

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 meet for a Regular District Governing Board Meeting, open to the public, on **August 15, 2023 beginning at 10:00 a.m.** The meeting will be held at the Northland Pioneer College Painted Desert Campus, Tiponi Community Center meeting room, located at 2251 E. Navajo Blvd., Holbrook, Arizona. The meeting can also be joined remotely using [WebEx](#). A passcode is required under certain circumstances and it is Aug23DGB.

One or more Board members and/or staff members may participate in the meeting remotely 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(s) 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). The Board may vote to hold an executive session for the purpose of considering its position and instructing its attorney regarding the public body's position regarding contracts that are the subject of negotiations pursuant to A.R.S. §38-431.03 (A)(4). 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 14th day of August, 2023, 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. KINO RADIO
5. KNNB RADIO
6. COUNTRY MOUNTAIN AIRWAVES [KQAZ/KTHQ/KNKI RADIO]
7. KWKM RADIO
8. WHITE MOUNTAIN RADIO
9. NPC WEB SITE
10. NPC ADMINISTRATORS AND STAFF
11. NPC FACULTY ASSOCIATION PRESIDENT
12. NPC CLASSIFIED AND ADMINISTRATIVE SUPPORT ORGANIZATION PRESIDENT
13. NPC STUDENT GOVERNMENT ASSOCIATION PRESIDENT

M I S S I O N

**NORTHLAND PIONEER COLLEGE
PROVIDES EDUCATIONAL
EXCELLENCE THAT IS AFFORDABLE
AND ACCESSIBLE FOR THE
ENRICHMENT OF COMMUNITIES
ACROSS NORTHEASTERN ARIZONA.**

V I S I O N

NPC continually responds to the needs of our communities by cultivating generations of learners. By 2030, NPC will transform lives by advancing student success and socio-economic well-being through a spirit of innovation, partnership, and creative problem-solving.

V A L U E S

INTEGRITY
INCLUSION
ADAPTABILITY
CIVILITY
ACCESS

Governing Board Meeting Agenda

Painted Desert Campus, Tiponi Community Center
 2251 East Navajo Boulevard, Holbrook, Arizona
 Or you can join on [WebEx](#) (Passcode Aug23DGB).

Date: August 15, 2023

Time: 10:00 a.m.

| <u>Item</u> | <u>Description</u> | <u>Resource</u> |
|-------------|--|------------------|
| 1. | Call to Order and Pledge of Allegiance | Chair Laughter |
| 2. | Adoption of the Agenda (Action) | Chair Laughter |
| 3. | Call for Public Comment 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. | Chair Laughter |
| 4. | Compensation Study Larry Robertson, Senior Consultant for Gallagher, will provide a report on the Completed Compensation Study for Northland Pioneer College. | Larry Robertson |
| 5. | Consent Agenda for Action | Chair Laughter |
| | A. June 20, 2023 Regular Board Meeting Minutes | |
| | B. Intergovernmental Agreement between Northland Pioneer College and Apache County for leased space. | |
| 6. | For Discussion and Possible Action: | |
| | A. Old Business | |
| | None. | |
| | B. New Business: | |
| | 1. Establish Reserve for Remodel/Construction of Facilities at Little Colorado Campus | VPAS Ellison |
| | VPAS Ellison will review a request to establish a reserve fund for potential construction needs at the Winslow campus. | |
| | 2. Request to Approve Contract for Consulting and Design work at PDC | Dean Raisor |
| | Jeremy Raisor, Dean of Career and Technical Education, will provide information about the potential of expanding the automotive program to the Holbrook campus and request approval for a consulting and design fee contract. | |
| | 3. Request for Renewal of CampusLogic Services | VPLSS Solomonson |
| | VPLSS Solomonson will present a request to continue to contract with Ellucian CampusLogic for Financial Aid software. | |
| | 4. Adoption of the Fiscal Year 2021-22 Expenditure Limitation Report | VPAS Ellison |
| | VPAS Ellison will review the Expenditure Limitation Report for 2021-22 and request adoption. | |
| | 5. Adjustment to Fiscal Year 2022 Adopted Budget | VPAS Ellison |
| | VPAS Ellison will request an amendment to the adopted 2022 budget to reflect actual expenditures. | |
| 7. | Discussion Items: | |
| | A. Standing Presentations: | |
| | 1. Financial Position | VPAS Ellison |
| | VPAS Ellison will provide a report on the financial position of the college for period July 1, 2022 to June 30, 2023 | |
| | 2. NPC Student Government Association (SGA) | No Report |
| | No report. | |
| | 3. NPC Faculty Association | No Report |
| | No report. | |
| | 4. Classified & Administrative Staff Organization (CASO) | No Report |
| | No report. | |

