

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on December 13, 2011 beginning at 11:00 a.m. Further notice is given that the Board will hold a Study Session open to the public beginning at 9:00 a.m. All sessions will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona.

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

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

I, Kristin Thomas, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on the 12th day of December at 9:00 a.m.

Kristin Thomas, Recording Secretary to the Board

Notice

Distribution

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



Northland Pioneer College

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Governing Board Study Session Agenda

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

Date: December 13, 2011

Time: 9:00 a.m. (MST)

Item	Description	Resource
1.	Request for Direction: Long-Term Kayenta Facility (T4)..... (Action)	President Swarhout
2.	Request for Direction: Future Facility on Painted Desert Campus (T5)..... (Action)	President Swarhout
3.	Request to Approve State Longitudinal Data System (SLDS) Agreement (T6)..... (Action)	President Swarhout
4.	Request Approval Security Services Contract (T7)..... (Action)	Vice President Hatch
5.	Request to Approve 2012-13 Budget Development Calendar (T8)..... (Action)	Vice President Hatch
6.	Request to Approve Academic Calendar 2012-2013(T9)..... (Action)	Vice President Vest

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.



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Governing Board Meeting Agenda

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

Date: December 13, 2011

Time: 11:00 a.m. (MST)

<u>Item</u>	<u>Description</u>	<u>Resource</u>
1.	Call to Order and Pledge of Allegiance	Chairman Jeffers
2.	Adoption of the Agenda (T1)(Action)	Chairman Jeffers
3.	Call for Public Comment	Chairman Jeffers
4.	Reports:	
	A. Financial Position (T12)	Vice President Hatch
	B. CASO	Ina Sommers
	C. NPC Faculty Association	Brian Burson
	D. NPC Student Government Association	Jake Hinton
	E. NPC Foundation	Lance Chugg
5.	Consent Agenda(Action)	Chairman Jeffers
	A. October 18, 2011 Study Session Minutes (T2)	
	B. October 18, 2011 Regular Board Minutes (T2)	
	C. October 30, 2011 Special Teleconference Board Minutes (T2)	
	D. 2011-2012 Dual Enrollment Intergovernmental Agreements between the Navajo County Community College District and Chinle Unified School District No. 24, St. Johns Unified School District No. 1, Holbrook Unified School District No. 3 and 2009-2010 Chinle Unified School District (T3)	
6.	Old Business:	
	None.	
7.	New Business:	
	A. Request for Direction:	
	Long-term Kayenta Facility (T4)(Action)	President Swarthout
	B. Request for Direction: Future Facility on Painted Desert Campus (T5)(Action)	President Swarthout
	C. Request to Approve State Longitudinal Data Systems (SLDS) Agreement (T6)(Action)	President Swarthout
	D. Request Approval Security Services Contract (T7)(Action)	Vice President Hatch
	E. Request to Approve 2012-13 Budget Development Calendar (T8) (Action)	Vice President Hatch
	F. Request to Approve 2012-2013 Academic Calendar (T9)(Action)	Vice President Vest
	G. Fall Enrollment FTSE Report (T10)(Informational)	Vice President Vest
	H. Jonathan Nez Alumnus Recipient (T11)(Informational)	Ann Hess Myrtle Dayzie-Grey
8.	Standing Business:	
	A. Strategic Planning and Accreditation Steering Committee Report	Director Bishop
	B. Human Resources Update (T13)	Dan Watron
9.	President's Report	President Swarthout
	A. Summary of Flagstaff Economic Development Meeting	President Swarthout
10.	Board Report/Summary of Current Events	Board Members
11.	Announcement of Next Regular MeetingJanuary 17, 2011	Chairman Jeffers
12.	Adjournment(Action)	Chairman Jeffers

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.



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Navajo County Community College District Governing Board Study Session Minutes

October 18, 2011

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present: Bill Jeffers, Ginny Handorf, E.L. “Dusty” Parsons, Louella Nahsonhoya and Daniel Peaches.

Staff Present: President, Jeanne Swarhout; Vice President, Blaine Hatch; Vice President, Mark Vest; Information Services Director, Eric Bishop; Recording Secretary to the Board, Kristin Thomas.

Reports:

1. Study Session Agenda Item 1.: Video Bridge Update and Discussion- Director Bishop

Northland Pioneer College currently has a video bridge, formally known as a multi-point control unit (MCU) that is experiencing significant failures. The video bridge allows NPC to provide video classroom instruction to all locations. Chairman Jeffers asked if this purchase was included in capital budget. Director Bishop reports the anticipated cost for the video bridge system will be approximately \$400K. Director Bishop stated Title III Part F grant money was to be used to replace this high priority item. Director Bishop reports that since Title III grant was not awarded this purchase will come from the capital budget. Vice President Hatch stated with the high importance of this item capital funds will be appropriated accordingly. Director Bishop stated the plan is to bring a recommendation to the board in November to purchase the replacement video bridge and install the new system during the Christmas break. Chairmen Jeffers asked if the current video bridge will provide services thru December. Director Bishop stated this assessment to be true with the intent of replacement not to interfere with class sessions. Director Bishop reports there will be down time if system fails before replacement is approved and installed. Mr. Peaches asked if video bridge serves district wide. Director Bishop confirmed. Director Bishop commented that additional capacity will be included in replacement video bridge and allow NPC to extend video course selection. Mr. Jeffers asked if a vendor has been selected. Director Bishop stated the two primary vendors for this product are Polycom and Cisco. The Cisco quote was included in Title III grant; which is where the requested amount originated. Polycom has an annual incentive where the old video bridge carries a trade in value providing a significant discount. Director Bishop stated Information Services has assembled a group of faculty to solicit adequate feedback in which system will be best for the learning environment. Preliminary stages have been started to establish a third party installer of video bridge system. Mr. Parsons asked if vendor and installer would be under state contract. Vice President Hatch responded to say that Northland Pioneer College participates in a consortium agreement following the state procurement system using the open competitiveness bidding process. Vice President Hatch added that current market pricing is also monitored to ensure the lowest possible purchase rate.

