

Notice of Public Meeting

Pursuant to A.R.S. § 38-431.02, legal notice is hereby given to the members of the Navajo County Community College District Governing Board (Board) and to the general public that the Board will hold a regular District Governing Board Meeting open to the public on January 20, 2009 at 11:00 a.m. Notice is further given that the Board will hold a Study Session open to the public between 9:30a.m.-11:00a.m. All sessions will be held in the Northland Pioneer College Painted Desert Campus, Tiponi Community Center, 2251 N Navajo Blvd., Holbrook, Arizona.

The public is invited to check on addenda that may be posted up to 24 hours prior to the meetings. Copies of the meeting agendas may be obtained through the Office of the President, Northland Pioneer College Painted Desert Campus, 2251 N. 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 Brandy Shumway at the above address or telephone number at least 24 hours prior to the scheduled time.

The District Governing Board may enter into an executive session as provided in ARS §38-431.03 A(3) [discussion or consultation for legal advice with the attorney or attorneys of the public body] relating to any listed agenda item. Should the District's attorney not be present in person, notice is further given that the attorney may appear by speakerphone.

I certify that this notice of public meeting, prepared pursuant to A.R.S. § 38-431.02, was posted on the _____ 16th day of January, at 9:45 a.m.

Brandy Shumway

Secretary to the Board

Notice 1. WHITE MOUNTAIN INDEPENDENT NEWSPAPER

Distribution 2. HOLBROOK TRIBUNE-NEWS & SNOWFLAKE HERALD NEWSPAPERS

3. SNOWFLAKE PIONEER NEWSPAPER
4. NAVAJO TIMES
5. NAVAJO-HOPI OBSERVER
6. KINO RADIO
7. KNNB RADIO
8. KQAZ/KTHQ RADIO
9. KRVZ RADIO
10. KTNN RADIO
11. WHITE MOUNTAIN RADIO
12. NPC WEB SITE
13. NPC ADMINISTRATORS AND STAFF
14. NPC FACULTY ASSOCIATION PRESIDENT
15. NPC CLASSIFIED AND ADMINISTRATIVE STAFF ORGANIZATION PRESIDENT
16. NPC STUDENT GOVERNMENT PRESIDENT



Northland Pioneer College

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Governing Board Study Session Agenda*

Date:
January 20, 2009
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Painted Desert Campus Tisoni Community Center
2251 Navajo Boulevard, Holbrook, Arizona

Time:
9:30 am

Reports**

Resource

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| T8 2009-2010 Budget Development ----- | Vice President Hatch |
| T3 2008 Single Audit (Agenda Item 8A) ----- | Vice President Hatch |
| T4 Dry Lake Tower Lease (Agenda Item 8B) ----- | John Velat |
| T5 Reimbursement to Town of Taylor for Greater Arizona Development Authority (GADA) Loan Payment for Northeast Arizona Training Center (NATC) (Agenda Item 8C) ----- | Vice President Hatch |

*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 (DGB) employs study sessions for the purposes of providing the DGB with information regarding College matters and to permit open meeting discussion when necessary. The DGB does not take any action regarding any of the agenda items during the study session; rather, any items which need action will be placed onto the DGB's regular or special meeting agenda(s).



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Governing Board Meeting Agenda*

Date:
January 20, 2009

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

Time:
11:00 am

The District Governing Board may vote to enter executive session for discussion or consultation for legal advice with, and in order to instruct its attorneys pursuant to, A.R.S. §38-431.03(A)(3) and (A)(4) concerning any item on this agenda.