- 5. **Northland Pioneer College (NPC) Friends and Family**..... Director Wilson
Betsy Wilson, Director of Friends and Family, will report on scholarship opportunities and upcoming events.
 - 6. **Human Resources**..... AVPHR Schaefer
Staff has provided a written report and Associate Vice President of Human Resources, Christine Schaefer, will be present to answer questions.
 - 7. **Construction Update**..... Director Huish
Director Huish will provide an update on construction projects.
 - 8. **Arizona Association of Community College Trustees (AACCT)**.. Chair Laughter
Chair Laughter may provide an update on activities from AACCT.
 - 9. **President's Report**..... President Hazelbaker
President Hazelbaker will provide a report on activities from the President's office since the June meeting.
 - B. **Implementation of a Development Office at NPC**..... Director Wilson
Betsy Wilson will report on the implementation and strategic plan for a Development Office at NPC.
 - C. **IE Quarterly Report**..... Director Yip-Reyes
Judy Yip-Reyes, Director of Institutional Effectiveness, has provided a written report included in the packet and will be available for questions.
 - D. **Assessment of Student Knowledge (ASK) Yearly Report**..... Dr. Michael Broyles
Michael Broyles, Chair of the ASK committee, has provided a written report in the packet and will be at the meeting to expand upon it.
 - E. **Enrollment Report** President Hazelbaker
President Hazelbaker will provide a report on Enrollment at NPC as requested by the Board.
 - F. **Gila County Partnership**..... President Hazelbaker
President Hazelbaker has provided a written report on the request from Gila County Provisional Community College District to provide educational Services in Gila County.
8. **DGB Agenda Items and Informational Needs for Future Meetings** Chair Laughter
9. **Board Report/Summary of Current and Upcoming Events**..... Board Members
College/Board Events:
AC4 and ACCT Joint Leadership Meeting, August 23 and 24 in Flagstaff, AZ.
- Community Events:
Apache County Fair – August 23 and 24 in St. Johns
White Mountain Apache Tribal Fair & Rodeo – August 31 through September 5 in Whiteriver
Navajo Nation Fair – September 2 through 10 in Window Rock
Navajo County Fair – September 13 through 16 in Holbrook
- Please let Paul Hempsey know if you plan to attend any of the listed events.
10. **Announcement of Next Regular Meeting**.....**September 19, 2023** Chair Laughter
Meeting will take place at the Little Colorado Campus in Winslow.
11. **Adjournment**.....**(Action)** Chair Laughter

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 regarding any items in sections 5 and 6. 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 Governing Board Meeting Minutes

June 20, 2023 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Ms. Kristine Laughter; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie.

Governing Board Member Absent: Mr. Elias Jouen.

Others Present: President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Michael Solomonson; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Betsy Wilson; David Huish; Geri Laughter; Olivia Jones; Erin Pugh; Lance Heister; Greg Kelly; Katie Matott; Melody Niesen; Ruth Zimmerman; Talaina Kor; Wei Ma; Russell Kupfer; Michael Jacob; Scott Arnett; Jeremy Raisor; Lia Keenan; Frank Orona; Matt Weber; Rebecca Sweet; Tamara Osborne; Scott Flake.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Laughter called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Robinson made a motion to adopt the agenda as presented. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

Agenda Item 3: Call for Public Comment

None.

Agenda Item 4: Discussion Items

4.B. Kayenta Land Ownership and Lease Presentation

President Hazelbaker introduced Ms. Geraldine Laughter, Ms. Olivia Jones, and Mr. Greg Kelly from the Kayenta Township who provided a presentation on land ownership and leasing in Kayenta.

Mr. Lucero asked how many students were currently graduating in the Kayenta area. Ms. Laughter estimated 150 students a year.

Mr. Lucero asked how rent was assessed in the Kayenta Township and whether rent could be waived for the college. Ms. Laughter responded that the lease was based on the square footage of the land under consideration and any waiver could be discussed with the Kayenta Township Manager.

Navajo County Community College District Governing Board Meeting – 06/20/2023 – Page 1 of 6



Northland Pioneer College

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

Mr. Lucero asked if there was a possibility that the college could build a facility and then not be allowed to operate in Kayenta. Mr. Kelly, attorney for Kayenta Township, provided information on the legalities of a lease agreement with the Township.

Mr. Lucero noted that his opinion was the Kayenta Township should build the facility and the college could operate from there.

Mr. Lucero asked if the review of the lease was required to take place every five years or if the college can request a seventy-five-year term. Mr. Kelly noted that, as a not-for-profit organization, the college could discuss a seventy-five-year term.

Mr. Lucero asked if the Navajo Nation could supersede decisions made by the Kayenta Township. Mr. Kelly provided information on the powers available to the Navajo Nation regarding the Kayenta Township. Chair Laughter noted that, if the college moves forward with discussions on a future building in Kayenta, that an attorney, with Tribal knowledge, should possibly be hired to look out for the college's interests.

President Hazelbaker thanked the guest speakers for their presentation and discussion before noting to the Board that this was just the start of what would likely be a long process before any decisions were finalized.

4.B. Standing Presentations:

4.B.1. Financial Position

Russell Kupfer, Director of Financial Services, addressed the Board and presented the monthly Financial Position report for the period to April 30th, 2023.

4.B.2. NPC Student Government Association (SGA)

Written Report.

4.B.3. Faculty Association

No Report.

4.B.4. Classified & Administrative Staff Organization (CASO)

Written Report.

4.B.5. Northland Pioneer College (NPC) Friends and Family

Betsy Wilson, Director of NPC Friends and Family, addressed the Board and provided a report on recent scholarship awards and recipients, plus a reminder of upcoming events.

4.B.6. Human Resources

Written Report.

Mr. Lucero asked if retirees were excluded from the turnover rate listed in the report. President Hazelbaker responded that retirees were excluded and noted separately within the report.

