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 November 19, 2012 beginning at 10:00 a.m. The meeting 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 Lisa Jayne 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, Lisa Jayne, certify that this notice of public meeting, prepared pursuant
to A.R.S. § 38-431.02, was posted on or before the 16th day of November 2012, at 10:00 a.m.

_____
Lisa Jayne, 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. KRVZ 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

Governing Board Meeting Agenda

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

Date: November 19, 2012   **Time:** 10:00 a.m. (MST)

Item	Description	Resource
1.	**Call to Order and Pledge of Allegiance**...	**Chairman Jeffers**
2.	**Adoption of the Agenda** .... **(Action)**	**Chairman Jeffers**
3.	**Call for Public Comment**..	**Chairman Jeffers**

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.

4.	**Reports:**	
	A. **Financial Position**	**Vice President Hatch**
	B. **CASO**...	**Ina Sommers**
	C. **NPC Faculty Association**	**Kenny Keith**
	D. **NPC Student Government Association**	**Melissa Luatua**
	E. **NPC Foundation**..	**Lance Chugg**
5.	**Consent Agenda** .... **(Action)**	**Chairman Jeffers**
	October 16, 2012 General Meeting Minutes	
6.	**Old Business:**	
7.	**New Business:**	
	A. **Alumni Award**	**Vice President Hatch**
	B. **First Read Strategic Plan 2013-2016**...	**Director Bishop**
	C. **Review of FY 2013 Budget Process and Request to Accept Proposed Budget Calender** .... **(Action)**	**Vice President Hatch**
	D. **Request to Accept Proposed Formation of Arizona Community College Coordinating Council** .... **(Action)**	**President Swarthout**
	E. **IS/PAD Expenditure**... **(Action)**	**Director Bishop**
8.	**Standing Business:**	
	A. **Strategic Planning and Accreditation Steering Committee Report**....	**Director Bishop**
	B. **Human Resources Update**	**Vice President Hatch**
	C. **President's Report**...	**President Swarthout**
9.	**Board Report/Summary of Current Events**	**Board Members**
10.	**Announcement of Next Regular Meeting** ....**December 18, 2012**	**Chairman Jeffers**
11.	**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. 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).
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NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
Statement of Financial Position
For the period   July 1, 2012   to September 30, 2012   Budget Period Expired   25%

Tax Supported Funds

General Unrestricted			
	Current Month		
Budget	Actual	Y-T-D Actual	%

REVENUES

	Budget	Actual	Y-T-D Actual	%
Primary Tax Levy	13,167,562	110,025	233,331	2%
State Aid:				
Maintenance and Operations	1,689,700		422,425	25%
Capital				
Equalization	5,367,100		1,342,525	25%
Out of County Reimbursement	600,000			0%
Tuition and Fees	5,300,000	380,889	1,178,162	22%
Investment earnings	125,000	24,732	56,408	45%
Grants and Contracts	1,000,000		220,725	22%
Other Miscellaneous	200,000	24,911	38,882	19%
Transfers:	(11,750,000)	(948,111)	(2,800,544)	24%
TOTAL REVENUES	$15,699,362	($407,554)	$691,914	4%

EXPENDITURES

	Budget	Actual	Y-T-D Actual	%
Salaries and Wages	16,491,627	1,419,568	3,136,121	19%
Operating Expenditures	7,508,620	595,203	1,688,272	22%
Capital Expenditures	199,115	11,699	32,475	16%
TOTAL EXPENDITURES	$24,199,362	$2,026,470	$4,856,868	20%

Unrestricted Plant			
	Current Month		
Budget	Actual	Y-T-D Actual	%

REVENUES

	Budget	Actual	Y-T-D Actual	%
State Aid:				
Capital	0	0	0	
Other Miscellaneous				
Transfers:	11,000,000	916,667	2,750,000	25%
TOTAL REVENUES	$11,000,000	$916,667	$2,750,000	25%

EXPENDITURES

	Budget	Actual	Y-T-D Actual	%
Salaries and Wages				
Operating Expenditures				
Capital Expenditures	11,085,000	881,264	2,006,216	18%
TOTAL EXPENDITURES	$11,085,000	$881,264	$2,006,216	18%

Prepared 18 October 2012

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
Statement of Financial Position
For the period   July 1, 2012   to September 30, 2012   Budget Period Expired   25%

Restricted			
	Current Month		
Budget	Actual	Y-T-D Actual	%

REVENUES

Grants and Contracts	5,400,000	1,392,642	1,593,125	30%
Donations				
Transfers:	600,000	31,444	44,438	7%
TOTAL REVENUES	$6,000,000	$1,424,086	$1,637,563	27%

EXPENDITURES

Salaries and Wages	768,269	76,694	184,075	24%
Operating Expenditures	5,081,731	222,753	1,450,182	29%
Capital Expenditures	150,000	723	3,306	2%
TOTAL EXPENDITURES	$6,000,000	$300,170	$1,637,563	27%

Auxiliary			
	Current Month		
Budget	Actual	Y-T-D Actual	%

REVENUES

Sales and Services				
Bookstore	125,000	1,324	80,819	65%
Other	225,000	15,365	37,719	17%
Donations				
Transfers:	150,000		6,106	4%
TOTAL REVENUES	$500,000	$16,689	$124,644	25%

EXPENDITURES

Salaries and Wages	355,524	23,019	54,590	15%
Operating Expenditures	144,476	8,772	47,057	33%
Capital Expenditures				
TOTAL EXPENDITURES	$500,000	$31,791	$101,647	20%

Cash flows from all activities (YTD)	$5,204,121
Cash used for all activities (YTD)	$8,602,294
Net Cash for all activities (YTD)	**($3,398,173)**

Unrestricted Fund Balance available for operations: $8,585,000   YTD required $3,398,173   -40%

Prepared 18 October 2012

Monthly Primary Property Tax Receipts

Legend: 2007-08, 2008-09, 2009-10, 2010-11, 2011-12, 2012-13

Inset chart: Revenue Trend — 1.8% collected

Navajo County Community College District
Governing Board Meeting Minutes

October 16, 2012 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Bill Jeffers, Ms. Ginny Handorf, Mr. Daniel Peaches, Ms. Louella Nahsonhoya

Staff Present: President Jeanne Swarthout; Vice President Blaine Hatch; Information Services Director Eric Bishop; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Melissa Luatua, Wendy Shepard, LaRee Saline, Peggy Belknap, Stuart Bishop, Kenny Keith, Ann Hess, Everett Robinson, Linda Kor, Ken Wilk, Beaulah Bob-Pennypacker, Ina Sommers, Eric Henderson, Dave Roberts

Agenda Item 1: Call to Order and Pledge of Allegiance
Chairman Jeffers called the meeting to order at 10:00 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. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 3: Call for Public Comment
None.

Agenda Item 4: Reports

Financial Position – **Vice President Hatch**
Vice President Hatch presented the financial position report for the first two months of the fiscal year. The College currently is at 17% of budget period expired. Primary tax levy for the month of August was just over $30,000 which is somewhat lower than normal. The College is just under 1% collected, whereas 2% would be more typical for this point in the fiscal year. Vice President Hatch stated that he would anticipate seeing more taxes collected in November than in October.

Tuition and fees is at 15% collected which is typical. Investment earnings are ahead of expected at 25% collected. For the month of August revenues were less than what was taken in in-total after transfer from General Fund. The General Fund is at $1.1 million actual revenues year-to-date which is 7%, compared to expenditures through the first two months at 12%, about $2.8 million.

$8.6 million budgeted of unrestricted fund balance. At this point the College has utilized just under $1 million in the first two months of the year; about 11%. This is about $2 million in arrears in cash flow, and is to be expected at this time of year. The restricted fund has about $1.2 million of expenditures primarily related to Pell Grant awards. As the Pell Grants get reimbursed the fund will then balance out.

Unrestricted Plant Fund has $11 million budgeted to come from the General Fund this year. Expenditures in the first two months were just over $1.1 million, which is about 10%.

Revenues are slightly ahead of expenditures in the Auxiliary fund and this is related specifically to bookstore revenues that are coming into the fund.

Ms. Handorf asked Vice President Hatch if it was typical for Pell Grants to be advanced to the students by NPC and then reimbursed by the Pell Program at a later date. Vice President stated that was the case.

NPC CASO – **Ina Sommers**
Ina Sommers, President of CASO, stated CASO had decided to take over the Student Emergency Fund to try to revitalize the fund. CASO organized a silent auction which brought in just under $1,200 for the fund to help students who are at risk of dropping out. The Annual CASO Retreat will be on 30th of November at the restored Hubbell Building in Winslow. Also, CASO will be organizing a salary negotiation team that will be collaborating with the Faculty Association. CASO will be selling See's Candy as another fundraiser this year.

Faculty Association– **Kenny Kei**th
Kenny Keith, President of the Faculty Association, addressed the Board and stated the Faculty Association is pleased with the amount of money raised for United Way. Curtis Casey who teaches welding in Show Low received a large donation of steel. Ken Wilk, a new faculty member, was introduced to the Board. Ken Wilk introduced himself and stated he obtained his Bachelor's degree in Construction Management at Northern Arizona University, and then attended University of Nebraska Lincoln for his Masters of Engineering. Prior to NPC, he taught at University of Alaska Anchorage.

He acknowledged that the CTE Dean and Perkins Coordinator helped him get his OSHA 500 training which allows him to train CTE students in OSHA safety regulations. Presently, 145 welding students and cosmetology students have received the OSHA training; about 120 have received OSHA 10 hour cards. The Instructional Council has approved the construction program be presented to the Board as well as the business plan in the near future.

Ms. Handorf commented that she had read an article in the White Mountain Independent about the non-credit construction classes being offered by Mr. Wilk. She suggested that he might want to contact Home Depot and Lowe's about the classes he offers. Mr. Wilk stated that it was a good idea, and hopefully in 2013 there would be weekend workshops offered at the new Skills Center.

Northland Pioneer College

President Swarthout stated that Mr. Wilk also held construction workshops for kids this summer that were a huge success.

Institutional Effectiveness – **Dr. Leslie Wasson**
Dr. Wasson stated NPC has received new survey software and have been training people on its use. Some important surveys are in progress already, one is to identify what employment the Perkins Grant Workforce Development Students are finding after they leave the College, which is important to NPC's continued funding. Eventually, the College could connect with alumni with the survey tool to help build relationship with them which has not been possible in the past. The College has also received new data from the National Student Clearinghouse and so far it is providing information about student outcomes. Through this data it was discovered that when students go out of state they tend to stay in nearby states. 2.5% of students come back and re-register with NPC.

Institutional Effectiveness is getting ready to do another HLC conference. Also, the College will be doing a pilot test putting class evaluations online. A faculty committee will be tasked with looking at course effectiveness questions for the evaluation. Working on economic impact project, retention modeling, and also NPC will be a research site of a visit from researcher Dr. Amy Fann who will be speaking with NPC staff and tribal leaders researching how Native American students experience higher education and how they access transfer opportunities if they're interested in those.

NPC Student Government Association- **Melissa Luatua**
Ms. Luatua presented Wendy Shepard, President of SGA. Wendy Shepard stated the first SGA meeting was on Sept 21st; the next meeting is scheduled for October 19 at 1:30 in video 1, and she invited everyone to attend. SGA sponsored a bake sale and raised $88 that went to United Way. Eighty students have expressed interest in the Outdoor Club, and the first trip will be to Walnut Canyon and 15 members will be going. SGA has had 6 new members. The SGA Basketball Tournament is this weekend at Holbrook High School at 10:00 a.m. The Student Government in Winslow, at first of month, provided assistance for voter registration and helped 16 people register.

Chairman Jeffers asked how many teams there were for the Basketball Tournament. Ms. Luatua stated there was eight to ten.

NPC Foundation- **Lance Chugg**
President Swarthout stated there was no Foundation Report from Lance Chugg but wanted to remind everyone about the Annual Foundation Dinner on Thursday night, October 18, at the Heritage House in Snowflake. The featured speaker for the evening will be Board Member Handorf.

Agenda Item 5: Consent Agenda
      September 18, 2012 regular meeting minutes.

The minutes were removed from the consent agenda. Ms. Handorf proposed a change to the minutes in regards to removing the first sentence under Agenda Item 10: Board Report/Summary of Current Events. Ms. Handorf moved to approve the minutes as corrected. Ms. Nahsonhoya seconded the motion. ***The vote was unanimous in the affirmative.***

Agenda Item 6: Old Business
Apache County Analysis
Vice President Hatch stated the Apache Analysis Review is done every year, and is part of the IGA agreement NPC has with Apache County. It looks at expenses and revenues attributed to Apache County. The analysis and bill associated with it reflects that Navajo County taxpayers are not subsidizing in anyway the service NPC provides to Apache County.

Revenues; there is $486,000 from tuition, and approximately $127,000 in fees. State aid is $219,000 to Apache County, and as a result of the most recent IGA that was signed two years ago, NAVIT revenues have been added and is approximately $86,000 of NAVIT revenues. IGA amount for 2011/2012 was $530,000 and that has been received.