2. Study Session Agenda Item 2.: Request Approval to Lease Facilities from Kayenta Unified School District Lease Agreement (Action) – Vice President Hatch

Mr. Hatch stated the board is aware of summer notice to relocate services in Kayenta. A temporary site has been identified to lease classroom space in the Kayenta Unified School District (KUSD) at the Kayenta primary school at a rate of \$3,090.62 per month. Dine College, Northern Arizona University and other agencies will be charged the same rate to provide services on the property. Mr. Hatch commented the new location is not ideal. Currently there is no alternative to conduct classes in January 2012. Mr. Hatch reports that the diligent search for a more suitable, permanent location to house the Kayenta Center is ongoing. Minimal improvements will be made to upgrade the facility. It is anticipated that an alternate location will be identified and occupied within the proposed facility lease period. Lease can be terminated with a three-month notice. Mr. Hatch noted this as the best short-term solution. Mr. Peaches asked if NPC would share the classroom with others. Mr. Hatch said the building is shared, not our four classroom section block. Mr. Peaches asked how far the new facility is from the high school. Mr. Hatch confirmed the distance to be approximately two miles. Mr. Hatch stated the new location has flooded and mold remediation is



in place to mitigate damages. Mr. Parsons commented that he is familiar with proposed lease facility and confirmed it to be in flood zone with flood damage in previous years. Mr. Parsons asked if the absence of mold has been verified. Mr. Hatch confirmed this to be true linked to a report from the TRUST. Mr. Hatch understands from the TRUST that the 25K mold no-fault mold insurance coverage has not been accessed. Mr. Parsons stated he witnessed the flood water on the walls. Mr. Parsons requests the mold insurance coverage be included as the responsibility of KUSD in lease. Mr. Parsons inquired about the increase on rent. Mr. Hatch reports the increase is the entire monthly sum. Mr. Jeffers asked if utilities are included in the monthly rental cost. Mr. Hatch confirmed this to be true as KUSD is responsible for all physical property outside of additions made by NPC. Mr. Parsons commented on conversation with new town manager regarding possibility of different facility. Dr. Swarouth confirmed this to be true and noted the timeline is not efficient to have classes in place by January 2012. Mr. Peaches requested NPC executive staff explore the possibility to utilize the local vacant BIA building. Dr. Swarouth stated contact will be initiated with this entity in response to Mr. Peaches for prospect of long-term solution. Mr. Jeffers asked if requested lease amount is included in budget. Mr. Hatch confirmed amount to be included in budget since the move was anticipated. Ms. Nahsonhoya asked if children will be in the same building as college students. Mr. Hatch confirmed the presence of primary school children and adults on proposed leased KUSD facility property. Ms. Nahsonhoya stated she is not comfortable with this arrangement. Mr. Jeffers asked if the only alternative is not to offer classes in Kayenta Spring 2012. Mr. Hatch confirmed. Dr. Swarouth stated that was unacceptable if it can be avoided. Mr. Peaches stated a site recommendation from previous years south of the main highway. Dr. Swarouth added that after the hospital is built that area might be a more attractive location for higher education entities to connect to nursing programs and NPC will continue to search for a more suitable permanent location in Kayenta.

3. Study Session Agenda Item 3.: Request to Purchase Software and Hardware for ERP Disaster Recovery (Action) – Director Bishop

Mr. Bishop stated the request to purchase software and hardware to implement a disaster recovery solution for our Enterprise Resource Planning and Student Information Systems (ERP/SIS). This purchase will serve as secondary unit to the White Mountain Campus in Show Low; the first system is in place at primary information services center on Painted Desert Campus in Holbrook. The goal is to ensure high availability and disaster recovery options for critical college data and information systems. Mr. Bishop added the proposed system will run parallel to existing system in place. The total cost of this project is \$53,423.08. Mr. Parsons asked if the selected vendors are under state contract. Mr. Bishop confirmed. Ms. Handorf asked if this system is redundant. Mr. Bishop confirmed and added the system will enhance and run parallel to existing primary ERP/SIS. Ms. Nahsonhoya asked if this is in conjunction with most recent information services request to purchase ERP. Mr. Bishop confirmed and stated the request earlier in the year was to upgrade ERP/SIS in Holbrook primary data location. Current request is to provide ERP/SIS on White Mountain Campus in Show Low.

4. Study Session Agenda Item 4.: Request to Approve Transfer Admission Guarantee with Arizona State University (Action) – Vice President Vest

Mr. Vest stated this request to approve initial transfer admission guarantees (TAG) with Arizona State University is the first set in a series identical in framework. There are currently eight in this series. They include: criminal justice, family and human development, psychology, sociology, technical communications, history, political science and justice studies. Mr. Vest reports he and Dean Henderson plan to develop a TAG with AAS to BAS in Early Childhood similar to the TAG previously approved by the board in nursing. The benefits to the student include guaranteed program admission, small ASU tuition reduction and early sustained contact with ASU adviser. Arizona State University asks the student to declare plans to attend ASU upon completion of NPC classes. There is no negative impact to student if they change university choice or plans in general. Ms. Nahsonhoya asked if there are plans to implement a program like this in the social sciences discipline. Mr. Vest confirmed this to be true.