Navajo County Community College District Governing Board Meeting – 06/20/2023 – Page 2 of 6



Northland Pioneer College

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

4.B.7. Construction Report

David Huish, Director of Construction, addressed the Board and provided a report on the construction projects at the college.

Mr. Lucero asked if equipment from the current welding shop would be moved to the new building. Director Huish noted everything that would be moved from the current space.

Director Huish provided an update on the final cost of the 8th Avenue sidewalk project as requested by Mr. Lucero and noted it was now the responsibility of the City of Show Low to maintain. Director Huish noted the final price on the Head Start building at the Winslow campus was also under budget and provided details.

Chair Laughter asked if the final cost of the Show Low skills center was known. Director Huish estimated the final cost would be around \$13.5 million.

4.B.8 Arizona Association of Community College Trustees (AACCT)

No update.

4.B.9 President's Report

President Hazelbaker addressed the Board and provided a report on topics including: Strategic Priorities; progress on implementation of Target X software; the options related to the Springerville Center; the Higher Learning Commission peer review visit for the first Bachelor degree; enrollment for the summer semester; plans for the Winslow campus; plans for Automotive in the north of the county.

Mr. Lucero asked if the cost of expanding the Blunk Health Science building expansion was included in the cost projections for the Winslow campus. President Hazelbaker provided full cost expectations for potential projects at the campus.

Mr. Lucero asked if the Nursing program at the Winslow campus could be expanded. VPLSS Solomonson noted that expansion was possible but staffing was the main issue, as Nursing Faculty were hard to hire.

Board members discussed the various options available at the Winslow campus and some information that might be helpful for the future.

Agenda Item 5: Consent Agenda

- A. May 16, 2023 Truth in Taxation Hearing Minutes**
- B. May 16, 2023 Budget Hearing Minutes**
- C. May 16, 2023 Special Board Meeting Minutes**
- D. May 16, 2023 Regular Board Meeting Minutes**
- E. Resolution Designating the Chief Financial Officer for Auditor General's Office**

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

Navajo County Community College District Governing Board Meeting – 06/20/2023 – Page 3 of 6



Northland Pioneer College

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

Agenda Item 6: For Discussion and Possible Action

6.A. Old Business

None.

6.B. New Business

6.B.1. Request to Approve Board Member Travel

President Hazelbaker presented a travel request to allow Board Member Leslie to attend the Association of Community College Trustees Leadership Congress in October.

Mr. Lucero made a motion to approve travel for Mr. Leslie as presented. Mr. Robinson seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. Mr. Leslie abstained. There were no votes against.

6.B.2. Request to Accept Grant Funds – Northern Arizona Good Jobs Network (NAGJN)

President Hazelbaker requested the Board accept grant funding, in the amount of \$32,500.00, from the Local First Arizona Foundation.

Mr. Robinson made a motion to accept \$32,500.00 from the Local First Arizona Foundation to participate in the Northern Arizona Good Jobs Network as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.3. Request to Award Contract for Enterprise Resource Planning System

President Hazelbaker provided the results from the Request for Proposals (RFP) related to Enterprise Resource Planning (ERP) software and asked the Board for approval to contract with Anthology Inc for a cost not to exceed \$7,353,462.00 over a ten year period.

Michael Jacob, Director of Data and Systems, provided a presentation to refresh the Board on what an ERP is and why it is so important to the college.

Mr. Lucero asked if all community colleges in Arizona might move to a single ERP. Director Jacob responded that it was always a possibility but unlikely.

Mr. Lucero asked if the college would still be using the current ERP while implementing Anthology. Director Jacob responded that the college would maintain the current ERP software for a period during implementation.

Mr. Robinson made a motion to approve the contract with Anthology Inc. for an amount not to exceed \$7,353,462.00 as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.4. Request to Approve Annual Jenzabar Support and Maintenance for 2023-24

President Hazelbaker reviewed the request for a continued support and maintenance contract with Jenzabar Inc. for a cost of \$349,071.87.

Navajo County Community College District Governing Board Meeting – 06/20/2023 – Page 4 of 6



Northland Pioneer College

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

Mr. Lucero asked if this would be the last yearly contract with Jenzabar. President Hazelbaker responded that he expected one additional year after this contract.

Mr. Robinson made a motion to approve the contract with Jenzabar Inc. in the amount of \$349,071.87 as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.5. Request to Approve Purchase of Computers

Jeremy Raisor, Dean of Career and Technical Education, addressed the Board and presented a request to purchase 155 computers and peripheral equipment using the remaining Higher Education Emergency Relief Fund money, at a cost of \$261,786.46 from SHI International Corp.

Mr. Lucero asked if the computers would be part of the college's annual lifecycle replacement process. Dean Raisor noted that some of the computers were for lifecycle replacement needs.

Mr. Robinson made a motion to approve the purchase 155 computers and peripherals from SHI International Corp for a total of \$261,786.46 as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.6. Executive Session

At 11:58 a.m. Mr. Robinson made a motion for the Board to go into Executive Session pursuant to ARS 38-431.03(A)(1) for discussion on the President's performance and contract. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

At 1:41 p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Robinson, seconded by Mr. Leslie. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

6.B.7. Action from Executive Session

Mr. Robinson made a motion to direct the Recording Secretary to the Board to amend the President's contract as discussed in Executive Session and to approve future salary increases dependent on numeric performance measures as discussed in Executive Session. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

Agenda Item 7: DGB Agenda Items and Informational Needs for Future Meetings

Mr. Leslie asked for a report on Enrollment for the August meeting.