Chairman Jeffers asked that for the $530,000 for Apache County, how many students were served. Vice President Hatch stated that Apache County is approximately 12% of NPC student population.

Total revenues attributed to provision of services in Apache County for 2011/2012 is $1,447,454.30. On the expense side there are three basic categories of expenses; direct expenses at $964,000, indirect expenses at $598,000, and then designated expenses of $37,000 are attributable to audio and video classroom instruction. For the fiscal year expenses were just under $1.6 million that is in excess of revenues of $152,294, and so we will be invoicing Apache County the $152,294 for service provided.

Ms. Handorf asked if the amount we receive for enrollment was under State Aid? Vice President stated 12% of State Aid is attributed to Apache County. Vice President Hatch stated that equalization is not included in the calculation because equalization is not based on enrollment but based on the property tax valuation in Navajo County. Regardless of providing services in Apache County the College would receive the same amount of equalization and therefore is not included.

The College's goal is to try and determine as closely as we can in advance so that there isn't a lot of invoicing going back and forth and the IGA amount is relatively close. Two factors impacted the need to invoice Apache County over $150,000, first was the dramatic cut in State Aid, which was a 50% cut that was not anticipated.   Secondly, expenses did go up in Apache County primarily related to the additional provision of services.

Ms. Handorf asked if Apache County was aware there will be an invoice. Vice President Hatch stated Apache County is fully aware.

Ms. Nahsonhoya asked if Apache County facility was fully staffed. President Swarthout stated it was.

Agenda Item 7: New Business
7.A. Request to Accept Board Member Resignation
President Swarthout stated that on September 24, 2012 she received an email from Mr. Parsons requesting immediate resignation from District Governing Board.

Mr. Peaches moved to accept Board Member E.L. Dusty Parson's resignation to the District Governing Board. Ms. Nahsonhoya seconded the motion. ***The vote was unanimous in the affirmative.***

7.B. Request to Approve the NATIVE IGA
Vice President Hatch presented the IGA with NATIVE and while the IGA is an annual agreement the exhibit information is only valid through Fall Semester 2012, at which time there will be an amended exhibit addressing the Spring 2013 classes. The remainder of the IGA is the same as other dual enrollment agreements. Exhibit A is different than other IGAs, as tuition and fees will be paid for by NATIVE. The students are listed as ultimately being responsible, but NATIVE will be paying tuition and fees for their students. There is no other sharing of costs associated with this agreement. The College is also not sharing any College revenues with NATIVE. In Exhibit B, the list does not include a class originally approved by NATIVE. NATIVE has met again and deleted and made adjustments to Exhibit B by deleting the course in Sanders. The course in Red Valley has no enrollment so there will be no activity there. Staff recommends the Board approve the IGA with NATIVE as listed.

Ms. Nahsonhoya asked if the program was a certification program. President Swarthout stated the program is intended to lead to a CNA Certificate, but the College and NATIVE are still working on how the certificate will be completed.

Chairman Jeffers asked if the instructor, Kathy Reynolds, was an NPC instructor or NATIVE instructor.

President Swarthout stated she was a NATIVE instructor who has been approved by the Dean of Nursing as appropriately credentialed to be teaching this course.

Ms. Handorf moved to approve the NATIVE IGA. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

7.C. Request to Accept the Trade Adjustment Assistance Community College and Career Training (TAACCCT) – Arizona Sun Corridor Get Into Energy Consortium (ASC-GIEC) Grant
Vice President Hatch stated the staff recommends acceptance of the Trade Adjustment Assistance Community College and Career Training Grant. The College will be calling it the Get Into Energy Grant. It was awarded to the Arizona Sun Corridor Consortium and the

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members of that consortium are headed by the Estrella Mountain Community College, and include Estrella Mountain Community College, Chandler-Gilbert Community College, both of the Maricopa System, Pima Community College, Yavapai College, and Northland Pioneer College. The grant total award is for $13,477,799 over a 3-year-period beginning in the current fiscal year. The College's portion of the award totals $1,971,330 over that same three year period. Each member of the consortium will receive funds to specialize in the development and delivery of curriculum that's unique to the energy industry in our service area. The College will utilize a stacking competencies model to train potential energy employees from basic skills and foundational academic requirements all the way up through advanced technical skills. The College will hire grant funded faculty in power plant operations and in industrial technology, mechatronics, that is industrial technology operations, and then partner faculty with grant funded basic skills and career development faculty and staff to produce a cohort of work-ready program graduates. The program will implement and utilize the new Skills Center here at Painted Desert Campus in Holbrook. Staff recommends that the grant be accepted.

Ms. Handorf asked how the grant was discovered. President Swarthout stated that Estrella Mountain put a consortium together but then industry partners, APS and SRP, directed Estrella Mountain to NPC. President Swarthout stated that Dean Belknap and Kenny Keith were best equipped to answer questions as they did all the leg work on the grant.

Chairman Jeffers stated he originally thought it would be green energy but now sees it is for power plant personnel training; President Swarthout stated solar energy can be a component of the grant.

Dean Belknap stated it is also extends into manufacturing for mechatronics and robotics program, so the grant will provide a half a million in equipment for the new Skills Center.

Kenny Keith stated that the equipment will also be able to help build up the College's current operations and maintenance programs, providing a lot more hands on opportunities.

Ms. Nahsonhoya moved to accept the Trade Adjustment Assistance Community College and Career Training (TAACCCT) – Arizona Sun Corridor Get Into Energy Consortium (ASC-GIEC) Grant. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.D. *Request to Approve the NATC Master Facility Plan Fee Proposal*
Vice President Hatch stated that the DLR Group was used to complete a comprehensive master plan for all College facilities in Navajo County. At that time, NATC was not included in that plan. Since NATC is now under the direct control of the College, a facility master plan specifically targeting the NATC facility would be a good guide for the use of resources. DLR Group is familiar with the mission and goals of the College and has demonstrated an ability to develop a useful, comprehensive master plan. Staff recommends that DLR be awarded a fixed fee for the NATC Master Facility Plan for services, at a price not to exceed $42,070. The proposal from DLR is included in the packet.

Ms. Handorf asked where the funds would come from. Vice President Hatch said NPC holds in trust $500,000 from the legislature for the NATC facility and the intent was to use that funding.

Chairman Jeffers asked if the action taken by the NATC board previously, deeding the property to the Town of Taylor, was an issue with the College, as it would be spending money on a facility the College does not own.

Vice President Hatch stated he believed that there was no transfer of deed for the facility that it continues to be owned by the non-profit known as NATC and that with the changes in the NATC Board, the College has control and operation of that facility and spending the a portion of the $500,000 was appropriate.

Ms. Handorf asked if there was some response from the Auditor General's Office that acknowledged that the College is now in compliance in regards to control of NATC. Vice President Hatch stated that auditors would present that information in their report. Ms. Handorf asked if the College could follow up with the Auditor General's office asking them to acknowledge that NPC is now in compliance. Vice President Hatch said there could.

Ms. Handorf moved to approve the NATC Master Facility Plan Fee Proposal in the amount of $42,070, to be taken from legislative funds. Ms. Nahsonhoya seconded the motion. ***The vote passed with three affirmative and one dissenting vote.***

Agenda Item 8: Standing Business
8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report **– Director Eric Bishop**
Director Bishop stated SPASC has met twice and are working on revising the strategic plan by November 2 which will be first read to this Board on November 20 and will be brought back to December 18 for final approval by Board.

8.B. – Human Resources Update **– Vice President Hatch**
Vice President Hatch stated the Director of Human Resources position will be filled as soon as contract is received back from potential employee. The new director will begin on November 1 if all works out. Several positions are open until filled. Part-time faculty at DOC closed with just two applicants and faculty in biology and philosophy and academic advisor closed October 15.

Chairman Jeffers asked what advertising source tends to bring in the most applicants. Vice President Hatch stated that most response comes via internet however some of the staff positions that are hired locally come from newspaper advertisements.

8.C. - *President's Report* **– President Swarthout**
President Swarthout stated the groundbreaking for the PDC Skills Center will be on Friday at PDC at noon. The Chairman of the Board will lead the groundbreaking ceremony. Randy Hoskins, welding instructor, and Lisa Aragon from NAVIT, will both speak. Shovel crew will be all Board members who show up. Ms. Handorf asked if the reason the new Skills Center was

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located at PDC was due to land availability. President Swarthout stated that the initial reason was due to the welding program that is located on City of Holbrook land and needs to find a new home, but also because Holbrook is a regional hub that serves several programs such as the power plant program, the new mechatronics, and construction trade.

Chairman Jeffers stated he assumed that the potential for the expansion of the potash trade could also be a factor. President Swarthout stated that there is room in the Skills Center for that if it does turn into an industry for the area.

The Secretary of the Department of Labor was at Estrella Mountain College to do PR for the TAACCCT grant, President Swarthout and Dean Belknap were present and the event was well attended by the media.

President Swarthout announced that this was Board Member Louella Nahsonhoya's last meeting today and thanked her for her service. President Swarthout also stated that Mr. Jeffers' last meeting will be in December. Mr. Jeffers' years of service will be honored by an endowment scholarship established in his and his wife's name.

Ms. Handorf asked President Swarthout if the presidents had met yet. President Swarthout stated they would not meet until November 15.

Agenda Item 9: Board Report/Summary of Current Event
Chairman Jeffers stated the Legislative Joint DGB Summit on October 5 was well organized and thanked Coconino Community College for hosting the event. Ms. Handorf stated Chairman Jeffers did a fine job chairing the summit. Ms. Nahsonhoya thanked her fellow Board members for their support and expressed her commitment as an advocate to NPC. Chairman Jeffers thanked Ms. Nahsonhoya for her service.

Agenda Item 11: Announcement of Next Regular Meeting: Ms. Handorf expressed a conflict for the next scheduled November 20 DGB meeting, so the next regular District Governing Board Meeting will be moved to Monday, November 19, 2012, at 10:00 a.m..

Agenda Item 12: Adjournment
The meeting was adjourned at 11:31 a.m. upon a motion by Mr. Peaches, a second by Ms. Nahsonhoya, and a unanimous affirmative vote.

Respectfully submitted,

_____
Lisa Jayne
Recording Secretary to the Board

Northland Pioneer College

_____

Bill Jeffers
Chairman

_____

Ginny Handorf
Board Secretary

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Howard Carlson
Fall 2012 Alumnus Award Recipient

If you were to compile a list of major disasters, both human- and natural-caused, over the past four decades, Northland Pioneer College Fire Science graduate **Howard Carlson** can probably say he was there. No, not as the event happened, but in the aftermath – part of the national Incident Management Team charged with returning life to near normalcy.

For 33 days, he was part of the recovery team at the World Trade Center following the 9-11 attacks. In late September 2005, he was in the devastated Gulf Coast guiding recovery efforts after Hurricane Rita, the most intense tropical cyclone ever recorded in the Gulf of Mexico. In the spring of 2003, he was assigned to collect debris from the explosion of STS-107 – the space shuttle *Columbia* – in Texas, Louisiana and Arkansas.

Sometimes the "incidents" were closer to home. On June 11, 2010, a small plane, loaded with fuel and four passengers, crashed into the Round Valley High School just a few short blocks from the fire station he helped design and build with his volunteer crew of firefighters.

As a Fire Management Officer (FMO) with the U.S. Forest Service and member of the Arizona All-Risk Management Team, Carlson has battled major wildland fires throughout the United States and closer to home, including Rodeo-Chediski, Three-Forks, Nuttal Complex, Potato, Shultz, and, in June-July 2011, Wallow that lapped at homes on the outskirts of his adopted community of Eagar.

How this Winslow native began a 32-year career with the U.S. Forest Service and 40+ years in the fire service is "the rest of the story." After graduating from Winslow High, Carlson served a four-year enlistment in the Navy, with two of those years stationed in Japan. Upon discharge, he was offered a "temporary 30-day job planting trees for the Forest Service" that turned into a career. In 1978 while stationed at the Chevelon Ranger Station, approximately 42 miles south of Winslow, Carlson figured a few fire science classes would help him learn the best way to battle structure fires and with the paperwork.

"I'd get off work at 5, rush home where my wife Anna would have a sack meal ready

Northland Pioneer College

for me to eat while driving to class in Winslow. The class would go from 6 until 10, then another hour's drive back home. It made for some long days, but I got through it," noted Carlson. He even carried a full load for a couple of semesters. Advisers convinced him to seek an associate degree. "There was the required 'Career Awareness' course. I kept telling them I didn't need it – that I already knew I wanted to be a firefighter, but they made me take it anyway. The class proved I had chosen the right field," he chuckled. He finished his degree in 1981 and is believed to be the first NPC student to earn a Fire Science Associate of Applied Science (AAS) degree.

The NPC courses provided valuable management and report writing skills he still uses today. "I've never been good at English, but I still use the things from (Dr.) Gene Luke's Technical Report Writing class in writing grants and reports."