| Item | Description | Resource |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | Call to Order and Pledge of Allegiance | Chairman Siquah |
| 2. | Adoption of the Agenda | Chairman Siquah |
| 3. | Board Election of Officers | Chairman Siquah |
| 4. | Invitation of Public Comment | Chairman Siquah |
| 5. | Reports (T1): | |
| | A. Financial Position | Vice President Hatch |
| | B. Classified Administrative Support Organization (CASO) | Suzanne Trezise |
| | C. NPC Faculty Association | Michael Lawson |
| | D. NPC Student Government Association | Jake Hinton-Rivera |
| | E. NPC Foundation | Lance Chugg |
| | F. Outstanding Alum Award(s) | President Swarthout |
| 6. | Consent Agenda:** | Chairman Siquah |
| | (Action) | |
| | A. December 16, 2008 Regular Board Minutes (T2) | |
| 7. | Old Business: | |
| | A. Information Services Update | John Velat |
| 8. | New Business: | |
| | A. Request to accept the Single Audit Reporting Package for the fiscal year ended June 30, 2008 discussed during Study Session held January 20, 2009 (T3) - (Action) | Vice President Hatch |
| | B. Request to approve Dry Lake Tower Lease discussed during Study Session held January 20, 2009 (T4) (Action) | John Velat |
| | C. Request to approve Reimbursement to Town of Taylor for Greater Arizona Development Authority (GADA) Loan Payment for Northeast Arizona Training Center (NATC) discussed during Study Session held January 20, 2009 (T5) (Action) | Vice President Hatch |
| 9. | Standing Business: | |
| | A. Human Resources Update (T6) | Troy Eagar |
| | B. SPASC Criterion 4 Report | Leslie Collins |
| 10. | President's Report..... | President Swarthout |
| 11. | Board Report/Summary of Current Events | Board Members |
| 12. | Announcement of Next Regular Meeting: Feb 17 th 11:00a.m. | Chairman Siquah |
| 13. | Adjournment | Chairman Siquah |
| | (Action) | |

*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.

**Information regarding items listed on the consent agenda may be obtained through the Office of the President, Northland Pioneer College Painted Desert Campus, 2251 N. Navajo Blvd., Holbrook, AZ 86025; telephone (928) 524-7418 or (800) 266-7845 Ext. 7418.



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

July 1, 2008 to November 30, 2008

Budget Period Expired

42%

Tax Supported Funds

| | General Unrestricted | | Unrestricted Plant | | Retirement of Indebtedness | | % |
|----------------------------|----------------------|-------------|--------------------|-----------|----------------------------|-----------|-----|
| | Budget | Actual | Budget | Actual | Budget | Actual | |
| REVENUES | | | | | | | |
| Primary Tax Levy | 10,645,044 | 3,596,798 | 5,219,254 | | 1,661,175 | 555,948 | 49% |
| Secondary Tax Levy | | | | | | | |
| State Aid: | | | | | | | |
| Maintenance and Operations | 4,412,300 | | 2,125,150 | | | | 48% |
| Capital | 5,421,722 | | 2,693,250 | | | | 50% |
| Equalization | 3,800,000 | | 1,392,420 | | | | 37% |
| Tuition and Fees | 250,000 | | 12,887 | | | | 34% |
| Investment earnings | 650,000 | | 40,925 | | | | 38% |
| Grants and Contracts | 650,000 | | 40,064 | | | | 33% |
| Other Miscellaneous | (1,682,696) | | (621,957) | | | | 37% |
| Transfers: | | | | | | | |
| TOTAL REVENUES | \$24,146,370 | \$3,868,112 | \$11,355,038 | \$110,611 | \$1,903,871 | \$576,172 | 47% |
| EXPENDITURES | | | | | | | |
| Salaries and Wages | 15,205,000 | | 1,346,907 | | | | 39% |
| Operating Expenditures | 8,564,870 | | 337,203 | | | | 34% |
| Capital Expenditures | 376,500 | | 750 | | | | 4% |
| TOTAL EXPENDITURES | 824,146,370 | \$1,684,860 | \$88,877,003 | \$1,414 | \$1,903,871 | \$642 | 42% |

Restricted, Auxiliary and Agency Funds

| | Restricted | | Auxiliary | | Agency | | % |
|---------------------------|-------------|-----------|-------------|----------|--------|---------|------|
| | Budget | Actual | Budget | Actual | Budget | Actual | |
| REVENUES | | | | | | | |
| Grants and Contracts | 4,475,000 | | 299,828 | | | | 36% |
| Sales and Services | | | | | | | |
| Bookstore | | | | | | | |
| Other | | | | | | | |
| Investment Earnings | | | | | | | |
| Donations | | | | | | | |
| Board Designated Donation | | | | | | | |
| Transfers: | | | | | | | |
| TOTAL REVENUES | \$4,475,000 | \$299,828 | \$1,614,737 | \$25,774 | \$0 | \$684 | 41% |
| EXPENDITURES | | | | | | | |
| Salaries and Wages | 720,500 | | 295,432 | | | | 41% |
| Operating Expenditures | 3,480,000 | | 1,329,962 | | | | 38% |
| Capital Expenditures | 274,500 | | 5,174 | | | | 51% |
| TOTAL EXPENDITURES | \$4,475,000 | \$210,496 | \$1,764,804 | \$27,953 | \$0 | \$3,704 | 321% |