Mr. Lucero asked for full information on the potential Automotive program in the north for the August meeting.



Mr. Leslie asked for monthly updates on the implementation on the new ERP.

Agenda Item 8: Board Report/Summary of Current and Upcoming Events

A list of upcoming events was provided in the agenda for Board Discussion.

President Hazelbaker noted the Northeast Arizona Training Center would hold a dedication ceremony for new buildings on Wednesday, June 21st starting at 11am.

Agenda Item 9: Announcement of Next Regular Meeting

Regular District Governing Board meeting on Tuesday, August 15, 2023 at 10 a.m.

Agenda Item 10: Adjournment

The meeting was adjourned at 1:47 p.m. upon a motion by Mr. Robinson and a second by Mr. Leslie. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board



**SECOND AMENDMENT TO
INTERGOVERNMENTAL AGREEMENT NORTHLAND PIONEER COLLEGE PIONEER
SCHOOL COMPLEX LEASE AGREEMENT**

This Second Amendment is entered into on June 27, 2023 between Apache County ("Lessor") and Northland Pioneer College ("Lessee") and amends the Lease Agreement between the parties dated September 19, 2017 ("Agreement").

1. The Parties agree to extend the term of the Agreement to June 30, 2027. Section 1 of the Agreement, as amended by the First Amendment, shall be replaced with the following:

The Term of this Agreement shall terminate on June 30, 2027. The Lessor or the Lessee may terminate this Agreement by delivering to the other party written notice of intent to terminate the Agreement not less than one year prior to the date of the intended termination. Either party may extend the Agreement by delivering notice of the intent to extend this Agreement to the other party at least one year before the end of the then-current term. Each such extension shall be for a term of five years unless the parties agree otherwise by written amendment to this Agreement.

2. No other changes. All other terms and conditions of the Agreement remain unchanged and in full force and effect.
3. Counterparts. This Second Amendment may be executed in counterparts, each of which shall be an original, but all of which together shall constitute one and the same agreement.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Signature Page Follows

IN WITNESS WHEREOF, the parties provide the following approval:

Apache County Board of Supervisors



Alton Joe Shepherd, Chairman

June 27, 2023

Date

Northland Pioneer College

Dr. Chato Hazelbaker, President

Date

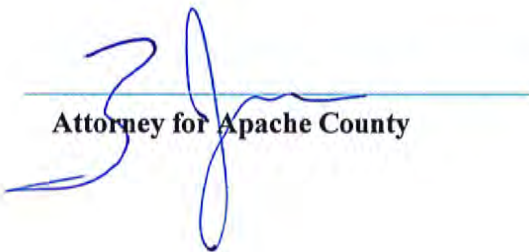
Attest:



Clerk of the Board

NPC Recording Secretary

Approved as to Form:



Attorney for Apache County



Attorney for NPC

Establish Reserve for Remodel/Construction of Facilities at Little Colorado Campus

Recommendation:

Staff recommends establishing a cash reserve of \$5.3 million for proposed remodel/construction of facilities at Little Colorado Campus (LCC) in Winslow. Establishing this reserve commits NPC to use the funds only for this specific purpose per District Governing Board (DGB) approval.

Summary:

NPC continues to use the 2020 Master Facilities Plan as a guide to address facility needs in phases at different locations. The priorities of the projects are dependent on program needs, enrollment, and funding. As part of the next phase, it is necessary to establish a reserve for facility remodel and construction projects at LCC in Winslow. This reserve would be similar to the \$20 million reserve established by the DGB for White Mountain Campus in Show Low in October 2018.

Included in the Master Facilities Plan for LCC is moving the Cosmetology program to a different location. Currently the Cosmetology program is located in two modular buildings that have been in use for over 20 years and will not sustain the program in the near future. The Ruby Hill building is the best option to remodel for Cosmetology and will require architectural designs. Architectural input is also needed to determine where to place the Allied Health program that is currently in the Ruby Hill building. It could be placed in the Multipurpose building, after it has been remodeled, or in the Blunk building, after construction to expand the building is complete.

The DGB will have the opportunity to review the designs before construction commences. Approval for construction costs will be brought back to the DGB after the design fees are approved. NPC is waiting for design fee estimates from SPS+. NPC continues to use SPS+, who was selected in 2019 in response to a 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.

Capital policy 1926 addresses setting aside money over time to construct new buildings. Current unrestricted cash balance at June 30, 2022 is over \$51 million.