Shortly after completing his degree, Carlson transferred to the Springerville District as the Fire Management Officer. He volunteered with the Springerville Fire Department and was named the assistant chief in 1983. In 1985, he was asked to serve as the Eagar Fire Chief, going full-time shortly before his retirement from the USFS in 2001.

"The station was half of an old Quonset hut and we had a 1946 Sitgreaves engine (still used in parades) and a 1965 International engine. When the town sold the building out from around us, the Sitgreaves was stored in my carport and the other engine in the impound yard," he recalls. When he became chief, the department had 10 volunteers, who would also train at his home.

In 1986, the volunteers built the first portion of the current station, adding on training rooms and larger equipment bays in recent years. Carlson's was the first area department with fulltime crews, with paid firefighters also serving as the community's parks maintenance crew. There are also 25 volunteers on the department.

"It is a win-win for us since the firefighters built the adjacent Ramsey Memorial Park," which is loved by children of all ages. "We poured over 700 yards on concrete in the park," noted the chief. "The park also helps reinforce our fire prevention efforts in the schools."

He encourages his volunteers to complete the college's Firefighter I and II courses, although it is a mixed blessing. "I love to see them do better, but it also means they will probably leave the area for better paying firefighter positions."

With over 30 years of structural firefighting experience and 40+ in wildland fire suppression, Carlson tells those interested in a fire service career that it "requires dedication. You have to know the job well enough to be safe," he emphasized. "Training is most important to keeping yourself out of trouble. It is a lot of work, but it is also very rewarding."

Early next year, Carlson will be retiring as Chief of the Eagar Fire Department, closing another chapter in his 40+-year career in the fire service. He plans to return to his hometown of Winslow, to be closer to his two brothers and son, who is a Department of Public Safety officer in Flagstaff. A grown daughter lives in Colorado and works in the medical field. For now, he does not plan to give up the Incident Management job, although this past summer he turned down over 17 calls.

"It's time to relinquish the reins. It has been a rewarding 40+ years. I have no regrets," added Carlson.

"I've known Howard for over 20 years. He's the kind of guy who just wants to get the job done and done right the first time," wrote Mary Nuttall, who nominated Carlson for the NPC Alumnus Award. "It is not about the praise and recognition he receives, although he accepts humbly and it is well deserved. When he does accept recognition it is usually for the 'Team' and everyone who helped him," she continued. Nuttall has been with the Eagar Fire Department for 18 years, the last six as a paid firefighter/administrative assistant. "This is one of the best jobs I have or ever will have and that is because of the Boss – Howard Carlson."

Melissa Webb, manager of NPC's Springerville/Eagar Center who assisted with Carlson's nomination, said "Howard is an integral part of our community, always sharing any recognition with his firefighters and now's our chance to recognize the influence he has had on others, in part due to his degree from NPC."

As the Alumnus Award recipient, Carlson will receive mementos of the college, a tuition gift certificate and a plaque recognizing his selection.

— — — N P C — Expanding Minds • Transforming Lives — — —

Northland Pioneer College
Strategic Plan
(First Read)
2013-2016

Presidential Strategic Initiatives, January 2013

Northland Pioneer College's updated 2013-2016 Strategic Plan is thorough and well thought out. However, the president of the college has identified certain strategic initiatives that must move rapidly to the forefront of college planning, decision-making and implementation. Additionally, the recently unveiled requirement by the Higher Learning Commission for a new accreditation pathway demands immediate attention to these initiatives. The president is issuing the following strategic initiatives as a preface to the NPC Strategic Plan; these strategic initiatives must be the main focus of our work together for the next several years.

1. Complete preliminary design of Open Pathway electronic portfolio and begin using the portfolio by November 2013
2. Orient college-wide actions, planning and budgeting toward student success
3. Determine and implement initial performance metrics for student success
4. Continue rollout of web conferencing for course scheduling and delivery
5. Develop one significant new partnership to enhance opportunities for students and communities
6. Continue to dedicate available resources to support network and technology infrastructure, new accreditation model, assessment of student learning and facilities infrastructure

Pillar 1:	**Improve Student Learning and Success in all Instructional Areas**

Overall Responsibility: Vice President for Learning and Student Services

Priority 1:   **Improve Student Success**

Next Major Milestone: *May 30, 2013*

Responsibility: *All NPC*

Goals:

1.1.1 **Develop learning opportunities to assist with student success.**
Supports HLC core components 2D, 2E, 3A, 3C, 3D, 4A, 4C

- Research new program possibilities in each division to meet community and student needs.
- Assess the need for alternative curriculum, scheduling, and delivery systems in each division.
- Continue to expand internship opportunities.
- Improve pedagogical strategies and techniques to enhance student learning in all divisions.

1.1.2 **Provide a culture of continuous improvements in all courses/programs that reflects current technology and global knowledge.**
Supports HLC core components 2D, 2E, 3A, 3B, 3D, 3E, 4A, 4B, 4C

- Implement Information Literacy Competency Standards for Higher Education in all divisions.
- Review, expand and create programs and course offerings.
- Continue improvement of distance education delivery systems i.e. online offerings, hybrid courses, audio, video, and smart classrooms.

1.1.3 Evaluate, document, and improve learning and learning environments in all courses and programs.
Supports HLC core components 2D, 2E, 3B, 3D, 3E, 4A, 4B, 4C

- Develop a schedule in each division to audit and evaluate curriculum to assess current viability.
- Utilize student success data to schedule courses.
- Update curriculum programs and course offerings in response to community and workforce needs and student interests.
- Revise and improve program review processes in all divisional areas.
- Investigate and implement optimal class size according to discipline.
- Determine data needed and reporting system for e-Portfolio.
- Develop an approach for scheduling that allows an increase in student completion rates.

1.1.4 Create adequate support services to enhance student success.
Supports HLC core components 2D, 2E, 3C, 3D, 4C

- Strengthen the link of information sharing between advisors and instruction.
- Implement testing and instruction for basic computer literacy (such as ICT095).
- Expand and advertise study areas for students.
- Establish and implement a policy of student access to faculty.

<u>**Priority 2**</u>   **Arts and Science**

Next Major Milestone: May 30, 2013

Responsibility: Dean of Arts and Science

Goals:

1.2.1 Expand distance delivery of general education through audio, video, and smart classrooms.
Supports HLC core components 3A, 3C, 3D, 4C

- Survey student needs for expansion of general education course offerings on these media.
- Increase general education course offerings, each semester via these media.
- Increase the use of web-based supplementary materials in general education classes.

1.2.2 Research the feasibility of stand-alone class offerings in general education courses in English composition, mathematics, art/humanities, and social/behavioral science.
Supports HLC core components 3A, 3C, 3D, 4C

- Research the feasibility of hiring a full time faculty teaching in social work, social/behavioral sciences and art.
- Discuss with Apache County the possibility of hiring faculty members in math, biological and physical sciences and social/behavioral sciences.

1.2.3 Promote faculty development activities that contribute to student learning.
Supports HLC core components 2A, 2D, 2E, 3C, 3D, 4A

- Promote sabbatical opportunities within budget restraints.
- Promote conference participation within budget restraints.
- Encourage all faculty members to participate in in-house professional development workshops.
- Provide incentives for team teaching of select general education courses.

1.2.4   Integrate general education assessment of student knowledge into continued course level improvement.
Supports HLC core components 3C, 3D, 4A, 4B, 4C

- Integrate general education outcomes into ten selected courses that are core requirements of AAS degrees in five different AAS programs.
- Improve the rubrics and standards in general education outcomes.
- Develop means to assess information literacy and diversity in ten courses.
- Expand the critical thinking and quantitative assessment into ten new courses.
- Explore the possibilities of hiring a full-time assessment coordinator who reports to the Director of Institutional Effectiveness.

1.2.5   Promote increased student involvement in the fine and performing arts.
Supports HLC core components 3E, 2D

- Increase full tuition and fees support to students in music, theater, and studio art each semester.
- Expand offerings in music.
- Add new courses in the fine arts, both studio and non-studio.

Priority 3   **Career and Technical Education**

Next Major Milestone: *May 30, 2013*

Responsibility: *Dean of Career and Technical Education*

Goals:

1.3.1   Create new programs for Skills Center at PDC and NATC at SCC.
Supports HLC core components 2A, 2D, 2E, 3A, 3B, 3C, 3D, 3E, 4A, 4B, 4C

- Review requirements for the following new programs.
    - Mechatronics and Robotics
    - Construction Technology
    - Administrative Justice and Detention Academy.
- Evaluate the feasibility of developing new programs.
- Work with Advisory Boards to prioritize new course offerings.

1.3.2   Enhance and Improve Current CTE Curriculum.
Supports HLC core components 2A, 2D, 2E, 3A, 3B, 3C, 3D, 3E, 4A, 4B, 4C

- Combine AIS and BUS Departments by Fall 2013.
- Develop online WLD100 and WLD150 courses by Fall 2013.
- Develop a schedule for CTE course review by department.

1.3.3   Provide Professional Development for CTE Faculty and Staff.
Supports HLC core components 2A, 2D, 2E, 3C, 3D, 4A

- Provide Automotive with Atech training for the 2012-2013 academic year.
- Expand faculty participation in the state wide CTEAZ conference.
- Survey all CTE faculties pertaining to professional development needs.

Priority 4   **Developmental Education**

Next Major Milestone: *May 30, 2013*

Responsibility: *Director of Developmental Education*

Goals:

1.4.1   Increase focused content in multi-course setting.
Supports HLC core components 3C, 3D, 4A

- By May 30, 2013 75% of labs scheduled will be content specific.
- By May 30, 2013 80% of courses in lab setting will have technology component.

1.4.2   Pilot highest level developmental courses as standalone classes utilizing distance learning.
Supports HLC core components 3D, 4A, 4C

- By May 30, 2013 create a standalone English class (090) and offer it utilizing distance learning.
- Research the possibility for stand-alone classes for the higher level developmental courses.

1.4.3   Strengthen departmental assessment of student learning.
Supports HLC core components 3C, 3D, 4A, 4B, 4C

- Explore the feasibility of hiring a data analyst to support learning.
- By May 30, 2014 establish summative assessments for all courses.

Priority 5   **Nursing and Allied Health**

Next Major Milestone: *May 30, 2013*

Responsibility: *Dean of Nursing and Allied Health*

Goals:

1.5.1   Continue to evaluate and expand program offerings provided by the Allied Health Division.
Supports HLC core components 2A, 2D, 3A, 3B, 3C, 3D, 4B, 5A

- Review requirements for the following new programs.
  - Respiratory Therapy (RT)
  - Medical Laboratory Technologist (MLT)
  - Physical Therapy Assistant (PTA)
  - Occupational Therapy Assistant (OTA)
- Evaluate the feasibility of developing this new coursework.
- Work with constituents to prioritize new programming.

1.5.2   Continue to expand access to Nursing Assistant (NAT) and Nursing program offerings.
Supports HLC core components 2A, 2D, 3A, 3B, 3C, 3D, 4B, 5A

- Continuously evaluate demand for programming and develop processes to quickly respond to stakeholders needs.
- Complete NAT lab at SPE.
- Determine need for and access to Model Classrooms for nursing to assist students who live near SCC, PDC, and the Centers in accessing didactic nursing coursework.
- Work with partners in Chinle to expand nursing programming.
- Evaluate admission criteria for NAT and Nursing.

1.5.3 Provide expanded access to online and face-to-face course work in the Allied Health Division.
Supports HLC core components 2A, 2D, 3A, 3B, 3C, 3D

- Create and deliver core allied health course work online (Medical Terminology, Pharmacology, Health Law and Ethics, Nutrition, MDA).
- Provide resources for professional development for faculty who are learning to work in an online environment.
- Support current efforts to ensure students are prepared for online learning.
- Continuously work to identify and recruit talented Allied Health Adjunct faculty.

Pillar 2: Strengthen Institutional Planning and Accountability

Overall Responsibility: President

<u>Priority 1</u>: **Support Student Success**

Next Major Milestone: *Fall 2012 and ongoing*

Responsibility: *Vice President for Learning and Student Services, Director of Information Services, Director of Institutional Effectiveness, Director of Marketing and Public Relations, Academic Deans, Dean of Students and staff, Career Services Advisor, Priority 1 Team*

Goals:

2.1.1 Facilitate student enrollment in a variety of learning opportunities.
Supports HLC Core Components 1abcd, 2bc, 3b, 4ac, 5ac

- Conduct environmental scanning, including student, personal interest/lifelong learning for all age ranges, and employer markets (January 2014).
- Develop and implement a marketing and communication plan for current and potential programs (December 2012).
- Work with local public school districts to identify and educate students on college-ready skills and college options (ongoing).
- Educate eligible district residents of GED and high school graduation options; provide preparation courses and support for GED aspirants (ongoing)

2.1.2 Support enrolled students' educational goals.
Supports HLC Core Components 1abcd, 2abcde, 3abcde, 4abc, 5abcd

- Systematically assess academic student learning outcomes (Fall 2012 pilot of web-based student course evaluation tool.)
- Systematically plan and evaluate institutional effectiveness among student services departments (March 2013.)
- Initiate periodic review of academic programs for currency and market relevance.
- Engage in periodic environmental and peer comparisons to help stay current on best practices in higher education.
- Measure and track student intent across educational experience (October 2013, but dependent on Jenzabar implementation of intent tracking process.)
- Identify risk factors that lead to student failure to achieve goals/non-completion.
- Design and implement appropriate intervention strategies for at risk students.
- Establish college-wide committee to develop and initiate "active advising" model (December 2012.)