Study session ended at 10:50 a.m.



Respectfully submitted,

Kristin Thomas
Recording Secretary to the Board

Bill Jeffers
Chairman

Ginny Handorf
Board Secretary



Navajo County Community College District Governing Board Meeting Minutes

October 18, 2011 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf, E.L. “Dusty” Parsons, Louella Nahsonhoya and Daniel Peaches.

Staff Present: President, Jeanne Swarthout; Vice President, Blaine Hatch; Vice President, Mark Vest; Information Services Director, Eric Bishop; Recording Secretary to the Board, Kristin Thomas.

Others Present: Everett Robinson, Ann Hess, Maderia Ellison, Ina Sommers, Brian Burson, Kenny Keith, Eric Henderson, Dan Wattron, Beulah Bob-Pennypacker, Mi Anna Tyler, Brandy Bryant, Carrie Jordan, Lauren Sedillo, Matt Weber, Dave Roberts.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:03 a.m. Ms. Nahsonhoya led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None.

Agenda Item 4: Reports

4.A. – Financial Position – Vice President Hatch

Mr. Hatch presented the first two months of fiscal budget period with 17% expired. Mr. Hatch noted that the college has received 25% of State Aid. Tax levy is on target for August. Mr. Hatch noted the change to Tuition and Fees information is to more accurately to reflect cash collections at 30%. Grants and Contracts are at 45% as expected. Expenditures side in summer months on salaries and wages are typically lower. Operating expenditure at 10% with capital expenditures at 4%. The unrestricted plant fund the only source of revenue is transfer from the general fund are at 17%. On the bottom half restricted fund a small amount was transferred to balance. Net cash for all activities is \$621,980.00

4.B. – NPC CASO – Ina Sommers

Ms. Sommers stated CASO is planning a retreat for October 28, 2011. The main focus of the retreat will be professional development training and is hosted at the Snowflake Fire Department. The two guest speakers for this event include Barbara Bruce and Debra Hale. Ms Sommers reports that each year CASO awards two \$500 student scholarships. CASO will discuss adding a textbook scholarship to their awards during the retreat. Ms. Sommers reports that during fall convocation 2011 CASO raised \$615. Ms. Sommers stated that CASO plans to sell See’s candy this holiday season.



4.C. – NPC Faculty Association – Brian Burson

Brian Burson reports the Faculty Association meetings are a success. Brian Burson introduced the President Elect, Kenny Keith. Kenny Keith has been with the college for 6 years. Mr. Keith has helped to develop and implement Industrial Operations and Maintenance. Mr. Keith stated that he has directly assisted 14 NPC students achieve positions with APS power plant and is excited to continue to work with NPC students to meet their career goals.

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

No report.

4.E. – NPC Foundation- Lance Chugg

No report.

Agenda Item 5: Consent Agenda

Mr. Peaches moved to approve the Consent Agenda, as presented. Ms. Handorf seconded the motion.

The vote was unanimous in the affirmative.

Consent Agenda (Action):

- A. September 20, 2011 Study Session Minutes (T2)
- B. September 20, 2011 Regular Board Minutes (T2)
- C. 2011-2012 Dual Enrollment Intergovernmental Agreements between the Navajo County Community College District and Red Mesa Unified School District No. 27.

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. –Request Approval to Lease Facilities from Kayenta Unified School District (Action) – Vice President Hatch

Mr. Hatch requested approval to lease facilities from the Kayenta Unified School District (KUSD) and provide final lease authorization execution to President Swarhout. Classes will be conducted in this new location beginning January 2012 as a short-term relocation solution. Mr. Hatch reports the lease has been reviewed and approved by NPC legal counsel. Mr. Hatch stated that as directed by Mr. Parsons during study session discussion mold remediation will be added to the lease as the responsibility of KUSD. Mr. Hatch added that executive staff will continue to seek a long term solution for NPC facilities in Kayenta. Mr. Peaches moved to approve the request as presented. Mr. Parsons seconded the motion. ***The vote was unanimous in the affirmative.***

7.B. – Request to Purchase Software and Hardware for ERP Disaster Recovery (Action) – Director Bishop

Mr. Bishop recommends this purchase to implement a disaster recovery solution for our Enterprise Resource Planning and Student Information System (ERP/SIS). As explained in study session this system will be installed at the White Mountain Campus and run parallel to the ERP/SIS in primary data center at the Painted Desert Campus. Mr. Bishop stated this request is in line to ensure the college's plan to maintain high availability and disaster recovery options for critical college systems. The total cost of this system is \$53,423.08. Mr. Parsons asked if this project will require virtualization. Mr. Bishop confirmed. Ms. Handorf moved to approve the recommendation as presented. Ms. Nahsonhoya seconded the motion. ***The vote was unanimous in the affirmative.***



7.C. – Request to Approve the Initial Transfer Admission Guarantees between Northland Pioneer College and Arizona State University (Action) – Vice President Vest

Mr. Vest presented the request to approve a set of eight Transfer Admission Guarantees with Arizona State University. Mr. Vest stated these are similar to the agreement approved last year with ASU in respect to the AAS to BAS with Northland Pioneer College Nursing Program. Mr. Vest stated the staff is working closely with Arizona State University to develop more Transfer Admission Guarantees (TAG). Mr. Vest added student success rates at the university level greatly improve after completion of Arizona General Education Curriculum. Ms. Handorf moved to approve the request as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

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

SPASC meetings continue as regularly scheduled on every 1st and 3rd Friday of each month. A proposal has been adopted to discuss a pillar of the strategic plan at each meeting to keep the strategic plan at the forefront of the committee. This will ensure the goals are being met to remain consistent in case there is any intervention that SPASC needs to take in a timely manner.

