

# 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 Public Hearing, a Special Meeting, and a regular District Governing Board Meeting, all open to the public, on **May 19, 2020 beginning at 10:00 a.m.** The meetings will be held on [Zoom](#) and you can also join by calling **1 669 900 6833 and using meeting ID: 926 9011 1497.**

One or more Board members and/or staff members may participate in the meeting by telephone if necessary.

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

The Board may vote to hold an executive session for discussion or consideration of a personnel matter pursuant to A.R.S. §38-431.03(A)(1). The Board may vote to hold an executive session for the purpose of obtaining legal advice from the District's attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.03 (A)(3). Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I, Paul Hempsey, certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on or before the 18<sup>th</sup> day of May 2020, at 10:00 a.m.

Paul Hempsey  
Recording Secretary to the Board

## NOTICE DISTRIBUTION

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



Northland Pioneer College Mission:

# NPC provides, supports and promotes lifelong learning.

## **Our Shared Vision:**

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

## **Our Shared Values:**

NPC upholds the following values:

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



**Northland Pioneer College**

Northland Pioneer College EXPANDING MINDS TRANSFORMING LIVES<sup>SM</sup>

# Governing Board Meeting Public Hearing and Special Meeting Agenda

**ZOOM**

Or you can join by calling 1 669 900 6833 and using meeting ID: 926 9011 1497.

Date: May 19, 2020

Time: 10:00 a.m.

## **2020-2021 Proposed Budget Public Hearing**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
1.	Call to Order .....	Chair Lucero
2.	Presentation of <a href="#">Proposed 2020-2021 Budget</a> .....	VPAS Ellison
3.	Call for Public Comment .....	Chair Lucero
4.	Adjournment ..... (Action)	Chair Lucero

## **Special Meeting**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Resource</u></b>
1.	Call to Order .....	Chair Lucero
2.	Request to Approve <a href="#">2020-21 Property Tax Rate &amp; Levy</a> ..... (Action)	VPAS Ellison
3.	Request to Adopt <a href="#">2020-2021 Proposed Budget</a> ..... (Action)	VPAS Ellison
4.	Request to Adopt <a href="#">2021-2023 Proposed Capital Budget</a> ..... (Action)	VPAS Ellison
5.	Adjournment ..... (Action)	Chair Lucero

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



**Northland Pioneer College**

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

## Presentation of Proposed 2020-2021 Budget

### Summary:

The preliminary budget was approved by the District Governing Board (Board) on April 14, 2020. The official budget documents are attached. No alterations have been made to the preliminary budget approved by the Board. The budget can be reduced, but cannot be increased following the public hearing.

Staff anticipates the expenditure limit to be breached in FY 2021, but carryforward balances will be used to cover any overage. The current available carryforward amount is approximately \$30 million.

Arizona Revised Statutes (A.R.S) §15-1461 outlines the noticing requirements for the public budget hearing, adoption of the proposed budget at a special board meeting, and the publication of the proposed budget. The following notices have occurred:

- Public Budget Hearing & Adoption of Proposed Budget at Special Board Meeting – notices were placed twice in the White Mountain Independent (May 1 & 8, 2020) and the Holbrook Tribune-News (April 29 & May 6, 2020).
- Proposed Budget - was published in the White Mountain Independent (May 12, 2020) and in the Holbrook Tribune-News (May 13, 2020) along with a notice of the public hearing.
- NPC website - the preliminary budget was posted to the website along with a news release and legal notice after the April meeting.

Staff will answer questions from the Board and the public.

**OFFICIAL BUDGET FORMS**  
**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**  
**NORTHLAND PIONEER COLLEGE**  
**FISCAL YEAR 2021**

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2021  
SUMMARY OF BUDGET DATA**

	<b>Budget 2021</b>	<b>Budget 2020</b>	<b>Increase/Decrease From Budget 2020 To Budget 2021</b>	
			<b>Amount</b>	<b>%</b>
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
A. Expenditures:				
Current General Fund	\$ 29,525,333	\$ 28,729,200	\$ 796,133	2.8%
Unexpended Plant Fund	14,334,800	14,839,500	(504,700)	-3.4%
Retirement of Indebtedness Plant Fund				
TOTAL	\$ 43,860,133	\$ 43,568,700	\$ 291,433	0.7%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$ 14,403 /FTSE	\$ 14,265 /FTSE	\$ 138 /FTSE	1.0%
Unexpended Plant Fund	\$ 6,993 /FTSE	\$ 7,368 /FTSE	\$ (376) /FTSE	-5.1%
Projected FTSE Count	2,050	2,014		
<b>II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$ 16,129,077	\$ 15,198,695	\$ 930,382	6.1%
Retirement Costs	1,822,811	1,719,694	103,117	6.0%
Healthcare Costs	1,906,128	1,820,711	85,417	4.7%
Other Benefit Costs	1,454,184	1,407,730	46,454	3.3%
TOTAL	\$ 21,312,200	\$ 20,146,830	\$ 1,165,370	5.8%
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
A. Amount Levied:				
Primary Tax Levy	\$ 15,726,233	\$ 15,487,000	\$ 239,233	1.5%
Secondary Tax Levy				
TOTAL LEVY	\$ 15,726,233	\$ 15,487,000	\$ 239,233	1.5%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7827	1.8164	(0.0337)	-1.9%
Secondary Tax Rate				
TOTAL RATE	1.7827	1.8164	(0.0337)	-1.9%
<b>IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2021 PURSUANT TO A.R.S. §42-17051</b>			\$ 16,445,192	
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2020 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051</b>			\$	

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2021  
RESOURCES**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2021	Total All Funds 2021	Total All Funds 2020	% Increase/ Decrease
	General Fund 2021	Restricted Fund 2021	Auxiliary Fund 2021	Unexpended Plant Fund 2021	Retirement of Indebtedness 2021				
<b>BEGINNING BALANCES-July 1*</b>									
Restricted	\$	\$	\$	\$	\$	\$	\$	\$	
Unrestricted	45,000,000			26,000,000			71,000,000	65,700,000	8.1%
Total Beginning Balances	\$ 45,000,000	\$	\$	\$ 26,000,000	\$	\$	\$ 71,000,000	\$ 65,700,000	8.1%
<b>REVENUES AND OTHER INFLOWS</b>									
Student Tuition and Fees									
General Tuition	\$ 2,050,000	\$	\$	\$	\$	\$	\$ 2,050,000	\$ 3,060,000	-33.0%
Out-of-District Tuition									
Out-of-State Tuition	50,000						50,000	100,000	-50.0%
Student Fees	500,000						500,000	700,000	-28.6%
Tuition and Fee Remissions or Waivers								1,000,000	-100.0%
State Appropriations									
Maintenance Support	1,554,800						1,554,800	1,567,700	-0.8%
Equalization Aid	8,444,300						8,444,300	7,751,900	8.9%
Rural Aid								889,200	-100.0%
Capital Support				334,800			334,800	339,500	-1.4%
Property Taxes									
Primary Tax Levy	15,726,233						15,726,233	15,254,000	3.1%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,400,000	5,600,000					7,000,000	6,906,400	1.4%
Sales and Services									
Investment Income	500,000						500,000		--
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		300,000				500,000	300,000	66.7%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$ 30,425,333	\$ 6,000,000	\$ 300,000	\$ 334,800	\$	\$	\$ 37,060,133	\$ 38,268,700	-3.2%
<b>TRANSFERS</b>									
Transfers In		600,000	300,000	2,000,000			2,900,000	2,900,000	
(Transfers Out)	(2,900,000)						(2,900,000)	(2,900,000)	
Total Transfers	(2,900,000)	600,000	300,000	2,000,000					
Less:									
Fund Balance - Unrestricted	(16,270,800)						(16,270,800)	(12,470,800)	30.5%
Financial Stability	(28,729,200)						(28,729,200)	(28,729,200)	
Reserves for Future Capital Acquisitions/Projects				(14,000,000)			(14,000,000)	(12,000,000)	16.7%
COVID-19 Student Tuition Discount	2,000,000						2,000,000		--
<b>Total Resources Available for the Budget Year</b>	\$ 29,525,333	\$ 6,600,000	\$ 600,000	\$ 14,334,800	\$	\$	\$ 51,060,133	\$ 50,768,700	0.6%

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

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2021  
EXPENDITURES AND OTHER OUTFLOWS**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2021	Total All Funds 2021	Total All Funds 2020	% Increase/Decrease
	General Fund 2021	Restricted Fund 2021	Auxiliary Fund 2021	Unexpended Plant Fund 2021	Retirement of Indebtedness 2021				
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR</b> (from Schedule B)	\$ 29,525,333	\$ 6,600,000	\$ 600,000	\$ 14,334,800	\$	\$	\$ 51,060,133	\$ 50,768,700	0.6%
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	\$ 11,002,783	\$ 1,500,000	\$	\$	\$	\$	\$ 12,502,783	\$ 12,570,908	-0.5%
Public Service		20,000					20,000	20,000	
Academic Support	1,256,383						1,256,383	1,213,019	3.6%
Student Services	2,126,914	650,000					2,776,914	2,638,722	5.2%
Institutional Support (Administration)	10,210,567	30,000					10,240,567	9,392,697	9.0%
Operation and Maintenance of Plant	1,915,665						1,915,665	1,963,406	-2.4%
Scholarships	1,881,275	4,400,000					6,281,275	6,420,775	-2.2%
Auxiliary Enterprises			600,000				600,000	600,000	
Capital Assets				14,334,800			14,334,800	14,839,500	-3.4%
Debt Service-General Obligation Bonds									
Debt Service-Other Long Term Debt									
Other Expenditures									
Contingency	1,131,746						1,131,746	1,109,673	2.0%
Total Expenditures and Other Outflows	\$ 29,525,333	\$ 6,600,000	\$ 600,000	\$ 14,334,800	\$	\$	\$ 51,060,133	\$ 50,768,700	0.6%



**TO: Legal Clerk**

**Re: Notice of Budget Hearing**

Please run the following Public Notice in the May 1, & 8, 2020 editions of the *White Mountain Independent*. [Tribune-News April 29 & May 6] Please send affidavit and invoice to my attention. Thank you.

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct a **Public Budget Hearing** for consideration of the proposed budget for the 2020–2021 Fiscal Year online via Zoom on **Tuesday, May 19, 2020** at 10:00 a.m. (M.S.T.). The hearing may be attended using the link: <https://npcedu.zoom.us/j/92690111497> for both viewing and public comment. Additional access to the hearing is available by phone using +1-669-900-6833 using meeting ID # 926-9011-1497.

A **Special Board Meeting** for the purpose of adopting the District’s 2020–2021 budget shall be held immediately following the Budget Hearing using the same Zoom meeting session and access information.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information. The budget is posted for public review on the college’s website, [www.npc.edu/fy2021-preliminary-budget](http://www.npc.edu/fy2021-preliminary-budget).

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

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2021  
SUMMARY OF BUDGET DATA — SCHEDULE A



**Northland Pioneer College**  
EXPANDING MINDS • TRANSFORMING LIVES <sup>SM</sup>

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A **Special Board Meeting** for the purpose of adopting the District's 2020–2021 budget shall be held immediately following the Budget Hearing using the same Zoom meeting session and access information.

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

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

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

The budget is posted for public review on the college's website, [www.npc.edu/fy2021-preliminary-budget](http://www.npc.edu/fy2021-preliminary-budget).

Published in the *White Mountain Independent*, May 12, 2020

	Budget 2021	Budget 2020	Increase/Decrease From Budget 2020 to Budget 2021	
			Amount	%
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
A. Expenditures:				
Current General Fund	\$29,525,333	\$28,729,200	\$796,133	2.8%
Unexpended Plant Fund	\$14,334,800	\$14,839,500	(\$504,700)	-3.4%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$43,860,133</b>	<b>\$43,568,700</b>	<b>\$291,433</b>	<b>0.7%</b>
B. Expenditures Per Full-Time Student Equivalent (FTSE)				
Current General Fund	\$14,403/FTSE	\$14,265/FTSE	\$138/FTSE	1.0%
Unexpended Plant Fund	\$6,993/FTSE	\$7,368/FTSE	(\$376)/FTSE	-5.1%
Projected FTSE Count	2,050	2,014		
<b>II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$16,129,077	\$15,198,695	\$930,382	6.1%
Retirement Costs	\$1,822,811	\$1,719,694	\$103,117	6.0%
Healthcare Costs	\$1,906,128	\$1,820,711	\$85,417	4.7%
Other Benefit Costs	\$1,454,184	\$1,407,730	\$46,454	3.3%
<b>TOTAL</b>	<b>\$21,312,200</b>	<b>\$20,146,830</b>	<b>\$1,165,370</b>	<b>5.8%</b>
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
A. Amount Levied:				
Primary Tax Levy	\$15,726,233	\$15,487,000	\$239,233	1.5%
Secondary Tax Levy	-0-	-0-	-0-	-0-
<b>TOTAL LEVY</b>	<b>\$15,726,233</b>	<b>\$15,487,000</b>	<b>\$239,233</b>	<b>1.5%</b>
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7827	1.8164	(0.0337)	-1.9%
Secondary Tax Rate	-0-	-0-	-0-	-0-
<b>TOTAL RATE</b>	<b>1.7827</b>	<b>1.8164</b>	<b>(0.0337)</b>	<b>-1.9%</b>
<b>IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2021 PURSUANT TO A.R.S. §42-17051</b>			\$16,445,192	
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERT TAXES IN FISCAL YEAR 2020 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051.</b>			-0-	

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2021  
RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2021	Total All Funds 2021	Total All Funds 2020	% Increase/Decrease
	General Fund 2021	Restricted Fund 2021	Auxiliary Fund 2021	Unexpended Plant Fund 2021	Retirement of Indebtedness 2021				
<b>BEGINNING BALANCES – JULY 1</b> (Excludes amounts not in spendable form (i.e. prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.)									
Restricted									
Unrestricted	\$45,000,000			\$26,000,000			\$71,000,000	\$65,700,000	8.1%
<b>Total Beginning Balances</b>	<b>\$45,000,000</b>			<b>\$26,000,000</b>			<b>\$71,000,000</b>	<b>\$65,700,000</b>	<b>8.1%</b>
<b>REVENUES AND OTHER INFLOWS</b>									
<b>Student Tuition and Fees</b>									
General Tuition	\$2,050,000						\$2,050,000	\$3,060,000	-33.0%
Out-of-District Tuition									
Out-of-State Tuition	\$50,000						\$50,000	\$100,000	-50.0%
Student Fees	\$500,000						\$500,000	\$700,000	-28.6%
Tuition and Fee Remissions or Waivers								\$1,000,000	-100.0%
<b>State Appropriations</b>									
Maintenance Support	\$1,554,800						\$1,554,800	\$1,567,700	-0.8%
Equalization Aid	\$8,444,300						\$8,444,300	\$7,751,900	8.9%
Rural Aid								\$889,200	-100%
Capital Support				\$334,800			\$334,800	\$339,500	-1.4%
<b>Property Taxes</b>									
Primary Tax Levy	\$15,726,233						\$15,726,233	\$15,254,000	3.1%
Secondary Tax Levy									
<b>Gifts, Grants, and Contracts</b>	\$1,400,000	\$5,600,000					\$7,000,000	\$6,906,400	1.4%
<b>Sales and Services</b>									
<b>Investment Income</b>	\$500,000						\$500,000		-0-
<b>State Shared Sales Tax</b>		\$400,000					\$400,000	\$400,000	-0-
<b>Other Revenues</b>	\$200,000		\$300,000				\$500,000	\$300,000	66.7%
<b>Proceeds from Sale of Bonds</b>									
<b>Total Revenues and Other Inflows</b>	<b>\$30,425,333</b>	<b>\$6,000,000</b>	<b>\$300,000</b>	<b>\$334,800</b>			<b>\$37,060,133</b>	<b>\$38,268,700</b>	<b>-3.2%</b>
<b>TRANSFERS</b>									
Transfers In		\$600,000	\$300,000	\$2,000,000			\$2,900,000	\$2,900,000	-0-
(Transfers Out)	(\$2,900,000)						(\$2,900,000)	(\$2,900,000)	-0-
<b>Total Transfers</b>	<b>(\$2,900,000)</b>	<b>\$600,000</b>	<b>\$300,000</b>	<b>\$2,000,000</b>			<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b>Less:</b>									
Fund Balance - Unrestricted	(16,270,800)						(16,270,800)	(12,470,800)	30.5%
Financial Stability	(28,729,200)						(28,729,200)	(28,729,200)	
Reserves for Future Capital Acquisitions/Projects				(14,000,000)			(14,000,000)	(12,000,000)	16.7%
COVID-19 Student Tuition Discount	\$2,000,000						\$2,000,000		-0-
<b>Total Resources Available for Budget Year</b>	<b>\$29,525,333</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,334,800</b>			<b>\$51,060,133</b>	<b>\$50,768,700</b>	<b>0.6%</b>

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2021  
EXPENDITURES AND OTHER OUTFLOWS — SCHEDULE C

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2021	Total All Funds 2021	Total All Funds 2020	% Increase/Decrease
	General Fund 2021	Restricted Fund 2021	Auxiliary Fund 2021	Unexpended Plant Fund 2021	Retirement of Indebtedness 2021				
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR</b> (from Schedule B)	\$29,525,333	\$6,600,000	\$600,000	\$14,334,800			\$51,060,133	\$50,768,700	0.6%
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	\$11,002,783	\$1,500,000					\$12,502,783	\$12,570,908	-0.5%
Public Service		\$20,000					\$20,000	\$20,000	-0-
Academic Support	\$1,256,383						\$1,256,383	\$1,213,019	3.6%
Student Services	\$2,126,914	\$650,000					\$2,776,914	\$2,638,722	5.2%
Institutional Support (Administration)	\$10,210,567	\$30,000					\$10,240,567	\$9,392,697	9.0%
Operation and Maintenance of Plant	\$1,915,665						\$1,915,665	\$1,963,406	-2.4%
Scholarships	\$1,881,275	\$4,400,000					\$6,281,275	\$6,420,775	-2.2%
Auxiliary Enterprises			\$600,000				\$600,000	\$600,000	-0-
Capital Assets				\$14,334,800			\$14,334,800	\$14,839,500	-3.4%
Debt Service – General Obligation Bonds									
Debt Service – Other Long Term Debt									
Other Expenditures									
Contingency	\$1,131,746						\$1,131,746	\$1,109,673	2.0%
<b>Total Expenditures and Other Outflows</b>	<b>\$29,525,333</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,334,800</b>			<b>\$51,060,133</b>	<b>\$50,768,700</b>	<b>0.6%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2021  
SUMMARY OF BUDGET DATA — SCHEDULE A



**Northland Pioneer College**  
EXPANDING MINDS • TRANSFORMING LIVES<sup>SM</sup>

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct a **Public Budget Hearing** for consideration of the proposed budget for the 2020–2021 Fiscal Year online via Zoom on **Tuesday, May 19, 2020** at 10:00 a.m. (M.S.T.). The hearing may be attended using the link: <https://npcedu.zoom.us/j/92690111497> for both viewing and public comment. Additional access to the hearing is available by phone using +1-669-900-6833 using meeting ID # 926-9011-1497.

A **Special Board Meeting** for the purpose of adopting the District's 2020–2021 budget shall be held immediately following the Budget Hearing using the same Zoom meeting session and access information.

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

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

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

The budget is posted for public review on the college's website, [www.npc.edu/fy2021-preliminary-budget](http://www.npc.edu/fy2021-preliminary-budget).