- Obtain and utilize feedback on college support systems through regular pre- and post-graduation student surveying (May 2013.)
- Improve data entry and storage practices in Jenzabar and ancillary systems.

2.1.3 Promote and measure student attainment of post-completion goals.
Supports HLC Core Components 1abd, 2b, 4abc, 5acd

- Develop alumni communication and tracking strategy (December 2012.)
- Develop and implement regular cycle of alumni and employer surveying (May 2013.)
- Develop plan for cultivating alumni loyalty, commitment, and identification with NPC (March 2013.)
- Initiate feasibility study for development of alumni mentoring program (May 2014.)

Pillar 3:   Strengthen Technology to Support Learning and Service

Overall Responsibility: Director of Information Services

Priority 1:   **Provide technology solutions to increase student success**

Next Major Milestone: *August 31, 2013*

Responsibility: *Director of Information Services, Priority 1 Team*

Goal:

3.1.1 Increase technology availability, access, and support that focuses on student needs.
Supports HLC Core Components 1a, 3d, 5abd

- Provide ubiquitous wireless data access at all instructional locations (January 2013.)
- Actively solicit input from students regarding their technology needs.
- Provide virtual desktop and software application access to students in a model that supports "any time, any place, and to any Internet connected device" (January 2013.)
- Develop a plan to assist students with procuring computer hardware to support their learning (January 2013.)
- Provide effective and prompt helpdesk support.
- Provide high availability and redundancy for critical technology systems.
- Provide fast and reliable network connectivity to each college location.
- Offer training on technology skills for students as part of student orientation (June 2013.)
- Expand support for assistive technologies for DRA students.
- Support online and distance education course development and usage.
- Ensure high availability of open computer lab resources and times.
- Provide effective technologies and processes to enhance communications.

Priority 2: **Develop and maintain a reliable, safe, progressive and efficient infrastructure to support the essential functions of the College**

Next Major Milestone: *August 31, 2013*

Responsibility: *Director of Information Services*

Goals:

3.2.1 Enhance technology resources and infrastructure to increase and improve support for college operations while reducing the college's impact on the environment.
Supports HLC Core Components 1a, 3d, 5abd

- Increase computer support positions to meet increased demands due to rapidly emerging technologies.
- Actively solicit input from college employees regarding their technology needs.
- Develop and implement a set of best practices for IT service management with a focus on change management processes (July 2013.)
- Implement security and recovery plans that include active secondary or parallel systems and backup at remote locations and between locations for critical services (January 2013.)
- Implement a comprehensive print management and PC reservation solution (December 2013.)
- Explore the implementation of single sign-on authentication for all College systems.
- Install wireless audio-amplification systems in PAC and symposiums.
- Implement an internal Network Operations Center (NOC) (March 2013.)
- Provide minimum 50 Mbps WAN connections between all instructional locations (July 2013.)
- Integrate document imaging and electronic form processing into primary business and enrollment processes (March 2013.)
- Maintain standardized technology infrastructure aligned with College and industry standards.
- Develop and implement regular replacement cycles for all equipment and software according to an approved maintenance plan (January 2013.)
- Ensure all computer and communications systems comply with federal and state laws, regulations and policies.
- Monitor and manage direct and indirect energy consumption of all IS Assets with real time reporting and annual reduction targets.
- Provide continuous, reliable and secure network data storage for all college employees.
- Strengthen and support existing network infrastructure through discovery, documentation, and remediation efforts.
- Expand the use of mobile devices by college employees.
- Develop a system to provide an integrated photo ID/data card to students and staff members that serve as an authentication method for various college systems and services (August 2013.)

Priority 3:   **Provide technological solutions to increase instructional effectiveness and administrative support**

Next Major Milestone: *August 31, 2013*

Responsibility: *Director of Information Services*

Goals:

3.3.1 Enhance technology resources and infrastructure to increase and improve support for classroom instruction, including all areas of distance learning.
Supports HLC Core Components 3d, 4c, 5ad

- Provide audio/video-capable portable computers with access to DRA resources for every student requesting access and migrate DRA software to domain profiles.
- Provide computer based testing as a library service (August 2013.)
- Implement centralized scheduling for computing labs to accommodate departments outside of AIS/BUS/CIS to use the labs and also allow for open lab time for all students (August 2013.)
- Support the updates and upgrades for the college's learning management systems.

3.3.2 Provide administrative and student services with increased efficiency, scope and reach through technology.
Supports HLC Core Components 3cd, 4c, 5ad

- Develop, implement, and monitor a five year plan to address issues related to college-wide efficiencies related to the current ERP/SIS (Jenzabar.)
- Enable 100% online registration and offer as a student enrollment option.
- Dedicate resources to increase the use of reporting tools.

3.3.3 Establish, develop and deliver training.
Supports HLC Core Components 3cd, 5ad

- Provide basic curricula for using all college-wide systems.
- Develop an efficient solution for 24/7/365 user self help for technology issues to include a knowledge base on common issues as well as screencasts that walk users through setup and usage of supported applications (January 2013.)
- Establish and maintain professional organization memberships, as budget allows.
- Provide continuous training for IS staff.

Pillar 4:   **Strengthen Human Resources and Employee Relations**

Overall Responsibility: Vice President for Administrative Services

Priority 1:   **Establish a role for Human Resources to provide direct support to student success in job search and employment skills**

Next Major Milestone: March 31, 2013

Responsibility: *Human Resources Director & staff, Employee Relations Committee, Priority 1 Team*

Goals:

4.2.1 Determine appropriate role of Human Resources direct interaction with students.
Supports HLC Core Components 1a, 2e, 3bc, 5d

- Develop a survey tool to determine needs and opportunities for information and training (January 2013.)
- Survey faculty, staff and students to determine next steps in fostering student success through direct interaction (March 2013.)

Priority 2:   **Establish stability, consistency and excellence of College staff and services through enhanced training**

Next Major Milestone: May 31, 2013

Responsibility: *Human Resources Director & staff, Employee Relations Committee, Priority 1 Team*

Goals:

4.2.1 Provide training appropriate for all employees.
Supports HLC Core Components 1a, 2e, 3bc, 5d

- Complete initial and implement ongoing annual customer service training for all classified and administrative support staff (May 2013.)
- Use existing surveys and evaluate need for additional student satisfaction surveys to identify employee training priorities (May 2013.)
- Continue to evaluate and revise the new employee orientation including a review of feedback forms from participants and supervisors (May 2013.)
- Use available online resources to deliver safety and emergency response training, determine effectiveness and investigate additional available resources (May 2013.)

4.2.2 Provide mandatory training regarding legal issues in the workplace.
Supports HLC Core Components 2ae, 3c

- Identify training topics regarding legal issues for managers and supervisors (February 2013.)
- Develop a master calendar to deliver ongoing mandatory training through a variety of modalities: streaming video, small group, convocation, etc. (May 2013.)
- Design a training completion tracking and accountability tool (May 2013.)

Priority 3:	Strengthen hiring, evaluation and compensation standards

Next Major Milestone: March 31, 2013

Responsibility: Executive Team, Director of Human Resources, Academic Deans

Goals:

4.3.1   Enhance hiring procedures to increase likelihood of employing qualified personnel.
Supports HLC Core Components 2e, 5a

- Evaluate current hiring processes and possibilities of integration with the Jenzabar system (March 2013.)

4.3.2   Evaluate and assess job performance procedures.
Supports Core Components 2e, 5ad

- Review and evaluate existing evaluation tools and procedures (March 2013.)
- Explore addition of 360-degree feedback reviews and use of employee surveys (March 2013.)
- Implement improved job assessment procedures and tools including training for supervisors (January 2014.)

4.3.3   Create and maintain an equitable and transparent compensation structure.
Supports Core Components 2e, 5a

- Evaluate current hiring placement procedures for all employee classifications and forward recommendations for changes (May 2013.)
- Evaluate recommendations and implement changes to the placement process (September 2013.)

4.3.4   Review adjunct faculty employment standards, hiring procedures and compensation.
Supports Core Components 2e, 5a

- Survey adjunct faculty to better understand concerns, areas of focus, and priorities. (May 2013.)
- Annually survey Deans for adjunct staffing needs and qualifications (May 2013.)
- Recommend changes to adjunct faculty hiring procedures and compensation (September 2013.)

Priority 4:	Foster an institutional environment that encourages teamwork, pride in job and institution, and professional growth and development

Next Major Milestone: September 30, 2013

Responsibility: Director of Human Resources & staff, Executive Team

Goals:

4.4.1   Improve communications college-wide.
Supports Core Components 2a, 3d, 5c

- Develop a plan to promote the regular use of the NPC website and MyNPC by all college employees (March 2013.)
- Schedule, publish a calendar and conduct regular college wide site visits by HR Director (March 2013.)
- Create an employee ID badge system, with possible link for timekeeping and payroll purposes (September 2013.)
- Establish written communication protocols (December 2013.)

4.4.2   Develop programs that recognize individual and group achievement.
Supports Core Components 3c, 5a

- Develop a written procedure for college service awards (December 2013.)
- Develop a written procedure for retirement recognition for faculty & staff (December 2013.)
- Review and revise Employee Recognition program - Employee of the Month - (December 2013.)
- Develop and implement a more comprehensive wellness program (December 2013.)

4.4.3   Promote professional development opportunities for staff and faculty.
Supports Core Components 3bc, 5a

- Survey all employee groups on professional development needs and ideas (October 2013.)
- Actively recruit in-house talent to present professional development workshops or convocation break-out meetings (March 2014.)
- Implement improved procedures for ongoing professional development committees (March 2014.)

4.4.4   Foster teamwork.
Supports Core Components 2b, 3b, 5d

- Research effective team-building activities with community service as a primary component (September 2013.)
- Promote interdisciplinary teaching and/or cross-training (September 2013.)
- Investigate the possibility of establishing a formal employee mentoring program to foster teamwork and assist with new employee training and success (September 2013.)

Pillar 5:   Strengthen Fiscal Resources to Support Critical Programs and Services

Overall Responsibility: President, Vice President of Administrative Services and Vice President for Learning & Student Services

__Priority 1__: **Support scholarship and fundraising opportunities for students**

Next Major Milestone: *June 2014*

Responsibility: *President, Vice President of Administrative Services, Vice President for Learning & Student Services*

Goal:

5.1.1.   Support 501c organization to raise student scholarships (target June 2014.)
Support HLC Core Components 3D1, 5A 5B, 5C, 5D

- Assist with finding new 501c Board members to increase tribal representation.
- Financial Aid to develop stronger relationships with 501c Board.
- Financial Aid to assist 501c in establishing new scholarship specific to student needs (childcare, transportation, books, etc.)
- Advertise available scholarship and encourage students to apply for scholarship, especially in northern part of District.

5.1.2. Encourage and support students with fund raising activities (target June 2013.)
Support HLC Core Components 3D1, 5A 5B, 5C, 5D

- Advise and consultant with students on fund raising opportunities.
- Provide marketing and administrative support.

Priority 2:   **Identify and develop a variety of grant and partnership opportunities**

Next Major Milestone: June 2014

Responsibility: President, Vice President of Administrative Services, Vice President for Learning & Student Services, Director of Financial Services, Director of Institutional Effectiveness, Director of Small Business Development, Dean of CTE

Goal:

5.2.1. Establish a grants management function for seeking grants.
Support HLC Core Components3D4, 5A 5B, 5C, 5D

- Hire a consultant or establish an internal team to develop a grants management function at NPC (target June 2014.)
- Develop procedures for managing grants (target June 2015):
  - Identify available grants.
  - Identify student needs (child care, transportation, disabilities, etc.)
  - Identify program and infrastructure needs.
  - Prioritize which grants to apply for.
  - Ensure matching components of grant are properly included in budget.
  - Establish annual target for grants.
  - Develop a depository of statistical information to support grant writers.

5.2.1.a. Strengthen the grant administration/accounting function for awarded grants.
Support HLC Core Components3D4, 5A 5B, 5C, 5D

- Establish a new position or elevate current clerk position in the Business Office to work solely on grant administration to better manage federal/state compliance requirements and audit issues (target July 2013.)
- Develop a grants administration manual (target December 2013.)
  - Outline duties required for department liaisons managing grant.
  - Outline duties required for Business Office in support of accounting requirements.
- Develop a Indirect Cost Rate for use in applying for grants (target June 2014.)

