

Northland Pioneer College
Strategic Planning and Accreditation Steering Committee (SPASC)
January 20, 2012

Members in attendance: John Bremer, Brian Burson, Paul Clark, Jeannie McCabe, Debra Myers, Ryan Rademacher, Mark Vest

Advisory members in attendance: Trudy Bender, Eric Bishop, Maderia Ellison, Eric Henderson, Ann Hess, Cindy Hildebrand, Jeanne Swarthout

Guests: Colleen Readell (recorder), Leslie Wasson

- I. Jeanne asked if it would be helpful if she gave a summary of what was heard at the State Capital over the last few days – it will relate to what we do here.
 - a. Performance Based Funding – It’s clear that both the Governor’s office and the legislature are determined to move both the community colleges and universities to some form of performance based funding. We’ll probably have a year to work with both the legislature and the governor’s office on this to try and steer the conversation rather than to be steered. Performance based funding will be a huge issue.
 - b. Tom Forese, Chair of the AZ House of Representatives Higher Education, Innovation and Reform Committee is determined on producing a Community College Report Card so that the legislature and the public can “understand community colleges.” We need to steer that conversation. What do they mean by a report card? What metrics are part of that report card? Are they looking at numbers or letter grades (A, B, C, D or F’s)?
 - i. Those were two things that were constant themes at the Capital. The other is a stark determination to somehow rephrase or redo funding formulas for the community colleges. The governor’s office has a concern with equalization. Jeanne doesn’t think that they don’t recognize that equalization functions for rural schools but it is a formula that doesn’t work equitably for the equalization schools and really trying to find something that helps the rural schools with their property value issues but that is fair and equal amongst equalization schools and that the legislature can understand. We are going to deal with that over the coming year.
 - c. Jeanne also came back with documents from Maricopa. Maricopa has hired Pete Kushibab, a former attorney for Maricopa and has been hired back as a Governmental Affairs expert. He is going through all the higher ed. regulation changes like authorization and gainful employment and highlighting key issues and the key actions and the keys that Maricopa is using and making it available to all of us by paper. From here on, there will be email copies coming. Maricopa is doing a lot of the work for us.
 - d. Paul asked if they touched on the NAVIT bill.

between the college and the NPC Foundation is going to be. That is only a piece of it, the large piece is what we are going to do about grants administration, grant seeking and coordinating grant activities with the Strategic Plan.

2. Priority 2 – Improving Financial Planning & Reporting
 - a. 5.2.1 Develop core financial management reports using Argos software
 - i. We had hoped to have Argos up and running by December 2011. Target date has to be moved out. We have to rely on IS to help develop those data blocks. We have purchased the software and done some of the training for the users. But we're looking at mid-year to the latter half of the year.
 1. Eric – one of the significant reasons for the delay is we didn't anticipate the significant retirement in IS which is losing Larry Romo when we created the plan. Eric will be presenting something at the budget meeting which will try and get them the support they need in IS to support the revisions we have at the college and make better use of our investments, not only Jenzabar but the Argos System as well.
3. 5.2.2 – Modify Jenzabar accounting structure
 - a. In process working on since August 2011.
 - b. Consultants started arriving in August and will continue their visits until April 2012.
 - c. Biggest success is the early recommendations from Jenzabar to redo our entire general ledger system for Jenzabar to be able to work correctly. Very early on we were able to reduce hours significantly and we're hoping to use those hours in the Business Office.
 - d. We have weeded out customizations on Jenzabar. The ultimate solution will be when Argos is on board.
 - e. Improvements in student billing and accounts receivables. We are now in alignment between the Business Office and Financial Aid so that we don't see the unusual items in student accounts. We have identified all problems between subsidiary and general ledger items that have been there since 2004-2005. We have done some work with student account types and the drop lists so that when students come to the campuses and centers to

register the fields have to be properly populated with residency information to assess the correct tuition and fees. Fields were previously being entered incorrectly or left blank which led to students being erroneously billed. Now, they cannot leave a field blank and they only have the correct options to choose from. This will ensure accurate records.