Northland Pioneer College
 Winslow Construction Projects
 August 2023

| Activity | Sq Feet or Space | Cost per Sq Ft or Space | Construction / Renovation | Design Fee 9.7% | Contingency 10% | Furniture | Total |
|---|------------------|-------------------------|---------------------------|-----------------|-----------------|--------------|---------------------|
| Option 1 | | | | | | | |
| Cosmetology - Remodel Ruby Hill Bldg | 4,600 | \$ 200 | \$ 920,000 | \$ 89,240 | \$ 92,000 | \$ 65,000 | \$ 1,166,240 |
| Allied Health - Remodel Multipurpose Bldg | 4,600 | \$ 250 | \$ 1,150,000 | \$ 111,550 | \$ 115,000 | \$ 65,000 | \$ 1,441,550 |
| Allied Health - Parking Lot Addition | 50 | \$ 10,000 | \$ 500,000 | \$ 48,500 | \$ 50,000 | \$ - | \$ 598,500 |
| | | | | | | | <u>\$ 3,206,290</u> |
| OR | | | | | | | |
| Option 2 | | | | | | | |
| Cosmetology - Remodel Ruby Hill Bldg | 4,600 | \$ 200 | \$ 920,000 | \$ 89,240 | \$ 92,000 | \$ 65,000 | \$ 1,166,240 |
| Allied Health - Blunk Addition | 6,400 | \$ 450 | \$ 2,880,000 | \$ 279,360 | \$ 288,000 | \$ 85,000 | \$ 3,532,360 |
| Allied Health - Parking Lot Addition | 50 | \$ 10,000 | \$ 500,000 | \$ 48,500 | \$ 50,000 | \$ - | \$ 598,500 |
| | | | | | | | <u>\$ 5,297,100</u> |
| Total Rounded Cost Range | | | | | | \$ 3,210,000 | \$ 5,300,000 |

Northland Pioneer College
Funds for Construction
As of June 30, 2022

Cash

| | |
|--|-----------------------------|
| Cash and Cash Equivalent | \$ 86,678,125 |
| Less: Policy 1924 Annual Operating Reserve (FY23 Budget) | \$ (35,265,978) |
| Cash available for Capital Building Funds | <u><u>\$ 51,412,147</u></u> |

Request to Approve Contract for Consulting and Design Work at PDC

Recommendation:

Staff recommends the approval of a consulting and design fee contract with SPS+ Architects (SPS+) not to exceed \$97,000 to explore options and prepare plans for remodeling the Skills Center at the Painted Desert Campus (PDC) as part of a feasibility study for the automotive technology (ATO) program.

Procurement Process and Budget Information:

The consulting and design fee will come from the college contingency budget set aside for the 2023-2024 academic year. NPC continues to use SPS+, who was selected in 2019 in response to a 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.**

Summary:

The college has had an interest in expanding the ATO program to PDC for some time now. After recent discussions with the Board, staff would like to explore this opportunity further by contracting with SPS+ to assess this possibility. Depending on the recommendations made by SPS+, an architectural design phase may take as long as 6 to 9 months to complete, which would push the ATO program start date to Fall 2025.

The college is aware of interest in the ATO program at PDC from NAVIT, Navajo County, and several local employers in the area. Staff would meet with these external stakeholders during the 6 to 9-month architectural design phase to learn more about their interests. This would give us the time needed to evaluate local support for the program and develop better cost and enrollment projections.

Initial cost estimates for implementing the program vary depending on the remodeling and construction work required for the ATO program. With preliminary estimates running as high as \$1 million for the changes needed, approving a contract with SPS+ for consulting and design work will provide us with the additional information necessary to determine more accurate costs going forward.



Northland Pioneer College

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

Request for Renewal of CampusLogic Services

Recommendation:

Staff recommends a 1-year renewal of services provided by Ellucian CampusLogic, including StudentForms with Insights (\$37,518) and CampusCommunicator with Insights (\$25,688), for a total amount of \$63,206.

Procurement Process and Budget Information:

The NPC District Governing Board approved a 5-year contract in 2018 to acquire the services from Ellucian CampusLogic to aid the work of the Financial Aid office in communicating with students about their financial awards. That approved contract had a 1-year auto-renewal option that would run from October 1, 2023 to September 30, 2024. Money for the renewal has been budgeted in the Financial Aid office budget line 00-4150-5201-05.

Summary:

In regard to sole source considerations, in order to not disrupt the existing service to NPC students that is provided by the Financial Aid office through the use of Ellucian CampusLogic, it would be beneficial to use the 1-year auto-renewal feature of the previously approved contract.



AMENDMENT TO SUBSCRIPTION ORDER FORM

This Amendment #1 is made as of the date last signed below, by and between Northland Pioneer College ("Customer") and Ellucian CampusLogic Inc. ("CampusLogic"). Customer and CampusLogic entered into a Subscription Order Form for StudentForms with Insights and CampusCommunicator with Insights (the "Services"), dated 10/1/2018, subject to the CampusLogic Terms and Conditions and Service Level Agreement (collectively, the "Agreement"). Customer and CampusLogic wish to amend the Agreement as set forth herein.

Now, therefore, and in consideration of the mutual agreements and covenants set forth herein, the parties wish to amend the Agreement as follows.

1. **Renewal Term of StudentForms with Insights and CampusCommunicator with Insights.** The current term of Customer's Agreement ends on 9/30/2023. Customer and CampusLogic agree to renew the Term of the Agreement for a period of 12 months, from 10/1/2023 to 9/30/2024 (the "Renewal Term"). Thereafter, the Term of this Amendment may be renewed only by mutual agreement of the parties; CampusLogic will have no obligation to continue to provide use of and access to the Services after the Renewal Term absent a written agreement further extending the Renewal Term.