Cash flows from all activities (YTD)
Cash used for all activities (YTD)
Net Cash for all activities (YTD)

15,580,370
12,465,924
\$ 3,114,446

Navajo County Community College District Governing Board Meeting Minutes

December 16, 2008 — 9:30a.m.
2251 North Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present via Teleconference: A.T. Siquah, Daniel Peaches, and Ginny Handorf.

Absent: Kem MacNeille and Bill Jeffers

Staff Present: President, Dr. Jeanne Swarhout; Vice President, Blaine Hatch; Director of Information Services, John Velat; Recording Secretary to the Board, Brandy Shumway.

Others present: Karalea Kowren, Troy Eagar, Donna Ashcraft, Patrick Canary, Eric Henderson, and Mike Lawson; Everett Robinson, via teleconference.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Siquah called the meeting to order at 9:41a.m. President Swarhout led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Ginny Handorf moved to adopt the agenda. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 3: Invitation of Public Comment

No public comment.

Agenda Item 4: Reports

4A. — Financial Position — Vice President Blaine Hatch

Vice President Hatch explained the financial position report for the budget period July 1, 2008, to October 31, 2008. Mr. Hatch summarized the Monthly Primary Property Tax Receipts chart. Mr. Hatch stated that the October property tax receipts were lower than normal due to the fact that the County sent out property tax notice bills later than usual this year. Mr. Hatch anticipates that the November figures will be closer to the normal range, and stated that the County has reported that property tax revenues are on target.

4B. — Classified Administrative Support Organization (CASO) Report —

No report.



4.C. - NPC Faculty Association Report — Dr. Michael Lawson

Dr. Lawson reported that:

- 1) as the semester comes to a close, the faculty members are concluding classes, administering final exams, grading papers, and gathering materials for evaluation and assessment of student learning
- 2) SPASC: faculty members have been actively engaged in a series of meetings and workshops over the past semester
- 3) College Council: faculty members are assisting in the planning, coordination, and participation for the January convocation
- 4) Instructional Council: the Council met last Friday; the Placement Committee and the Learning Technologies Committee, both chaired by faculty members, presented detailed reports to the Instructional Council, and the work will continue during the semester break and into the new year
- 5) the faculty are discussing cost saving and are willing to participate in future conversations regarding budget issues; the officers of the Faculty Association have formed an ad hoc budget committee in effort to solicit faculty input on cost saving ideas and review cost saving initiatives
- 6) community service: the faculty donated time and materials to participate in the holiday parades in Winslow, Show Low, and Holbrook
- 7) the faculty recently participated in a survey of shared governance; the data has been shared with President Swarthout and, following convocation, the association will discuss the results of the survey
- 8) faculty members are looking forward to the spring semester and new technology rollouts
- 9) faculty service to the college and community will continue and deepen, as will participation in shared governance

4.D. - NPC Student Government Association (SGA) Report –

No report.

4.E. - NPC Foundation Report –

No report.

4.F. — Audit Committee — Vice President Hatch

Vice President Hatch discussed the purposes, charges, and membership of Audit Committee and summarized the Audit Committee Annual Report dated December 2008.

Agenda Item 5: Consent Agenda

Daniel Peaches moved to approve the November 18, 2008 Study Session Minutes. Ginny Handorf seconded the motion. *The roll call vote was unanimous in the affirmative.*



Ginny Handorf moved to approve the November 18, 2008 Regular Board Minutes. Daniel Peaches seconded the motion. *The roll call vote was unanimous in the affirmative.*

Consent Agenda:**

(Action)

A. November 18, 2008 Study Session Minutes - - - - -

B. November 18, 2008 Regular Board Minutes - - - - -

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7A. — 2009-2010 Academic Calendar — President Swarthout

Dr. Swarthout presented Staff's recommendation for approval of the 2009-2010 Academic Calendar. Daniel Peaches moved to approve as recommended by Staff. Ginny Handorf seconded the motion. *The roll call vote was unanimous in the affirmative.*

Agenda Item 8: - Standing Business

8.A. — Human Resources Update — Troy Eagar

Troy Eagar reviewed and summarized the Human Resources printout. President Swarthout stated that because of budget issues, the Biology position has been put on hold.