Published in the *Tribune*, May 13, 2020

	Budget 2021	Budget 2020	Increase/Decrease From Budget 2020 to Budget 2021	
			Amount	%
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
A. Expenditures:				
Current General Fund	\$29,525,333	\$28,729,200	\$796,133	2.8%
Unexpended Plant Fund	\$14,334,800	\$14,839,500	(\$504,700)	-3.4%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$43,860,133</b>	<b>\$43,568,700</b>	<b>\$291,433</b>	<b>0.7%</b>
B. Expenditures Per Full-Time Student Equivalent (FTSE)				
Current General Fund	\$14,403/FTSE	\$14,265/FTSE	\$138/FTSE	1.0%
Unexpended Plant Fund	\$6,993/FTSE	\$7,368/FTSE	(\$376)/FTSE	-5.1%
Projected FTSE Count	2,050	2,014		
<b>II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$16,129,077	\$15,198,695	\$930,382	6.1%
Retirement Costs	\$1,822,811	\$1,719,694	\$103,117	6.0%
Healthcare Costs	\$1,906,128	\$1,820,711	\$85,417	4.7%
Other Benefit Costs	\$1,454,184	\$1,407,730	\$46,454	3.3%
<b>TOTAL</b>	<b>\$21,312,200</b>	<b>\$20,146,830</b>	<b>\$1,165,370</b>	<b>5.8%</b>
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
A. Amount Levied:				
Primary Tax Levy	\$15,726,233	\$15,487,000	\$239,233	1.5%
Secondary Tax Levy	-0-	-0-	-0-	-0-
<b>TOTAL LEVY</b>	<b>\$15,726,233</b>	<b>\$15,487,000</b>	<b>\$239,233</b>	<b>1.5%</b>
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7827	1.8164	(0.0337)	-1.9%
Secondary Tax Rate	-0-	-0-	-0-	-0-
<b>TOTAL RATE</b>	<b>1.7827</b>	<b>1.8164</b>	<b>(0.0337)</b>	<b>-1.9%</b>
<b>IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2021 PURSUANT TO A.R.S. §42-17051</b>			\$16,445,192	
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERT TAXES IN FISCAL YEAR 2020 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051.</b>			-0-	

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2021  
RESOURCES — SCHEDULE B

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2021	Total All Funds 2021	Total All Funds 2020	% Increase/Decrease
	General Fund 2021	Restricted Fund 2021	Auxiliary Fund 2021	Unexpended Plant Fund 2021	Retirement of Indebtedness 2021				
<b>BEGINNING BALANCES – JULY 1</b> (Excludes amounts not in spendable form (i.e. prepaids, inventories, and capital assets) or amounts legally or contractually required to be maintained intact.)									
Restricted									
Unrestricted	\$45,000,000			\$26,000,000			\$71,000,000	\$65,700,000	8.1%
<b>Total Beginning Balances</b>	<b>\$45,000,000</b>			<b>\$26,000,000</b>			<b>\$71,000,000</b>	<b>\$65,700,000</b>	<b>8.1%</b>
<b>REVENUES AND OTHER INFLOWS</b>									
<b>Student Tuition and Fees</b>									
General Tuition	\$2,050,000						\$2,050,000	\$3,060,000	-33.0%
Out-of-District Tuition									
Out-of-State Tuition	\$50,000						\$50,000	\$100,000	-50.0%
Student Fees	\$500,000						\$500,000	\$700,000	-28.6%
Tuition and Fee Remissions or Waivers								\$1,000,000	-100.0%
<b>State Appropriations</b>									
Maintenance Support	\$1,554,800						\$1,554,800	\$1,567,700	-0.8%
Equalization Aid	\$8,444,300						\$8,444,300	\$7,751,900	8.9%
Rural Aid								\$889,200	-100%
Capital Support				\$334,800			\$334,800	\$339,500	-1.4%
<b>Property Taxes</b>									
Primary Tax Levy	\$15,726,233						\$15,726,233	\$15,254,000	3.1%
Secondary Tax Levy									
<b>Gifts, Grants, and Contracts</b>	\$1,400,000	\$5,600,000					\$7,000,000	\$6,906,400	1.4%
<b>Sales and Services</b>									
<b>Investment Income</b>	\$500,000						\$500,000		-0-
<b>State Shared Sales Tax</b>		\$400,000					\$400,000	\$400,000	-0-
<b>Other Revenues</b>	\$200,000		\$300,000				\$500,000	\$300,000	66.7%
<b>Proceeds from Sale of Bonds</b>									
<b>Total Revenues and Other Inflows</b>	<b>\$30,425,333</b>	<b>\$6,000,000</b>	<b>\$300,000</b>	<b>\$334,800</b>			<b>\$37,060,133</b>	<b>\$38,268,700</b>	<b>-3.2%</b>
<b>TRANSFERS</b>									
Transfers In		\$600,000	\$300,000	\$2,000,000			\$2,900,000	\$2,900,000	-0-
(Transfers Out)	(\$2,900,000)						(\$2,900,000)	(\$2,900,000)	-0-
<b>Total Transfers</b>	<b>(\$2,900,000)</b>	<b>\$600,000</b>	<b>\$300,000</b>	<b>\$2,000,000</b>			<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b>Less:</b>									
Fund Balance - Unrestricted	(16,270,800)						(16,270,800)	(12,470,800)	30.5%
Financial Stability	(28,729,200)						(28,729,200)	(28,729,200)	
Reserves for Future Capital Acquisitions/Projects				(14,000,000)			(14,000,000)	(12,000,000)	16.7%
COVID-19 Student Tuition Discount	\$2,000,000						\$2,000,000		-0-
<b>Total Resources Available for Budget Year</b>	<b>\$29,525,333</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,334,800</b>			<b>\$51,060,133</b>	<b>\$50,768,700</b>	<b>0.6%</b>

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE BUDGET FOR FISCAL YEAR 2021  
EXPENDITURES AND OTHER OUTFLOWS — SCHEDULE C

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2021	Total All Funds 2021	Total All Funds 2020	% Increase/Decrease
	General Fund 2021	Restricted Fund 2021	Auxiliary Fund 2021	Unexpended Plant Fund 2021	Retirement of Indebtedness 2021				
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR</b> (from Schedule B)	\$29,525,333	\$6,600,000	\$600,000	\$14,334,800			\$51,060,133	\$50,768,700	0.6%
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	\$11,002,783	\$1,500,000					\$12,502,783	\$12,570,908	-0.5%
Public Service		\$20,000					\$20,000	\$20,000	-0-
Academic Support	\$1,256,383						\$1,256,383	\$1,213,019	3.6%
Student Services	\$2,126,914	\$650,000					\$2,776,914	\$2,638,722	5.2%
Institutional Support (Administration)	\$10,210,567	\$30,000					\$10,240,567	\$9,392,697	9.0%
Operation and Maintenance of Plant	\$1,915,665						\$1,915,665	\$1,963,406	-2.4%
Scholarships	\$1,881,275	\$4,400,000					\$6,281,275	\$6,420,775	-2.2%
Auxiliary Enterprises			\$600,000				\$600,000	\$600,000	-0-
Capital Assets				\$14,334,800			\$14,334,800	\$14,839,500	-3.4%
Debt Service – General Obligation Bonds									
Debt Service – Other Long Term Debt									
Other Expenditures									
Contingency	\$1,131,746						\$1,131,746	\$1,109,673	2.0%
<b>Total Expenditures and Other Outflows</b>	<b>\$29,525,333</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,334,800</b>			<b>\$51,060,133</b>	<b>\$50,768,700</b>	<b>0.6%</b>



# FY2021 PRELIMINARY BUDGET



As adopted by the District Governing Board April 14, 2020

- View**
- Edit
- Delete
- Revisions
- Devel
- Clone

The Navajo County Community College District Governing Board will conduct a **Public Budget Hearing** on **Tuesday, May 19, 2020**, online via **Zoom** beginning at **10 a.m. (M.S.T.)**. The hearing may be attended using the link: <https://npcedu.zoom.us/j/92690111497> for both viewing and public comment. Additional access to the hearing is available by phone using +1-669-900-6833 using meeting ID # 926-9011-1497.

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

Questions about the budget should be directed to **Maderia Ellison**, Vice President for Administrative Services, Chief Financial Officer, (928) 532-6743 or: [Click Here for the Public Comment Form](#)

## Preliminary FY2021 Budget

[Download as PDF](#)

### Primary Tax Levy Information +

### Primary Tax Levy Information +

### Frequently Asked Budget Questions +

Navajo County Community College District  
Northland Pioneer College  
Budget for Fiscal Year 2021  
Summary of Budget Data

SCHEDULE A				
	BUDGET 2021	BUDGET 2020	INCREASE/DECREASE FROM BUDGET 2020 TO BUDGET 2021	%
			AMOUNT	
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
<b>A. Expenditures:</b>				
Current General Fund	\$29,525,333	\$28,729,200	\$796,133	2.8%
Unexpended Plant Fund	\$14,334,800	\$14,839,500	(\$504,700)	-3.4%
Retirement of Indebtedness Plant Fund	-0-	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$43,860,133</b>	<b>\$43,568,700</b>	<b>\$291,433</b>	<b>0.7%</b>
<b>B. Expenditures Per Full-Time Student Equivalent (FTSE):</b>				
Current General Fund	\$14,403/FTSE	\$14,265/FTSE	\$138/FTSE	1.0%
Unexpended Plant Fund	\$6,993/FTSE	\$7,368/FTSE	(\$376)/FTSE	-5.1%
Projected FTSE Count	\$2,050	\$2,014		
<b>II. TOTAL OF ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$16,129,077	\$15,198,695	\$930,382	6.1%
Retirement Costs	\$1,822,811	\$1,719,694	\$103,117	6.0%
Healthcare Costs	\$1,906,128	\$1,820,711	\$85,417	4.7%
Other Benefit Costs	\$1,454,184	\$1,407,730	\$46,454	3.3%
<b>TOTAL</b>	<b>\$21,312,200</b>	<b>\$20,146,830</b>	<b>\$1,165,370</b>	<b>5.8%</b>
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
<b>A. Amount Levied:</b>				
Primary Tax Levy	\$15,726,233	\$15,487,000	\$239,233	1.5%
Secondary Tax Levy	-0-	-0-	-0-	-0-
<b>TOTAL LEVY</b>	<b>\$15,726,233</b>	<b>\$15,487,000</b>	<b>\$239,233</b>	<b>1.5%</b>
<b>B. Rates per \$100 Net Assessed Valuation:</b>				
Primary Tax Rate	1.7827	1.8164	(0.0337)	-1.9%
Secondary Tax Rate	-0-	-0-	-0-	-0-
<b>TOTAL RATE</b>	<b>1.7827</b>	<b>1.8164</b>	<b>(0.0337)</b>	<b>-1.9%</b>
<b>IV. MAXIMUM ALLOWABLE PRIMARY TAX LEVY FOR FISCAL YEAR 2021 PURSUANT TO A.R.S. §42-17051</b>				<b>\$16,445,192</b>
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2020 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051</b>				<b>-0-</b>

Navajo County Community College District  
Northland Pioneer College  
Budget for Fiscal Year 2021  
Resources

SCHEDULE B									
	CURRENT FUNDS			PLANT FUNDS			TOTAL ALL FUNDS 2021	TOTAL ALL FUNDS 2020	± INCREASE/DECREASE
	GENERAL FUNDS 2021	RESTRICTED FUNDS 2021	AUXILIARY FUNDS 2021	UNEXPENDED PLANT FUNDS 2021	RETIREMENT OF INDENTURES 2021	OTHER FUNDS 2021			
<b>BEGINNING BALANCES – July 1*</b>									
Restricted									
Unrestricted	\$45,000,000			\$26,000,000			\$71,000,000	\$65,700,000	8.1%
<b>Total Beginning Balances</b>	<b>\$45,000,000</b>			<b>\$26,000,000</b>			<b>\$71,000,000</b>	<b>\$65,700,000</b>	<b>8.1%</b>
<b>REVENUES AND OTHER INFLOWS</b>									
<b>Student Tuition and Fees</b>									
General Tuition	\$2,050,000						\$2,050,000	\$3,060,000	-33.0%
Out-of-District Tuition									
Out-of-State Tuition	\$50,000						\$50,000	\$100,000	-50.0%
Student Fees	\$500,000						\$500,000	\$700,000	-28.6%
Tuition and Fee Remissions or Waivers								\$1,000,000	-100.0%
<b>State Appropriations</b>									
Maintenance Support	\$1,554,800						\$1,554,800	\$1,567,700	-0.8%
Equalization Aid	\$8,444,300						\$8,444,300	\$7,751,900	8.9%
Rural Aid								\$889,200	-100.0%
Capital Support				\$334,800			\$334,800	\$339,500	-1.4%
<b>Property Taxes</b>									
Primary Tax Levy	\$15,726,233						\$15,726,233	\$15,254,000	3.1%
Secondary Tax Levy									
<b>Gifts, Grants, and Contracts</b>	<b>\$1,400,000</b>	<b>\$5,600,000</b>					<b>\$7,000,000</b>	<b>\$6,906,400</b>	<b>1.4%</b>
<b>Sales and Services</b>									
Investment Income	\$500,000						\$500,000		-0-
State Shared Sales Tax		\$400,000					\$400,000	\$400,000	-0-
Other Revenues	\$200,000		\$300,000				\$500,000	\$300,000	66.7%
Proceeds from Sale of Bonds									
<b>Total Revenues and Other Inflows</b>	<b>\$30,425,333</b>	<b>\$6,000,000</b>	<b>\$300,000</b>	<b>\$334,800</b>			<b>\$37,060,133</b>	<b>\$38,268,700</b>	<b>-3.2%</b>
<b>Transfers</b>									
Transfers In		\$600,000	\$300,000	\$2,000,000			\$2,900,000	\$2,900,000	-0-
(Transfers Out)	(\$2,900,000)						(\$2,900,000)	(\$2,900,000)	-0-
<b>Total Transfers</b>	<b>(\$2,900,000)</b>	<b>\$600,000</b>	<b>\$300,000</b>	<b>\$2,000,000</b>					
<b>Less:</b>									
Fund Balance - Unrestricted	(\$16,270,800)						(\$16,270,800)	(\$12,470,800)	30.5%
Financial Stability	(\$28,729,200)						(\$28,729,200)	(\$28,729,200)	
Reserves for Future Capital Acquisitions/Projects				(\$14,000,000)			(\$14,000,000)	(\$12,000,000)	16.7%
COVID-19 Student Tuition Discount	\$2,000,000						\$2,000,000		-0-
<b>Total Resources Available for Budget Year</b>	<b>\$29,525,333</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,334,800</b>			<b>\$51,060,133</b>	<b>\$50,768,700</b>	<b>0.6%</b>

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

Navajo County Community College District  
 Northland Pioneer College  
 Budget for Fiscal Year 2021  
 Expenditures and Other Outflows

SCHEDULE C

	CURRENT FUNDS			PLANT FUNDS			TOTAL ALL FUNDS 2021	TOTAL ALL FUNDS 2020	% INCREASE/DECREASE
	GENERAL FUND 2021	RESTRICTED FUND 2021	AUXILIARY FUND 2021	UNREVENUED PLANT FUND 2021	RETIREMENT OF INDEBTEDNESS 2021	OTHER FUNDS 2021			
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR (FROM SCHEDULE B)</b>	<b>\$29,525,333</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,334,800</b>			<b>\$51,060,133</b>	<b>\$50,768,700</b>	<b>0.6%</b>
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	\$11,002,783	\$1,500,000					\$12,502,783	\$12,570,908	-0.5%
Public Service		\$20,000					\$20,000	\$20,000	-0%
Academic Support	\$1,256,383						\$1,256,383	\$1,213,019	3.6%
Student Services	\$2,126,914	\$650,000					\$2,776,914	\$2,638,722	5.2%
Institutional Support (Administration)	\$10,210,567	\$30,000					\$10,240,567	\$9,392,697	9.0%
Operation and Maintenance of Plant	\$1,915,665						\$1,915,665	\$1,963,406	-2.4%
Scholarships	\$1,881,275	\$4,400,000					\$6,281,275	\$6,420,775	-2.2%
Auxiliary Enterprises			\$600,000				\$600,000	\$600,000	-0%
Capital Assets				\$14,334,800			\$14,334,800	\$14,839,500	-3.4%
Debt Service - General Obligation Bonds									
Debt Service - Other Long-Term Debt									
Other Expenditures									
Contingency	\$1,131,746						\$1,131,746	\$1,109,673	2.0%
<b>Total Expenditures and Other Outflows</b>	<b>\$29,525,333</b>	<b>\$6,600,000</b>	<b>\$600,000</b>	<b>\$14,334,800</b>			<b>\$51,060,133</b>	<b>\$50,768,700</b>	<b>0.6%</b>



## NPC schedules public budget hearing for May 19

**HOLBROOK** — The Navajo County Community College District Governing Board will conduct a public budget hearing on the 2020–21 Northland Pioneer College budget on Tuesday, May 19, starting at 10 A.M. (M.S.T.) online via Zoom. The hearing may be attended using the link: <https://npcedu.zoom.us/j/92690111497> for both viewing and public comment. Additional access to the hearing is available by phone using +1-669-900-6833 using meeting ID # 926-9011-1497.



At its April 14 meeting, the board adopted a preliminary 2020-21 budget. The college is proposing a budget that focuses on the economic impact of the COVID-19 pandemic, while also dealing with the elimination of state rural aid received in fiscal year 2019-2020.

Creating a budget during a world-wide pandemic was not without its challenges. People are losing their jobs, worrying about how they will pay their mortgage or rent, trying to determine what expenses can be deferred or eliminated, all while trying to stay safe. NPC's preliminary budget considers the pandemic impact on students, county taxpayers, employees and the community at large. The college understands the value of an education and does not want any current or future students to postpone or abandon their educational pursuits. The college is a resource that can prepare students to meet the workforce challenges after the pandemic passes. The college stands ready to help students, taxpayers and employees with proposing a budget that considers the following key items.

- A lower levy tax rate for taxpayers going from \$1.8164 per \$100 of net assessed valuation to \$1.7827 for 2020-21.
- Reducing tuition for NPC students by nearly 50 percent, from \$79 per credit hour to \$40 per credit hour for the Fall 2020 and Spring 2021 semesters.
- Increasing the salary of NPC employees to cover cost of living and to align with the minimum wage of \$12 per hour.

After the public hearing, the governing board can decrease or accept the budget from the preliminary figures adopted on April 14. The budget data can be viewed or downloaded as a PDF from the college's website: [www.npc.edu/fy2021-preliminary-budget](http://www.npc.edu/fy2021-preliminary-budget). Answers to many frequently asked questions are also posted with the budget data.

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

Comments about the budget can also be submitted online at [www.npc.edu/public-comment-form](http://www.npc.edu/public-comment-form).



# LEGAL NOTICES

## Northland Pioneer College



### Public Budget Hearing Notice

Notice is hereby given to the residents and taxpayers of the Navajo County Community College District that the District Governing Board will conduct a **Public Budget Hearing** for consideration of the proposed budget for the 2020–2021 Fiscal Year online via Zoom on **Tuesday, May 19, 2020** at 10:00 a.m. (M.S.T.). The hearing may be attended using the link: <https://npcedu.zoom.us/j/92690111497> for both viewing and public comment. Additional access to the hearing is available by phone using +1-669-900-6833 using meeting ID # 926-9011-1497.

A **Special Board Meeting** for the purpose of adopting the District's 2020–2021 budget shall be held immediately following the Budget Hearing using the same Zoom meeting session and access information.

Budget data conforms to mandates of law specified in Arizona Revised Statutes §15-1461 concerning the advertisement and publication of budget information. The budget is posted for public review on the college's website, [www.npc.edu/fy2021-preliminary-budget](http://www.npc.edu/fy2021-preliminary-budget).

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

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

## Request to Approve 2020-21 Primary Property Tax Rate & Levy

### **Recommendation:**

Staff recommends approval of the 2020-21 primary property tax rate of \$1.7827 generating a tax levy of \$15,726,233. The proposed tax levy and rate did not require a Truth in Taxation (TNT) hearing.

### **Summary:**

Three property tax options were reviewed at the April 14, 2020 regular board meeting with Staff recommending the tax rate commonly referred to as the Truth in Taxation (TNT) rate. This proposal was in direct response to the economic downturn associated with COVID-19 and the impact it is having on Navajo County. The TNT rate results in a decrease in the tax rate from \$1.8164 to \$1.7827, or a decrease of 3 cents and allows the District to receive over \$239,000 in revenues for new construction.

The recommended rate and levy are included in the proposed budget. The tax levy is below the maximum allowable and did not require a Truth in Taxation hearing. According to A.R.S. § 42-17107(A) and §15-1461.01 a Truth in Taxation hearing is required if the proposed primary tax levy, excluding amounts that are attributable to new construction, is greater than amount levied in the preceding tax year.

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

**2020 LEVY LIMIT WORKSHEET**

<b>NAVAJO COUNTY - NORTHLAND PIONEER COLLEGE</b>
--

<b>MAXIMUM LEVY</b>	<b>2019</b>
A.1. Maximum Allowable Primary Tax Levy	\$15,877,014
A.2. A.1 multiplied by 1.02	\$16,194,554

<b>CURRENT YEAR NET ASSESSED VALUE SUBJECT TO TAXATION IN PRIOR YEAR</b>	<b>2020</b>
B.1. Centrally Assessed	\$200,314,314
B.2. Locally Assessed Real Property	\$653,364,549
B.3. Locally Assessed Personal Property	\$15,052,837
B.4. Total Assessed Value (B.1 through B.3)	\$868,731,700
B.5. B.4. divided by 100	\$8,687,317

<b>CURRENT YEAR NET ASSESSED VALUES</b>	<b>2020</b>
C.1. Centrally Assessed	\$203,330,423
C.2. Locally Assessed Real Property	\$663,774,856
C.3. Locally Assessed Personal Property	\$15,052,837
C.4. Total Assessed Value (C.1 through C.3)	<b>\$882,158,116</b>
C.5. C.4. divided by 100	\$8,821,581

<b>LEVY LIMIT CALCULATION</b>	<b>2020</b>
D.1. LINE A.2	\$16,194,554
D.2. LINE B.5	\$8,687,317
<b>D.3. D.1/D.2 (MAXIMUM ALLOWABLE TAX RATE)</b>	<b>1.8642</b>
D.4. LINE C.5	\$8,821,581
<b>D.5. D.3 multiplied by D.4 = MAXIMUM ALLOWABLE LEVY LIMIT</b>	<b>\$16,445,192</b>
D.6. Excess Collections/Excess Levy	
D.7. Amount in Excess of Expenditure Limit	
<b>D.8. ALLOWABLE LEVY LIMIT (D.5 - D.6 - D.7)</b>	<b>\$16,445,192</b>

<i>2020 New Construction</i>	\$13,426,416
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<i>Prior year actual levy (from line F.1 of the 2019 worksheet)</i>	\$15,487,000
<i>Divided by current values excluding new construction per line B.5</i>	\$8,687,317
<b>Truth in Taxation Rate</b>	<b>1.7827</b>

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

Enter data in yellow-shaded cells only.