2. **StudentForms with Insights and CampusCommunicator with Insights Fees and Payment Terms.** Customer agrees to pay the subscription fees for the StudentForms with Insights and CampusCommunicator with Insights provided under this Amendment during the Renewal Term set forth in the schedule below. CampusLogic shall invoice Customer annually at least one month in advance of the applicable service period, and Customer shall pay CampusLogic all invoiced amounts within (30) days following receipt of the relevant invoice.

| Services | Start Date | End Date | Net Fee Due |
|----------------------------------|------------|-----------|-------------|
| RENEWAL TERM: 12 MONTHS | | | |
| StudentForms with Insights | 10/1/2023 | 9/30/2024 | \$37,518.00 |
| CampusCommunicator with Insights | 10/1/2023 | 9/30/2024 | \$25,688.00 |
| | | | \$63,206.00 |

campuslogic

3. **Miscellaneous.** All other terms and conditions in the Agreement shall remain unchanged and in full force and effect. In the event of a conflict between the Agreement and this Amendment, the terms and conditions of this Amendment shall govern to the extent of the conflict. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement.

By signing below, the Customer and CampusLogic agree to be bound by the terms and conditions set forth in this Amendment, which shall become effective upon the date of last signature (the "Effective Date"). CUSTOMER AND CAMPUSLOGIC EXPRESSLY CONSENT AND AGREE THAT THIS AMENDMENT SHALL BE ELECTRONICALLY SIGNED. CUSTOMER AND CAMPUSLOGIC AGREE THE ELECTRONIC SIGNATURES APPEARING ON THIS AGREEMENT SHALL BE TREATED, FOR PURPOSES OF VALIDITY, ENFORCEABILITY AS WELL AS ADMISSIBILITY, THE SAME AS HAND-WRITTEN SIGNATURES.

AGREED TO AND ACCEPTED:

CUSTOMER

ELLUCIAN CAMPUSLOGIC INC.

Sign:

Sign:

Print:

Print:

Title:

Title:

Date:

Date:

GUIDE TO SUBMITTING SOLE SOURCE JUSTIFICATIONS

Sole source procurement refers to any purchase or contract entered into without a competitive process, based upon a justification that only one known source exists or that only one single supplier can fulfill the requirements.

By submitting a Sole Source Justification request, the Requester certifies that the requested item is the only acceptable material, product or service that will support the needs of the institution.

Acceptable exceptions from the competitive procurement process may include:

- Only one known source exists for supplies or services as determined by documented research;
- No other reasonable alternative source exists that meets the College's requirements;
- Only one source meets the business needs of the agency/state (e.g., compatibility, unique feature to meet state's business need, etc.);
- Procurement of public utility services.

What's not a sole source procurement?

- A requirement for a particular proprietary product or service does not automatically justify a sole source procurement if there is more than one potential bidder or offeror for that item.
- A preference for a brand name product does not justify a sole source procurement.
- A good's or service's "uniqueness" alone may not qualify the producer or supplier of the good or service as a sole provider of a good or service.

The Requester must furnish the following on the Sole Source Justification Form:

1. State the specific features or performance specifications that are essential or required. (i.e., Exterior / interior size or dimensions are only acceptable as justification if the space available is critical.) Please note: Sole source justifications, written by the vendor / manufacturer, are not acceptable. The Requester must complete the Sole Source Justification form.
2. The Requester must specify the names of vendors who were contacted, along with a description of the essential requirement(s) that other vendors cannot furnish.
3. If requirements involve purchasing a commodity that must be compatible with existing equipment and is available from only one source of supply, the Requester must specifically explain this in the Sole Source Justification form and furnish the previous purchase order number(s) for the existing equipment.
4. A written quote must be furnished, which indicates what discount(s) the College is receiving. A quote indicating a discount does not negate the Purchasing agent from performing a price analysis. If the discount amount or percentage is not given on the quote, the Purchasing agent may need to contact the vendor for that information in order to complete a price analysis. (e.g., All purchases over \$10,000 or greater require three quotes – See Purchasing Procedure 2335). These requirements must be satisfied prior to a purchase order being issued.

Please remember that what the Requester would like to have does not constitute adequate justification for a sole source. A Requester's preference for one vendor/product following market studies, quotations, demonstrations / testing, does not constitute a sole source.

Next Steps:

- The purchasing agent assigned will conduct a thorough market analysis/research to ensure no other vendor/product is available.
- The purchasing agent will submit a Request for Quotes via PublicPurchase which will remain posted for fourteen days.
- If no responses, and research from purchasing agent presents the request to be a Sole Source, the purchasing agent will work with Requester to complete the sole source justification to ensure proper protocol is legally met and approved by the District's Board.

Note: The time-line for a Sole Source could take up to 30 – 120 days.

Bidding and Proposals

Purchase requests that meet or exceed the bid threshold (see Purchasing Procedure 2335) will require Purchasing to request bids from other vendors. If any vendor replies with a bid that meets the essential requirements supplied by the Requester, Purchasing must then proceed with the Competitive Bid Process.