8.B. — SPASC Criterion 3 Report — Dr. Eric Henderson

Dr. Henderson presented the Strategic Planning and Accreditation Steering Committee Criterion 3 Subcommittee report. Dr. Henderson summarized a handout which explained the focus of the subcommittee, *student learning and effective teaching.*

8.C. — Grants and Contracts — President Swarthout

1. Chinle USD #24 IGA

2. Whiteriver USD #20 1GA

President Swarthout presented Staff's recommendation for approval of the Chinle USD #24 and Whiteriver USD #20 Intergovernmental Agreements. Ginny Handorf moved to approve Staff's recommendation. Daniel Peaches seconded the motion. *The roll call vote was unanimous in the affirmative.*

Agenda Item 9: President's Report

9.A. — First Things First

President Swarthout explained that the presenter cancelled due to the weather and that this item will be rescheduled.



9.B. — Recession Plan Update

President Swarthout stated that there is no new update and that recommendations will be made to the Board in January and February as a result of work done on recession planning. Dr. Swarthout stated that there is no indication from the legislature regarding community college budget action. Dr. Swarthout will continue to update the Board as information is available.

President Swarthout read a short note from Board member, Dr. Kern MacNeille, expressing her regrets that health issues have kept her away from recent meetings. Dr. MacNeille thanked everyone for their kindness and for the great work done in behalf of NPC.

Agenda Item 10: Board Report/Summary of Current Events

Chairman Siquah expressed thanks to Dr. Swarthout and the college staff for the work done in the 2008-2009 fall semester, and wished everyone a good holiday.

Agenda Item 11: Announcement of Next Regular Meeting: January 20, 2009, at 11:00a.m.

Chairman Siquah stated that he will not be attendance, as he will be in Washington, D.C. at the presidential inauguration.

President Swarthout affirmed that Board members will be notified when a date is confirmed for the swearing in of newly elected and re-elected Board members.

Agenda Item 13: Adjournment

The meeting adjourned at 10:26a.m. upon a motion by Daniel Peaches, a second by Ginny Handorf, and a unanimous roll call vote.

Respectfully submitted,

Brandy Shumway
Recording Secretary to the Board

A.T. Siquah
Chairman

Kern MacNeille
Secretary to the Board



Single Audit Reporting Package for the Fiscal Year Ended June 30, 2008

Recommendation

Staff recommends acceptance of the Single Audit Reporting Package for the fiscal year ended June 30, 2008.

Summary

Copies of the Single Audit Reporting Package have been sent by the Office of the Auditor General. The 2008 audit was completed well ahead of the submission deadline of March 30, 2009, established by the US Department of Education. Submission to the US Department of Education occurred on December 18, 2008. Many people across many departments were involved in the completion of the audit, including Bookstore, Business Office, Computer Services, Financial Aid, Information Services, Maintenance, Payroll, and Records and Registration. The key facilitators of the effort were Maderia Ellison, Director of Financial Services and Tad Spader, Controller. We express appreciation to the auditors, Heinfeld, Meech & Co. and to the Office of the Auditor General for the timely and professional work provided by their staff.

The preliminary version of the financial statement and findings was reviewed by the Audit Committee on November 6, 2008 and the final audit reporting package is scheduled to be reviewed by the Audit Committee on January 29, 2009.

Staff will review the audit package at the Board meeting and will be prepared to respond to Board questions.



Northland Pioneer College

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
(NORTHLAND PIONEER COLLEGE)
MANAGEMENT LETTER
YEAR ENDED JUNE 30, 2008



Governing Board
Navajo County Community College District

Members of the Board:

In planning and conducting our single audit of the Navajo County Community College District for the year ended June 30, 2008, we performed the following as required by *Government Auditing Standards* (GAS) and Office of Management and Budget (01\413) Circular A-133:

- Considered the District's internal control over financial reporting,
- Tested internal controls over its major Federal programs, and
- Tested compliance with certain provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on the District's financial statements and major Federal programs.