Calculated data in tan should be used in published notice.

Reference updated language for published notice per Chapter 198 (HB 2286, Laws 2017).

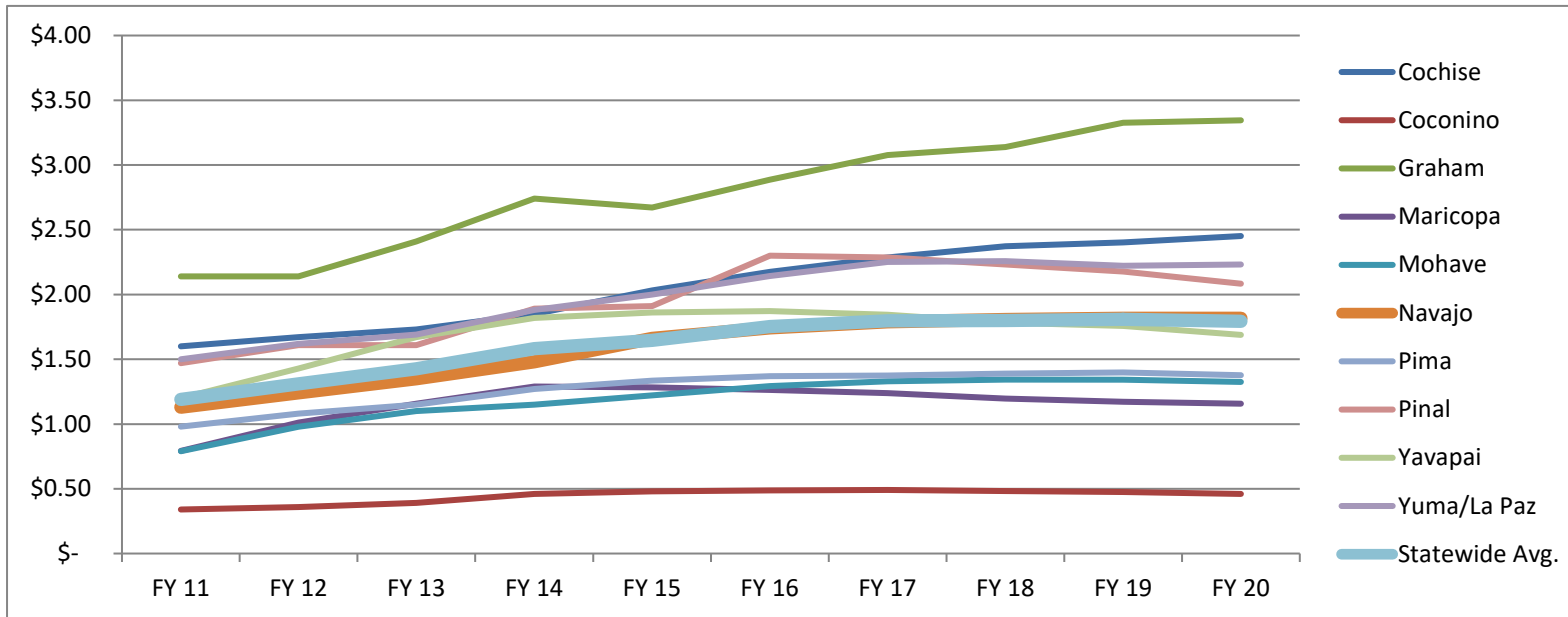
### Truth in Taxation Analysis

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

	Option 3 TNT Rate
Actual current primary property tax levy: (line F.1. actual levy from prior year's final levy limit worksheet)	\$ 15,487,000
Net assessed valuation: (line C.4. from current year's worksheet)	\$ 882,158,116
Value of new construction:	\$ 13,426,416
Net assessed value minus new construction: (line B.4. from current year's levy limit worksheet)	\$ 868,731,700
MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:	\$ 1.7827
Growth in property tax levy capacity associated with new construction:	\$ 239,353
MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:	\$ 15,726,233
Proposed primary property tax levy:	\$ 15,726,233
Proposed increase in primary property tax levy, exclusive of new construction	\$ -
Proposed percentage increase in primary property tax levy:	0.00%
Proposed primary property tax rate:	\$ 1.7827
Proposed increase in primary property tax rate:	\$ 0.0000
Proposed primary property tax levy on a home valued at \$100,000	\$ 178.27
Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:	\$ 178.27
Proposed primary property tax levy increase on a home valued at \$100,000:	\$ 0.00

### Community College Primary Property Tax Rates

<u>CC District</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY21 Prelim Proposal</u>
Cochise	\$ 1.60	\$ 1.67	\$ 1.73	\$ 1.85	\$ 2.03	\$ 2.18	\$ 2.29	\$ 2.37	\$ 2.40	\$ 2.45	Below Max
Coconino	\$ 0.34	\$ 0.36	\$ 0.39	\$ 0.46	\$ 0.48	\$ 0.49	\$ 0.49	\$ 0.48	\$ 0.47	\$ 0.46	Max
Graham	\$ 2.14	\$ 2.14	\$ 2.41	\$ 2.74	\$ 2.67	\$ 2.89	\$ 3.08	\$ 3.14	\$ 3.33	\$ 3.35	TBD
Maricopa	\$ 0.79	\$ 1.01	\$ 1.16	\$ 1.29	\$ 1.28	\$ 1.26	\$ 1.24	\$ 1.20	\$ 1.17	\$ 1.16	Max
Mohave	\$ 0.79	\$ 0.98	\$ 1.10	\$ 1.15	\$ 1.22	\$ 1.29	\$ 1.33	\$ 1.34	\$ 1.34	\$ 1.33	Below Max
Navajo	\$ 1.13	\$ 1.24	\$ 1.35	\$ 1.48	\$ 1.66	\$ 1.74	\$ 1.79	\$ 1.81	\$ 1.82	\$ 1.82	Below Max
Pima	\$ 0.98	\$ 1.08	\$ 1.15	\$ 1.27	\$ 1.33	\$ 1.37	\$ 1.37	\$ 1.39	\$ 1.40	\$ 1.38	Max
Pinal	\$ 1.47	\$ 1.61	\$ 1.61	\$ 1.89	\$ 1.91	\$ 2.30	\$ 2.29	\$ 2.23	\$ 2.18	\$ 2.08	Below Max
Yavapai	\$ 1.20	\$ 1.43	\$ 1.67	\$ 1.82	\$ 1.86	\$ 1.87	\$ 1.84	\$ 1.78	\$ 1.76	\$ 1.69	Below Max
Yuma/La Paz	\$ 1.50	\$ 1.62	\$ 1.69	\$ 1.88	\$ 2.00	\$ 2.14	\$ 2.25	\$ 2.26	\$ 2.22	\$ 2.23	Below Max
<b>Statewide Avg.</b>	<b>\$ 1.19</b>	<b>\$ 1.31</b>	<b>\$ 1.43</b>	<b>\$ 1.58</b>	<b>\$ 1.65</b>	<b>\$ 1.75</b>	<b>\$ 1.80</b>	<b>\$ 1.80</b>	<b>\$ 1.81</b>	<b>\$ 1.79</b>	



## Request to Approve 2020-21 Proposed Budget

**Recommendation:**

Staff recommends approval of the 2020-2021 Proposed Budget as presented.

**Summary:**

The District Governing Board approved the preliminary budget at its April 14, 2020 meeting. No alterations have been made to the budget.

The District complied with all required notices related to budget public hearing, the special board meeting to adopt the budget and publication of the proposed budget in accordance with Arizona state law.

**OFFICIAL BUDGET FORMS**  
**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT**  
**NORTHLAND PIONEER COLLEGE**  
**FISCAL YEAR 2021**

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2021  
SUMMARY OF BUDGET DATA**

	<b>Budget 2021</b>	<b>Budget 2020</b>	<b>Increase/Decrease From Budget 2020 To Budget 2021</b>	
			<b>Amount</b>	<b>%</b>
<b>I. CURRENT GENERAL AND PLANT FUNDS</b>				
A. Expenditures:				
Current General Fund	\$ 29,525,333	\$ 28,729,200	\$ 796,133	2.8%
Unexpended Plant Fund	14,334,800	14,839,500	(504,700)	-3.4%
Retirement of Indebtedness Plant Fund				
TOTAL	\$ 43,860,133	\$ 43,568,700	\$ 291,433	0.7%
B. Expenditures Per Full-Time Student Equivalent (FTSE):				
Current General Fund	\$ 14,403 /FTSE	\$ 14,265 /FTSE	\$ 138 /FTSE	1.0%
Unexpended Plant Fund	\$ 6,993 /FTSE	\$ 7,368 /FTSE	\$ (376) /FTSE	-5.1%
Projected FTSE Count	2,050	2,014		
<b>II. TOTAL ALL FUNDS ESTIMATED PERSONNEL COMPENSATION</b>				
Employee Salaries and Hourly Costs	\$ 16,129,077	\$ 15,198,695	\$ 930,382	6.1%
Retirement Costs	1,822,811	1,719,694	103,117	6.0%
Healthcare Costs	1,906,128	1,820,711	85,417	4.7%
Other Benefit Costs	1,454,184	1,407,730	46,454	3.3%
TOTAL	\$ 21,312,200	\$ 20,146,830	\$ 1,165,370	5.8%
<b>III. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES</b>				
A. Amount Levied:				
Primary Tax Levy	\$ 15,726,233	\$ 15,487,000	\$ 239,233	1.5%
Secondary Tax Levy				
TOTAL LEVY	\$ 15,726,233	\$ 15,487,000	\$ 239,233	1.5%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	1.7827	1.8164	(0.0337)	-1.9%
Secondary Tax Rate				
TOTAL RATE	1.7827	1.8164	(0.0337)	-1.9%
<b>IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY FOR FISCAL YEAR 2021 PURSUANT TO A.R.S. §42-17051</b>			\$ 16,445,192	
<b>V. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2020 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. §42-17051</b>			\$	



**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2021  
RESOURCES**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2021	Total All Funds 2021	Total All Funds 2020	% Increase/ Decrease
	General Fund 2021	Restricted Fund 2021	Auxiliary Fund 2021	Unexpended Plant Fund 2021	Retirement of Indebtedness 2021				
<b>BEGINNING BALANCES-July 1*</b>									
Restricted	\$	\$	\$	\$	\$	\$	\$	\$	
Unrestricted	45,000,000			26,000,000			71,000,000	65,700,000	8.1%
Total Beginning Balances	\$ 45,000,000	\$	\$	\$ 26,000,000	\$	\$	\$ 71,000,000	\$ 65,700,000	8.1%
<b>REVENUES AND OTHER INFLOWS</b>									
Student Tuition and Fees									
General Tuition	\$ 2,050,000	\$	\$	\$	\$	\$	\$ 2,050,000	\$ 3,060,000	-33.0%
Out-of-District Tuition									
Out-of-State Tuition	50,000						50,000	100,000	-50.0%
Student Fees	500,000						500,000	700,000	-28.6%
Tuition and Fee Remissions or Waivers								1,000,000	-100.0%
State Appropriations									
Maintenance Support	1,554,800						1,554,800	1,567,700	-0.8%
Equalization Aid	8,444,300						8,444,300	7,751,900	8.9%
Rural Aid								889,200	-100.0%
Capital Support				334,800			334,800	339,500	-1.4%
Property Taxes									
Primary Tax Levy	15,726,233						15,726,233	15,254,000	3.1%
Secondary Tax Levy									
Gifts, Grants, and Contracts	1,400,000	5,600,000					7,000,000	6,906,400	1.4%
Sales and Services									
Investment Income	500,000						500,000		--
State Shared Sales Tax		400,000					400,000	400,000	
Other Revenues	200,000		300,000				500,000	300,000	66.7%
Proceeds from Sale of Bonds									
Total Revenues and Other Inflows	\$ 30,425,333	\$ 6,000,000	\$ 300,000	\$ 334,800	\$	\$	\$ 37,060,133	\$ 38,268,700	-3.2%
<b>TRANSFERS</b>									
Transfers In		600,000	300,000	2,000,000			2,900,000	2,900,000	
(Transfers Out)	(2,900,000)						(2,900,000)	(2,900,000)	
Total Transfers	(2,900,000)	600,000	300,000	2,000,000					
Less:									
Fund Balance - Unrestricted	(16,270,800)						(16,270,800)	(12,470,800)	30.5%
Financial Stability	(28,729,200)						(28,729,200)	(28,729,200)	
Reserves for Future Capital Acquisitions/Projects				(14,000,000)			(14,000,000)	(12,000,000)	16.7%
COVID-19 Student Tuition Discount	2,000,000						2,000,000		--
<b>Total Resources Available for the Budget Year</b>	\$ 29,525,333	\$ 6,600,000	\$ 600,000	\$ 14,334,800	\$	\$	\$ 51,060,133	\$ 50,768,700	0.6%

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

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
NORTHLAND PIONEER COLLEGE  
BUDGET FOR FISCAL YEAR 2021  
EXPENDITURES AND OTHER OUTFLOWS**

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2021	Total All Funds 2021	Total All Funds 2020	% Increase/ Decrease
	General Fund 2021	Restricted Fund 2021	Auxiliary Fund 2021	Unexpended Plant Fund 2021	Retirement of Indebtedness 2021				
<b>TOTAL RESOURCES AVAILABLE FOR THE BUDGET YEAR</b> (from Schedule B)	\$ 29,525,333	\$ 6,600,000	\$ 600,000	\$ 14,334,800	\$	\$	\$ 51,060,133	\$ 50,768,700	0.6%
<b>EXPENDITURES AND OTHER OUTFLOWS</b>									
Instruction	\$ 11,002,783	\$ 1,500,000	\$	\$	\$	\$	\$ 12,502,783	\$ 12,570,908	-0.5%
Public Service		20,000					20,000	20,000	
Academic Support	1,256,383						1,256,383	1,213,019	3.6%
Student Services	2,126,914	650,000					2,776,914	2,638,722	5.2%
Institutional Support (Administration)	10,210,567	30,000					10,240,567	9,392,697	9.0%
Operation and Maintenance of Plant	1,915,665						1,915,665	1,963,406	-2.4%
Scholarships	1,881,275	4,400,000					6,281,275	6,420,775	-2.2%
Auxiliary Enterprises			600,000				600,000	600,000	
Capital Assets				14,334,800			14,334,800	14,839,500	-3.4%
Debt Service-General Obligation Bonds									
Debt Service-Other Long Term Debt									
Other Expenditures									
Contingency	1,131,746						1,131,746	1,109,673	2.0%
Total Expenditures and Other Outflows	\$ 29,525,333	\$ 6,600,000	\$ 600,000	\$ 14,334,800	\$	\$	\$ 51,060,133	\$ 50,768,700	0.6%

## Request to Approve 2021-2023 Proposed Capital Budget

**Recommendation:**

Staff recommends approval of the 2021-23 Preliminary Capital Budget as presented.

**Summary:**

The preliminary budget as approved by the District Governing Board on April 14, 2020 will guide capital project planning for the next three years. The first year of the capital budget is incorporated into the 2020-21 proposed annual budget.

**Northland Pioneer College  
Capital Fund (50) Budget  
FY2021 Budget Cycle**

	<b>FY1920 Budget</b>	<b>FY1920 Actual YTD 2/22/20</b>	<b>Variance</b>	<b>% Spent</b>	<b>FY2021 Budget</b>	<b>FY2122 Budget</b>	<b>FY2223 Budget</b>
<b>Fund Balance - Annual Ops</b>	2,500,000				2,000,000	2,000,000	2,000,000
<b>Fund Balance - Special Projects</b>	10,000,000				10,000,000	6,000,000	4,000,000
<b>Transfer from Operating Fund</b>	2,000,000				2,000,000	2,000,000	2,000,000
<b>State Funding - STEM</b>	339,500				334,800	334,800	334,800
<b>Annual Capital Funding</b>	<u>14,839,500</u>	<u>-</u>			<u>14,334,800</u>	<u>10,334,800</u>	<u>8,334,800</u>
<b>Key Capital Projects &amp; SPASC</b>							
WMC Facilities (new, repair, rennovate)	10,000,000	95,901	9,904,099	1%	10,000,000	6,000,000	4,000,000
Strategic Plans	-	-	-		50,000	150,000	26,000
<b>Total - Annual Requirements</b>	<u>10,000,000</u>	<u>95,901</u>	<u>9,904,099</u>	<u>1%</u>	<u>10,050,000</u>	<u>6,150,000</u>	<u>4,026,000</u>
<b>Annual Capital Requests</b>							
Administrative	2,232,360	137,011	2,095,349	6%	2,054,655	1,876,000	1,743,500
Student Services	59,225	4,437	54,788	7%	59,225	60,410	61,618
IS	2,226,300	703,673	1,522,627	32%	2,067,500	2,675,000	5,300,000
Instruction:							
Arts & Science	-	-	-		-	-	-
CTE	171,000	25,434	145,566		50,000	-	193,000
Nursing	31,256	-	31,256		53,420	-	23,366
<b>Total - Annual Requests</b>	<u>4,720,141</u>	<u>870,555</u>	<u>3,849,586</u>	<u>18%</u>	<u>4,284,800</u>	<u>4,611,410</u>	<u>7,321,484</u>
<b>Contingency</b>	119,359	-	119,359	0%	-	-	-
<b>Total Expenses</b>	<u>14,839,500</u>	<u>966,456</u>	<u>13,873,044</u>	<u>7%</u>	<u>14,334,800</u>	<u>10,761,410</u>	<u>11,347,484</u>
<b>Surplus/(Deficit)</b>	<b>0</b>				<b>0</b>	<b>(426,610)</b>	<b>(3,012,684)</b>

**Northland Pioneer College  
Capital Budget  
FY2021-2223**

Sorted by Division

Div	Dept	Dept #	Object Code	FY2021 Budget Request \$	FY2122 Budget Request \$	FY2223 Budget Request \$	Description of Capital Item(s) Requested	Justification for Request	Postponed? Y/N
ADM SERV	MAINT	6100	5610	10,000,000	6,000,000	4,000,000	WMC Facilities	Projected spending for FY1920 is estimated at \$500K - project begin to start rolling in FY2021	Y
<b>KEY PROJ</b>	<b>Key Capital Projects Total</b>			<b>10,000,000</b>	<b>6,000,000</b>	<b>4,000,000</b>			
<b>CONTINGENCY</b>		<b>Contingency Total</b>		-	-	-			
Stud Serv	Marketing	5920	5610	50,000	150,000	-	Outdoor signs	Capital 2021 - Per the 2018-20 Strategic Plan, Priority II, Outcome 7 - Purchase and install outdoor metal signage for all NPC locations. - \$50k. Funds not expended carry forward into fiscal year 2021-22 to put toward large campus logo signs.  Capital 2022 - Per the 2018-20 Strategic Plan, Priority II, Outcome 7 - 1) Improve and or replace large NPC logo signs at 4 main campuses as funds allow. - \$150,000+ (roll unexpended funds from FT2020-21 to this year). Total expenditure on all signage not exceed \$250,000 over 3 years. 2) Purchase and install indoor digital signage for all 9 NPC locations. \$26,000. Should not take longer than one year but will not start until outdoor signs are completed.	N
Stud Serv	Marketing	5920	5645	-	-	26,000	Indoor digital signs	Capital 2022 - Per the 2018-20 Strategic Plan, Priority II, Outcome 7 - 1) Improve and or replace large NPC logo signs at 4 main campuses as funds allow. - \$150,000+ (roll unexpended funds from FT2020-21 to this year). Total expenditure on all signage not	N
<b>SPASC</b>	<b>SPASC Total</b>			<b>50,000</b>	<b>150,000</b>	<b>26,000</b>			
ADM SERV	MAINT	6100	5108	25,000	50,000	50,000	Professional consulting services	Architect and engineers	N
ADM SERV	MAINT	6100	5605	42,000	35,000	35,000	Furniture Requests	Annual furniture requests from departments	N
ADM SERV	MAINT	6100	5610	1,137,455	1,441,500	1,421,500	Facilities and maintenance projects	Maintain buildings, address safety needs, renovate to meet current needs, utilities savings, maintain aesthetics of campuses	N
ADM SERV	MAINT	6100	5610	144,500	147,000	147,000	IS Technology/Facility Changes	Changes required for technology	N
ADM SERV	MAINT	6100	5645	500,000	-	-	Campus/Security cameras project	Safety and security	N
ADM SERV	MAINT	6100	5645	22,500	22,500	-	IS Technology/Facility Changes	Changes required for technology Generator	N
ADM SERV	MAINT	6100	5645	-	5,000	-	Bobcat tracks	Ott rubber tracks for bobcat	N
ADM SERV	MAINT	6100	5645	13,200	-	-	Ventrac spreader and operating cab	Spread fertilizer and cinders, along with safety of operator	N
ADM SERV	MAINT	6100	5645	5,000	-	-	Bed for truck	repurpose existing truck	N
ADM SERV	MAINT	6100	5645	-	10,000	10,000	2 storage containers	storage needs	N
ADM SERV	AUTO	5750	5645	5,000	5,000	-	Mechanic tool replacement	replace tools	N
ADM SERV	AUTO	5750	5680	30,000	30,000	30,000	Engines and Paint for vehicles	extend life of fleet	N
ADM SERV	AUTO	5750	5680	50,000	50,000	50,000	1 Maintenance truck - utility bed	replace worn out vehicles	N
ADM SERV	AUTO	5750	5680	-	-	-	Jeep	For travel to tower sites	N
ADM SERV	AUTO	5750	5680	80,000	80,000	-	One MuddTrax utility vehicle	Travel to tower sites (\$68k for base model plus additional accessories = \$80k (if not purchased in FY2021, will purchase in FY2122)	N
<b>ADM SVC</b>	<b>Admin Services Total</b>			<b>2,054,655</b>	<b>1,876,000</b>	<b>1,743,500</b>			
STUD SERV	LIBRARY	3500	5650	59,225	60,410	61,618	Materials in the library collection: print, video, eBooks, eAudiobooks.	The Strategic Plan mentions nothing specifically about the Library Department; however, our #1 Strategic Priority is to identify and remove barriers in order to promote student success and completion. Library Capital resources (as we define them) are tools that we provide the students and the faculty in order to help students achieve academic success and complete their studies.	N
<b>STUD SERV</b>	<b>Student Services Total</b>			<b>59,225</b>	<b>60,410</b>	<b>61,618</b>			
IS	IS	5070	5600	360,000	500,000	500,000	Cisco Solution classrooms	This line item will begin lifecycle to refresh 9 to 10 Cisco units per year to combat obsolescence.	N
IS	IS	5070	5600	87,500	30,000	60,000	Replace old smartboards	Begin lifecycle replacement of old smartboards non-distance learning	N