- f. We had some issues with billing statements which were not properly calculating. We are also making great strides with third party billing. But this is a customization for NPC and we're hoping that the next generation of Jenzabar will fix that. We have a number of organizations who send their students to NPC and we have to do a lot of manual adjustments to billing to make this happen correctly.
 - g. We've made some fixes in accounts payable. One of the drawbacks in the Jenzabar system is that we use the same set of ID's for vendors, employees, and students and therefore when the Business Office makes adjustments to its vendors we have to work through Registration to make this happen.
 - h. Online requisition system in place by late this fall or early next year. This has been a goal for the Business Office for a few years.
 - i. 1098 information now available to students on Jenzabar (MyNPC). That went live this week and it is something that John Bremer and his staff in the Business Office send out 1098-T along with the W-2 and 1099 by January of each year. Shows the student's how much they have paid for tuition and how much might be covered from outside sources. But anything above outside resources is something they can take to their tax preparer and see if they qualify for any additional deductions. This is something that longer term we may be able to do entirely electronically. Students can also see their prior years' information as well.
4. 5.2.3 – Develop annual multi-year capital budget plans
- a. Shared the budget development calendar in December with board and it went through a couple minor revisions in January.
 - b. Distributed to all users about when their operating budgets are due.
 - i. Requested capital submissions for a three year budget cycle.

1. We have made revisions to the Jenzabar system to allow us to capture data for three years which previously it was not able to do.
 - ii. Working with David Huish to get a three year revolving maintenance plan in place.
 - iii. Need to make some internal control improvements around capital assets. This was a finding in our financial audit this year.
 1. We are required to do a physical count of all of our assets every three years (two years for the grant assets). We do not have dedicated resources for that at this time and are working to evaluate how best to do this by June and will likely have to do this in phases.
 - a. We will need human resources (labor) to assist with this task this year.
 - b. We are looking at a product called RFID (radio frequency ID tags) which will meet the accounting needs but may also meet the needs in the IS department and perhaps in the library and the grants. We're hoping to have a proposal soon and would like to get it into the budget process for this year.
5. 5.2.4 – Continue to link program review and assessment to budget development
 - a. The deans and faculty will have a big impact here.
 - i. If there are items needed for programs they need to be captured into fiscal year budget.
 - ii. Things that need to be considered in the budget requests are:
 1. What are real needs?
 2. Do they maintain or improve service?
 3. What is the benefit for these increases that you are asking for? It's not meant to say, don't ask for anything. But make sure we have done some analysis to determine what is really needed.
 4. Continue to utilize the Instructional Council Business Plan for New Programs.

- ii. Priority 3 – Improve accountability and transparency
 - 1. 5.3.1 – Continue to define and document policies and procedures for a comprehensive system of internal controls
 - a. We did some work with IS to be sure we were PCI compliant
 - i. PCI compliance is Personal Computer Information Systems.
 - 1. Helps us make sure that the credit cards we receive are properly secured.
 - 2. On terminals where we take credit card payments we still use analog systems instead of the VoIP that we use for our phones for compliance and security with Visa and MasterCard. We have signed off on that as of October 2011.
 - ii. We need to start working on something called Red Flag Rules which also goes to identity theft. We have not made any progress yet. Target date may get moved out but we hope to get started this spring.
 - iii. The state transparency requirements that were signed into law in 2010 is something still out there. We're hoping to piggyback off the Department of Administration's requirements. The bill says that we have to have a searchable website to access financial information. Transactions of \$5000 or more and provide three years' worth of data and update this quarterly – deadline is January 2013.
 - 1. We are also pursuing a Comprehensive Annual Financial Report (CAFR). Once you compile the data you contact the Government Accounting Officers' Association to get a designation that says your financials are in good shape.
 - a. We hope to start doing this year in hopes that some of the transparency requirements will be satisfied with this document.
 - b. 5.3.2 – Continue annual outreach programs to identify community desires
 - i. Community outreach programs are in progress
 - 1. Going on since October and will continue until March.

1. Eric asked if there were any other thoughts on the accreditation process and what we want to cover in the spring.
 - a. Jeanne thinks we have enough right now. By February we'll have the HLC criteria.

V. Other

- a. Is there anything else that anyone wants to share with the group?
 - i. Leslie Wasson – Informational updates
 1. Core submission from Jake's department to National Student Clearinghouse was approved.
 - a. We can move forward with our relationship to get data in the near future on the students who didn't come here or transferred out to another school.
 2. Survey selection data team is meeting this morning.
 - ii. Eric – finally received instructions yesterday on how to submit Title III data – deadline tonight.
 - iii. Jeanne asked if anyone had questions for her.
 1. There were none.

VI. Adjourn

- a. Motion to adjourn by Ryan Rademacher; second by John Bremer
 - i. Unanimously approved