Any audit findings that are required to be reported by GAS and OMB Circular A-133 have been included in the District's Single Audit Reporting Package for the year ended June 30, 2008. Our audit also disclosed opportunities for strengthening internal controls and instances of noncompliance with laws and regulations that did not meet that reporting criteria. Management should address these items to ensure that it fulfills its responsibility to establish and maintain adequate internal controls and comply with laws, regulations, contracts, and grant agreements. Those items and our related recommendations are briefly described in the accompanying summary.

This information is intended for the Navajo County Community College District's Governing Board and is not intended to be and should not be used by anyone other than the specified party. However, this information is a matter of public record, and its distribution is not limited.

We have already discussed these items and suggestions with District personnel and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely,

0161, ritzeivi ea) e'e.

HEINFELD, MEECH & CO., P.C.
Certified Public Accountants

October 24, 2008

**NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
(NORTHLAND PIONEER COLLEGE)
MANAGEMENT LETTER
YEAR ENDED JUNE 30, 2008**

Capital Assets

During our review of the District's capital asset listing, we noted the following:

- The District did not perform a complete physical inventory of property and reconciliation to the capital assets listing within the last three years.
- The District did not prepare a stewardship listing for, assets below the capitalization threshold. Additionally, the District's written procedures were not always followed when tagging asset items.
- For two of ten deletions tested, the assets were removed from the asset listing but should not have been deleted as the District still had the items in their possession.

The District should maintain complete and up-to-date capital asset records and review items purchased in order to ensure the capital asset listing is properly stated. In addition, at least every three years, a physical inventory of furniture and equipment should be taken and the capital asset listings adjusted accordingly. Also, the District should maintain a stewardship listing for items below the capitalization threshold and the District should follow its written procedures when tagging asset items to provide adequate physical control over asset items. Finally, the District should review capital asset listings to ensure the listing properly reflects the assets on hand.

Payroll

During our review of the District's payroll accounts, we noted the following:

- For five of 40 payroll selections, the employee did not sign their "Special Short-term Course Requisition for Pay" form, indicating their agreement with the salary stated.
- For three of five compensated absences reviewed, the total annual leave used per the Compensated Absences Report did not agree to the total per the sum of the annual leave slips submitted.
- The District did not use a delayed payroll system for salaried employees to ensure employees were properly paid for hours worked.

The District should require those employees performing special short-term courses to sign their requisition for pay form to indicate their agreement with the salary stated. Additionally, the District should carefully review annual leave slips to ensure all annual leave is properly accounted for in the compensated absences listing. Finally, the District should implement a delayed payroll system to ensure all employees are properly paid.

NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
(NORTHLAND PIONEER COLLEGE)
MANAGEMENT LETTER
YEAR ENDED JUNE 30, 2008
(Concluded)

Journal Entries

For five of ten journal entries reviewed, the journal entries were missing an approval.

Journal entries should be more carefully reviewed to ensure that the proper approval is obtained prior to input.

Receivables

The District has had a significant amount of student loans receivables outstanding for multiple years.

The District should increase collection efforts on these student accounts to reduce the amount of outstanding receivables.

Student Financial Assistance Cluster

The written agreement with a school district providing employment of students under the Federal Work Study (FWS) program did not include all required information and disclosures. Specifically, the agreement did not indicate that employment must not impair existing services contracts.

According to 34 CFR 675_20, a written agreement with any agency or organization providing employment of students under the FWS program must disclose that the employment must not: (1) impair existing services contracts; (2) displace employees; (3) fill jobs that are vacant because the employer's regular employees are on strike; or (4) involve the construction, operation, or maintenance or any part of a facility used or to be used for religious worship or sectarian instruction.

Request to Ratify a Lease for Land at Dry Lake Hosting College Telecommunications Facilities

Recommendation

Staff recommends ratifying a 15-year lease agreement with Rocking Chair Ranch, Inc. of Snowflake, AZ for land near Dry Lake, AZ to host the College's 300 foot telecommunications tower and equipment shelters. The annual cost of the lease is \$21,000 with an annual 4% adjustment for inflation. The lease permits subletting of the facilities.