IS	IS	5070	5600	-	200,000	200,000	Classroom Development	This line item is for future classroom technology request that are unknow at this time....	N
IS-CTE	IS	5070	5600	-	-	-	SCC, WMC PDC Business labs technology upgrades: <ul style="list-style-type: none"> <li>• Integrated Cisco Technology and "Talon" classroom set-up.</li> <li>• Ability to connect labs for connected classes.</li> <li>• Ability to easily use WebEx for hybrid courses, and multi-section courses</li> <li>• Appropriate speakers, cameras, and sound minimizing technology to ensure quality experience for students, or via WebEx</li> <li>• Large interactive SmartBoards</li> <li>• Teaching podium w/ electronic controls</li> <li>• 2 monitors for each student computer</li> </ul>	Request from BUS to expand course offerings using updated technologies 2 monitors for each computer for students to utilize e-book and software applications. After FY20/21 this will fall under our lifecycle for Cisco Rooms and Annual SmartNet.	N
IS	IS	5070	5600	-	15,000	15,000	DRA Classroom Development	DRA Classroom Development and compliance	N
IS	IS	5070	5615	-	500,000	3,000,000	Jenzabar Replacement	Review, Evaluation, and implementation of replacement ERP system	
IS	IS	5070	5615	295,000	325,000	350,000	Jenzabar Maintenance	Yearly Maintenance Contract Increase due to age of systems and licensing	N
IS	IS	5070	5615	30,000	30,000	30,000	Jenzabar Consultants	Consultant training/update NPC Servers	N
IS	IS/Bus	5070	5615	15,000	15,000	20,000	Jenzabar Training hours (remote) Or new ERP system	Support Business Office Jenzabar Users	N
IS	IS	5070	5615	290,000	300,000	325,000	Cisco Smartnet Renewal	Necessary Contratural Maintenance. Cost per device increase and additional device for college. An additional 80,000 or so included per year as the college absorbs the Talon Smartnet contract.	N
IS	IS	5070	5620	400,000	200,000	200,000	Server Replacements @ 4 years	Update Aging Server/Blade Cycle	N
IS	IS	5070	5620	125,000	125,000	125,000	Replace old routers, switches and AP's @ 6 years	Update Aging Routers, Switches, and Aps	N
IS	IS	5070	5620	25,000	50,000	50,000	UPS (batteries for servers) lifecycle Replacements @ 5 years	Replace aging UPS systems	N
IS	IS	5070	5620	50,000	100,000	100,000	Secondary tertiary storage	Necessary Server Backup Solution, will be needed at both data centers	N
IS	IS	5070	5620	60,000	60,000	60,000	Vbrick storage	Storage of video classroom recordings.	N
IS	IS	5070	5630	100,000	100,000	100,000	Computers @ 4 years (230)	Replace aging computers	N
IS	IS	5070	5630	20,000	40,000	40,000	Printers @ 3 years	Replace aging printers	N
IS	IS	5070	5630	30,000	30,000	30,000	Monitors @ 4 years	Replace aging monitors	N
IS	IS	5070	5630	10,000	40,000	80,000	Portable/Mobile technology	Replace some laptops with Surface Pros, Mobile Tech	N
IS	IS	5070	5630	-	-	-	MacBook Pro computers with specifications in PAC 125	FDV program sees a significant need for more computing power	N
IS	IS	5070	5630	-	10,000	10,000	iMac Lifecycle Replacements. SCC Video Production Lab Lifecycle iMac Computer Replacements	Lifecycle iMac Computer Replacements	N
IS	IS	5070	5635	150,000	-	-	Microsoft Azure migration Professional Services	AD/Exch env to the cloud	
SPASC	IS	5070	5615	20,000	5,000	5,000	FY2021 capital request for implementing a web-based registration system. (May include CRM and/or admissions modules)  Jenzabar contract for projects - Could include ongoing maintenance and support	SPASC FY1819 Board Approved strategic goals	N
<b>IS</b>			<b>IS Total</b>	<b>2,067,500</b>	<b>2,675,000</b>	<b>5,300,000</b>			
CTE	AJS	1205	5645	25,000	-	-	Fire Arms/Force on Force Trainings	Keep to current standard-NPC has used equipment at Show Low PD in the past, however their equipment is outdated and cannot be used.	N

CTE	AJS	1205	5645	-	-	30,000	Turning Target Fire Range	Keep to current standard	N
CTE	ATO	1110	5645	-	-	44,000	2- Four Post Drive on Lifts with Rolling Jacks	Keep to current standard	1 now and 1 the following year
CTE	ATO	1110	5645	-	-	35,000	Newest scanners. Newer system will be released.	Introduces students to new technology used in industry, improves efficiency	N
CTE	ATO	1110	5645	-	-	-	One 2010 or newer diesel truck	Keep to current standard	N
CTE	ATO	1110	5645	-	-	-	Snap-On DVOM Trainer System	Introduces students to new technology used in industry, improves efficiency <b>Carl's Perkins will cover FY2122 request \$25,000</b>	N
CTE	ATO	1110	5645	-	-	-	Snap-On Torque Trainer System	Introduces students to new technology used in industry, improves efficiency <b>Carl's Perkins will cover FY2021 request \$28,000</b>	n
CTE	ATO	1110	5645	-	-	-	Brake Lathe	Introduces students to new technology used in industry, improves efficiency <b>Carl's Perkins will cover FY2021 request \$10,000</b>	Y
CTE	ATO	1110	5645	-	-	-	Air Condition Recovery Machine	Introduces students to new technology used in industry, improves efficiency <b>Carl's Perkins will cover FY2122 request \$10,000</b>	Y
CTE	ATO	1110	5645	-	-	-	On Car Brake Lathe	Introduces students to new technology used in industry, improves efficiency <b>Carl's Perkins will cover FY2122 request \$15,000</b>	Y
CTE	ATO	1110	5645	-	-	-	Newest Scanners	Introduces students to new technology used in industry, improves efficiency <b>Carl's Perkins will cover FY2122 request \$30,000</b>	N
CTE	FRS	1336	5645	25,000	-	-	Gator-AJS and FRS programs-Track & Setups	Needed for equipment setup	N
CTE	WLD	1170	5645	-	-	72,000	Welding Machines 4-WMC 6-PDC 2-STJ	Replace worn machines as part of facility maintenance	N
CTE	WLD	1170	5645	-	-	12,000	Welding Machine 1-Aluminum master power for PDC	Replace worn machines as part of facility maintenance	N
CTE	WLD	1170	5645	-	-	-	Welding Machine	Replace worn machines as part of facility maintenance <b>Carl's Perkins will cover FY2021 &amp; FY2122 request \$44,000 (both years)</b>	N
CTE	WLD	1170	5645	-	-	-	Update current ventilation with new filters. This will cover the three locations	Keep to current standard <b>Carl's Perkins will cover FY2021 request \$15,000</b>	N
CTE	WLD	1170	5645	-	-	-	Pipe Bender with tooling for WMC	Introduces students to new technology used in industry, improves efficiency <b>Carl's Perkins will cover FY2122 request \$10,000</b>	Y
CTE	WLD	1170	5645	-	-	-	2 Power Hammers, Metal Shaping PDC & WMC	Introduces students to new technology used in industry, improves efficiency <b>Carl's Perkins will cover FY2122 request \$30,000</b>	Y
<b>CTE</b>			<b>CTE Total</b>	<b>50,000</b>	<b>-</b>	<b>193,000</b>			
NAH	NUR	1375	5645	-	-	-	2 Nursing Manikins	Replacement Cycle (NUR simulation operational plan) <b>Carl's Perkins will cover FY2122 request \$23,366</b>	Y
NAH	NUR	1375	5645	-	-	23,366	2 Nursing Manikins	Replacement Cycle (NUR Operational Plan)	Y
NAH	SGT	1369	5645	-	-	-	Surgical Abdomen / 3-year warranty	Lab Equipment (SGT Operational Plan) <b>Carl's Perkins will cover FY2021 request \$15,113</b>	N
NAH	SGT	1369	5645	-	-	-	Skytron OR Table	Lab Equipment (SGT Operational Plan) <b>Carl's Perkins will cover FY2021 request \$6,500</b>	N
NAH	SGT	1369	5645	-	-	-	Stryker Laparoscopic Tower w/ Instrumentation	Lab Equipment (SGT Operational Plan) <b>Carl's Perkins will cover FY2021 request \$8,500</b>	N
NAH	PHT	1378	5645	-	-	-	2 CleachTech Compounding Isolators w/ Stands	Lab Equipment (PHT Operational Plan and Feasibility Study) <b>Carl's Perkins will cover FY2021 request \$14,736</b>	N
NAH	EMS	1335	5645	53,420	-	-	SimBaby w/ Setup	Lab Equipment (EMS Operational Plan)	Y

NAH	EMS	1335	5645	-	-	-	Stryker Powered Stretcher with Mounting Ambulance System	Lab Equipment (EMS Operational Plan) <b>Carl's Perkins will cover FY2021 request \$11,500</b>	Y
NAH	EMS	1335	5645	-	-	-	Childbirth Simulator	Lab Equipment (EMS Operational Plan) <b>Carl's Perkins will cover FY2122 request \$64,558</b>	Y
NAH	HES - Phlebotomy	1376	5645	-	-	-	10 Multi-Venous Training Arms	Lab Equipment (HES Operational Plan) <b>Carl's Perkins will cover FY2021 request \$8,261</b>	N
<b>Nursing</b>		<b>Nursing Total</b>	<b>53,420</b>	<b>-</b>	<b>23,366</b>				
<b>Total NPC Annual Capital</b>			<b>14,334,800</b>	<b>10,761,410</b>	<b>11,347,484</b>				



# Governing Board Meeting Agenda

**ZOOM**

Or you can join by calling 1 669 900 6833 and using meeting ID: 926 9011 1497.

**Date:** May 19, 2020

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

Item	Description	Resource
1.	Call to Order and Pledge of Allegiance .....	Chair Lucero
2.	Adoption of the Agenda..... (Action)	Chair Lucero
3.	Call for Public Comment..... <small>Individuals may address the Board on any relevant issue for up to 5 minutes. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.</small>	Chair Lucero
4.	<b>Reports:</b>	
A.	<a href="#">Financial Position</a> .....	VPAS Ellison
B.	<a href="#">NPC Student Government Association (SGA)</a> .....	Written Report
C.	NPC Faculty Association .....	Faculty Association
D.	Classified & Administrative Staff Organization (CASO).....	CASO
E.	Strategic Planning and Accreditation Steering Committee.....	No Report
F.	NPC Friends and Family .....	Director Wilson
G.	<a href="#">Human Resources</a> .....	Written Report
5.	Consent Agenda..... (Action)	Chair Lucero
A.	April 14, 2020 <a href="#">Work Session Minutes</a>	
B.	April 14, 2020 <a href="#">Regular Meeting Minutes</a>	
6.	Old Business: None.	
7.	<b>New Business:</b>	
A.	<a href="#">Achieve60AZ Presentation</a> .....	Rachel Yanof
B.	Request to Award <a href="#">Contract for Design of WMC Skills Center</a> .... (Action)	VPAS Ellison
C.	<a href="#">Commencement Update</a> .....	Cassie Dows
D.	<a href="#">Strategic Planning Report</a> .....	Director Yip-Reyes
E.	Institutional Effectiveness <a href="#">Quarterly Report</a> .....	Director Yip-Reyes
F.	Presidents Evaluation Process .....	President Vest
G.	Recommended <a href="#">Change to Policy 1136</a> ..... (Action)	Director Wilson
H.	Request to Approve <a href="#">Purchase of Laptops, Docking Stations, and Computers</a> ..... (Action)	CIO Estes
I.	Request to Approve <a href="#">Purchase of Mini Dome Cameras</a> ..... (Action)	CIO Estes
J.	Request to Approve <a href="#">Purchase of Cisco Catalyst 9200 Switches</a> (Action)	CIO Estes
K.	<a href="#">Restructure &amp; Changes in Terms of Employment</a> ..... (Action)	President Vest
8.	<b>Standing Business:</b>	
A.	President's Report.....	President Vest
B.	DGB Agenda Items and Informational Needs for Future Meetings .....	Chair Lucero
9.	Board Report/Summary of Current Events .....	Board Members
10.	Announcement of Next Regular Meeting..... <b>June 16, 2020</b>	Chair Lucero
11.	Adjournment..... (Action)	Chair Lucero

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



**Northland Pioneer College**

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

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2019 to March 31, 2020

Budget Period Expired

75%

Tax Supported Funds				
General Unrestricted				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Primary Tax Levy	15,254,000	510,746	10,823,798	71%
State Aid:				
Maintenance and Operations	1,567,700	-	1,175,775	75%
Equalization	7,751,900	-	5,813,925	75%
Rural Aid	889,200	-	666,900	
Tuition and Fees	4,860,000	187,926	3,590,015	74%
Investment earnings	-	31,446	916,455	
Grants and Contracts	1,306,400	2,972	723,031	55%
Other Miscellaneous	-	17,681	222,095	
Fund Balance	-			
Transfers	(2,900,000)	(22,486)	(1,363,351)	47%
<b>TOTAL REVENUES</b>	<b>\$ 28,729,200</b>	<b>\$ 728,285</b>	<b>\$ 22,568,643</b>	<b>79%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	18,897,429	1,560,781	13,258,542	70%
Operating Expenditures	9,831,771	292,726	4,889,111	50%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,729,200</b>	<b>\$ 1,853,507</b>	<b>\$ 18,147,653</b>	<b>63%</b>
<b>Unrestricted Plant</b>				
	Current Month			
	Budget	Actual	Y-T-D Actual	%
<b>REVENUES</b>				
State Aid:				
Capital/STEM	339,500	-	254,625	75%
Fund Balance - WMC Facilities	12,500,000		-	0%
Transfers	2,000,000	11,931	774,040	39%
<b>TOTAL REVENUES</b>	<b>\$ 14,839,500</b>	<b>\$ 11,931</b>	<b>\$ 1,028,665</b>	<b>7%</b>
<b>EXPENDITURES</b>				
Capital Expenditures	2,339,500	3,144	970,066	41%
Capital Expenditures - WMC Facilities	12,500,000	8,787	58,599	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,839,500</b>	<b>\$ 11,931</b>	<b>\$ 1,028,665</b>	<b>7%</b>

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT  
 Statement of Financial Position  
 July 1, 2019 to March 31, 2020

Budget Period Expired 75%

**Restricted and Auxiliary Funds**

	Restricted			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Grants and Contracts	6,000,000	1,062,424	3,301,972	55%
Fund Balance	-			
Transfers	600,000	-	450,000	75%
<b>TOTAL REVENUES</b>	<b>\$ 6,600,000</b>	<b>\$ 1,062,424</b>	<b>\$ 3,751,972</b>	<b>57%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	976,929	104,804	902,604	92%
Operating Expenditures	5,623,071	107,330	3,009,273	54%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,600,000</b>	<b>\$ 212,134</b>	<b>\$ 3,911,877</b>	<b>59%</b>

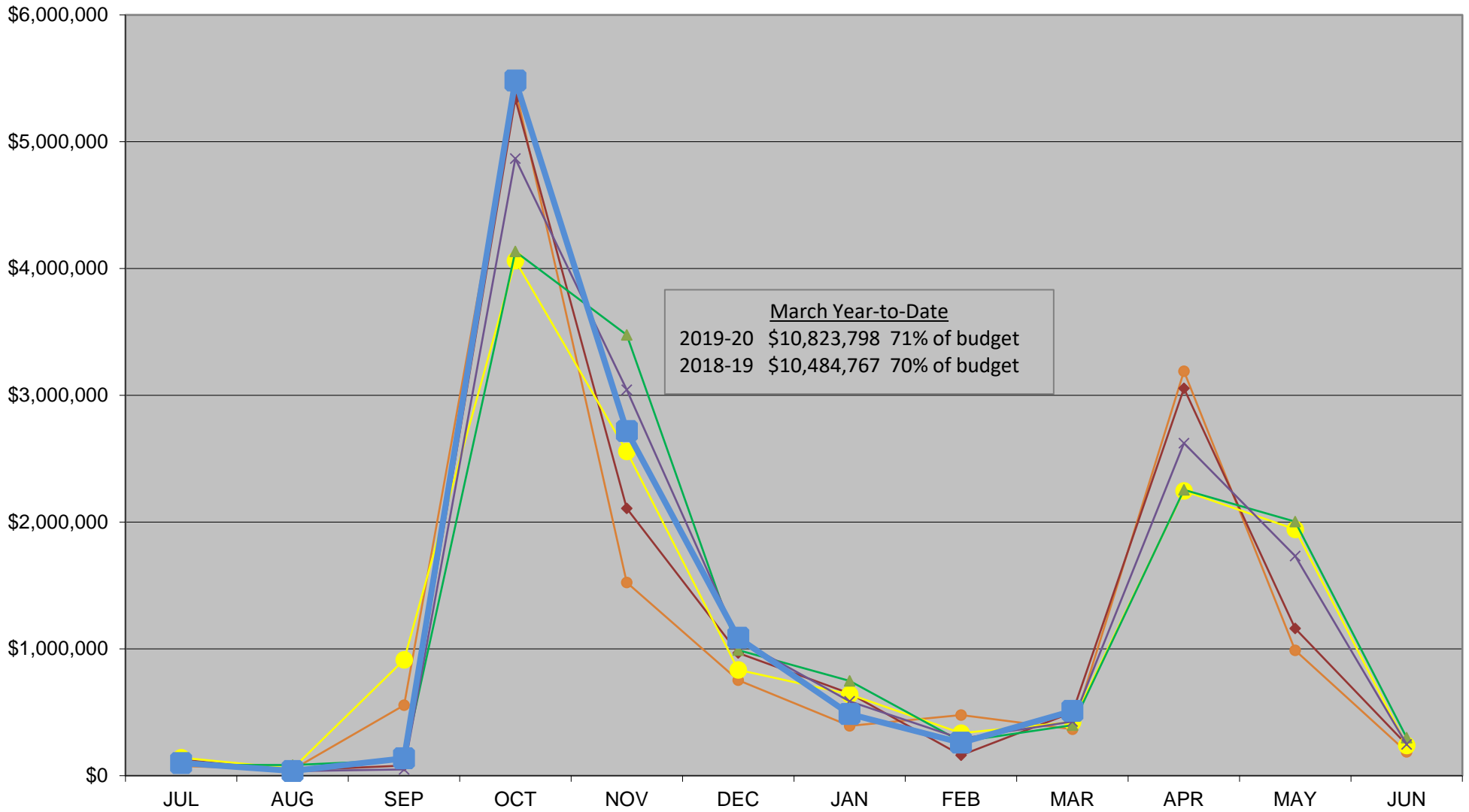
	Auxiliary			
	Budget	Current Month Actual	Y-T-D Actual	%
<b>REVENUES</b>				
Sales and Services	300,000	(820)	60,122	20%
Fund Balance	-			
Transfers	300,000	10,555	139,311	46%
<b>TOTAL REVENUES</b>	<b>\$ 600,000</b>	<b>\$ 9,735</b>	<b>\$ 199,433</b>	<b>33%</b>
<b>EXPENDITURES</b>				
Salaries and Benefits	298,971	9,167	126,007	42%
Operating Expenditures	301,029	570	73,426	24%
Capital Expenditures				
<b>TOTAL EXPENDITURES</b>	<b>\$ 600,000</b>	<b>\$ 9,737</b>	<b>\$ 199,433</b>	<b>33%</b>

**Cash Flows**

Cash flows from all activities (YTD) .....	\$27,548,713
Cash used for all activities (YTD) .....	\$23,287,628
Net Cash for all activities (YTD) .....	\$4,261,085

### Monthly Primary Property Tax Receipts

● 2014-15   
 ◆ 2015-16   
 ▲ 2016-17   
 ▲ 2017-18   
 × 2018-19   
 ■ 2019-20 March YTD



12 May, 2020

Dear NPC District Governing Board,

The Student Government Association activities came to a pause in late March due to the Covid-19 pandemic. All of the remaining activities for the Spring, 2020 semester were cancelled. Although this posed a challenge we have found ways to move the group forward. We are now meeting via Zoom and it is very successful.