8.B. – Human Resources Update – Dan Wattron

Mr. Wattron reports there is one correction to the Faculty in Fire Science closed with 5 applicants. Lauren Sedillo, General Ledger Accountant, was awarded August Employee of the Month. Carrie Jordan, Coordinator of High School Programs, was awarded September Employee of the Month.

Agenda Item 9: President’s Report – President Swarhout

Dr. Swarhout reported:

- Kayenta Community Outreach, Thursday, October 27, 2011
- Hopi Community Outreach, Monday, October 31, 2011
- Dr. Swarhout and Director Bishop attended Governors Event at Torreon on October 14 to discuss K-12 education reform focus. The discussion designed a proposal in part to establish a regional consortium of Navajo, Coconino and Apache Counties to address innovation and change. Vice President Hatch will attend a similar event in Apache County, Chinle.
- Dr. Swarhout attended a PARCC meeting in Phoenix to discuss establishing a common course standard to accept college ready high school students. The state of Arizona is committed to this assessment and therefore colleges statewide will be expected to accept high school students for college courses with no remediation. These assessments will begin 2014 so we will expect to see students in 2015.
- Dr. Swarhout is committed to attending the November conference on Developing Human Capital. This conference will involve all areas of leadership in job creation from education to legislature to business industry.

Agenda Item 10: Board Report/Summary of Current Events

No Report

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, November 15, 2011.

Agenda Item 12: Adjournment

The meeting was adjourned upon a motion by Mr. Peaches, a second by Ms. Handorf and with a unanimous affirmative vote.



Respectfully submitted,

Kristin Thomas
Recording Secretary to the Board

Bill Jeffers
Chairman

Ginny Handorf
Board Secretary



Navajo County Community College District Governing Board Special Teleconference Meeting Minutes

October 28, 2011 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf, E.L. “Dusty” Parsons.

Staff Present: President, Jeanne Swarthout; Vice President, Blaine Hatch; Information Services Director, Eric Bishop; Recording Secretary to the Board, Kristin Thomas.

Others Present: Everett Robinson, Teri Walker, Dave Roberts.

Agenda Item 1: Call to Order

Chairman Jeffers called the meeting to order at 11:19 a.m.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None.

Agenda Item 4: Old Business

4.A.- Request to Approve the Purchase of a Replacement Video Bridge (Action)- Director Bishop

Mr. Bishop reports the details of this request were discussed during the October 18, 2011 District Governing Board Meeting Study Session. Mr. Bishop stated the plan was to present the request to approve the purchase of a replacement video bridge during the November 15, 2011 District Governing Board General Meeting. Mr. Bishop reports that the current video bridge suffered a second significant failure on Monday October 24. This failure resulted in cancelled classes for an entire day and a half. Mr. Bishop reports that NPC information services staff and learning division created a team of consultants to address the needs associated with this purchase. Mr. Bishop stated the replacement video bridge has completed necessary college procurement practice. One Vision Solutions has been selected as best option for purchase of a replacement video bridge; the total cost excluding normal tax and freight is \$282,180.50. Mr. Parsons asked if state contract bidder, BT, quote included tax and freight. Mr. Bishop responded to say none of the quotes included tax and freight. Mr. Bishop added all quotes included same products and services with selected vendor, One Vision Solutions, lowest price in every category. Mr. Parsons asked if this purchase has been reviewed and approved by college legal counsel. Dr. Swarthout confirmed. Ms. Handorf moved to approve the request to purchase a replacement video bridge at a cost of \$282,180.50 plus tax and freight from One Vision Solution. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, November 15, 2011.

Agenda Item 12: Adjournment

The meeting was adjourned upon a motion by Ms. Handorf, a second by Mr. Parsons and with a unanimous affirmative vote.



Respectfully submitted,

Kristin Thomas
Recording Secretary to the Board

Bill Jeffers
Chairman

Ginny Handorf
Board Secretary



Study Session
Agenda Item # 7. A.
December 13, 2011
Action

Request for Direction, Long-term Planning for Kayenta Facility

Staff asks for direction in long-term planning for Kayenta facility.

Summary:

With the required move from the Kayenta High School to the unoccupied primary school, the college has encountered some difficulties, which may make a long-term higher education presence there problematic. For the time being, NPC has resolved the question of mold presence in our assigned area of the building. However, the space allocated to is a less than ideal learning environment for students. If NPC intends to remain in the facility for the long haul, the staff will begin using resources for renovation. If the board requests we continue to evaluate other options, we will conserve those resources with minimal changes to the primary school environment.



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Study Session
Agenda Item # 7. B.
December 13, 2011
Action

Request for Direction: Future Facility on Painted Desert Campus

Staff asks for direction regarding a future facility on Painted Desert Campus (PDC) to accommodate the welding program and future proposed programs.

Summary:

The college sold the old Hermosa campus back to the City of Holbrook with an agreement to vacate the premise of the welding program by 2016. Staff is proposing to begin undertaking this removal early by constructing a skill center at the Painted Desert Campus for welding and also new career and technical programs on the I-40 corridor. Specifically staff proposes the college begin the architectural and building processes toward the end of this fiscal year.

Timing of construction for a multi-functional skill center at PDC is designed not only to advance the move of construction in the welding program ahead of schedule but also to accommodate a new construction program in fall of 2013. This provided space can also be utilized with the arrival of potash mines in the region.

Staff would like to initiate discussion of the PDC skill center project with faculty and begin preparation of architectural processes to present cost information to the board.