5.2.2. Partner with businesses to raise funds for programs.
Support HLC Core Components3D4, 5A 5B, 5C, 5D

- Establish ambassador teams to approach key businesses for funding opportunities (target June 2014.)
  - Small Business Development and Business & Industry Training to support community in business attraction and business expansion.
  - Small Business Development and Business & Industry Training to continue to establish training opportunities for current and future workforce.
  - Support apprenticeship and internship programs.

Pillar 6:   **Strengthen Facilities through Planning, Development and Renewal**

Overall Responsibility: President, Vice President for Administrative Services

Priority 1:   **Identify effective facility resources to improve student success; incorporate into future facility planning and development**

Next Major Milestone: *November 30, 2012*

Responsibility: *Vice President for Administrative Services, Director of Information Services, Director of Facilities, Dean of Students, Priority 1 Team*

Goals:

6.1.1 Implement facilities resources to improve student success
Supports HLC Core Components 1c, 2ae, 3cde, 4abc, 5cd

- Develop recommendations to specify facility resources that should be included in future planning and facility development (by December of Current year *ongoing*)
- Develop plans to implement approved recommendations (by January of current year *ongoing)*
- Develop a survey and assessment system with institutional effectiveness to analyze the effectiveness of facilities to improve student success. (March 2013)
- Develop and implement a tracking to verify role of facilities on student success (September of 2013*)*
- Begin implementation of approved plans and begin tracking (November 2013)

Priority 2:   **Evaluate facilities to maximize efficient usage while responding to current needs and considering future instructional needs**

Next Major Milestone: *September 30, 2012*

Responsibility: *Vice President of Administrative Services, Executive Team, Campus and Center Managers, Academic Deans*

Goals:

6.2.1 Improve availability and use of current facilities
Supports HLC Core Components 1a, 2b, 3de, 4a, 5acd

- Investigate the concept of bringing together individual/group study rooms with model classroom equipment and other existing technology/resources (March of 2013) some locations do not have all technology

6.2.2 Include safety features in current and new facilities
Supports HLC Core Components 1c, 2b, 5acd

- Complete a Student Safety and Learning Environment assessment and Survey (March 2013)
- Install interior windows on office and entry doors to provide view to internal corridors (Ongoing)
- Consider emergency response planning and management in development of new facilities (Ongoing)

6.2.3 Prioritize implementation of Master Facilities Plan to respond to current needs and provide for growth opportunities
Supports HLC Core Components 1cd, 2b, 3bcde, 5acd

- Explore partnership options for future facility development (ongoing)
-

6.2.4   Establish a preventative facility and equipment maintenance program
Supports HLC Core Components 1c, 2b, 5acd

- Incorporate costs for maintenance into budgets; cost will be based on preventative maintenance cycle for facilities (February 2013)
- Incorporate equipment maintenance program in budget (February 2013)
- Establish planned maintenance and replacement cycle for equipment (June 2013)

6.2.5   Evaluate and prioritize facility use for existing programs
Supports HLC Core Component 1cd, 2b, 3bcde, 5acd

- Evaluate facility needs of existing programs and departments (ongoing)
- Develop and implement retention or disposal plans for dormant program materials (ongoing)
- Evaluate and prioritize based on community, student and workforce needs, cost and trends (January 2013)

6.2.6   Identify specific facility needs for existing and future programs
Supports HLC Core Components 1cd, 2b, 3bcde, 5acd

- Develop a current use catalog and future program plans (before June of current academic year)
- Explore options for potential partnering of new program development (completed annually by January of academic year) (explore input from IC)

Priority 3:	**Disseminate and implement safety and emergency plan for natural disasters, manmade events, health threats, and hazmat events**
Next Major Milestone:	*September 2012*
Responsibility:	*Vice President for Administrative Services, Director of Human Resources, Director of Information Services, Director of Marketing and Public Relations*

Goals:

6.3.2   Implement training of safety and emergency plan
Supports HLC Core Components 1d, 2be, 5cd

- Begin implementation of ongoing crisis/safety training for all employees (ongoing)
- Develop and implement safety and emergency plan drills at least annually district-wide or at all individual locations (November 2012)

Priority 4:	**Evaluate and implement the Higher Education Presidents Climate Commitment**
Next Major Milestone:	*November 2012*
Responsibility:	*Vice President for Administrative Services, Dean of Career and Technical Education, College Council, Sustainability Committee*

Goals:

6.4.1   Identify opportunities to move the college toward climate leadership
Supports HLC Core Components 1cd, 2a, 5acd

- Reconstitute the climate leadership committee (January 2013)
- Climate leadership committee to identify and evaluate opportunities to implement assurances to and recommendations from the Higher Education Presidents Climate Commitment) (April 2013)

6.4.2 Implement recommendations associated with the Higher Education Presidents Climate Commitment
Supports HLC Core Components 1d, 2e, 5cd

- Continue to implement one recommendation annually to move toward climate leadership (September 2013)
- Identify and list ideas to allow climate leadership implementation to occur at individual/local level (January 2014)
- Determine plan and begin to document actions taken to move forward; communicate actions taken to College and communities (May 2013)
- Include climate leadership concepts in all planning processes and document justification for decisions to include or exclude (July 2013)
- Prioritize additional recommendations and develop a plan to increase and improve actions taken (July 2014)
- Identify partnerships and funding resources to implement expanded plans (January 2015)

6.4.3 Develop climate commitment curriculum
Supports HLC Core Components 1cd, 2abe, 3be, 4a, 5a

- Identify new classes and programs in which climate commitment is a key or core topic (March 2013)
- Create classes that are non-major specific in different majors, disciplines, and degree program areas to promote climate commitment activities (March 2014)
- Market climate commitment course offerings and programs to move toward an Associates of Arts in climate commitment (March 2015)
- Identify transferable sustainable curriculum (March 20 15)

Key to Abbreviations

AAS – Associate of Applied Science

AIS – Administrative Information Services

BUS – Business

CIS – Computer Information Systems

CTE – Career and Technical Education

CTEAZ – Career and Technical Education Arizona

DRA – Disability Resource and Access

ERP/SIS – Enterprise Resource Planning/Student Information System

HR – Human Resources

HLC – Higher Learning Commission

IS – Information Services (division)

IT – Information Technology

MDA – Medical Assistant

NAT – Nursing Assistant Training

NATC – Northeast Arizona Training Center

NOC – Network Operations Center

NPC – Northland Pioneer College

PAC – Performing Arts Center

PDC – Painted Desert Campus

SCC – Silver Creek Campus

WAN – Wide Area Network

WLD – Welding

WMC – White Mountain Campus

REQUEST TO APPROVE 2013-14 BUDGET DEVELOPMENT CALENDAR

Recommendation:
Staff recommends approval of the 2013-14 Budget Development Calendar.

Summary:
Staff will provide an overview of proposed budget development for 2013-2014. The attached calendar will be discussed, along with revenue and expenditure trends. Changes in the timing of strategic plan adoptions will assist in the continuing goal to improve linkages between the strategic plan and the budget.

Due to legislated changes in budget form requirements, the official budget forms for FY 2013-14 will be altered. It is expected the new forms will be easier to read and understand. Changes include the separate identification of personnel cost and unrestricted fund balance information. The release date by the Office of the Auditor General is unknown.

Staff will seek Board input and guidance in order to develop a set of budget assumptions and guidelines for Board approval in December. Preliminary supporting material is attached to assist preliminary discussions.
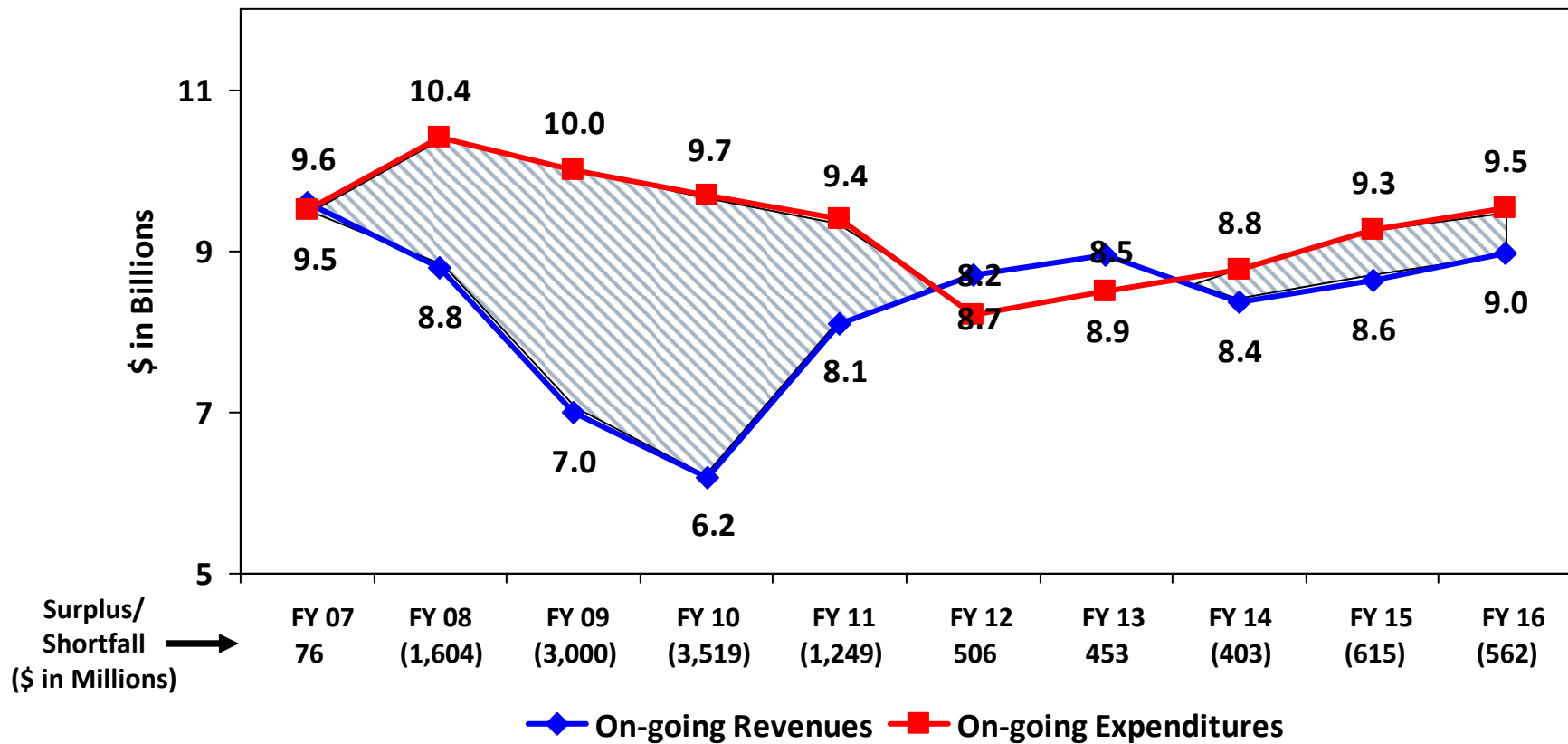
Northland Pioneer College

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

BUDGET DEVELOPMENT CALENDAR
FISCAL YEAR 2013 – 2014

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

Alternate Scenario Has Higher Structural Shortfall

"The Structural Balance" includes only ongoing revenues and spending

	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16
Surplus/Shortfall ($ in Millions)	76	(1,604)	(3,000)	(3,519)	(1,249)	506	453	(403)	(615)	(562)