In a recent meeting we discussed the surplus of money due to the cancellation of activities. We brainstormed some ideas on how to use it to benefit students. Our Vice-President, Derek Flake, made a suggestion to create a Summer, 2020 scholarship. With the help of Ryan Orr all of the required internal approvals have been granted. We are providing several scholarships that will cover up to 8 credit hours plus the media fee. The applications are due by May 29, 2020 and will be reviewed by two NPC team members so as to protect student privacy per FERPA. The scholarships require a 3.0 GPA, cannot be stacked with a dual enrollment program, and will be given on a first come first served basis. We are thrilled to be able to help students during this difficult time.

We decided in a recent meeting to meet during the Summer semesters and not just in the Fall and Spring semesters moving forward. This will enable us to keep our momentum and serve the students of NPC more effectively. We are exploring new ways to serve students and look forward to these new directions.

We held elections for our officer team for the 2020-2021 academic year. Cindy Dies Owen will continue to serve as President, Jolina Barron will serve as Vice-President, and Nicha Tucker will serve as Secretary.

Sincerely,

Cindy Dies Owen

SGA President, 2019-2020

**DGB Human Resources Update  
May 19, 2020**

**OPEN POSITIONS**

1. **Administrative Assistant to the Director of Nursing and Allied Health – Open until filled. 4 applicants.**
2. **Carl Perkins Grant Specialist – Open until filed. 12 applicants.**
3. **Early College Coordinator – Open until May 15, 2020. 1 applicant.**
4. **EMS Program Clerk – Open until filled. 2 applicants.**
5. **Faculty in Energy & Industrial Technician – Open until filled. 5 applicants.**
6. **Faculty in Sociology / Anthropology – Open until filed. 26 applicants.**
7. **System Support Technician – Open until filled. 4 applicants.**

**CLOSED: IN REVIEW**

8. **Auto Mechanic – Closed May 9, 2020. 12 applicants.**
9. **Dean of Instructional Innovation – Closed May 5, 2020. 5 applicants.**
10. **Director of Nursing and Allied Health Services – Open until filed. 6 applicants.**
11. **Director of Small Business Development Center- Closed April 27, 2020. 2 applicants.**
12. **Instructional Designer – Closed April 30, 2020. 13 applicants.**
13. **Systems Engineer – Closed February 13, 2020. 17 applicants.**

**OFFER MADE AT TIME OF PACKET RELEASE**

14. **Community & Corporate Learning Specialist**
15. **Curriculum Coordinator**
16. **Faculty in College & Career Preparation Instructor**
17. **Faculty in Computer Information Systems**
18. **Groundskeeper**
19. **Interim Financial Aid Office**
20. **Chief Human Resources Officer**

**FILLED**

21. **Associate Librarian – Lori Carmona. Start date May 1, 2020 at PDC.**
22. **Audio/Video Support Technician – Chris Cribbs. Start date May 1, 2020 at WMC.**
23. **Faculty in Film & Digital Video – Nathan Kosub. Start date August 10, 2020 at LCC.**

# Navajo County Community College District Governing Board Work Session Meeting Minutes

April 14, 2020 – 9:30 a.m.

Zoom

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**Governing Board Member Present:** Mr. Everett Robinson; Mr. Elias Jouen; Mr. Derrick Leslie; Mr. Daniel Peaches.

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:** Mr. Frank Lucero.

**Staff Present:** President Mark Vest; Vice President for Learning and Student Services (VPLSS) Jessica Clark; Vice President for Administrative Services (VPAS) Maderia Ellison; Chief Information Officer (CIO) Scott Estes; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Lia Keenan; Colleen Readell; Peggy Belknap; Ann Hess; Myrtle Dayzie-Grey; Chantal Kescoli; Ernie Hess; Ryan Orr; Terrie Shevat; Rickey Jackson; Curtis Stevens; Judy Yip-Reyes; Jeremy Raisor.

**Others Present by Phone:**

## **Agenda Item 1: Call to Order**

Secretary Peaches called the meeting to order at 9:33 a.m.

## **Agenda Item 2: Adoption of Agenda**

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

## **Agenda Item 3: New Business**

### ***2020 - 2021 Budget Discussion***

VPAS Ellison shared the Preliminary Budget Analysis, which had to be pulled from the March agenda, and updated, due to the fast paced changes brought about by the COVID-19 pandemic. VPAS Ellison highlighted the differences in revenues from the options presented and the impact from the upcoming request to reduce tuition for the Fall 2020 and Spring 2021 semesters.

Mr. Peaches asked how the budget presented is different to the current year. VPAS Ellison noted the differences which include an increase in overall revenues.

Mr. Jouen asked for clarification on the use of fund balance and the transfer out of \$2.9 million for other funds. VPAS Ellison provided the information and the reasons behind the transfers. Mr. Jouen asked if there was any way to lower the amount transferred out for this upcoming year in light of the current climate. VPAS Ellison noted that the initial requests for funds had been

higher than the \$2.9 million currently in the budget and priorities had already been reassessed with the results being the current transfer amount. With these transfers primarily supporting the technology and facility needs of the college any reduction would likely mean delays in their work.

President Vest added that the college views the proposed tuition reduction as a one-year form of emergency aid to students and the college has a healthy fund balance to cover the cost. President Vest noted he would not be comfortable using fund balance for ongoing costs the college may have.

**Agenda Item 4: Adjournment**

*The meeting was adjourned at 10:00 a.m. upon a motion by Mr. Robinson and a second by Mr. Leslie. The vote passed upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

Respectfully submitted,

A handwritten signature in black ink that reads "Paul Hempsey". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Paul Hempsey  
Recording Secretary to the Board



# Navajo County Community College District Governing Board Meeting Minutes

April 14, 2020 – 10:00 a.m.  
ZOOM

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**Governing Board Member Present:** Mr. Derrick Leslie; Mr. Everett Robinson; Mr. Elias Jouen; Mr. Daniel Peaches.

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:** Mr. Frank Lucero.

**Staff Present:** President Mark Vest; Vice President for Learning and Student Services (VPLSS) Jessica Clark; Vice President for Administrative Services (VPAS) Maderia Ellison; Chief Information Officer (CIO) Scott Estes; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Lia Keenan; Colleen Readell; Peggy Belknap; Ann Hess; Myrtle Dayzie-Grey; Chantal Kescoli; Ella Reese; Ernie Hess; Ryan Orr; Terrie Shevat; Rickey Jackson; Jeremy Raisor; Judy Yip-Reyes; Allison Landy; Betsy Wilson; Robbie Koerperich; Pamela Dominguez; Karen Zimmerman; Lauren Maestas; Gail Campbell; Rebecca Hunt; Linda Kor; Tamara Osborne; Amber Hill; Lauralee Parsons; Josh Rogers; Daphne Brimhall; Inez Schaechterle; Paul Moffitt; Mike Colwell; Wesley Wright.

**Others Present by Phone:**

**Agenda Item 1: Call to Order and Pledge of Allegiance**  
Secretary Peaches called the meeting to order at 10:02 a.m.

**Agenda Item 2: Adoption of Agenda**

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

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

Mr. Robbie Koerperich, Superintendent of Holbrook Unified School District and speaking on behalf of the Navapache Superintendents group, thanked the Board for making the decision to waive tuition for students in the TALON program which has been a blessing for juniors and seniors at high schools.

**Agenda Item 4: Reports**

**4.A. Financial Position**

VPAS Ellison addressed the Board and reviewed the Financial Position Report noting that it was for 8 months of activity. VPAS Ellison also noted the request, by Arizona County Treasurers, to delay the deadline for receipt of Property Taxes till June from April.

Mr. Jouen asked if the Property Tax revenues would be recognized in the current fiscal year if they arrive before June 30th. VPAS Ellison noted they would.

***4.B. NPC Student Government Association (SGA)***

No Report.

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

Dr. Allison Landy, Department Chair for Early Childhood Studies, addressed the Board and presented a PowerPoint showing the work of her department.

Mr. Jouen asked for Enrollment data in the Winslow area, for her program. Dr. Landy noted she did not have those numbers at her fingertips but would make sure the Board received them.

Mr. Leslie reported concerns over the advising that Tribal Head Start programs were receiving and asked Dr. Landy if she was in regular contact with them. Dr. Landy responded with the efforts made by her department, particularly in the Whiteriver area, and offered to respond to any specific questions or concerns Mr. Leslie might have.

***4.D. Classified & Administrative Staff Organization (CASO)***

Rebecca Hunt, President of CASO, addressed the Board and reported on the efforts of CASO members to make the current transition as easy as possible for everyone at the college. CASO still hopes to hold their silent auction in the Fall semester with proceeds going to student scholarships.

***4.E. NPC Strategic Planning and Accreditation Steering Committee (SPASC)***

No Report.

***4.F. Friends and Family***

Director Wilson addressed the Board and provided an update on the efforts to provide students with the resources needed for them to complete the semester, and the support received from Law Enforcement to deliver Chromebooks and Mobile Hot Spots. Director Wilson also reported that NPC Friends & Family placed third in small non-profits during Arizona Gives Day and expected to receive at least \$29,883 once all bonus money was allocated.

***4.G. Human Resources***

Written Report.

Peggy Belknap provided an update on the search for a Chief Human Resources Officer noting the committee would be meeting again this afternoon.

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

### **A. March 24, 2020 Regular Meeting Minutes**

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

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

### **6.A. Request to Approve Purchase of Cisco Catalyst 9200 Switches**

Mr. Leslie confirmed that all three old business items were those tabled at the March meeting. CIO Estes addressed the Board and reviewed the request to approve the purchase of 21 Cisco Catalyst 9200 Switches.

*Mr. Jouen made a motion to approve the Purchase of Cisco Catalyst 9200 switches, from CDWG in the amount of \$87,381.43, as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

### **6.B. Request to Approve Purchase of Samsung 55” Displays, Associated Mounts, and Hardware**

CIO Estes reviewed the request to Purchase of Samsung 55” Displays and associated equipment.

*Mr. Robinson made a motion to approve the Purchase of Samsung 55” Displays, from CDWG in the amount of \$61,564.69, as presented. Mr. Peaches seconded.*

Mr. Jouen commented that he had proposed tabling these items at the last meeting to give time to assess the impact of the Coronavirus outbreak on the college and in light of the presentation received on the Preliminary Budget for next year he supports the purchases.

*The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

### **6.C. Request to Approve Purchase of SMART Board Displays with Mounts**

CIO Estes reviewed the request to purchase SMART Board Displays and Mounts.

*Mr. Peaches made a motion to approve the purchase of SMART Board Displays with Mounts as presented. Mr. Robinson seconded.*

Mr. Jouen asked how many would be installed at the Winslow campus. CIO Estes noted that three would be heading to Winslow.

*The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

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

### ***7.A. Enrollment Report***

Jeremy Raisor, Director of Enrollment Services, addressed the Board and presented the Spring Semester Enrollment report noting decline in most areas. Director Raisor did note that in times of recession community colleges would normally see an increase in enrollment.

### ***7.B. Web-Based Registration Update***

Director Raisor provided an update on the progress made towards a fully web-based registration process for students with a timeline for implementation.

### ***7.C. Out of County Student Breakdown***

Director Raisor showed the breakdown of students from out of County as requested by the Board at the March meeting.

Mr. Robinson asked if Out-of-County students were mostly DACA (Deferred Action for Childhood Arrivals) students. Director Raisor responded that they were not, and the college has relatively few that could be considered DACA students.

Mr. Leslie left the meeting at 10:52am.

### ***7.D. 2020-21 Preliminary Budget Analysis***

VPAS Ellison reviewed the 2020-21 preliminary budget analysis for those who missed the Work Session, providing a second look at the three options presented. VPAS Ellison reminded the Board that the Budget approved later in the meeting could be decreased but not increased in the future.

Mr. Robinson confirmed that a special meeting would still be required to adopt the budget next month.

### ***7.E. Primary Property Tax Rate & Levy***

VPAS Ellison reviewed the Primary Property Tax Rate and the associated Levy noting this was a first read and recommends a rate that will not require a Truth in Taxation meeting next month.

Mr. Jouen asked for confirmation on the current rate, which VPAS Ellison provided, and noted that the recommended option would be a decrease in the rate from 1.82 to 1.78.

### ***7.F. Reduced Tuition – Fall 2020 and Spring 2021***

VPAS Ellison reviewed the request to reduce tuition for the Fall 2020 and Spring 2021 noting the use of \$2 million from a healthy fund balance.

Mr. Robinson asked why the request was for \$40 instead of exactly 50% of the \$79 current Tuition rate. VPAS Ellison responded that it was for ease of administration for staff.

Mr. Jouen commended everyone involved in bringing this recommendation forward as it would be a great help to students.

*Mr. Jouen made a motion to approve the reduction in the Tuition Rate from \$79 to \$40, per credit hour, for the Fall 2020 and Spring 2021 semesters as presented. Mr. Robinson seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Mr. Peaches voting in favor. There were no votes against.*

President Vest and VPAS Ellison thanked the Board for taking this action to assist students and community members.

#### ***7.G. 2020-2021 Salary & Wage Recommendation***

VPAS Ellison reviewed the recommendation noting the changes from the recommendation which had to be pulled from the March meeting at the last minute.

President Vest thanked the employees involved in the discussions who accepted the reduction in increase for faculty and exempt staff but continued to advocate for the full \$1 raise for non-exempt employees.

Mr. Jouen asked for confirmation that there was no additional out of pocket expenses to the employees for Health Insurance. VPAS Ellison noted the increase in the employee's contribution in the Employee Only option within the PPO plan.

*Mr. Jouen made a motion to approve the 2020-2021 Salary & Wage Recommendation, an increase of 2.5% for faculty and exempt employees and \$1 for non-exempt employees effective January 1, 2020. Mr. Robinson seconded.*

*Mr. Jouen amended his motion to approve the 2020-2021 Salary & Wage Recommendation, an increase of 2.5% for faculty and exempt employees and \$1 for non-exempt employees effective July 1, 2020. Mr. Robinson seconded the revised motion. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Mr. Peaches voting in favor. There were no votes against.*

#### ***7.H. Request to Approve 2020-21 Preliminary Budget***

VPAS Ellison reviewed the requested 2020-21 Preliminary Budget documents with the Board.

Mr. Robinson asked if the institution's technology support expenses fall in the Institutional Support (Administration) column. VPAS confirmed that it was. Mr. Robinson pointed out that these costs made it appear that the college Administration expenses were high when in fact it was technology costs.

Mr. Jouen asked where the college would fall in terms of Expenditure Limit. VPAS Ellison responded that the college expected to breach again this year by under \$500,000.00. This will depend on further impact of the pandemic.

VPAS Ellison noted that the community colleges have been asked by the state to identify common descriptions under one area of the required budget documents as every community

college is using their own and it is causing confusion. This will likely be reflected in the budget the Board will see next month but the amounts will remain the same.

*Mr. Robinson made a motion to adopt the 2020-21 Preliminary Budget as presented. Mr. Jouen seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Mr. Peaches voting in favor. There were no votes against.*

#### **7.I. Request to Approve 2021-2023 Preliminary Capital Budget**

VPAS Ellison reviewed the 2021-2023 Preliminary Capital Budget documents.

Mr. Robison asked if the furniture requirements for the new buildings were reflected in the capital budget as a line item. VPAS Ellison noted that those costs were currently incorporated in the \$20 million overall budget for construction at the White Mountain Campus.

*Mr. Jouen made a motion to approve the 2021-2023 Preliminary Capital Budget as presented. Mr. Robinson seconded. The vote passed upon a roll-call vote with, Mr. Jouen, Mr. Robinson, and Mr. Peaches voting in favor.*

#### **Agenda Item 8: Standing Business**

##### **8.A. President's Report**

President Vest noted that the county has instituted a new filing requirement for candidates interested in pursuing one of the seats available on the District Governing Board and forms can be requested from the County Elections office.

President Vest noted that the college had received a request for monetary support from Achieve60AZ as matching funds to pursue grant funds for local advocacy and suggested the Board would like to receive a presentation at the May meeting. Mr. Robinson asked for the presentation to be added to the May meeting agenda.

##### **8.B. Agenda Items/Informational Needs for future meetings**

None.

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

None.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, May 19, 2020.

#### **Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:22 p.m. upon a motion by Mr. Jouen and a second by Mr. Robinson. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Mr. Peaches voting in favor. There were no votes against.*

Respectfully submitted,

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

Paul Hempsey  
Recording Secretary to the Board

Draft





**EDUCATION  
ADVANCES  
EVERYONE**

# Northland Pioneer College Governing Board

May 19, 2020



# 60% by 2030

Adults, 25-64 years old, with a license, degree or credential.



# About Achieve60AZ



## Our Vision

Arizona has a **diverse, well-educated, highly-skilled** workforce participating in a **thriving economy**.

## Our Alliance

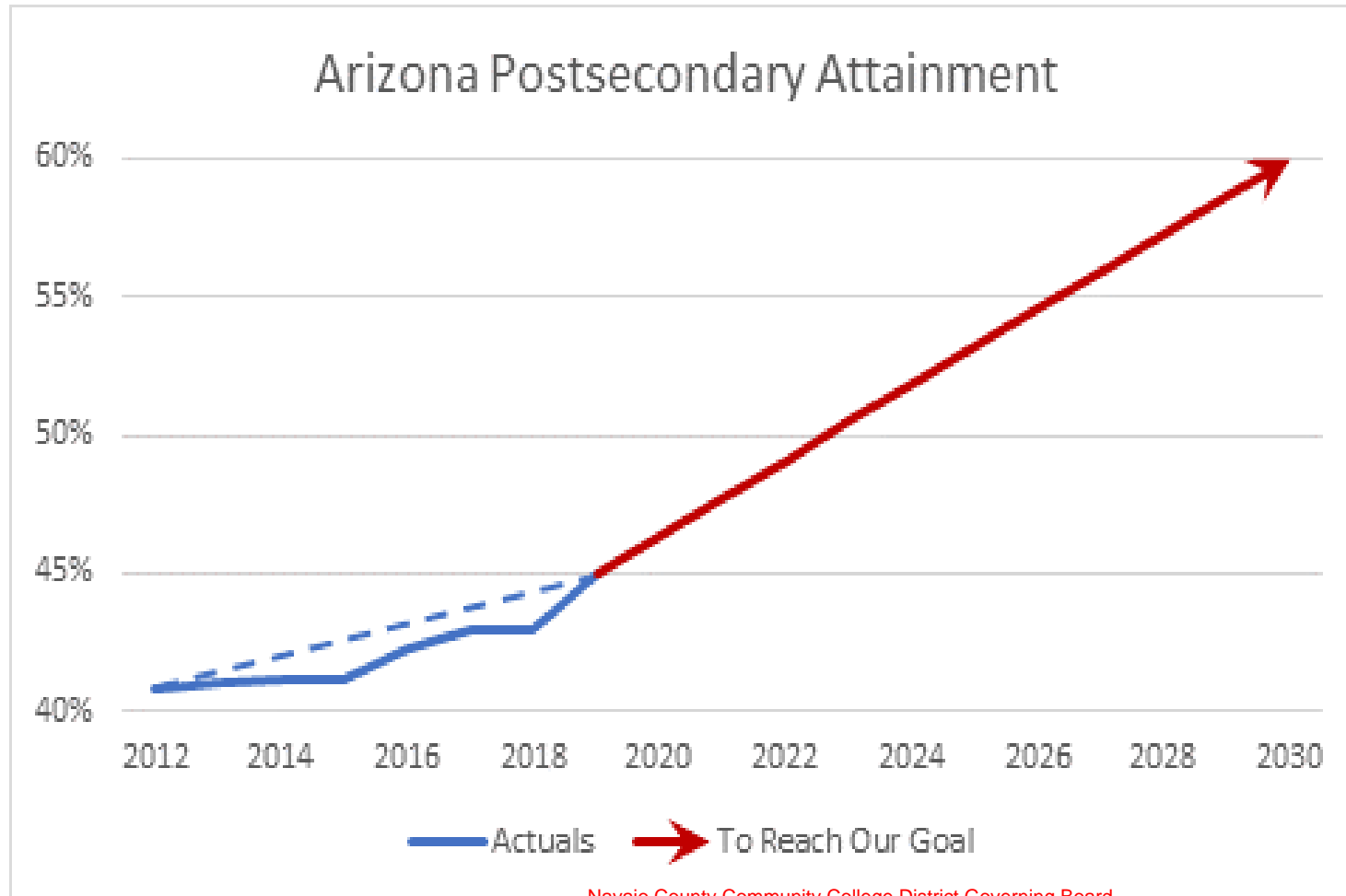
An independent alliance of nearly **150 community, business, philanthropic, nonprofit, education organizations, and governments** fueled by a grassroots effort to make Arizona more competitive through the power of education.