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Study Session
Agenda Item #7.C.
December 13, 2011
Action

Request to Approve State Longitudinal Data Systems (SLDS) Agreement

Recommendation:

Staff recommends the Board approve the agreement with the Arizona Department of Education and APASC ASSIST to enable the ASSIST system to release data on NPC students from ASSIST to the State-Wide Longitudinal Data System.

Summary:

For the last two decades, NPC has had an agreement in place to release student data to the APASC ASSIST system, housed at ASU. The data are used to track and report on student transfer from public community colleges in Arizona to the three public universities. The agreement and data transfers also allow us to query student success on transfer, use of the AGEC and produce several other reports useful to the higher education system of the state.

The new agreement for longitudinal data system broadens our ability to track students and their progress from K-12 through the universities. A new agreement is required with ADE and ASSIST because of federal FERPA regulations controlling student data. FERPA provides different student information integrity in K-12 and higher education. This new agreement conforms to higher education FERPA requirements and has been reviewed by attorneys.



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AGREEMENT

This Agreement is by and between the Arizona Department of Education (ADE) and Arizona State University (ASU) acting on behalf of the Arizona Board of Regents (ABOR) in its capacity as administrator of the Arizona State System for Information on Student Transfer (ASSIST). The Effective Date of this Agreement is July 1, 2011.

RECITALS

- A. The purpose of this Agreement is to facilitate the development of an Arizona Statewide Longitudinal Data System (SLDS) to measure the effectiveness of publicly funded programs by connecting K-12 and postsecondary data, while providing appropriate safeguards to protect the privacy of personally identifiable student and family data.
- B. This Agreement is consistent with assurances signed by Arizona Governor Janice Brewer under the ARRA/SFSF program regarding Arizona's commitment to have an Arizona K-16 SLDS in place by September 30, 2011. A copy of these assurances is attached as Exhibit A.
- C. This Agreement is intended to follow U.S. Department of Education initiatives on Safeguarding Student Privacy (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeguarding-student-privacy.pdf>) and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA") and its implementing regulations.
- D. ASSIST contains information from Arizona colleges and universities on individual Arizona postsecondary students, and is currently used to assess the effectiveness of transfer policies.
- E. ASU, in its capacity as administrator of ASSIST, currently has in place FERPA compliant data sharing agreements and confidentiality agreements among participating universities and community colleges. This Agreement will permit ADE to provide K-12 student directory information to ASU, which would then be used to match against postsecondary student information in ASSIST and make that information available to community colleges and universities participating in ASSIST.

AGREEMENT


1. ADE agrees to provide the information listed on Exhibit B to ASU, through its ASSIST Director, for the purpose of creating an Arizona SLDS.
2. ASU and ABOR agree to protect the privacy rights of the student education records in the ASSIST database as required by state and federal law, including FERPA and as set

forth in this Agreement. All parties participating in the Arizona SLDS will be required to agree to designate other participating colleges and universities and ASSIST as their authorized representatives for the purpose of the protection of student personally identifiable information, subject to the requirements of the ASSIST Security Plan. Participating institutions will include notice to students, through their Annual Notice or otherwise, that they participate in the Arizona SLDS.

3. ASU and ADE agree to follow the provisions of the ASSIST Security Plan with regard to ASSIST and SLDS data. A copy of the ASSIST Security Plan is attached as Exhibit C. This plan may be amended from time to time, and ASU will provide notice to ADE of any amendments.
4. ASU agrees to limit access to the student records provided by ADE to community college, university and ABOR employees directly involved in the ASSIST or SLDS projects. Other employees responsible for administering the computing/network infrastructure also may access the information periodically in performing their duties, and will be subject to confidentiality requirements.
5. Personally identifiable non-directory information provided by ADE to ASU under this Agreement will be used by ASU/ASSIST for purposes related to the Arizona SLDS as described in Exhibit A.
6. Any personally identifiable non-directory information provided to ASU by ADE will be deleted or destroyed by ASU within 6 months if it is determined that it is no longer needed for the purposes of the SLDS.
7. Either party may terminate its participation in this Agreement upon 30 days notice to the other party.
8. Notice is provided of A.R.S. §§ 12-133, 12-1518 and 38-511.

ARIZONA DEPARTMENT OF EDUCATION

**ARIZONA BOARD OF REGENTS FOR
ARIZONA STATE UNIVERSITY**


Name: J. Elliott Hibbs
Title: Chief of Operations
Date: 9/16/11

Name: _____
Title: _____
Date: _____

Request Approval Security Services Contract

Recommendation:

Staff recommends approval to continue contracting with Corder Community Services for security services at a total annual cost not to exceed of \$75,000.

Summary:

In the past, NPC has not provided security. The college has evening monitors at each campus location. However, campus monitors do not provide security assistance, though they may be called on to escort individuals to their vehicles if called on to do so.

Corder Community Services began providing a security presence on NPC campuses and, beginning with White Mountain Campus on Monday, October 24 and extending to the Silver Creek Campus on October 31 and Painted Desert Campus on November 7. As Corder is able to locate appropriate staff, the services will be extended to Little Colorado Campus. In general, there will be a security presence from 5:30-10:30 pm, Monday through Thursday, when classes are in session. The one exception is at the Silver Creek Campus where additional security will be provided with scheduled events at the Performing Arts Center on that campus.

In addition, Corder Security will do late night surveillance at the White Mountain Campus.

The cost of providing a security presence through Corder is less than \$2,000/month at each location. This contract with Corder Community Services is based on usage of guards at an hourly rate. Staff recommends this continuing investment in student, employee and community safety. The late night surveillance at the WMC will cost approximately \$600/month. Either portion of the contract can be cancelled at any time.



