewed only 2/20/18)~~

Northland Pioneer College purchasing procedures shall substantially follow the rules and regulations of the Arizona State Procurement Code.

A.R.S. §15-1444 describes general powers and duties of district governing boards and allows for district boards, in conjunction with other districts, to establish policies for the procurement of goods and services.

According to A.R.S. §15-1445, the administrative powers and duties of the district governing board include adopting policies for the government of the community colleges under its jurisdiction.

Additionally, under A.R.S. §15-1473 the auditor general, in conjunction with the community college districts, shall prescribe a uniform system of accounting as provided in section 41-1279.21 for use by all community college districts.

Under these statutes and system of accounting, the district governing board is responsible for the establishment of broad purchasing and bidding policies and designates the President to develop purchasing procedures.

The President, or designee, will recommend and administer purchasing procedures in order to arrive at the best value for the college to provide sound fiscal stewardship for all stakeholders of Navajo County Community College District.

Additionally, as expenditures of federal assistance or contract funds occur, the College shall comply with all applicable state and federal regulations.