## Our Organization

Nonprofit and nonpartisan; mission to hold the goal as the North Star for educational and workforce alignment to achieve a thriving Arizona. We:

- 1) Educate and Empower
- 2) Inform and Report
- 3) Increase Public Support
- 4) Build Awareness and Support Actions

# Attainment over Time



**1,000,000**  
more  
adults with  
credentials.





# PILLARS AND STRATEGIES TO REACH 60%

## PILLAR 1

Early Childhood  
through High School

1. Emphasize high school graduation and promote best practices for certificate, college, and career readiness.

## PILLAR 2

Postsecondary  
Access and Success

3. Work collaboratively to address barriers to credential and degree completion through policies and innovation.

## PILLAR 3

Workforce and  
Business Development

6. Attract businesses to Arizona with well-educated and highly skilled workers and jobs.

## PILLAR 4

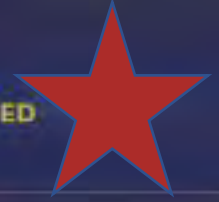
Systems and Structures

9. Utilize metrics and data systems to support thoughtful partnerships and collaboration in pursuit of the 60% post high school



**ACHIEVE60AZ**  
EDUCATION ADVANCES EVERYONE

HOME GOAL PILLARS NEWS ALLIANCE STAFF GET INVOLVED



By 2030, 60% of Arizona

# Achieve60AZ.com





# Achieve60AZ Alliance Members:

## BUSINESS

AGM Container Controls, Inc.,

Akwai,

Arizona Chamber of Commerce,

Arizona Hispanic Chamber of Commerce,

Ascension College Planning,

CoNecs North America,

CoreCivic,

Delta, LLC,

Divine Vision Center,

East Valley Partnership,

Goldwater Institute,

HT Metals,

Kingman Area Chamber of Commerce,

Luminario Education Strategies,

Northern Arizona Leadership Alliance,

Pilkington Construction,

Regier Carr & Monroe LLP,

ReUp Education,

Southern Arizona Leadership Council,

Sunshine Family Healthcare Center,

Tucson Hispanic Chamber of Commerce,

Veridus,

## Request to Award Contract for Design of WMC Skills Center

### **Recommendation:**

Staff recommends awarding a contract to SPS+ Architects (SPS+) to design the new Skills Center to be located at White Mountain Campus (WMC) in Show Low. The base design fee cost is \$420,790 with additional services of \$172,500 totaling **\$593,290**. The cost will be covered from the \$20 million budget previously established by the District Governing Board in October 2018 for facility expansion at WMC.

### **Summary:**

In 2019, SPS+ was selected as the most qualified architectural firm, out of six firms, responding to the Request for Qualifications (RFQu) AS#19-05 for **Professional Planning and Architectural Services for Updating Master Facilities Plan and Design of New or Renovation of Facilities**. SPS+ previously received a contract to update the 2012 Master Facilities Plan, which will be available in 30-60 days. The College is now seeking approval to award a contract to SPS+ to design the new Skills Center to be located at the White Mountain Campus in Show Low.

SPS+ has provided several design fee estimates during the last several months. The NPC Construction Manager and Director of Facilities have negotiated with SPS+ to agree to fees that are acceptable to both the College and SPS+, and are aligned with state averages available from the Mohave Cooperative. The new Skills Center is planned for approximately 26,500 square feet with some level of complexity resulting in a negotiated design fee of 5.8%. The state rates for design fees from the Mohave Cooperative range from 4.3% to 9% based on estimated construction costs and complexity of the project. The construction cost for the Skills Center is estimated at \$250 per square foot which is the low end of construction costs. SPS+ also provided several options for the size of the Skills Center ranging from 23,442 to 30,482 square feet based on requests from key college stakeholders. The smallest size would meet the current operational needs, while the largest size would allow for room to grow and offer new programs. The College is recommending the mid-sized version with a small adjustment to the square footage to arrive at 26,500 square feet. This includes the following square footage by program and departments: Automotive (12,000), Welding (8,000), Metal Arts (2,000), Maintenance department (3,400) with some room for growth or future programs.

**WMC New Skills Center**

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 2 w/ Sq. Ft. Rounded</b>
Building Sq. Ft.	23,442	26,227	30,482	26,500
Building Cost per Sq. Ft.	\$ 250	\$ 250	\$ 250	\$ 250
Building Cost	\$ 5,860,500	\$ 6,556,750	\$ 7,620,500	\$ 6,625,000
Site Prep. Sq. Ft.	42,000	42,000	42,000	42,000
Site Cost Sq. Ft.	\$ 15	\$ 15	\$ 15	\$ 15
Site Cost	\$ 630,000	\$ 630,000	\$ 630,000	\$ 630,000
Total Building & Site Cost	\$ 6,490,500	\$ 7,186,750	\$ 8,250,500	\$ 7,255,000
Design Fee @ 5.8%	\$ 376,449	\$ 416,832	\$ 478,529	\$ 420,790
<b>Total Est Cost</b>	<b>\$ 6,866,949</b>	<b>\$ 7,603,582</b>	<b>\$ 8,729,029</b>	<b>\$ 7,675,790</b>
Design Fee @ 5.8%	\$ 376,449	\$ 416,832	\$ 478,529	\$ 420,790
Additional Services				\$ 172,500
<b>Total Design Fees</b>				<b>\$ 593,290</b>

Additional Services include: reimbursable allowance, civil engineer, interior design, design contingency, travel allowance and cost estimating allowance.

Target Dates for Skills Center:

- May 2020 Approval of Design Fees from SPS+
- June 2020 Finalize contract with SPS+
- June to Sept, 2020 Design Development
- Sept to Dec, 2020 Construction Design Documents
- Dec 2020 to Jan 2021 Permit and Design Approval from City of Show Low
- Feb 2021 Issue RFP for General Contractor
- Apr 2021 DGB Approval to Award Contract for General Contractor
- May 2021 Start Construction

Preliminary Estimate and Reserve:

Included with this packet of information is the facility options developed in 2018 when the \$20 million reserve was established for expansion of WMC. The estimated square footage for the Skills Center was 30,000 but the construction cost was estimated at a low of \$180 per square foot. With current economic conditions in flux, the impact to material costs and skilled labor, are variables that will have a significant swing. The College and District Governing Board will need to continually reevaluate options for facilities expansion at WMC.



April 28, 2020

Mr. Richard Strickland,  
Construction Manager  
Northland Pioneer College  
White Mountain Campus  
1001 W Deuce of Clubs  
Show Low, AZ 85901

**Re: Northland Pioneer College, New Construction of Skills Center Facility  
SPS+ Architects Fee Proposal**

Dear Mr. Strickland,

SPS+ Architects is pleased to present our fee proposal. The intent of this proposal is written to adapt to the possibilities of scope change, so we can all keep moving on as scopes, phases, schedules, etc., are better defined throughout the course of this project.

**General Understanding of the Scope of Work**

SPS+ Architects understanding of the scope of work is based upon information derived from the following sources:

- Programming meetings held on:
  - November 6, 2019
  - November 20 & 21, 2019
- Facilities Visits:
  - December 17, 18, & 19, 2019
- Review of master plan update:
  - January 28, 2020
- Hopi Center Meeting:
  - January 29, 2020

Project budget goal:  $26,500\text{sf} \times \$250/\text{sf} = \$6,625,000$  (Building) +  $\$630,000$  (Site) =  $\$7,255,000$ .

- Current construction climate is in flux with large cost per sf swings. Labor shortage is a driving factor as well as the COVID situation.  $\$250/\text{sf}$  is the low end of current construction estimates with an average of  $\$300/\text{sf}$  and high side of  $\$350/\text{sf}$  as this time with limited project definition. SPS+ will endeavor to design to the budget however SPS+ is not able to control construction costs.

**Scope of Work:**

- Detailed Program Verification, Schematic Design, Design Development, Construction Documents, and Construction Administration for an approximate single story 26,500sf New Skills Center. Programs housed in facility:
  - Welding (24 booth layout)
  - Automotive (8 bay layout)
  - Metal Arts (4 bay layout)
  - Engineering Type Program (Future), Open shop layout
  - 3,000sf Facilities building is included in fee proposal

It is understood that SPS+ Architects will meet with the appointed building committee members to help refine and define the project. SPS+ Architects understands the owner is planning to use Design-Bid-Build process for the procurement method for general construction services.

### **Scope of Proposed Service**

The following is an outline of Proposed Basic Services that SPS + Architects will provide as required to facilitate this project.

1. Master planning Entire Campus (Not part of scope, included in prior fee proposal)
  - a. Evaluation of where proposed work is programmed for complete future buildout with building committee.
  - b. Provide illustrative graphics.
  - c. Provide project administration for purposes of coordinating all Architect Consultants, specifically civil engineer, and landscape architect.
  - d. Provide due diligence with all applicable reviewing agencies for compliance with all building codes.
  
2. Program Verification and Schematic Design Services
  - a. Identify and determine School's program by meeting with stakeholders and industry partners.
  - b. Provide project administration for purposes of coordinating all Architect Consultants and coordination with Contractor.
  - c. Provide reviews with all applicable reviewing agencies for compliance with all building codes.
  - d. Preparation of conceptual site and building plans.
  - e. Provide for procurement assistance for geotechnical exploration of the site where required due to new additions and locations including new paving areas. (Note: the fees for this are not included in the allowances.)
  - f. Coordinate with conceptual Civil Design as it relates to on-site grading and drainage and site utilities such as sewer, domestic water, and storm water systems.
  - g. Pre-Application Submittal to City of Show Low, ADOT, and other AHJ's.
  - h. SPS+ Architects will perform a schematic building floor area square footage construction cost estimating. Enhanced cost estimating services will be performed as additional services. See attachment 'A'.
  
3. Design Development Services
  - a. SPS+ Architects will provide design documents indicating areas, volume, plans, elevations, and sections of the proposed project. Drawings will indicate materials to be used along with Mechanical, Plumbing, Electrical and Landscape systems. A site plan will be provided indicating general drainage general flow and general underground utility hookups and new additions.
  - b. SPS + Architects will prepare an outline specification and coordinate within the design team.
  - c. SPS+ Architects will perform conceptual building floor area square footage construction cost estimating.. Enhanced cost estimating services will be performed as additional services. See attachment 'A'.
  - d. Provide project administration for purposes of coordinating all disciplines and coordination with the Contractor.

4. Construction Documents Services
  - a. SPS + Architects will provide a full set of completed construction documents and specifications for construction of the project for this procurement.
  - b. SPS + Architects will endeavor to provide documents that meet the Owner's approved construction dollar amount.
  - c. SPS + Architects will utilize industry standard care in the preparation of Construction Documents.
  - d. SPS + Architects will work with the Owner to determine best approach to completeness of drawings for a competitive bid process.
  - e. SPS+ Architects will coordinate with the City of Show Low for code compliance and permit issuance (review and permit fees are not included).
  - f. SPS+ Architects will perform building floor area footage construction cost estimating. Enhanced cost estimating services will be performed as additional services. See attachment 'A'.
5. Bidding Assistance
  - a. SPS+ Architects will assist the Owner in the bidding process, answering contractor questions and providing clarifications as needed.
6. Construction Administration Services
  - a. Construction Administration Services will be provided as needed and may include submittal review, RFI responses, pay application review, change order processing, and project closeout verification as an in-office service. Construction administration will be completed and carried out per industry standard of care, in consideration of the Owners full time project management. Includes monthly site visit for construction progress meeting (includes 1 site visit a month billed as a trip fee, additional trips are available as requested for additional trip fees).

### **Proposed Fee**

SPS+ Architects LLP proposes to utilize our best rates. The Skill center is a complex project on challenging site with existing surround conditions and involve above average design complexity including an evolving space, square footage and relationships. The size of the projects warrants a discount for the basic A/E fees. Additional services in addition to the basic services include full civil engineering services by Painted Sky who is intimately familiar with Northland Pioneer College. These services will be for grading and drainage, landscape architecture, utilities beyond area of connection, and any required offsite design.

1. SPS+ Architects fee and allowances are inclusive of the following:
  - a. Architectural and Engineering services.
  - b. Building fire protection per NFPA 13 Guide specifications. (Engineering of fire sprinkler system if required by Architect's design team is not included in basic services.)
  - c. Survey and Geotechnical will be billed as direct reimbursable no markup.
  - d. Travel will be an allowance based on a single trip fee for the anticipated number of trips as shown in attachment 'A'.
2. **A proposed fee for Architectural & Engineering services is provided in attachment 'A'.**

3. Any increase in the scope of work approved by the Owner will be billed as an additional service. See attachment 'B' - hourly rates for add services fee multipliers.

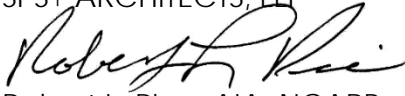
**Proposed Exclusions and scheduled additional services**

1. SPS+ Architects' fee does not include the following items. In some cases, SPS + Architects will provide the following as an additional service.
  - a. Providing design services for change orders beyond original scope and construction change directives during the construction process.
  - b. FF&E Selection, Coordination, and Installation.
  - c. Owner operational special systems.
  - d. Civil Engineering Services.
  - e. Provide extensive drawings to evaluate different system cost.
  - f. Providing design services for construction beyond the contracted established construction budget (unless approved by Owner in writing as an additional service.)
  - g. Providing any services beyond customary Architectural Services and as outlined within this proposal.
  - h. Food Service design consultant.
  - i. Engineering for remodel or new building fire protection if required.
  - j. Detailed fire alarm drawings. The selected fire alarm contractor secured by the general contractor will be responsible as required by the authority having jurisdiction.
  - k. Payment for building permits, fees and any construction related permits and fees.
  - l. Special inspections as may be required by the AHJ.
  - m. Underground civil utilities.
  - n. Offsite Electrical items (utilities company connection to the transformer, point of demarcation for communications, etc).
  - o. Traffic studies.
  - p. Offsites, outside of immediate property and project site area.
  - q. Renderings, models.
  - r. Community meetings.
  - s. Design changes.
  - t. Multiple design options.
  - u. Design associated with E-rateable construction is excluded.
  - v. Computer network cabling and equipment and programming including main cross-connect, intermediate cross-connect, horizontal cross-connect and LAN is excluded.
  - w. Security camera system is excluded.
  - x. Uninterrupted power supply system design is excluded.
  - y. (Note that conduit and power for excluded systems will be incorporated per the Owner's layout document.)
  - z. Low voltage Coordination/Engineer
    - aa. Building Envelope and Roofing Consultant
    - bb. Energy Modeling/Commissioning of Systems

**Proposed Schedule**

SPS+ Architects will work with the project team to meet design team milestones, with initial work to start immediately with your appointed building committee. SPS + Architects are genuinely looking forward to a successful project. Thank you for the opportunity help with the White Mountain Campus – Skills Center Facility.

Sincerely,  
SPS+ ARCHITECTS, LLP



Robert L. Pian, AIA, NCARB  
Partner

cc:	accounting@spsplusarchitects.com
Attachment A:	Fee Calculation
Attachment B:	Recommended Budget
Attachment C:	Hourly Rates & Fees

## Attachment A

**SPS+ Architects - Fee Calculation**  
NPC, White Mountain Campus - Skills Center Facility  
26,500 s.f.: Estimate Budget \$7,255,000  
April 28, 2020



### Architectural & Engineering Design

"Group B" Fee Percent (Based on 5.8% of \$7,255,000 Construction Cost Estimate) If scope of work changes we will reevaluate fee.

#### Phase A - Schematic Design

a. Schematic Design	\$ 57,518.50
b. Renderings	\$ 5,600.00
<b>Total:</b>	<b>\$ 63,118.50</b>

#### Phase B - Design Development

a. Architectural, SMPEL	\$ 105,197.50
<b>Total:</b>	<b>\$ 105,197.50</b>

#### Phase C - Construction Documents

a. Architectural, SMPEL - CD	\$ 147,276.50
<b>Total:</b>	<b>\$ 147,276.50</b>

#### Phase D - Bidding

a. Review & Coordination - Bid/GMP	\$ 42,079.00
<b>Total:</b>	<b>\$ 42,079.00</b>

#### Phase E - Construction Administration

a. Architectural, SMPEL - CA	\$ 63,118.50
<b>Total:</b>	<b>\$ 63,118.50</b>

**Subtotal:** **\$ 420,790.00**

#### Additional Services:

a. Reimbursable Allowance (Includes printing fees. Does not include permit fees.)	\$ 15,000.00
b. Civil Engineer	\$ 30,000.00
c. Interior Design	\$ 50,000.00
d. Design Contingency	\$ 27,500.00
e. Travel Allowance (Est 20 Trips) (8 Design, 12 CA)	\$ 20,000.00
f. Cost Estimating Allowance	\$ 30,000.00
g. Geotechnical & Survey will be Direct Reimbursable (Direct Reimbursable is fee with no additional markup)	DR
h. Permits & Fees (Direct Reimbursable)	DR
<b>Total:</b>	<b>\$ 172,500.00</b>

**Grand Total:** **\$ 593,290.00**

**NPC SHOW LOW - WHITE MOUNTAIN CAMPUS - BUDGET (RECOMMENDED) - DATED April 28, 2020**

Skills Center

Description	Rate	Quantity	Units	\$/Units	Subtotal	Total	Grand Total	Notes
Skill center		26,500.00	SF	\$ 250.00	\$ 6,625,000.00			Average \$/SF per cost guides
Site		42,000.00	SF	\$ 15.00	\$ 630,000.00			
				\$ 7,255,000.00		\$ 7,255,000.00		Construction contract
Basic A/E services	5.8%	7,255,000.00			\$ 420,790.00			Discounted rates
	5.8%				\$ 420,790.00	\$ 420,790.00		Total direct support costs
							\$ 7,675,790.00	

# Attachment C Architect Hourly Rates



2019 – 2020

ROLE	RATE	DESCRIPTION
Principal Architect	\$195	Licensed Architect/Project Principal in charge, oversees the QA/ QC process; establishes design standards and oversees design department/firm, ultimate decision maker for the firm. Minimal anticipated billable project hours.
Registered Design Architect	\$150	Licensed Architect; minimum 6 years experience; performs planning, programming, design, and construction document preparation; writes specifications; prepares presentation and design drawings in both sketch and computer modeling formats. Under the supervision of the firm Project Manager.
Project Manager	\$135	Administers and supports programming, design, and construction document preparation; specifications; coordinates with clients and consultants, manages projects. Under the supervision of the firm principal. Coordinates all project efforts in order to ensure effective execution, prepare strategic plans and serves as client liaison. Actively manages client budgets, schedules and manages project communications and documentation, office administrative tasks and project team assignments.
Senior Designer	\$125	Has a degree in Architecture; performs planning, programming, design, and construction document preparation; writes specifications. Under the supervision of the firm Project Manager.
Job Captain/ Designer	\$115	Minimum 5 years experience with expertise in Architectural practice, manages and coordinates CADD technicians assigned to the project; performs routine design work. Under the supervision of the firm Project Manager.
Draftsperson	\$95	Performs routine drafting assignments. CAD specialist, drafting, design, prepares plan sheets and layouts, performs rendering as needed/requested.
Construction Administration	\$95	Experience in vertical construction and construction document interpretation; performs site visits at key times of construction to assess contractors progress and interprets and enforces construction documents; checks shop drawings; reviews RFI, submittals, may provide full Construction Administration services upon request.
Clerical	\$55	Support office functions (supplies, filing, typing, and record keeping), provides administrative assistance and helps manage the day-to-day operations of firm.
Percent markup for Sub-consultants	0%	Mark up for exclusively consultant services. (Percentage waived when the consultant services are less than SPS+ services)
Percent markup for Reimbursable Items	0%	Mark up when solely reimbursable expenses (lodging, meals, mileage per federal business IRS guidelines)



**ARCHITECT FEES FOR BASIC SERVICES**

The fee for an individual project shall be determined by both difficulty and the cost of the project.

**Basic Services**

Basic Architect Services shall include all necessary services to design and construct the project without any hidden or unknown cost. The services to be included as part of the contract as basic services shall include but not be limited to structural, mechanical, and electrical engineering services, fire protection, special systems, assistance with furniture fixtures and equipment, post-construction inspection, warranty, guarantee inspection, on-site civil engineering, landscaping and acoustical engineering. Services may be provided by you in-house staff or may be sub-contracted out.

**Lump Sum Fee**

This is a fixed fee based on a percentage of the cost of construction for the approved project for a defined scope of work. However, an estimated cost for construction may be used to initiate the Architect Services until the construction contract is completed.

**Construction Cost**

The cost of construction shall include the construction cost of the building, site improvements and all fixed and installed equipment. It shall not include furniture, fixtures and equipment (FF&E), testing, surveys, permits, land cost, studies, contingencies or architect and Engineer fees.

**Project Types:**

Group A – Higher than Average Complexity Projects: New complex stand-alone facilities (e.g. special purpose building/classrooms, laboratory building/classrooms, libraries, auditoriums and/or food service facilities).

Group B – Average Complexity Projects: Total facilities (e.g. new governing body facility, elementary schools, middle schools, high schools, or large additions to existing facilities).

Group C – Less than Average Complexity Projects: new, less complex stand-alone facilities (e.g. warehouses, maintenance facilities, bus barns, offices, and storage facilities or any repetitive design use of a facility).