**Study Session
Agenda Item #7.E.
December 13, 2011
Action**

Request to Approve 2012-13 Budget Development Calendar

Recommendation: Staff recommends approval of the 2012-13 Budget Development Calendar.

Summary:

Staff will provide an overview of proposed budget development for 2012-2013. The attached calendar will be discussed, along with revenue and expenditure trends. Staff will seek Board input and guidance in order to develop a set of budget assumptions or guidelines for Board approval in January.



Northland Pioneer College

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BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2012 – 2013

ACTIVITY	RESOURCE	DUE BY
1. Receive budget calendar	DGB	13 December
2. Receive budget assumptions and overview	DGB	17 January
3. Prepare revenue estimates	Hatch/Ellison	1 February
4. Departmental budget material distributed	Ellison	1 February
5. Receive tuition and fee schedules	DGB	21 February
6. Departmental budgets received	Executive Team	21 February
7. Executive review of budget	Executive Team	29 February
8. Tuition and fee schedules approved	DGB	20 March
9. Receive preliminary budget analysis	DGB	20 March
10. Receive wage and salary recommendation	DGB	20 March
11. Budget hearings	Budget Managers	26 March
12. Receive complete budget analysis	DGB	17 April
13. Approve budget publication	DGB	17 April
14. Approve salary schedules	DGB	17 April
15. Tentative budget adopted	DGB	17 April
16. Notice of budget public hearing/TNT hearing first published	Hatch/Ellison	27 April
17. Notice of TNT hearing second publication	Hatch/Ellison	4 May
18. Notice of budget public hearing/TNT hearing final publication	Hatch/Ellison	9 May
19. Public hearing conducted for taxpayers	DGB	16 May
20. Final budget adopted	DGB	16 May
21. Notify PTOC of the amount of the primary property tax levied	Hatch/Ellison	17 May
22. Submit Tax levy to Navajo County	Hatch/Ellison	17 May

Study Session
Agenda Item #7. F.
December 13, 2011
Action

Request to Approve 2012-2013 Academic Calendar

Recommendation:

Staff recommends approval of the draft 2012-2013 academic calendar. The calendar conforms to traditional NPC semester lengths and start/end dates. The draft calendar has been reviewed and approved by Instructional Council and the Dean of Students.



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20 First Day
Back for faculty
22 Cuts
24 Convocation
27 First Day
of Class
31 Prorates

AUGUST 2012							
	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	22	23	24	25
1	26	27	28	29	30	31	

OCTOBER 2012							
	S	M	T	W	Th	F	S
6		1	2	3	4	5	6
7	7	8	9	10	11	12	13
8	14	15	16	17	18	19	20
9	21	22	23	24	25	26	27
10	28	29	30	31			

17 Last day of
class
21 Grades Due
24-26, 1-2
Winter Break

DECEMBER 2012							
W	S	M	T	W	Th	F	S
							1
15	2	3	4	5	6	7	8
16	9	10	11	12	13	14	15
17	16	17 last class day		18	19	20	21
	23	24	25	26	27	28	29
	30	31					

18 Presidents
Day

FEBRUARY 2013							
W	S	M	T	W	Th	F	S
3						1	2
4	3	4	5	6	7	8	9
5	10	11	12	13	14	15	16
6	17	18	19	20	21	22	23
7	24	25	26	27	28		

APRIL 2013							
W	S	M	T	W	Th	F	S
11		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				

JUNE 2013							
	S	M	T	W	Th	F	S
							1
2	2	3	4	5	6	7	8
3	9	10	11	12	13	14	15
4	16	17	18	19	20	21	22
5	23	24	25	26	27	28	29
	30						

DRAFT

SEPTEMBER 2012

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

3 Labor Day

NOVEMBER 2012

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

11 Veterans Day (college
closed on the 12th)
22-23 Thanksgiving Break

JANUARY 2013

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

7 Faculty Return
11 Spring Convocation
14 First Day of Class
21 M.L. King Jr. Day

MARCH 2013

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

25-29 Spring Break

MAY 2013

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
1	26	27	28	29	30	31	

17 Last Day of Class
18 Commencement
20 Grades Due
27 Memorial Day
28 First Day of Summer

JULY 2013

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

4 Independence Day
AUGUST 1 – last day of 10 week
summer session

DRAFT

Fall Semester Enrollment Change, 2010-2011

	TOTAL FTSE		NAVIT FTSE		DUAL FTSE		REGULAR FTSE	
	2010	2011	2010	2011	2010	2011	2010	2011
Little Colorado	175	176	33	23	15	15	127	138
Painted Desert	200	182	37	35	41	50	122	97
Silver Creek	208	184	34	23	43	48	131	113
White Mountain	667	638	120	119	123	146	422	373
Subtotal	1250	1180	224	200	222	259	802	721
ALU	1	2	0.0	0.0	0.0	0.0	1	2
CDA	38	50	0.0	0.0	0.0	0.0	38	50
DOC	43	53	0.0	0.0	0.0	0.0	43	53
Hopi	40	49	0.0	0.0	4	1	36	47
Internet	166	175	0.3	1	0.0	0.0	167	174
Kayenta	29	27	0.0	0.0	0.0	0.0	29	27
Springerville-Eagar	72	85	19	10	12	27	41	47
St Johns	79	73	38	44	9	6	32	22
Whiteriver	105	81	0.0	0.0	9	6	96	75
Apache Co Misc	20	14	0.0	0.0	14	13	6	14
Navajo Co Misc	9	7	0.0	0.0	0.0	0.0	9	7
Subtotal	602	627	57	54	48	52	498	519
TOTAL	1852	1807	282	254	270	313	1300	1240

Regular Enrollment percentage change, Fall 2009-2010: -4.7%
 Total Enrollment percentage change, Fall 2009-Fall 2010: -2.4%

HEADCOUNT

2010 – 3951
 2011 – 3917

Headcount Enrollment percentage change, Fall 2010 – Fall 2011: -0.7%

Jonathan Nez NPC Alumnus Recipient

Today, Northland Pioneer College District Governing Board members are being asked to honor Navajo County District 1 Supervisor, Jonathan Nez as the NPC Outstanding Alumnus for Fall 2011.