Summary

NPC constructed a 300 foot telecommunications tower to provide a key re-transmission point for signals between Holbrook, Winslow, and Heber in 1989. The college leased the land upon which the telecommunications facilities are constructed. The lease should be updated and extended to accommodate new equipment. The college is reconfiguring the tower's telecommunications systems to provide a re-transmission point between Winslow, Holbrook, and Show Low, which will provide a primary backbone for the college's Wide Area Network approved by the Board in June, 2008. The 15-year lease will provide the college with a key infrastructure element for the expected life of the equipment installed for the new Wide Area Network.

**Reimbursement to Town of Taylor for Greater Arizona
Development Authority (GADA) Loan Payment FOR
Northeast Arizona Training Center (NATC)**

Recommendation

Staff recommends approval of a reimbursement to the Town of Taylor for a GADA bond debt service payment of \$10,484.31.

Summary

In conjunction with the construction of the NATC burn tower, the Greater Arizona Development Authority (GADA) issued a bond through the Town of Taylor for \$531,031.75.

The recommended reimbursement to the Town of Taylor will be withdrawn from the \$1,000,000 of capital funding provided by the State of Arizona for the construction of a regional emergency services training facility. If the reimbursement is approved, \$75,241 will remain unencumbered in capital funds for the NATC project. However, a change order of approximately \$50,000 is expected for the installation of the draft pit.

A copy of the Town of Taylor invoice and the GADA amortization schedule is attached.



Northland Pioneer College

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Attn: Stephen Sturgell, Town Manager
Town of Taylor
P.O. Box 158
Taylor, AZ 85939

DATE SENT 12/712008 13:33
Fax: (928) 536-7027
Phone: (928) 536-7366

RE: Greater Arizona Development Authority Infrastructure Revenue Sonde
(TOWN OF TAYLOR), Series 2006 A

FOR DEBT SERVICE PAYMENT DUE: 2/1/2009

| | |
|---------------------|-------------|
| INTEREST: | \$10,537.50 |
| PRINCIPAL | |
| LESS FUNDS ON HAND: | \$53.19 |
| TOTAL PAYMENT DUE: | \$10,484.31 |

PAYMENT INSTRUCTIONS

WIRES MUST BE RECEIVED ON THE WIRE DUE DATE BY 10:30 AM CST" IF DEPOSITORY ELIGIBLE OR BY 3:00 PM CST IF NON DEPOSITORY ELIGIBLE *** CHECKS MUST BE RECEIVED AT LEAST THREE BUSINESS DAYS PRIOR TO PAYMENT DATE IN ORDER TO RELEASE BONDHOLDER PAYMENTS*" FUNDS NOT RECEIVED WITHIN THESE TIME FRAMES MAY BE ASSESSED A \$200.00 LATE FEE FOR SPECIAL HANDLING.

WIRE INSTRUCTIONS, DUE DATE: 112/2009
U.S. Bank N.A. (091000022)
U.S. Bank Trust N.A. A/C 180121167365
TFM #784668200
REF: 784668221
ATTN. EDWIN AUGUSTUS BANNAH
651-495-3778

CHECK DUE DATE: 12/2612008
U.S. Bank Trust N.A.
CORP TRUST - SA - DEBT MGMT
CM - 9705 RE 784698221
P.O. BOX 70870
ST. PAUL, MN 55170-9705

AMORTIZATION SCHEDULE

FILL ON THIS COLORED CELLS

RESERVE REQUIREMENT

GADA 2008A TOWN OF TAYLOR DS

| | | | | | |
|---------------------|------------|----------------|----------|-----------------|-------------|
| NT ACCRUES FROM, | 2/23/2005 | ORIGINAL O/S: | \$50,000 | AVG ANNL DEBT S | \$40,078.57 |
| FIRST PAYMENT DATE | 2/1/2005 | MULTIPLES OF | Emma. | WOHTD AVG MAT. | |
| FINAL MATURITY: | 8/1/2024 | DAYS IN YEAR | 360 | WGHTD AVE OPN: | |
| MAX ANNUAL r_CrERV: | 443,350.00 | RWA:7/1.XS 115 | 38 | 10% OF PROCEED | \$50,000.00 |
| | | CCCC AVG ANNL! | | | |