Group D – Repairs and Renovations: Miscellaneous repairs and renovations, alterations to facilities, code corrective work or upgrades, system replacements, etc.

<b>Construction Cost</b>	<b>Group A</b>	<b>Group B</b>	<b>Group C</b>	<b>Group D</b>
\$0 to \$99,999.99	8.8% - 9.0%	7.9% - 8.8%	7.2% - 8.1%	8.9% - 9.8%
\$100,000 to \$399,999.99	7.8% - 8.5%	7.2% - 7.9%	6.6% - 7.2%	8.3% - 8.9%
\$400,000 to \$999,999.99	7.2% - 7.8%	6.7% - 7.2%	6.2% - 6.6%	7.8% - 8.3%
\$1,000,000 to \$4,999,999.99	6.3% - 7.2%	6.0% - 6.7%	5.7% - 6.2%	7.2% - 7.8%
\$5,000,000 to \$9,999,999.99	6.0% - 6.3%	5.5% - 6.0%	5.3% - 5.7%	6.8% - 7.2%
\$10,000,000 to \$14,999,999.99	5.5% - 6.0%	5.5% - 6.0%	5.0% - 5.3%	5.7% - 6.6%
\$15,000,000 to \$19,999,999.99	5.5% - 6.0%	5.5% - 6.0%	5.0% - 5.3%	5.7% - 6.6%
\$20,000,000 to \$29,999,999.99	5.5% - 6.0%	5.5% - 6.0%	4.3% - 5.0%	5.0% - 6.0%
\$30,000,000 and above	5.5% - 6.0%	5.5% - 5.75%	4.3% - 5.0%	5.0% - 6.0%

The range in the fee schedule above shall not be further negotiated by the member. The range allows the architect to take into consideration the complexity of the work to be performed for a particular project.

**ARCHITECTURAL WORK-TOTAL  
PERCENTAGE BREAKDOWN FEE**

<b>Description of Phase</b>	<b>Percentage of Fee Schedule</b>
Schematic Design Phase	15%
Design Development Phase	20%
Construction Documents Phase	35%
Bidding or Negotiations Phase	5%
Construction Administration Phase	25%

**Northland Pioneer College  
New Facilities at White Mountain Campus in Show Low  
Options for New Facilities**

**DRAFT 9/7/18**

**Excludes IS, landscaping, and furniture (Need input)**

Option 1 (Staff Recommendation)	Option 2	Option 3	Option 4
<p><b>Build General Ed Building, Repair &amp; Remodel Learning Center as Allied Health Building, Minor Remodel of Aspen &amp; Goldwater</b></p>	<p><b>Build Allied Health Building and Repair and Minor Remodel of Learning Center</b></p>	<p><b>Build General Ed Building and Repair &amp; Remodel Learning Center as Allied Health Building</b></p>	<p><b>Buy Kmart and remodel for CTE &amp; Allied Health and Repair and Minor Remodel of Learning Center</b></p>
<p>Total Cost - \$10.5 million</p> <p>Total Cost w/ Skills Center – \$15.9 million</p>	<p>Total Cost - \$11.5 million</p> <p>Total Cost w/ Skills Center – \$16.9 million</p>	<p>Total Cost - \$9.2 million</p> <p>Total Cost w/ Skills Center – \$14.6 million</p>	<p>Total Cost - \$14.5 million</p>
<p><b>Build General Ed Building</b> 20,000 square feet Cost – \$4.5 million (\$224/sf x 20,000 sf)</p> <p>Two stories – need elevator</p> <p>First Floor:</p> <ul style="list-style-type: none"> <li>• Library,</li> <li>• Computer lab,</li> <li>• Connected classrooms,</li> <li>• CCP,</li> <li>• IS department (1800 sf),</li> <li>• Education Technologist,</li> <li>• Training Room</li> </ul>	<p><b>Build Allied Health Building</b> 25,000 square feet Cost – \$8.4 million (\$335/sf x 25,000 sf)</p> <p>One story:</p> <ul style="list-style-type: none"> <li>• Nursing department</li> <li>• Move EMT into building from Modular 3&amp;4</li> <li>• Move Phlebotomy into building from Modular 7</li> <li>• Move Nursing Testing Center/Computer Lab into building from Modular 5</li> </ul>	<p><b>Build General Ed Building</b> 20,000 square feet Cost – \$4.5 million (\$224/sf x 20,000 sf)</p> <p>Two stories – need elevator</p> <p>First Floor:</p> <ul style="list-style-type: none"> <li>• Library,</li> <li>• Computer lab,</li> <li>• Connected classrooms,</li> <li>• CCP,</li> <li>• IS department (1800 sf),</li> <li>• Education Technologist,</li> <li>• Training Room</li> </ul>	<p><b>Buy Kmart and remodel for CTE &amp; Allied Health</b> 97,000 square feet Cost to buy - \$5.5 million+ Cost to remodel - \$5.9 million (\$108/sf x 55,000 sf) Total cost - \$11.4 million</p> <p>Only need 55,000 square feet</p> <ul style="list-style-type: none"> <li>• Allied Health – 25,000 sf</li> <li>• CTE – 30,000 sf</li> </ul>

<p>Second Floor:</p> <ul style="list-style-type: none"> <li>• Classrooms,</li> <li>• Faculty offices</li> </ul>		<p>Second Floor:</p> <ul style="list-style-type: none"> <li>• Classrooms,</li> <li>• Faculty offices</li> </ul>	
<p><b>Repair Learning Center</b>  Cost - \$1.5 million</p>	<p><b>Repair Learning Center</b>  Cost - \$1.5 million</p>	<p><b>Repair Learning Center</b>  Cost - \$1.5 million</p>	<p><b>Repair Learning Center</b>  Cost - \$1.5 million</p>
<p><b>Remodel Learning Center as Allied Health Building</b>  No increase in square feet  Currently 26,555 square feet  Cost to remodel - \$3.2 million  (\$120/sf x 26,555)</p> <ul style="list-style-type: none"> <li>• Nursing, EMT, Phlebotomy, Testing/Computer Lab, Faculty offices (21k sf)</li> <li>• Marketing (1.5k sf)</li> <li>• Storage (Front office, Marketing &amp; Commencement – 2.5k sf)</li> <li>• NAU (1k sf)</li> </ul>	<p><b>Minor Remodel of Learning Center</b>  No increase in square feet  Currently 26,555 square feet  Cost to remodel - \$1.6 million  (\$120/sf x 13,300)</p> <ul style="list-style-type: none"> <li>• Reduce library</li> <li>• Remodel for more classrooms</li> </ul>	<p><b>Remodel Learning Center as Allied Health Building</b>  No increase in square feet  Currently 26,555 square feet  Cost to remodel - \$3.2 million  (\$120/sf x 26,555)</p> <ul style="list-style-type: none"> <li>• Nursing, EMT, Phlebotomy, Testing/Computer Lab, Faculty offices (21k sf)</li> <li>• Marketing (1.5k sf)</li> <li>• Storage (Front office, Marketing &amp; Commencement – 2.5k sf)</li> <li>• NAU (1k sf)</li> </ul>	<p><b>Minor Remodel of Learning Center</b>  No increase in square feet  Currently 26,555 square feet  Cost to remodel - \$1.6 million  (\$120/sf x 13,300)</p> <ul style="list-style-type: none"> <li>• Reduce library</li> <li>• Remodel for more classrooms</li> </ul>
<p><b>Remodel Aspen Center</b>  No increase in square feet  Currently 16,236 square feet  Cost to remodel - \$864,000  (\$108/sf x 8,000 sf)</p> <ul style="list-style-type: none"> <li>• Talon Gallery remains</li> <li>• Art department remains</li> </ul>			

<ul style="list-style-type: none"> <li>• Move in Institutional Effectiveness</li> <li>• Move in Small Business Development</li> <li>• Move in VPL/SS and assistant</li> <li>• Move in CBO and assistant</li> </ul>			
<p><b>Remodel Goldwater Building</b>        8,627 square feet        No increase in square feet        Currently 8,627 square feet        Cost to remodel - \$432,000        (\$108/sf x 4000 sf)</p> <ul style="list-style-type: none"> <li>• Main Campus Office</li> <li>• Advisors</li> <li>• Fin Aid (future)</li> <li>• Disability Resources</li> </ul>			
<p align="center"><b>Build a Skills Center with Foot Bridge &amp; Move Maintenance Building near Whipple</b></p> <p align="center"><b>Skills Center – 30,000 square feet</b>        Cost -\$5.4 million (\$180/sf x 30,000)</p> <ul style="list-style-type: none"> <li>• Welding &amp; Metal Arts (12k sf),           <ul style="list-style-type: none"> <li>• Automotive (13k sf),</li> <li>• Construction (5k sf),</li> </ul> </li> </ul> <p align="center">Build a foot bridge to allow student access to main campus        Additional parking will be evaluated</p> <p align="center"><b>Maintenance Building</b></p>			

## 2020 Virtual Commencement

### **Summary:**

NPC has cancelled the 2020 Commencement ceremony due to the current pandemic, in order to protect the health and safety of our students and their families, as well as our faculty and staff. However, we hold Commencement as one of our most important events at NPC. We do not want our students to miss out on the opportunity to celebrate because of quarantine restrictions, so we have put together a virtual celebration in order to continue our tradition of recognizing the hard work and perseverance of our amazing students.

We have decided to run a week-long event, from May 23rd through May 29th, which would take place on social media through Facebook and Instagram. This Commencement week event will consist of individual posts about our graduates along with a photo the student will be asked to submit. Their family, friends, faculty, and staff will then be able to post their congratulations and well wishes in the comments for that student. We will also be inviting all of the DGB members (if they so wish), as well as the President and Vice Presidents to record short address to our students of no more than 2 minutes long. We will also ask all staff and faculty to create videos (no longer than 15 seconds) congratulatory videos for our graduating class. The idea is to take a little bit of time to celebrate our students who have been robbed of an experience that they and their families have very likely been waiting a long time for. We want to make it as memorable for them as it can possibly be.

We will also have contests throughout the week. It is going to be amazing! Your videos need to be submitted by May 11th. You can upload your videos to [wetransfer.com](http://wetransfer.com) and email them to [kelli.freeman@npc.edu](mailto:kelli.freeman@npc.edu).

I also want to give a shout out of appreciation to my Commencement committee:

Ann Hess	April Horne	Colleen Readell	Daphne Brimhall
Deena Gillespie	Donna Krieser	Jessica Kitchens	Kelli Freeman
Lia Keenan	Rebecca Hunt	Rhonda Paladino	Rich Harris
Rickey Jackson	Ryan Orr	Scott Estes	Susan Hoffman

Without this group of awesome people, this celebration plan would not exist. They are committed to celebrating our graduates' success, as I know, are all of you!

**Timeline:**

4/27/20	Start of Grad cap decorating contest
5/11/20	Deadline for student photos & staff/faculty videos
5/13/20	Start of 10-day countdown to Commencement week
5/14/20	Deadline for submitting photos of Grad caps
5/23/20	Start of Commencement week
5/29/20	Last day of Commencement week

Mission: NPC provides, supports, and promotes lifelong learning.

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

- DGB parameters
- 1. Our students as #1 priority
  - 2. Optimizing use of current facilities
  - 3. Optimize facilities to best meet student and community needs
  - 4. Maintain fiscal solvency
  - 5. Don't add facilities we cannot control
  - 6. Maintain current relationship with Apache County

A quality learning environment

Diversity and accessibility

Integrity and accountability

Collaboration toward success

Four empty rectangular boxes corresponding to the four values above.

Strategic Plan Goals

Education Master Plan Goals

Six empty circles corresponding to the Education Master Plan Goals.

Facility Master Plan

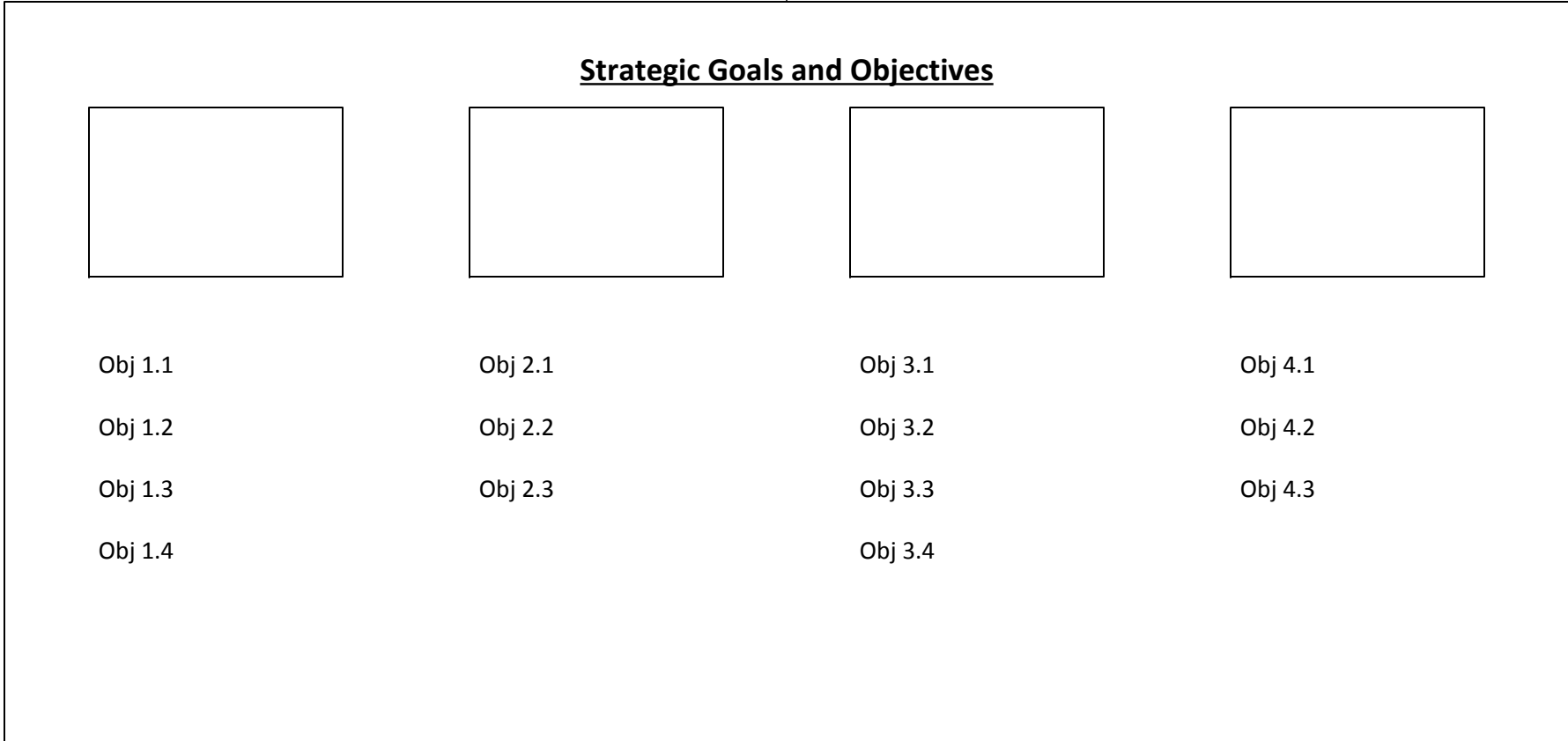
Technology Master Plan



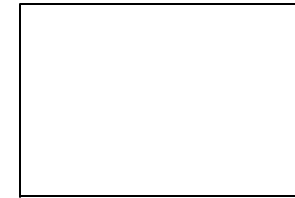
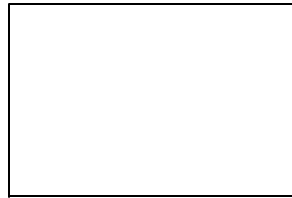
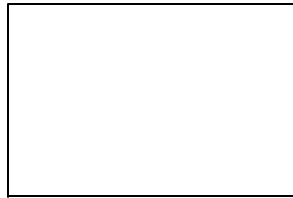
Mission: NPC provides, supports, and promotes lifelong learning.

Future Vision:

Core Values:  
1. A Quality Learning Environment  
2. Diversity and Accessibility  
3. Integrity and Accountability  
4. Collaboration toward Success



## Strategic Goals and Division/Department Plans



Dept

Project 1

Project 2

Division

Project 1

Dept

Project 1

Dept

Project 1

Division

Project 1

Project 2

Division

Project 1

Project 2

Dept

Project 1

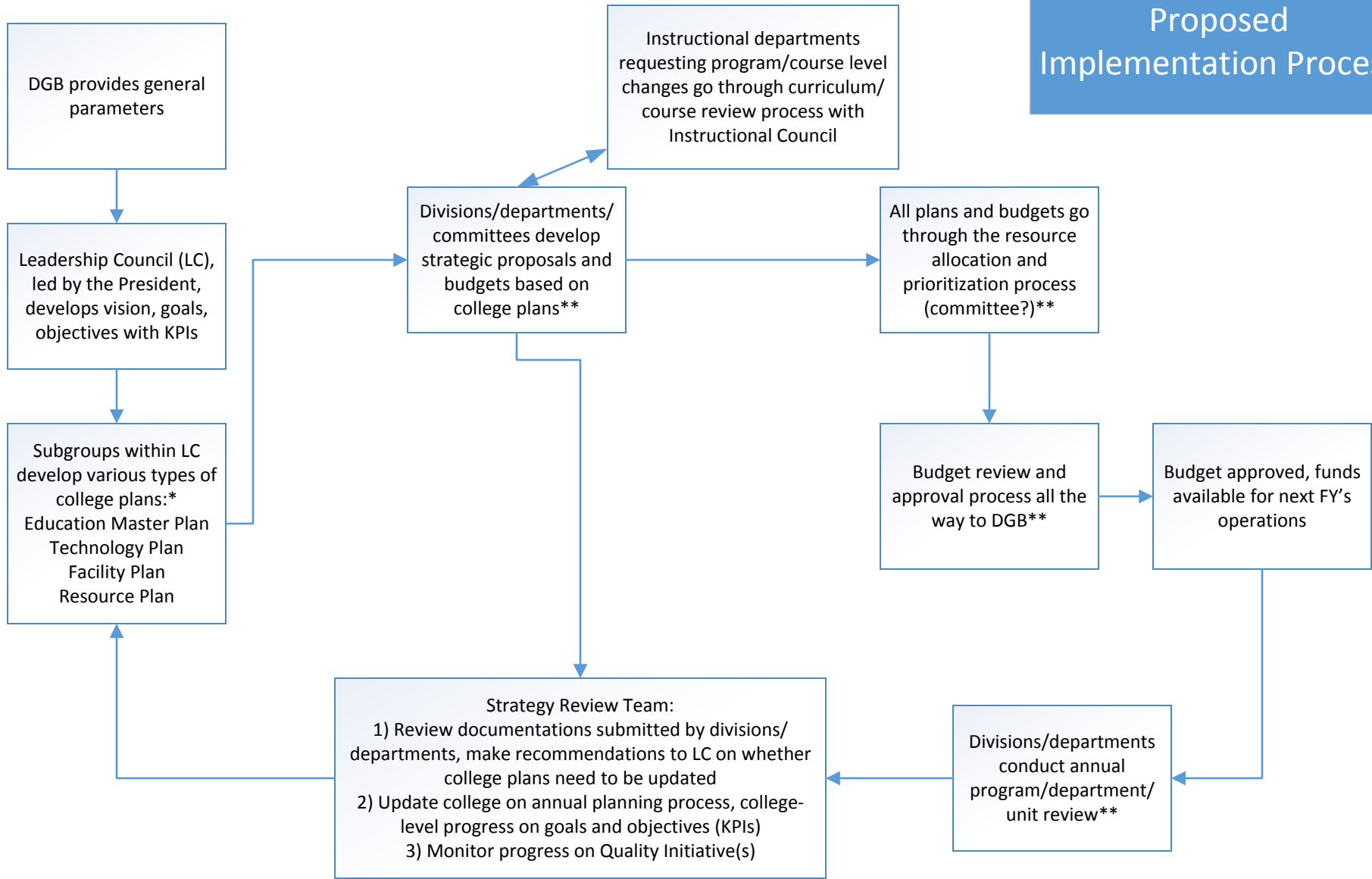
Dept

Project 1

Dept

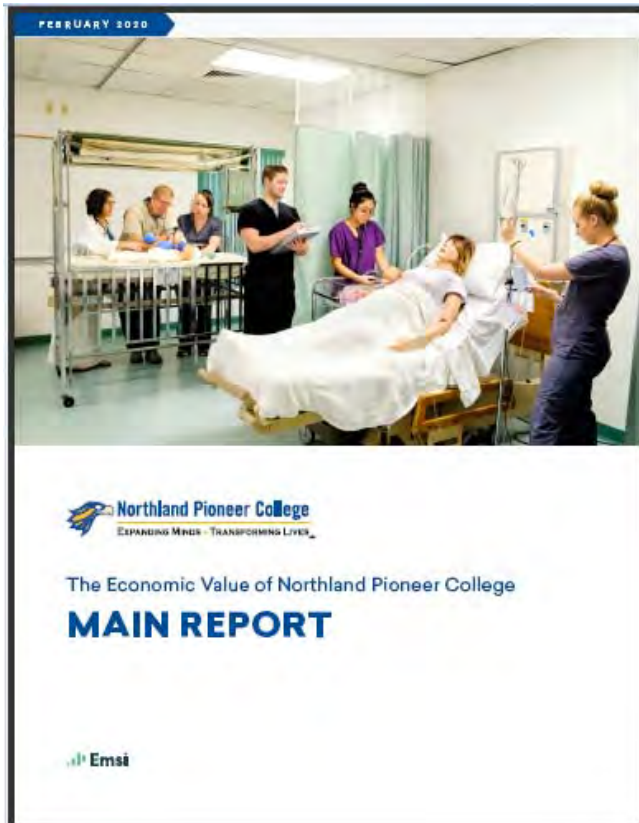
Project 1

# Proposed Implementation Process



\*The Education Master Plan (EMP) should drive the major aspects of the other college-level plans. The committee responsible for developing the EMP should work with IS, Facility, HR, and Business departments to ensure their respective plans include supporting elements to the EMP.  
 \*\*Annual operational plans, budgets, decision from the RAP committee, final approved budget, and annual program/department reviews need to be submitted to the Strategic Implementation Team.