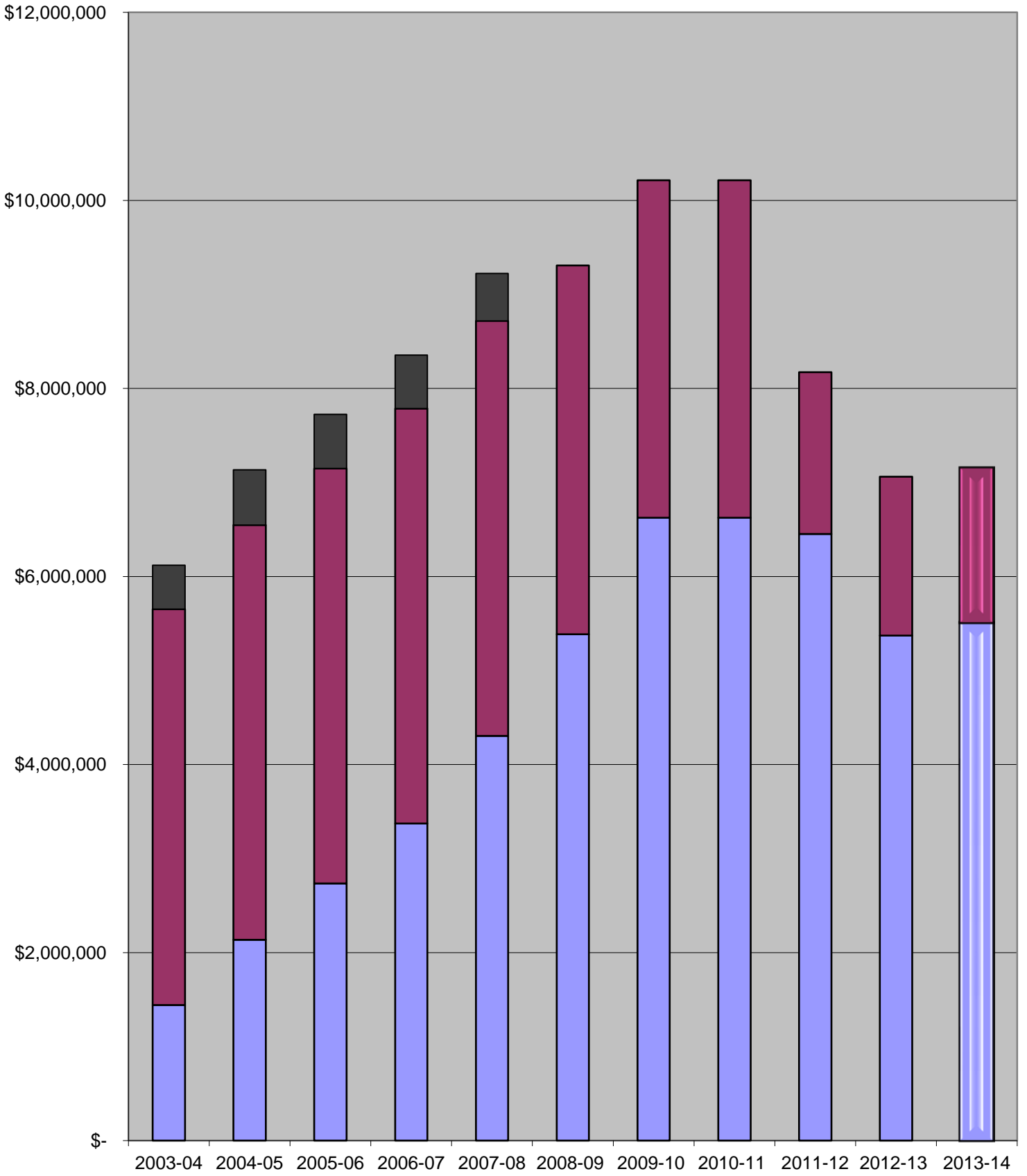On-going Revenues ◆   On-going Expenditures ■

Counts 1 ¢ TPT as on-going in FY '11 – FY '13

JLBC

42

NPC State Aid Revenues

■ CAPITAL OUTLAY ■ EQUALIZATION AID □ OPERATING STATE AID

$12,000,000	
$10,000,000	
$8,000,000	
$6,000,000	
$4,000,000	
$2,000,000	
$-	

2003-04 2004-05 2005-06 2006-07 2007-08 2008-09 2009-10 2010-11 2011-12 2012-13 2013-14

Estimated

Property Tax Assessed Valuation

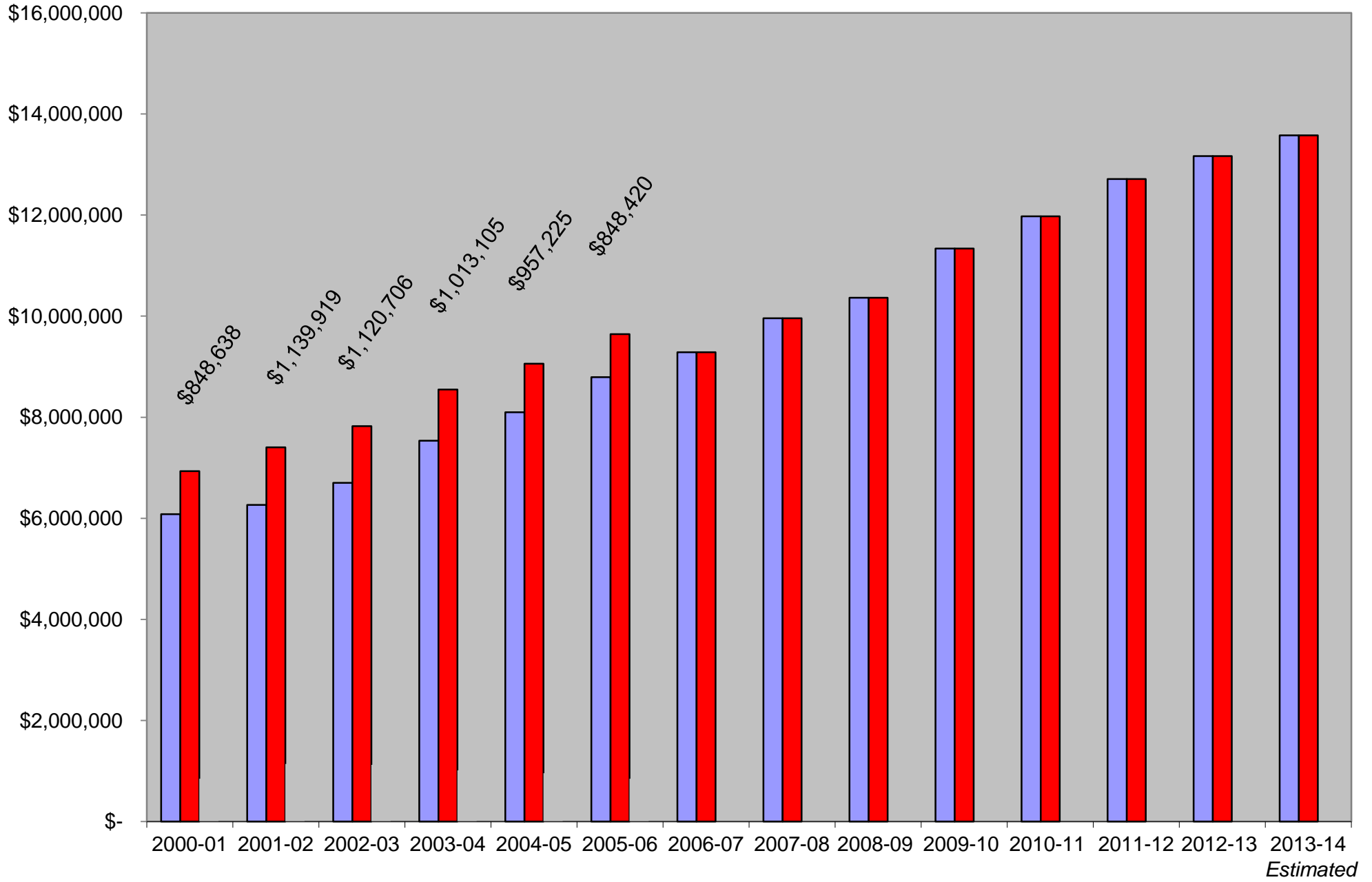Legend: Northland, ARS Base

Y-axis values: $400,000,000 / $600,000,000 / $800,000,000 / $1,000,000,000 / $1,200,000,000 / $1,400,000,000 / $1,600,000,000 / $1,800,000,000

X-axis values: 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013 *Estimated*
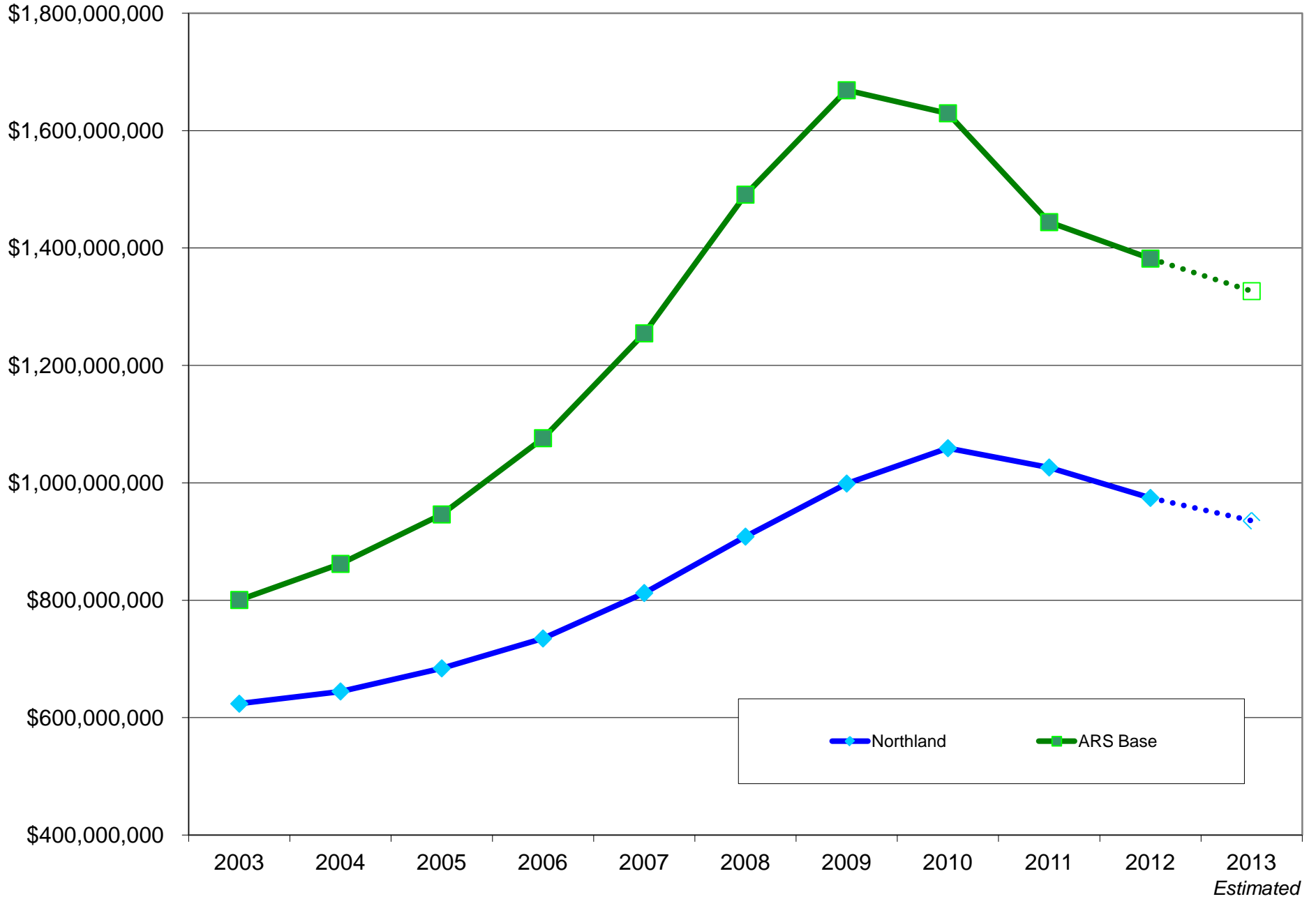
NPC Primary Maximum Property Tax Levy compared to Actual Levy

$16,000,000		
$14,000,000		
$12,000,000		
$10,000,000		
$8,000,000		
$6,000,000		
$4,000,000		
$2,000,000		
$-		

$848,638
$1,139,919
$1,120,706
$1,013,105
$957,225
$848,420

2000-01 2001-02 2002-03 2003-04 2004-05 2005-06 2006-07 2007-08 2008-09 2009-10 2010-11 2011-12 2012-13 2013-14