If Requester deems their request to be a Sole Source, Requester must provide a minimum of one (1) competitive quote that indicates discount(s) District is receiving along with completed Sole Source Justification form to Purchasing for review and approval. Competitive quotes are the best way to show that the price is "fair and reasonable". If competitive quotes were not secured, then there should be an explanation of the method used to determine the reasonableness of the price and technical reasons for selecting the suggested supplier. Completion of this form does not guarantee an automatic approval of the "Sole Source" justification. Purchasing will review the justification form prior to submission to the Chief Business officer for final determination of sole source justification. Please complete the following (additional pages may be attached for further documentation):

Purchase Requisition # _____ Date: 7/27/2023
 Requester's Name: Dr. Mike Solomonson Phone: 928-536-6217
 Department: VPLSS E-mail: michael.solomonson@npc.edu
 Requester's Signature _____ Dean's Signature _____

NOTE: Sole Source Justification form must be submitted to the Purchasing Department for review and final approval. (See Guide to Submitting Sole Source Justification for details on process and timeline).

I am requesting this purchase as a sole source because (check if applies):

- Vendor is sole provider of licensed or patented goods or services
- Match existing/compatible with my existing equipment:
 - SJDC ASSET # _____ Serial # _____
 - As a replacement or repair part to match existing equipment (standards)
 - As an accessory or option
 - As a component to be interfaced with the existing equipment
- Vendor is a sole provider of factory-authorized warranty service
- Maintenance is from the original equipment manufacturer

The purchase will be used for: Classroom/teaching Maintenance/repair
 Other (specify) Financial Aid Office

Name of Academic, Curriculum and/or Research: CampusLogic Financial Aid verification software

The purchase will meet the standards advocated by the following (provide the name(s) of center/organization): CampusLogic is existing software that we are requesting until the new ERP system is ready to use. There is a one-year extension in the original contract. Please see previous sole source justification for CampusLogic.



What are the unique performance factors of the product specified (list each factor individually with an explanation of its purpose)?

CampusLogic is existing software that we are requesting until the new ERP system is implemented.

Why are these specific factors required (attach specification sheet if available)?

CampusLogic is existing software that we are requesting until the new ERP system is implemented.

What other products have been examined and rejected and why?

Why is the acquisition restricted to this good/service/supplier?

CampusLogic is existing software that we are requesting until the new ERP system is implemented.

Provide the background of events leading to this acquisition.

The new ERP system will not need financial aid verification software once implemented. Please see previous sole source justification for Campus Logic.

What are the consequences of not having this sole source approved and going out for full and open competition? (Describe in detail the impact to the department and to the programs)

The Financial Aid will not be able to process FAFSA for students in a timely manner.

ATTACHMENT 1- GENERAL SPECIFICATIONS

List the general specifications for your Sole Source Justification request.

NOTE: Do not provide specifications from a specific vendor as this can disadvantage & limit the number of vendors who could provide a bid. It is imperative that NPC demonstrates a fair and impartial competitive acquisition process.

Forward to Purchasing Department



Purchasing Department Use Only

Describe the uniqueness of the acquisition (why was the good/service/supplier chosen?)

What other Community College Districts have utilized this vendor as a Sole Source Purchase?

What are the consequences of not purchasing the good/service or contracting with the proposed supplier?

What market research was conducted to substantiate no competition, including evaluation of other items considered? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable, the names, phone numbers and addresses of suppliers contacted and the reasons for not considering them must be included or an explanation of why the survey or effort to identify other goods/services was not performed. Be sure to specify the reasons for not meeting specifications.)

Please describe and provide estimates and methodology for total ownership costs that will be required each year beyond this initial acquisition.

Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

Names of other Vendors who can furnish similar products:

| Vendor Name | Essential Requirement(s) Vendor Unable to Provide |
|--------------------|--|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Buyer's Sole Source verification research/results:

_____ Confirmed (specify or attach backup documents) _____ Denied (specify reason for denial)



Sole Source Justification Form

Request for Quotes submitted date (Public Purchase): _____

Responses? Yes No

List responses: _____

Verified other Community College Districts or government entities have utilized vendor as sole source

Notice of intent to sole source published

Completed by: Michael Solomonsen (Aug 1, 2023 14:53 PDT) Date: Aug 1, 2023

Procurement Manager: Russell Kuyfer Date: Aug 1, 2023

Vice President of Administrative Services: Maderia Ellison (Aug 2, 2023 08:39 PDT) Date: Aug 2, 2023

SUBSCRIPTION ORDER FORM

Customer Name ("Customer"): Northland Pioneer College

Service Effective Date ("Service Effective Date"): 10/1/2018

Billing Contact Name: Jeremy Raisor

Billing Contact Email Address and Phone Number: jeremy.raisor@npc.edu / 928-532-6111

PO Required:

By executing this Subscription Order Form, Customer agrees to purchase a subscription and right to access the CampusLogic services indicated in the fee schedule below (collectively, the "Services") provided by CampusLogic, Inc. ("CampusLogic"), subject to payment of the subscription fees below.

1. TERM

1.1 Term. The Agreement shall be effective as of the date last signed below (the "Effective Date"). The Initial Term of Service for the Services shall commence on the Service Effective Date indicated above and will continue for the initial term period indicated below (the "Initial Term"). Notwithstanding, in the event this Subscription Order Form is signed by Customer after the Service Effective Date indicated above, the parties agree that the Service Effective Date shall be the first day of the month following the date of Customer's signature.