NPC Kayenta Center adviser, Myrtle Dayzie-Grey, has nominated Supervisor Nez for this award citing his leadership for his people in both Navajo County and the Navajo Nation.

Jonathan Michael Nez is Navajo. He is of the 'Ashííhí (Salt) Clan, born for the Ta'neezahnii (Tangle/Badlands) Clan. His maternal grandfather's clan is the Tódíchii'nii (Bitter Water); the Táchii'nii (Red Running into the Water) is the clan of his paternal grandfather. Born in Tuba City and raised in Shonto and Kayenta, Nez was a 1993 graduate of Monument Valley High School. He now lives in Shonto in the upper northwestern section of Navajo County.

Education figures prominently in the Nez family. He met his wife Phefelia Herbert at NAU where she was earning a Bachelor of Science degree; she is now pursuing her master's degree in public administration. They are the parents of a new learner, a 3-year-old son, as well as two teens, a 17-year-old daughter and a 14-year old son; both are students at Monument Valley High School.

In addition to his current position as a Navajo County supervisor, Nez is a delegate to the Navajo Nation Council, the governing body of the vast Navajo Nation. He represents an area encompassing the Shonto, Inscription House, Navajo Mountain and Oljato chapters (two in Arizona and two in Utah). He also manages to find time to sit on a number of boards and

commissions. In the words of his nominator, Nez is “a true civil servant for his people and members of Navajo County outside the Navajo Nation.”

She recalls him coming to her office in the fall of 2001 seeking to complete an Associate of Arts degree in political science. He had taken classes from NPC in 1993-94 and 1996 as well as earning credits from Diné College, NAU and Pima Community College and needed five more courses to fulfill his degree requirements. He completed those in just one semester, even earning membership in the international two-year college honorary society, Phi Theta Kappa (PTK). He graduated from NPC with “High Distinction” in December 2001, and immediately went on to earn his Bachelor of Arts (B.A.) in political science at NAU the following year.

Shortly thereafter, Nez began his political career by first being active in local tribal government. He says he was inspired to his calling by the stories he heard as a child about his grandfather, H.T. Donald, who was a Navajo Nation Council delegate from Shonto. “My grandfather was known for his generosity and compassion... I grew up with stories and people sharing with me how he helped the people. I felt I wanted to help out my community and with guidance from my grandma started from the bottom.”

Nez often mentions in his public speeches that he is a graduate of Northland Pioneer College saying, “If I can do it, anyone can do it.” But more than that, he is a man motivated by a desire to finish what he starts and that has included getting an education and now means devoting himself to the service to the Navajo people.

To note his award as an NPC outstanding alumnus, Supervisor Nez receives a commemorative plaque and several token gifts from the college.