# IE Update - 2019-20 Economic Impact Study



This report, conducted by Emsi, assesses the impact of Northland Pioneer College (NPC) on the regional economy and the benefits generated by the college for students, taxpayers, and society.

The results of this study show that NPC creates a **positive net impact** on the regional economy and generates **substantial benefits** for students, taxpayers, and society.

Students      Taxpayers      Society



## Economic Impacts on Business Community

- Economic Impact Analysis

## Economic Benefits (Return on Investment)

- Investment Analysis

# Data and Methodology

FY 17-18 **NPC**  
Academic &  
Financial  
Reports

Industry &  
employment data  
from **U.S. Bureau of  
Labor Statistics**

- Conservative Methodology
- Standard Practices in Economic Impact Studies

**Emsi's** Multi-  
Regional Social  
Accounting  
Matrix model

**Studies and  
surveys** relating  
education to social  
behavior

## NPC in FY 2017-18

**5,970** Credit students served

**722** Non-credit students served

**21%** Students from outside the region

**\$2.3 million** Total tuition revenue

**441** Employees

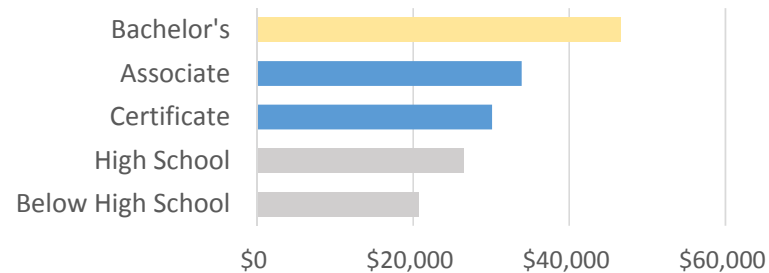
**\$16.4 million** Total payroll/benefits

## The Navajo-Apache Region

**69,675** Total Jobs

**\$5.1 billion** Total Gross Regional Product (GRP)

Average Earnings by Educational Level





# Economic Impact Analysis Results

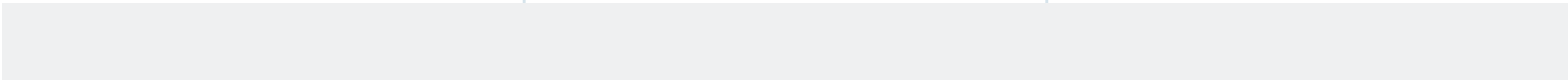
	Operations Spending Impact	Student Spending Impact	Alumni Impact	Total Impact
Added regional income	<b>\$16.9 million</b>	<b>\$2.1 million</b>	<b>\$150.5 million</b>	<b>\$169.5 million</b> 3.3% Region's GRP
Jobs supported in the region	<b>448</b>	<b>53</b>	<b>2,194</b>	<b>2,694</b> 1 out of 26 Jobs in the Region

All results measured in income, not sales. Results are net of counterfactual scenarios.

# Investment Analysis Results

	Student Perspective	Taxpayer Perspective	Social Perspective
Benefit/cost ratio	<b>3.4</b>	<b>1.0</b>	<b>6.5</b>
Benefit	\$97 million	\$26.1 million	\$330 million
Cost	\$28.3 million	\$26.8 million	\$51 million
Rate of return	<b>15.0%</b>	<b>0.8%</b>	<b>n/a</b>

Future benefits are discounted to the present.



# Conclusion

- NPC is an **attractive investment to students** with rates of return exceeding alternative investment opportunities.
- The presence of the college **expands the state economy** and create a wide range of **positive social benefits to taxpayers and society** in general within Arizona.

## Recommended Change to Policy 1136

**Recommendation:**

Staff recommend approval of the attached change to District Governing Board Policy 1136.

**Summary:**

District Governing Board Policy 1136 defines what groups within the College may receive tuition waivers. Employees recently requested changes to Procedure 2744 (Tuition Waivers). These changes would standardize the tuition waivers for employees and dependents, and extend those waivers to adjunct faculty and part time employees. The College views these changes both as improvements to employee benefit equity and as a tool to recruit and retain qualified adjunct faculty and part time employees. Given the restrictive language in Policy 1136, the College recommends replacing that language with a more general statement, which would allow the President and the College to adjust tuition waivers as needed to benefit the institution. The changes to Procedure 2744 cannot move forward without also adjusting the language in Policy 1136.

## Policy 1136 All Other Tuition Waivers for ~~Employees and their Dependents~~

~~The president is authorized to provide tuition waivers for all regular employees working twenty hours or more per week. Additionally, the president is authorized to provide tuition waivers for dependents of regular employees working thirty hours or more per week. Dependents include: spouse, sons, and daughters, who live at home and are claimed as a dependent on state and federal income tax.~~

~~The president may award grants for tuition for adjunct faculty who are scheduled to teach in the semester for which they wish to enroll for up to six credit hours per semester. Current and past District Governing Board members are also eligible for tuition waivers for up to six credit hours per semester.~~

~~Retirees receiving emeritus and meritorious service recognition are eligible for tuition waivers.~~

The president is authorized to provide tuition and media fee waivers to college employees, district governing board members, and retirees with meritorious service recognition as deemed appropriate, and with the best interests of the college in mind.

(Reviewed only 2/19/19)

## Request to Approve Purchase of Laptops, Docking Stations, and Computers

### **Recommendation:**

Staff recommends approval to purchase Laptops w/docking stations, and Computers from CDWG under Contract: National IPA Technology Solutions Education (2018011-01). The total amount of the request is \$159,658.38.

### **Summary:**

This purchase is requested to replace Laptops w/docking stations, and computers as part of our computer refresh cycle and in conjunction with our Windows 10 deployment to replace system not compatible with the new OS. The following quantities will be deployed to various campuses to replace faculty, staff, and some classroom computers.

- 100 Elitebook Laptops
- 110 laptop docking stations
- 10 EliteDesk Desktop PC

The cost breakdown for these systems, along with warranty and support is \$145,900.00, tax is \$13,758.38 (which includes the 3% (\$4,377.00) due to the City of Holbrook), and shipping is included in above price for a total price of \$159658.38. The purchase meets competitive purchasing guidelines by utilizing National IPA Technology Solutions Education (2018011-01).

# QUOTE CONFIRMATION



**DEAR PAUL MOFFITT,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LKJW831	5/1/2020	HP LAPTOPS/MINIS #2	302679	<b>\$155,281.38</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">HP SB EliteBook 840 G6 14" Core i5-8265U 16GB RAM 512GB SSD Win 10 Pro</a> Mfg. Part#: 7KK16UT#ABA UNSPSC: 43211503 Contract: National IPA Technology Solutions Education (2018011-01)	100	5572152	\$1,115.00	\$111,500.00
<a href="#">HP Care Pack Services Next Business Day Hardware Support 3-Year</a> Mfg. Part#: U4414E UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions Education (2018011-01)	100	519763	\$59.00	\$5,900.00
<a href="#">HP UltraSlim Docking Station 2013 - docking station - VGA, 2 x DP</a> Mfg. Part#: D9Y32UT#ABA UNSPSC: 43211602 Contract: National IPA Technology Solutions Education (2018011-01)	110	3145533	\$185.00	\$20,350.00
<a href="#">HP SB EliteDesk 800 G5 Desktop Mini Core i5-9500T 8GB RAM 512GB</a> Mfg. Part#: 7UP00UT#ABA UNSPSC: 43211508 3/3/3 warranty included Contract: National IPA Technology Solutions Education (2018011-01)	10	5638270	\$815.00	\$8,150.00

PURCHASER BILLING INFO	SUBTOTAL	\$145,900.00
<b>Billing Address:</b> NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 <b>Phone:</b> (928) 524-7600 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$9,381.38
	<b>GRAND TOTAL</b>	<b>\$155,281.38</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> NORTHLAND PIONEER COLLEGE PAUL MOFFITT 102 N 1ST AVE HOLBROOK, AZ 86025-2902 <b>Shipping Method:</b> CEVA Deferred, 3-5 Days	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		





Rachel Somers

|

(866) 708-1693

|

rachpar@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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**SAM Search Results**  
**List of records matching your search for :**

**Record Status: Active**  
**DUNS Number: 026157235**

<b>ENTITY</b> CDW Government LLC	Status: Active
DUNS: 026157235 +4:	CAGE Code: 1KH72 DoDAAC:
Expiration Date: 07/15/2020	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: 230 N Milwaukee Ave	
City: Vernon Hills	State/Province: ILLINOIS
ZIP Code: 60061-4304	Country: UNITED STATES

## Request to Approve Purchase of Mini Dome Cameras

### **Recommendation:**

Staff recommends approval to purchase Cisco Meraki CCTV Mini Dome cameras from CDWG under AZ STATE PROCUREMENT CONTRACT National IPA Technology Solutions Education #2018011-01. The total amount of the request is \$111,613.03 and is allocated in our current budget.

### **Summary:**

This purchase is requested to replace Technology Advancement and Support cameras that are end of life, or of low quality installed at our tower sites, datacenters, network closets and technology storage areas. (These cameras are NOT part of the overall campus CCTC system for campus security) It is imperative that we replace these cameras to keep our tower sites secure, and minimize downtime that could be caused by vandalism, as well as for access control into our datacenters and network closets which will help with security audits.

We are requesting (qty 98) Cisco Meraki CCTV Mini Dome cameras. The cost of all associated equipment is \$101,994.90. Tax is \$9,618.13 (which includes the 3% (\$3,059.85) due to the City of Holbrook), and shipping is included in above price for a total price of \$111,613.03. The purchase meets competitive purchasing guidelines by utilizing National IPA Technology Solutions Education #2018011-01

# QUOTE CONFIRMATION



**DEAR PAUL MOFFITT,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LKKN517	5/4/2020	MERAKI CAM	302679	<b>\$108,553.18</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Cisco Meraki Wide Angle MV12 Mini Dome HD Camera - network surveillance cam</a> Mfg. Part#: MV12WE-HW UNSPSC: 46171610 Contract: National IPA Technology Solutions Education (2018011-01)	54	5025122	\$419.58	\$22,657.32
<a href="#">CISCO DIRECT MV72X-HW</a> Mfg. Part#: MV72X-HW Contract: National IPA Technology Solutions Education (2018011-01)	44	5992679	\$881.58	\$38,789.52
<a href="#">Cisco Meraki - T-rail channel adapter mount kit</a> Mfg. Part#: MA-MNT-CLG-1 UNSPSC: 31162313 Contract: National IPA Technology Solutions Education (2018011-01)	15	4711610	\$10.50	\$157.50
<a href="#">Cisco Meraki camera dome mount</a> Mfg. Part#: MA-MNT-MV-20 UNSPSC: 45121518 Contract: National IPA Technology Solutions Education (2018011-01)	12	5374118	\$104.58	\$1,254.96
<a href="#">Cisco Meraki camera dome mounting arm</a> Mfg. Part#: MA-MNT-MV-10 UNSPSC: 45121518 Contract: National IPA Technology Solutions Education (2018011-01)	20	5357697	\$104.58	\$2,091.60
<a href="#">Cisco Meraki Enterprise - subscription license (5 years) + 5 Years Enterpri</a> Mfg. Part#: LIC-MV-5YR UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: National IPA Technology Solutions Education (2018011-01)	98	4314377	\$378.00	\$37,044.00

PURCHASER BILLING INFO	SUBTOTAL	\$101,994.90
<b>Billing Address:</b> NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 <b>Phone:</b> (928) 524-7600 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$6,558.28
	<b>GRAND TOTAL</b>	<b>\$108,553.18</b>
	<b>DELIVER TO</b>	Please remit payments to:

**Shipping Address:**  
NORTHLAND PIONEER COLLEGE  
ATTN: PAUL MOFFITT  
102 N 1ST AVE  
HOLBROOK, AZ 86025-2902  
**Shipping Method:** DROP SHIP-GROUND

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

Need Assistance? CDW•G SALES CONTACT INFORMATION



Rachel Somers

(866) 708-1693

rachpar@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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**SAM Search Results**  
**List of records matching your search for :**

**Record Status: Active**  
**DUNS Number: 026157235**

<b>ENTITY</b> CDW Government LLC	Status: Active
DUNS: 026157235 +4:	CAGE Code: 1KH72 DoDAAC:
Expiration Date: 07/15/2020	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: 230 N Milwaukee Ave	State/Province: ILLINOIS
City: Vernon Hills	Country: UNITED STATES
ZIP Code: 60061-4304	

## Request to Approve Purchase of Cisco Catalyst 9200 Switches

### **Recommendation:**

Staff recommends approval to purchase Cisco networking equipment from CDWG under AZ STATE PROCUREMENT CONTRACT National IPA Technology Solutions Education #2018011-01. The total amount of the request is \$99,037.47.

### **Summary:**

This purchase is requested to replace switches that are end of life. The current network switches, while operational are marked end of life by the vendor. No support or maintenance are offered if we have issues or failures. It is imperative that we replace to keep the campus infrastructure operational and minimize downtime.

We are requesting (qty 24) 9200 series Catalyst Switches with associated expansion modules and 3-year coverage for SmartNet support and maintenance. The cost of all associated equipment is \$90,503.04, tax is \$8,534.43 (which includes the 3% (\$2,715.09) due to the City of Holbrook), and shipping is included in above price for a total price of \$99,037.47. The purchase meets competitive purchasing guidelines by utilizing National IPA Technology Solutions Education #2018011-01



# QUOTE CONFIRMATION



**DEAR PAUL MOFFITT,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LKGD614	4/28/2020	SWITCHES QTY 24	302679	<b>\$96,322.38</b>

IMPORTANT - PLEASE READ
<b>Special Instructions:</b> TAX: MULTIPLE TAX JURISDICTIONS APPLY TAX: CONTACT CDW FOR TAX DETAILS

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Cisco Catalyst 9200 - Essential Edition - switch - 48 ports - smart - rack-</a> Mfg. Part#: C9200-48P-E UNSPSC: 43222612 TAX: HOLBROOK, AZ 6.4300% \$4,493.03 Contract: National IPA Technology Solutions Education (2018011-01)	24	5396216	\$2,911.50	\$69,876.00
<a href="#">Cisco Smart Net Total Care - extended service agreement</a> Mfg. Part#: CON-SNT-C92048PE UNSPSC: 81111811 4 months SmartNET cotermed to 9/30/20 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$194.38 Contract: National IPA Technology Solutions Education (2018011-01)	24	5397824	\$125.96	\$3,023.04
<a href="#">Cisco Catalyst 9200 Series Network Module - expansion module</a> Mfg. Part#: C9200-NM-4G UNSPSC: 43201404 TAX: HOLBROOK, AZ 6.4300% \$354.16 Contract: National IPA Technology Solutions Education (2018011-01)	24	5396219	\$229.50	\$5,508.00
<a href="#">Cisco Digital Network Architecture Essentials - Term License (3 years) - 48</a> Mfg. Part#: C9200-DNA-E-48-3Y UNSPSC: 43233204 Electronic distribution - NO MEDIA TAX: HOLBROOK, AZ 6.4300% \$777.77 Contract: National IPA Technology Solutions Education (2018011-01)	24	5396222	\$504.00	\$12,096.00

PURCHASER BILLING INFO	SUBTOTAL	\$90,503.04
<b>Billing Address:</b> NORTHLAND PIONEER COLLEGE BUSINESS OFFICE PO BOX 610 HOLBROOK, AZ 86025-0610 <b>Phone:</b> (928) 524-7600 <b>Payment Terms:</b> Request Terms	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$5,819.34
	<b>GRAND TOTAL</b>	<b>\$96,322.38</b>
	<b>DELIVER TO</b>	

**Shipping Address:**  
NORTHLAND PIONEER COLLEGE  
PAUL MOFFITT  
102 N 1ST AVE  
HOLBROOK, AZ 86025-2902  
**Shipping Method:** DROP SHIP-GROUND

CDW Government  
75 Remittance Drive  
Suite 1515  
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**Record Status: Active**  
**DUNS Number: 026157235**

<b>ENTITY</b> CDW Government LLC	Status: Active
DUNS: 026157235 +4:	CAGE Code: 1KH72 DoDAAC:
Expiration Date: 07/15/2020	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: 230 N Milwaukee Ave	
City: Vernon Hills	State/Province: ILLINOIS
ZIP Code: 60061-4304	Country: UNITED STATES

## Restructure & Changes in Terms of Employment

### **Recommendation:**

Staff recommends approval of the following changes:

1. Transfer of employment from a (part-time) Office Assistant for Vice President for Learning and Student Services to a (full-time) Administrative Assistant to Dean of Instructional Innovation. The current employee will be moved into the revised position.
  - a. Elimination of (part-time) Office Assistant for Vice President for Learning and Student Services position
2. Transfer of employment of a (part-time) Recruiter to a (full-time) Community Recruiter – South. The current employee will be moved into the revised position.
  - a. Elimination of (part-time) Recruiter position
3. Elimination of a Dual Enrollment Specialist position to be replaced with an Early College Advisor. This is a Reduction in Force and the affected employee will have the protections outlined in Procedure 2720.

### **Summary:**

Under Procedure 2720, Changes in Terms of Employment must be presented to the District Governing Board for approval. President Vest, in collaboration with Vice President Clark, is asking for the District Governing Board's support in a reorganization effort to better serve our students and instruction with the new Division of Instructional Innovation. This reorganization proposal has been vetted by both the Vice President for Learning and Student Services (VPLSS) Council, as well as Executive Team (and other areas of the college). It is designed to support and promote instructional innovation – i.e. instructional opportunities that are non-traditional in nature and that require/allow the faculty, staff, and students to innovate and create/partake in 21<sup>st</sup> century opportunities.

To support the new Dean of Instructional Innovation, the part-time Office Assistant for the VPLSS will be transferred to a full-time Administrative Assistant for the Dean of Instructional Innovation. This Administrative Assistant will resume responsibilities for assisting Instructional Council and Course Scheduling – as well as providing administrative support for all areas in the division (Instructional Technology & Support, Library Services, Carl Perkins Grant, Disability Resources and Accessibility, and the Early College Program). Commencement will be reassigned with a committee approach rather than being organized by an Office Assistant from the VPLSS Office. By transferring out the Instructional Council and Commencement responsibilities, the VPLSS Office can efficiently and effectively manage with one full-time Administrative Assistant.

Early this year, TALON Program Director Heister and VP Clark presented the District Governing Board with information on a) building relationship with high school programs and b) reallocating scholarship funds to ensure competitive cost structures for dual/concurrent courses as well as assigning Early College Advisors to our partner high schools. The proposed changes under Procedure 2720 are to make this vision of Early College Programs (which falls under the Instructional Innovation Division – see organization chart below) possible. Under the new structure of Early College Programs, the program no longer needs a Dual Enrollment Specialist. Instead, the program is in need of Early College Advisors. To support this new direction, two Academic Advisors have been retitled as Early College Advisors. Given that we have 22 high school partners, it is essential that this program has a third full-time Early College Advisor. These Early College Advisors will be formally trained and then assigned specific high schools to better serve these students and high school partners. They will assume much of the responsibilities of the Dual Enrollment Specialist, as well as serve as the recruiters and advisors for all Early College Programs.

With the restructure of the Early College Program, there are two part-time recruiter positions that also will be eliminated and reassigned. Presently, the part-time recruiters report to the Dual Enrollment Coordinator. Moving to three full-time Early College Advisors eliminates the need for other recruiters to serve high school programs. The institution will be better served by reassigning recruitment to Marketing, and refocusing the attention of recruitment on our traditional and non-traditional audiences (areas that we have seen steady decline in the last decade). We therefore propose to eliminate the two part-time recruiter positions (one of which is presently vacant) and creating two full-time Community Recruiters (one to focus on the south region, on to focus on the north region). Per procedure, the request includes the transfer of the one currently occupied position into the new Community Recruiter – South and posting the open position Community Recruiter – North (first internally, and then externally as needed).

The three affected employees have been given written and verbal notice of the aforementioned recommendations, and notified of their rights to provide comments to the District Governing Board. It is the request of President Vest, and VP Clark, that we move forward with this restructure and changes in terms of employment per Procedure 2720.