| DATE: | COUPON: | PRINCIPAL DUE | INTEREST DUE" | DEBT SERVICE | YEARLY DEBT SERVICE | YEARLY DEBT SERVICE | PRINCIPAL OUTSTANDING |
|-----------|---------|---------------|---------------|--------------|---------------------|---------------------|-----------------------|
| 2/11/2008 | | 50.00 | \$21,218.89 | \$21,218.89 | 421,218.89 | | \$500,000.00 |
| 8/1/2000 | 5.000% | \$10,000.00 | 811,300.00 | \$21,300.00 | | \$42,518.89 | \$490,000.00 |
| 2/1/2007 | | \$0.00 | \$11,050.00 | \$11,050.00 | \$32,350.00 | | \$450,000.00 |
| 8/1/2007 | 2.376% | 120,000.00 | \$11,060.00 | 131,060.00 | | \$42,100.00 | \$470,000.00 |
| 2/1/2008 | | \$0.00 | \$10,812.50 | \$10,812.50 | \$41,862.50 | | 5470,000.00 |
| 8/1/2008 | 2.750% | \$20,000.00 | \$10,812.50 | \$30,812.50 | | \$41,826.00 | \$450,000.00 |
| 2/1/2009 | | \$0.00 | 118,637.80 | \$10,637.60 | \$41,350.00 | | \$460,000.00 |
| 8/1/2009 | 3.125% | \$20,000.00 | \$10,537.50 | 130,537.60 | | 141,076.00 | \$430,000.00 |
| 2/1/2010 | | \$0.00 | 110,225.00 | \$10,225.00 | 540,752.50 | | \$430,000.00 |
| 8/1/2010 | 3.000% | 520,000.00 | \$10,225.00 | \$30,225.00 | | \$40,460.00 | \$410,000.00 |
| 2/1/2011 | | \$0.00 | 59,925.00 | \$9,325.00 | \$40,150.00 | | \$410,000.00 |
| 8/1/2011 | 5.000% | \$20,000.00 | 19,225.00 | \$29,926.00 | | \$30,860.00 | \$390,000.00 |
| 2/1/2012 | | \$0.00 | 59,425.00 | \$9,425.00 | \$38,350.00 | | 5390,000.00 |
| 8/1/2012 | 5.000% | 520,000.00 | \$9,425.00 | \$29,425.00 | | \$38,860.00 | \$370,000.00 |
| 2/1/2013 | | \$0.00 | \$8,028.00 | 0,923.00 | \$35,350.00 | | \$370,000.00 |
| 8/1/2013 | 5.000% | 525,000.00 | 56,925.00 | \$33,925.00 | | \$42,660.00 | \$345,000.00 |
| 2/1/2014 | | 10.00 | \$8,300.00 | \$8,300.00 | 842,225.00 | | \$345,000.00 |
| 6/11/2014 | 5.000% | 826,000.00 | \$8,300.00 | 533,300.00 | | \$41,600.00 | 5320,000.00 |
| 2/1/2015 | | \$0.00 | \$7,875.00 | \$7,875.00 | \$40,876.00 | | \$320,000.00 |
| 8/1/2016 | 6.000% | \$26,000.00 | \$7,876.00 | \$32,873.40 | | \$40,350.00 | \$295,000.00 |
| 2/1/2018 | | 80.00 | 57,050.00 | 57,050.00 | \$39,725.00 | | \$296,000.00 |
| 13/1/2018 | 6.000% | \$25000.00 | \$7,060.00 | \$32,050.00 | | 139,100.00 | \$270,000.00 |
| 2/1/2017 | | \$0.00 | 58,425.00 | 88,425.00 | \$38,475.00 | | \$270,000.00 |
| 5/1/2017 | 5.000% | 530,000.00 | \$8,425.00 | \$36,426.00 | | 142,860.00 | \$240,000.00 |
| 2/1/2018 | | 80.00 | \$5,875.00 | \$5,875.00 | \$42,100.00 | | 5240,000.00 |
| 8/1/2018 | 5.000% | 830,000.00 | 56,575.00 | \$36,675.00 | | \$41,360.00 | \$210,000.00 |
| 2/1/2010 | | \$0.00 | \$4,025.60 | \$4,925.00 | \$40,800.00 | | \$210,000.00 |
| 5/11/2019 | 6.000% | 130,000.00 | 84,925.00 | \$34,925.00 | | \$30,550.00 | \$180,000.00 |
| 2/1/2020 | | 10.00 | 54,175.00 | 54,175.00 | \$38,100.00 | | 5180,000.00 |
| 8/1/2020 | 4.000% | \$36,000.00 | \$4,476.00 | \$30,175.00 | | \$43,350.00 | \$145,000.00 |
| 2/1/2021 | | \$0.00 | 83,475.00 | \$3,475.00 | \$42,850.00 | | \$145,000.00 |
| 5/1/2021 | 5.000% | 835,000.00 | 13,475.00 | \$38,476.00 | | \$41,060.00 | \$110,000.00 |
| 2/1/2022 | | \$0.00 | 12,600.00 | \$2,600.00 | \$41,075.00 | | \$110,000.00 |
| 8/1/2022 | 5.000% | \$35,000.00 | 52,500.00 | \$37,600.00 | | 840,200.00 | \$76,000.00 |
| 2/11/2023 | | \$0.00 | \$1,726.00 | \$1,726.00 | 530,325.00 | | 175,000.00 |
| 8/1/2023 | 5.000% | 535,000.00 | 81,725.60 | \$38,725.00 | | \$38,450.00 | \$40,000.00 |
| 2/1/2024 | | \$0.00 | \$850.00 | \$050.00 | \$37,675.00 | | \$40,000.00 |
| 8/1/2024 | 4.260% | 840,000.00 | 3850.00 | 140,850.00 | | \$41,700.00 | \$0.00 |
| TOTALS | | \$600,000.00 | \$265,860.00 | \$780,088.80 | \$739,219.89 | \$700,008.80 | |