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

July 1, 2011 to October 31, 2011

Budget Period Expired

33%

Tax Supported Funds

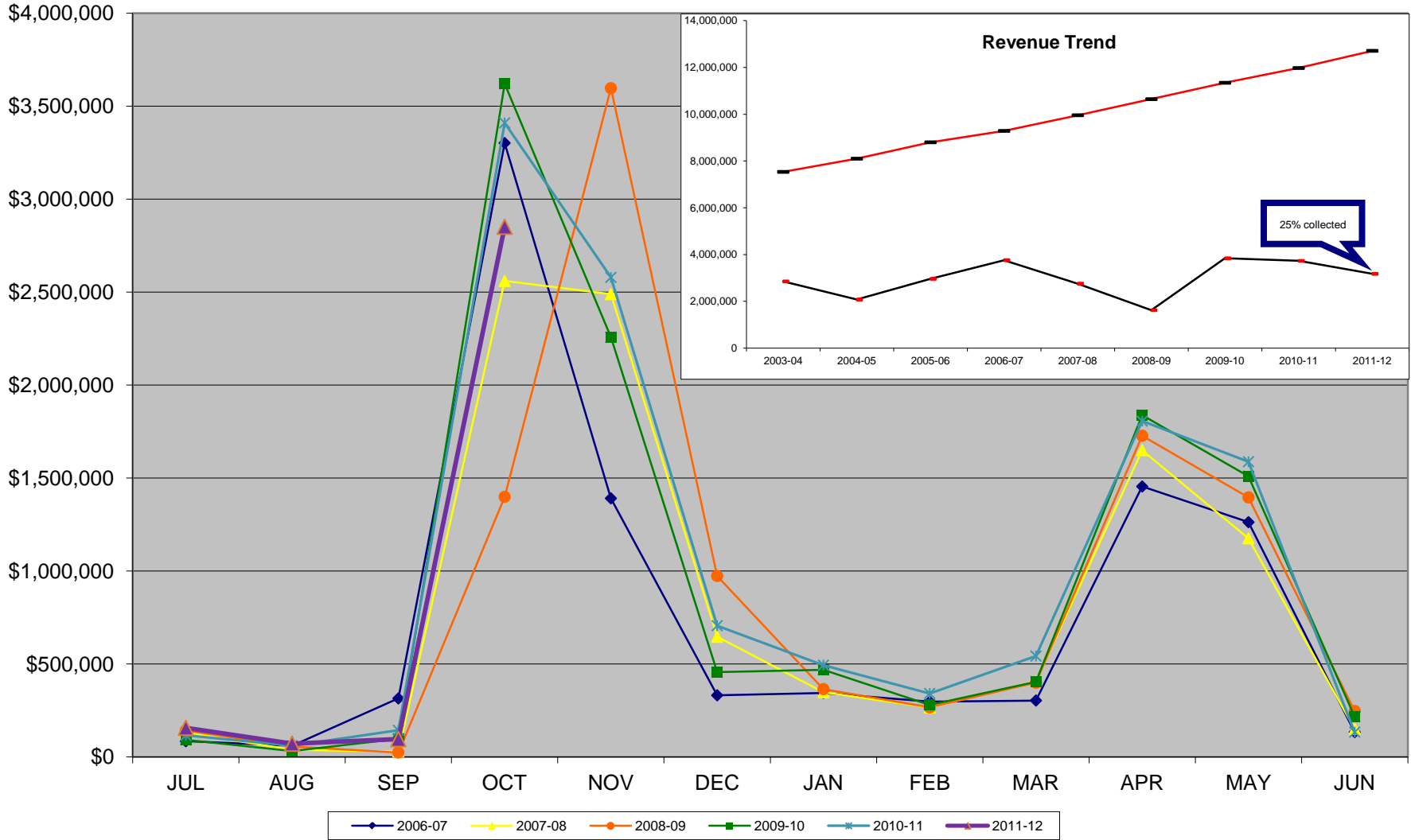
	General Unrestricted				Unrestricted Plant				
	Budget	Current Month Actual	Y-T-D Actual	%	Budget	Current Month Actual	Y-T-D Actual	%	
REVENUES									
Primary Tax Levy	12,710,760	2,852,076	3,177,828	25%					
State Aid:									
Maintenance and Operations	1,720,000	432,525	865,050	50%					
Capital					0	0	0		
Equalization	6,452,000	1,612,925	3,225,850	50%					
Out of County Reimbursement	600,000								
Tuition and Fees	4,200,000	32,296	1,486,688	35%					
Investment earnings	125,000	10,139	38,875	31%					
Grants and Contracts	750,000	337,768	881,939	118%					
Other Miscellaneous	100,000	12,428	66,616	67%					
Transfers:	(4,550,000)	(333,476)	(1,410,153)	31%	3,800,000	316,667	1,266,667	33%	
TOTAL REVENUES	\$22,107,760	\$4,956,681	\$8,332,693	38%	\$3,800,000	\$316,667	\$1,266,667	33%	
EXPENDITURES									
Salaries and Wages	14,985,000	1,236,391	4,175,320	28%					
Operating Expenditures	5,020,000	357,898	1,585,304	32%					
Capital Expenditures	165,000	41,747	76,218	46%	4,400,000	475,387	1,227,044	28%	
TOTAL EXPENDITURES	\$20,170,000	\$1,636,036	\$5,836,842	29%	\$4,400,000	\$475,387	\$1,227,044	28%	

Restricted, Auxilary and Agency Funds

	Restricted				Auxiliary				Agency			
	Budget	Current Month Actual	Y-T-D Actual	%	Budget	Current Month Actual	Y-T-D Actual	%	Budget	Current Month Actual	Y-T-D Actual	%
REVENUES												
Grants and Contracts	4,800,000	590,311	1,982,339	41%								
Sales and Services												
Bookstore					150,000	2,126	46,455	31%				
Other					225,000	10,572	65,192	29%	0	457	2,451	
Investment Earnings												
Donations												
Board Designated Donation												
Transfers:	600,000	0	108,860	18%	150,000	16,809	34,626	23%				
TOTAL REVENUES	\$5,400,000	\$590,311	\$2,091,199	39%	\$525,000	\$29,507	\$146,273	28%	\$0	\$457	\$2,451	
EXPENDITURES												
Salaries and Wages	899,442	69,076	234,978	26%	377,340	19,286	70,281	19%				
Operating Expenditures	4,050,558	284,935	1,824,376	45%	192,660	10,221	75,992	39%	0	84	1,030	
Capital Expenditures	450,000	22,498	31,845	7%								
TOTAL EXPENDITURES	\$5,400,000	\$376,509	\$2,091,199	39%	\$570,000	\$29,507	\$146,273	26%	\$0	\$84	\$1,030	

Cash flows from all activities (YTD)	11,839,283
Cash used for all activities (YTD)	9,302,388
Net Cash for all activities (YTD)	\$ 2,536,895

Monthly Primary Property Tax Receipts



District Governing Board Human Resources Update

Positions Filled

1. Systems Analyst Programmer – Akpabio Akpabio starts January 2, 2012. B.B.A. from University of Maryland and a Master's degree in Computer Science from Clark Atlanta University.
2. Faculty in Fire Science/Program Coordinator – Stuart Bishop – started December 12, 2011. Has A.A.S. degree from NPC in Fire Science, an A.A. degree from Mesa Community College in Administration of Justice and a B.A. degree from NAU in Management.

Positions Open

1. Apache County Coordinator – Closed 9-16-11; 22 Applicants
2. Faculty in Biology – Closed 10-24-11; 23 Applicants
3. Faculty in ECD and Elementary Education – Closed 12-1-11; 20 Applicants
4. Faculty/Department Chair in Construction Technology – Closed 11-15-11; 15 Applicants
5. Faculty in Nursing – closes 1-13-12

Employee of the Month

October – Mary Lou Schroeder, Academic Adviser - WMC

November – Melissa Webb, Center Manager –Springerville/Eager & ECD Adjunct Faculty

December – Derrick Sample, Financial Aid Specialist - PDC



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