Estimated

NPC Historical Property Tax Rates
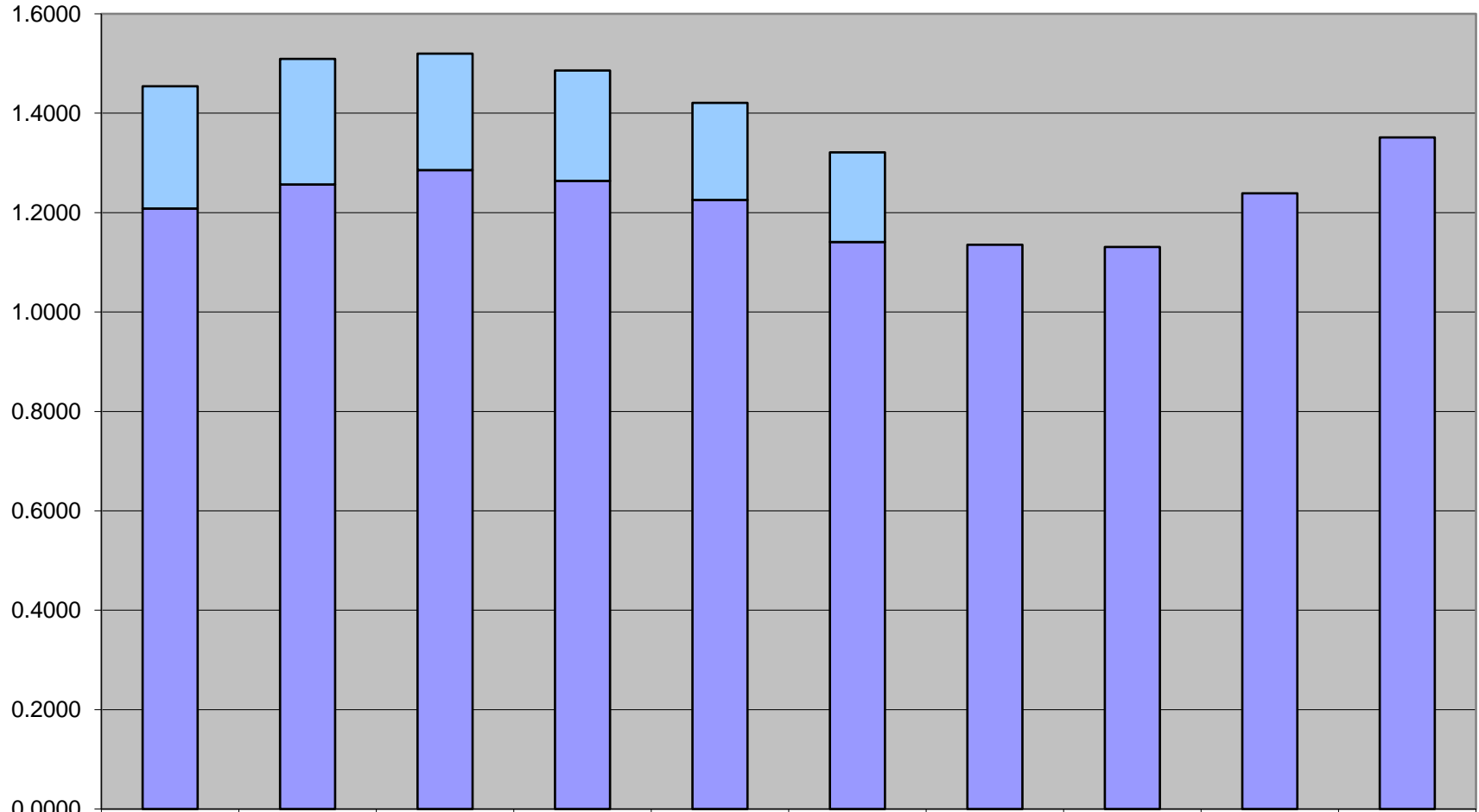
	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Secondary	0.2460	0.2526	0.2343	0.2219	0.1949	0.1800	0	0	0	0
Primary	1.2081	1.2566	1.2857	1.2639	1.2257	1.141	1.1352	1.1308	1.2387	1.3515

REQUEST TO ACCEPT PROPOSED FORMATION OF ARIZONA COMMUNITY COLLEGE COORDINATING COUNCIL

Recommendation:
The staff recommends the approval of the Resolution Authorizing Membership in the Arizona Community College Coordinating Council as described in accompanying documents.

Summary:
The Arizona Community College Presidents Council (ACCPC), a voluntary organization, has thoroughly examined ways in which to more effectively represent the Arizona community colleges to all stakeholders, including the general public, legislators and industry partners. ACCPC has concluded that the Arizona Community College Coordinating Council is an effective way to increase the knowledge and appreciation for the work of community colleges in the State. ACCPC has provided a number of documents regarding the formation of this new entity, including an annual budget and an organization chart.

RESOLUTION AUTHORIZING MEMBERSHIP IN
THE ARIZONA COMMUNITY COLLEGE COORDINATING COUNCIL
(ACCCC)

WHEREAS, community colleges in Arizona are authorized to form a separate legal entity for the joint exercise of common powers pursuant to section 11-952, subsection A, A.R.S.; and

WHEREAS, _____ County Community College District believes that advancing the shared interests of community colleges in Arizona is better served through forming an organization such as the Arizona Community College Coordinating Council (ACCCC) as a separate legal entity, as authorized by law; and

WHEREAS, _____ County Community College District desires to participate in such separate legal entity, the ACCCC;

NOW THEREFORE BE IT RESOLVED THAT _____ County Community College District does hereby authorize the creation of the ACCCC as a separate legal entity as well as its membership and participation in the ACCCC.

FURTHER RESOLVED, that the District's President or Chancellor is authorized to take such further action for or on behalf of the District, as is necessary, desirable or convenient to effectuate the intent of the foregoing resolution.

Passed and adopted by the
_____
County Community College District,
State of Arizona,
on this _____ day of _____, 2012.

_____
Signature of the Board Secretary

ACCCC PROPOSED DUES & BUDGET

	Existing ACCPC Dues			Proposed New ACCCC Dues			
	FY 11 FTSE	%	$ Share	FY 11 FTSE	%	$ Share	Δ
COCHISE	9,511	6.59%	$12,126	9,511	6.59%	$19,783	$7,657
COCONINO	2,399	1.66%	$3,054	2,399	1.66%	$4,990	$1,936
GRAHAM	3,512	2.44%	$4,490	3,512	2.44%	$7,305	$2,815
MARICOPA	84,544	58.62%	$107,861	84,544	58.62%	$175,854	$67,993
MOHAVE	3,975	2.76%	$5,078	3,975	2.76%	$8,268	$3,190
NAVAJO	2,219	1.53%	$2,815	2,219	1.54%	$4,616	$1,801
PIMA	22,907	15.88%	$29,219	22,907	15.88%	$47,647	$18,428
PINAL	5,129	3.56%	$6,550	5,129	3.56%	$10,668	$4,118
YAVAPAI	4,205	2.92%	$5,373	4,205	2.92%	$8,747	$3,374
YUMA/LAPAZ	5,828	4.04%	$7,434	5,828	4.04%	$12,122	$4,688
TOTAL	144,229	100%	$184,000	144,229		$300,000	$116,000

ACCCC Budget - $300,000

Budget Expenditure Item		In-Kind	Net Budget	Notes
Exec. Dir. (1/2 time)	$75,000		$75,000	
Asst. Exec. Dir. (1/2 time)	$60,000		$60,000	
Reporting Analyst	$40,000	$40,000	0	
Admin. Asst.	$30,000		$30,000	
ERE	$51,050	$14,000	$35,750	20% part time/35% full time
Rent	$36,000		$36,000	2,000 sq. ft. @$3,000 month
Other Operating	$24,000		$24,000	$12,000 travel, $12,000 supplies
Gov't Relations	$60,000		$39,250	*Contingency/Gov't Relations
TOTAL	$376,050		$300,000	

*Utilize Gov't Relations session only or partial year through Contingency $, or full year with ACCPC carryover if desired

Policy Items Regarding the Proposed
Arizona Community College Coordinating Council

Clarification of Mission

The general mission of the ACCCC is to represent the common interests of the community college districts in Arizona. The Executive Director will serve as a "single point" of contact for policy makers concerning the interests, perspective, and views of the state's community colleges.

Governance Process
The ACCCC will be governed by a Board composed of the chief administrative officers of the community college districts. However, no ACCCC Board action shall have the effect of impairing the sovereignty of a local District Governing Board.

Membership
Community college districts will be full members of the corporation (represented by their chief administrative officer). Each full member will be entitled to one seat on the Board of Directors, to be filled by the district's chief administrative officer, with no designees.

Designees may attend the meeting, but may not vote.

Board of Directors
The Board of Directors shall annually elect a Chair, Vice Chair (who shall also be the Chair-elect), and a Treasurer, who shall be the officers. The officers and the immediate past chair shall constitute the Management Committee. Administrative, operational, and emergency decisions will be made by the Management Committee. (Note: These individuals/positions will be mirrored in ACCPC as long as it remains active and in existence.)

The Board shall annually adopt a budget for the next fiscal year not less than April 1 of each year.

Voting Procedures
In order for the business of the ACCCC to be conducted a quorum must be present. A quorum consists of six (6) Directors present, either in person, or by teleconference, if available.

Decisions concerning polices of the Council will be made by the Board of Directors by a super majority of those present (at least 66%).

Dues Structure
Dues shall be established at 110% of the adopted annual budget, less any projected unencumbered carry forward from the prior year. Dues shall assessed to each district based on their proportion to total statewide average FTSE for prior two fiscal years, prior to adoption of annual budget. (Note: The provision to set dues at 110% of the adopted budget will be phased-in at a future year by member vote.)

Role of Governing Board members/Arizona Association of District Governing Boards

The Council shall support the activities of any association of Arizona community college district governing board members. "Provisional districts" may be "provisional members" of the Arizona Association of District Governing Boards (AADGB). Provisional members are NOT entitled to representation in the ACCCC.

Job Descriptions of Senior Staff of the
Arizona Community College Coordinating Council
(ACCCC or Council)

Executive Director of ACCCC (expected to be one-half time position)

Position Description
- Manages the overall operation of the Council, under general supervision of the Management Committee of the ACCCC Board of Directors
- Represents Council members, Arizona community colleges, in public and private forums and advances the shared interests of Council members
- Communicates to the Board of Directors current and anticipated issues affecting the shared interests of Council members

Qualifications
- Extensive senior management responsibilities at a complex community college or community college system
- Extensive knowledge of the operations, missions, and governance of community colleges or systems
- Established relationships with senior community college managers across the nation

Skill and Abilities
- Proven, excellent writing and speaking skills with the documented ability to communicate complex issues to differing audiences ranging from the general public to community college policy experts
- Proven ability to work with elected and appointed senior community college officials in developing policy for areas of shared interest
- Proven managerial abilities

Principal Duties and Responsibilities
- Work with the ACCCC Board of Directors to advance the shared interests of Council members
- Represent the Council and its members shared interests in policy discussions at all appropriate venues within the State of Arizona
- Establish and maintain a broad consensus reputation as the "first source" for reliable, general information on community colleges within Arizona
- Oversee the operation of the Council's staff, both internal and contract

Other Characteristics
- Preferred candidates would have over 10 years senior management experience at a complex community college or community college system, including service as the chief executive or senior administrative officer

Assistant Executive Director of ACCCC (expected to be one-half time position)

Position Description
- Directs the overall day-to-day operation of the Council, under general supervision of the Executive Director
- Represents, in the absence of the Executive Director, Council members in public and private forums and advances the shared interests of Council members
- Communicates to the Board of Directors and the Management Committee on current and anticipated administrative issues affecting the ACCCC

Qualifications
- Extensive administrative experience at a community college or community college system
- Extensive knowledge of the operations, missions, and governance of community colleges or systems
- Established relationships with senior community college managers
- Substantial knowledge of state government, policy development, and political systems and structures

Skill and Abilities
- Proven administrative skills
- Proven, excellent writing and speaking skills
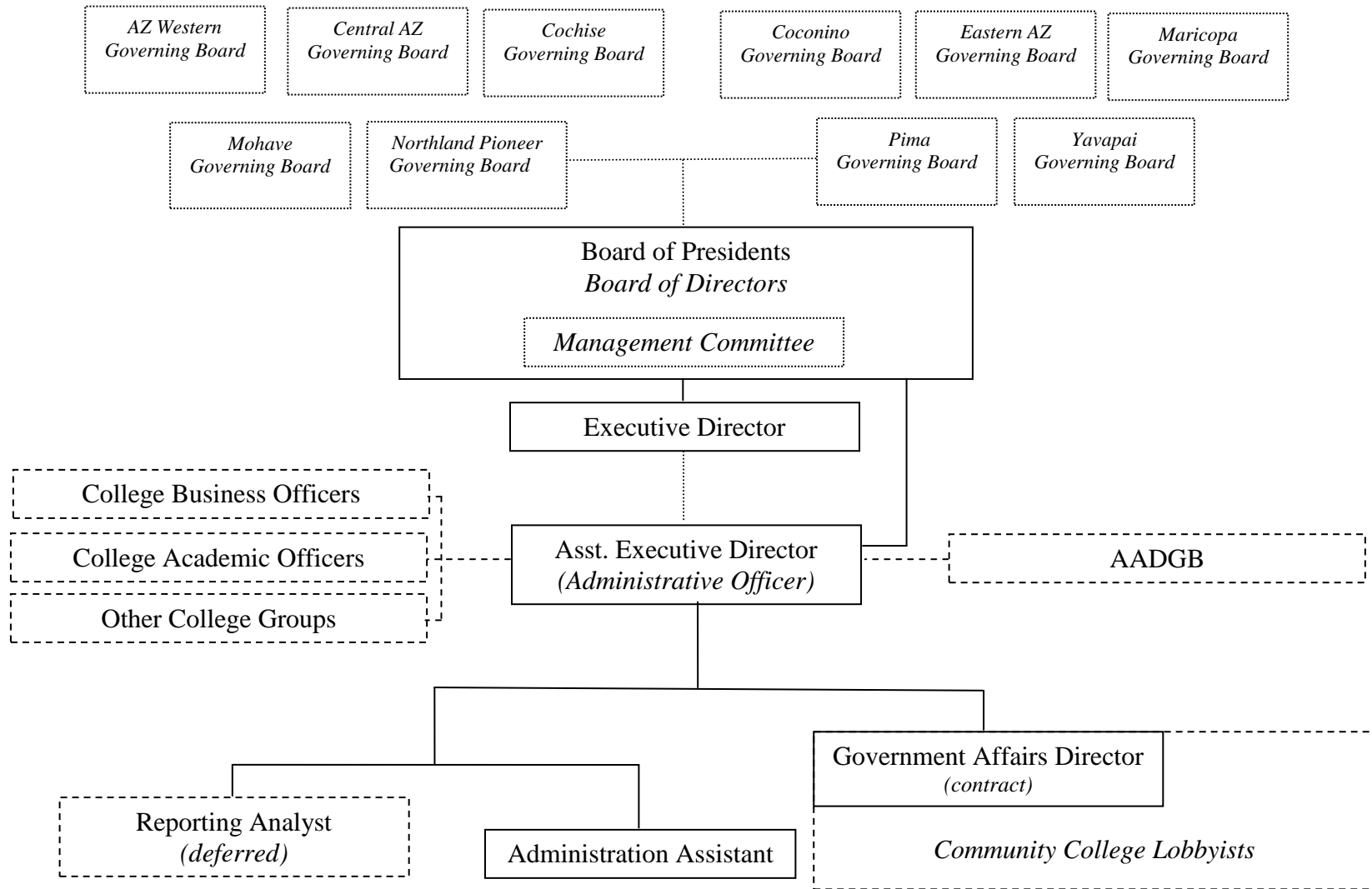- Proven ability to work with elected and appointed senior community college officials