Filled Positions

No newly filled positions.

Open Positions as of January 8, 2009

Faculty in Biology

Arizona Department Of Corrections (ADOC) Program Coordinator

Study Session
January 20, 2009

2009-10 BUDGET DEVELOPMENT

Summary

Staff will provide an overview of proposed budget development for 2009-2010. The attached calendar will be discussed, along with an indication of revenue and expenditure expectations. Staff will seek Board input and guidance.



Northland Pioneer College

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BUDGET DEVELOPMENT CALENDAR

FISCAL YEAR 2009 - 2010

(PROPOSED)

| ACTIVITY | RESOURCE | DUE BY |
|--------------------------------------------------------------------------------|--------------------------------------|-------------|
| 1. Receive overview and schedule | DGB | 20 January |
| 2. Departmental budget material distributed | Hatch/Ellison | 23 January |
| 3. Prepare revenue estimates | Hatch/Ellison | 2 February |
| 4. Receive tuition and fee schedules | DGB | 17 February |
| 5. Departmental budgets received | All VP's | 27 February |
| 6. Executive review of budget | President & VP's | 9 March |
| 7. Tuition and fee schedules approved | DGB | 17 March |
| 8. Receive preliminary budget analysis | DGB | 17 March |
| 9. Receive salary proposals | DGB | 17 March |
| 10. Budget hearings | President, VP's & Budget Managers | 20 March |
| 11. Receive complete budget analysis | DGB | 21 April |
| 12. Approve budget publication | DGB | 21 April |
| 13. Approve salary schedules | DGB | 21 April |
| 14. Tentative budget adopted | DGB | 21 April |
| 15. Notice of public hearing, tentative budget and TNT hearing first published | Hatch/Ellison | 6 May |
| 16. Notice of public hearing and tentative budget second publication | Hatch/Ellison | 13 May |
| 17. Public hearing conducted for taxpayers | DGB | 19 May |
| 18. Final budget adopted | DGB | 19 May |
| 19. Notify PTOC of the amount of the primary property tax levied | Hatch/Ellison | 20 May |
| 20. Submit Tax levy to Navajo County | Hatch/Ellison | 20 May |

March 23 — 28 Spring Break

May 16 Commencement

May 25 Memorial Day