Principal Duties and Responsibilities
- Work with the ACCCC staff to advance the shared interest of Council members
- Represent, in the absence of the Executive Director, the Council and its members shared interests in policy discussions at all appropriate venues within the State of Arizona
- Oversee the operation of the Council's staff, both internal and contract
- Develops the ACCCC budget, under general supervision of the Executive Director, and manages its the financial operations

Other Characteristics
- Preferred candidates would have over 5 years senior management experience at a community college or community college system within Arizona, including some service as a senior executive or senior administrative officer

Arizona Community College Coordinating Council

AZ Western Governing Board

Central AZ Governing Board

Cochise Governing Board

Coconino Governing Board

Eastern AZ Governing Board

Maricopa Governing Board

Mohave Governing Board

Northland Pioneer Governing Board

Pima Governing Board

Yavapai Governing Board

Board of Presidents
Board of Directors

Management Committee

Executive Director

College Business Officers

College Academic Officers

Other College Groups

Asst. Executive Director
(Administrative Officer)

AADGB

Reporting Analyst
(deferred)

Administration Assistant

Government Affairs Director
(contract)

Community College Lobbyists

REQUEST TO APPROVE A LEASE FOR PRINTING AND DUPLICATING EQUIPMENT

Recommendation:
Staff recommends an approval to enter into a lease agreement with Konica Minolta Business Solutions in the amount of $85,134.60.

Summary:
The proposed 60-month lease of a Konica Minolta bizhub PRESS 1250 Printer/Copier/Scanner/Tri-Folding/Binding machine will allow staff to replace a Xerox copier that is at end-of-lease and end-of-life. The Konica Minolta equipment has more capabilities at a lower lease price than we were paying for the Xerox equipment (Konica $1,418.91 a month with 100,000 copies – Xerox $1,881.78 a month with 80,000 copies).

The new Konica Minolta equipment will print, scan, perfect bind, staple, 3-hole punch, fold letters and brochures, and saddle stitch thick booklets. This equipment will be extremely helpful when we begin our document-imaging project.

This equipment will be available for us to purchase at fair market value at the end of the 60-month lease, or return to Konica Minolta.

Northland Pioneer College

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Northland Pioneer College

Quality education you can *afford.*

REQUISITION

PO NUMBER _____

Linda J Hume Date 10/30/12

ORIGINATOR / BUDGET MANAGER

[signature] Date 11/1/12

BUDGET MANGER / DEAN / DIRECTOR

_____ Date / /

VICE PRESIDENT (Required for Purchases $10,000 & Above)

_____ Date / /

PRESIDENT (Required for Purchases $25,000 & Above)

_____ Date / /

BUSINESS OFFICE

BOARD APPROVAL (Required for $50,000 & Above) Date / /

SUGGESTED VENDOR

Konica Minolta Business Solutions
2707 S. White Mountain Blvd, #C
ShowLow, AZ 85901
928-537-7075 / 928-537-8566 FAX

Use Tax _____ 1099 _____

NPC IDENTIFICATION NUMBER _____

Attn: Bryce Judd

GIVE FULL AND COMPLETE PARTICULARS FOR EACH ITEM REQUESTED

QTY	DETAILED DESCRIPTION	UNIT PRICE	AMOUNT	ACCOUNT NUMBER
1	Lease - 60 month - Bizhub 1250			
				00 5700 5316 05
	Print, Scan, Perfectbnd PD-5B, Folder FD-503, Staple FS-532, Saddle Stitch SD-510			
	100,000 Copies per month. To be paid quarterly	1418 91	—Monthly	
		17026 92	—Annual	
		85134 60	—5 year	
	(1/1/2013 - 12/30/2018) Lease Period			
	MOHAVE CONTRACT #101-KMBS-0127			
	SUB TOTAL		85134 60	
	SALES / USE TAX			
	FREIGHT			
	TOTAL		85134 60	

COMMENTS/SPECIAL INSTRUCTIONS:

PAD

Vendor Search Attached

All vendors for service, equipment rentals, and leases must have a W-9 compliance form on file with the Business Office. If the vendor is not listed on the 1099 listing, a completed W-9 form must be attached to the requisition. MPR•Rev. 2/11•Forms/BusinessOffice/Requisition

DISTRIBUTION: BUSINESS OFFICE – White & Yellow; BUDGET MANAGER / DEAN / DIRECTOR / REQUISITIONER – Pink

Northland Pioneer College

| LOCATION	CURRENT EQUIPMENT	KONICA MINOLTA RECOMMENDED	ACCESSORIES	PRICE	LEASE / MTH	MAINTENANCE / MTH	COPIES INCLUDED	OVERAGE
Print Shop	Xerox 4110	Bizhub 1250	Print, Scan, Perfect Bind PD-503, Folder FD-503, Staple FS-532, Saddle Stitch SD-510	$61,018.13	$1,168.91	$250.00	100,000	$0.0025
			TOTAL	$61,018.13	$1,168.91	$250.00		

TOTAL PURCHASE	$61,018.13
TOTAL MAINTENANCE / MTH	$250.00
TOTAL LEASE (60 MTH)	$1,168.91
TOTAL MONTHLY LEASE & MAINTENANCE	$1,418.91

One Machine w/ 100,000 copies per month

* MOHAVE CONTRACT # 10i-KMBS-0127

Bryce Judd
Phone: 928-537-7075
Cell: 928-368-3843
Fax: 928-537-8566
Email: bjudd@kmbs.konicaminolta.us

KONICA MINOLTA

EPLS

Excluded Parties List System
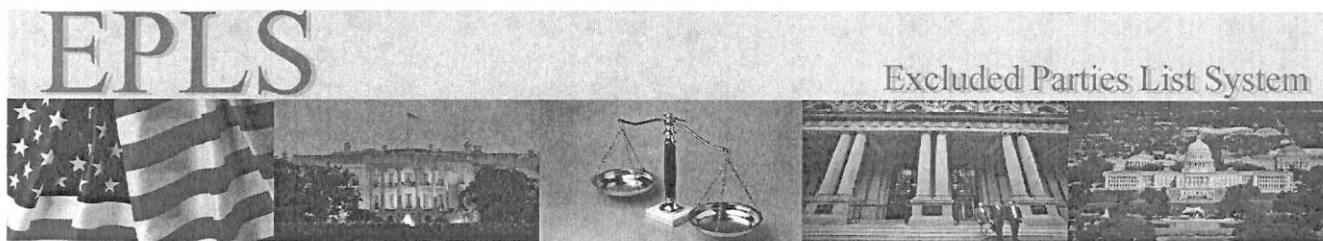
Search - Current Exclusions

> Advanced Search
> Multiple Names
> Exact Name and SSN/TIN
> MyEPLS
> Recent Updates
> Browse All Records

View Cause and Treatment Code Descriptions

> Reciprocal Codes
> Procurement Codes
> Nonprocurement Codes

Agency & Acronym Information

> Agency Contacts
> Agency Descriptions
> State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

> Debar Maintenance
> Administration
> Upload Login

EPLS Search Results

Search Results for Parties Excluded by

Firm, Entity, or Vessel : Konica Minolta Business Solutions

As of 30-Oct-2012 12:56 PM EDT

Save to MyEPLS

Your search returned no results.

Back   New Search   Printer-Friendly

Resources

> Search Help
> Advanced Search Tips
> Public User's Manual
> FAQ
> Acronyms
> Privacy Act Provisions
> News
> System for Award Management (SAM)

Reports

> Advanced Reports
> Recent Updates
> Dashboard

Archive Search - Past Exclusions

> Advanced Archive Search
> Multiple Names
> Recent Updates
> Browse All Records

Contact Information

> For Help: Federal Service Desk

EPLS

Excluded Parties List System

**Search Results Excluded By
Firm, Entity, or Vessel : Konica Minolta
as of 30-Oct-2012 12:57 PM EDT**

Your search returned no results.

Search Results

Current Search Terms: konica minolta business solutions

Your search for "konica minolta business solutions " returned the following results...

Entity	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	Status: Active
DUNS: 926553082	+4:	CAGE Code: 1FM69
Has Active Exclusion?: No	DoDAAC:	View Details

Entity	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	Status: Active
DUNS: 001707322	+4:	CAGE Code: 23736
Has Active Exclusion?: No	DoDAAC:	View Details

Entity	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	Status: Active
DUNS: 073510252	+4:	CAGE Code: 3RAR0
Has Active Exclusion?: No	DoDAAC:	View Details

Entity	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	Status: Active
DUNS: 083346965	+4:	CAGE Code: 89431
Has Active Exclusion?: No	DoDAAC:	View Details

Entity	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	Status: Active
DUNS: 103188058	+4:	CAGE Code: 0R0K4
Has Active Exclusion?: No	DoDAAC:	View Details

Entity	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	Status: Active
DUNS: 176534410	+4:	CAGE Code: 53F04
Has Active Exclusion?: No	DoDAAC:	View Details

Entity	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	Status: Active
DUNS: 626578041	+4:	CAGE Code: 3AV14
Has Active Exclusion?: No	DoDAAC:	View Details

Entity	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	Status: Active
DUNS: 626578041	+4: 0001	CAGE Code: 36PS9
Has Active Exclusion?: No	DoDAAC:	View Details

Entity	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	Status: Active
DUNS: 626578041	+4: 0002	CAGE Code: 598L2
Has Active Exclusion?: No	DoDAAC:	View Details

Human Resources UPDATE
DGB-November 19, 2012

FILLED

1. **Director of Human Resources – Sharon Hokanson started November 1. Sharon received her Bachelor of Science in Business with a Specialization in Human Resource Management from Capella University with a Master of Science in Human Resources at Utah State University in process.**

OPEN

1. **ADOC part-time Faculty – closed September 21, 2012; 3 applicants**
2. **Academic Advisor – closed October 15, 2012; 21 applicants**
3. **Faculty in Biology – First review October 26, 2012; 20 applicants**
4. **Faculty in Philosophy – First review November 15, 2012; 34 applicants**
5. **Faculty in Nursing - open until filled; 1 applicant**
6. **Small Business Analyst – open until filled; 10 applicants**
7. **Database Administrator – open until filled; 2 applicants**
8. **Director of Administrative Systems Support – open until filled; 9 applicants**
9. **Assistant to the Campus Manager – open until filled; 18 applicants**
10. **EMS Program Clerk – open until filled; 22 applicants**
11. **ASC-GIEC Grant Project Coordinator – open until filled; 3 applicants**

Sharon Hokanson has over thirteen years of increasingly progressive experience within human resources and payroll at Davis Applied Technical College in Kaysville, Utah. Her experience is enhanced by her education, which includes a Bachelor's degree in Business with a specialization in Human Resource Management. She will complete a Master's of Science degree in Human Resources from Utah State University in December.

With a new director in place, the Human Resources and Payroll departments will be combined. The Human Resources offices will move to the Tiponi Community Center building on the Painted Desert Campus. This is the building currently housing payroll and the business office. This relocation will allow human resources staff and payroll staff to be nearer one another and will provide an additional office as the Energy Careers grant gets rolling.

As director, Sharon is responsible for the staff and overall leadership of the human resources and payroll departments. Specifically, Sharon will lead our efforts in the areas identified in the strategic plan under pillar four to strengthen human resources and employee relations. Her top priorities include employee training, standardization of HR practices, and fostering a positive work-place environment.

Thank you for welcoming Sharon to NPC.

Blaine