1.2 Renewals. Following the Initial Term, this Agreement will automatically renew for successive periods of twelve (12) months, at CampusLogic's then-current rates unless either party provides written notice to the other party at least sixty (60) days prior to the commencement of the applicable renewal term. CampusLogic shall provide Customer with current rates at least ninety (90) days prior to the commencement of the applicable renewal term.

1.3 Termination. Notwithstanding anything to the contrary in the CampusLogic Terms and Conditions, and in consideration for the pricing and fee discounts indicated below, Customer and CampusLogic agree that this Agreement may not be terminated by Customer for convenience or without cause prior to the end of the Initial Term.

2. FEES AND PAYMENT TERMS.

2.1 Subscription Fees. Customer hereby orders and subscribes to the Services indicated below and agrees to pay the following subscription fees. The fees quoted below expire 90 days from the date of receipt by Customer unless this Subscription Order Form is signed prior to such date.



2.2 Invoice and Payment Terms. All amounts payable hereunder shall be due annually in advance within thirty (30) days following receipt of invoice sent by CampusLogic to Customer. CampusLogic will invoice Customer following execution of this Order Form and annually thereafter. Except as may otherwise be set forth in the Agreement, all fees are non-refundable.

| AwardLetter | List Price | Discount | Net Price Due |
|-------------|------------|----------|---------------|
|-------------|------------|----------|---------------|

Initial Term: 60 months

| | | | |
|--|----------|-----|----------|
| Service Period 1 10/1/2018 - 9/30/2019 | \$18,600 | 10% | \$16,740 |
| Service Period 2 10/1/2019 - 9/30/2020 | \$19,716 | 11% | \$17,547 |
| Service Period 3 10/1/2020 - 9/30/2021 | \$20,899 | 12% | \$18,391 |
| Service Period 4 10/1/2021 - 9/30/2022 | \$22,153 | 13% | \$19,273 |
| Service Period 5 10/1/2022 - 9/30/2023 | \$23,482 | 14% | \$20,195 |

| CampusMetrics – AwardLetter Insights | List Price | Discount | Net Price Due |
|--------------------------------------|------------|----------|---------------|
|--------------------------------------|------------|----------|---------------|

Initial Term: 60 months

| | | | |
|--|---------|-----|---------|
| Service Period 1 10/1/2018 - 9/30/2019 | \$3,720 | 10% | \$3,348 |
| Service Period 2 10/1/2019 - 9/30/2020 | \$3,943 | 11% | \$3,509 |
| Service Period 3 10/1/2020 - 9/30/2021 | \$4,180 | 12% | \$3,678 |
| Service Period 4 10/1/2021 - 9/30/2022 | \$4,431 | 13% | \$3,855 |
| Service Period 5 10/1/2022 - 9/30/2023 | \$4,696 | 14% | \$4,039 |

| StudentForms | List Price | Discount | Net Price Due |
|--|------------|----------|---------------|
| Initial Term: 60 months | | | |
| Service Period 1 10/1/2018 - 9/30/2019 | \$32,600 | 10% | \$29,340 |
| Service Period 2 10/1/2019 - 9/30/2020 | \$34,556 | 11% | \$30,755 |
| Service Period 3 10/1/2020 - 9/30/2021 | \$36,629 | 12% | \$32,234 |
| Service Period 4 10/1/2021 - 9/30/2022 | \$38,827 | 13% | \$33,779 |
| Service Period 5 10/1/2022 - 9/30/2023 | \$41,157 | 14% | \$35,395 |

| Implementation Fees | List Price | Discount | Net Price Due |
|---------------------|------------|----------|---------------|
| One-time charge | \$10,000 | 100% | \$0 |

3. MISCELLANEOUS

3.1 The Services provided pursuant to this Subscription Order Form (the "Order Form") are governed by the CampusLogic Terms & Conditions, and the CampusLogic Service Level Agreement, each incorporated herein by reference and available at www.campuslogic.com/legal (collectively, the "Agreement"). Capitalized terms not otherwise defined herein shall have the meanings set forth in the CampusLogic Terms and Conditions. Any additional or conflicting terms added by Customer to this Order Form or any other purchase order, addendum, or other document, shall not form part of this Agreement unless expressly accepted in writing by CampusLogic.

3.2 In the event of a conflict between the Terms and Conditions and this Subscription Order Form, this Subscription Order Form shall control. This Agreement shall supersede and control over any prior agreements, proposals, or contracts relating to the Services.

By signing below the Customer and CampusLogic agree to be bound by the terms and conditions set forth in the Agreement. CUSTOMER AND CAMPUSLOGIC EXPRESSLY CONSENT AND AGREE THIS AGREEMENT MAY BE ELECTRONICALLY SIGNED. CUSTOMER AND CAMPUSLOGIC AGREE THE ELECTRONIC SIGNATURES APPEARING ON THIS AGREEMENT SHALL BE TREATED, FOR PURPOSES OF VALIDITY, ENFORCEABILITY AS WELL AS ADMISSIBILITY, THE SAME AS HAND-WRITTEN SIGNATURES.

AGREED TO AND ACCEPTED:

CUSTOMER

CAMPUSLOGIC, INC

Sign: *Mark H Vest*

Sign: *Colleen Shannon*

Print: Mark H. Vest

Print: Colleen shannon

Title: President

Title: CFO

Date: 09/19/2018

Date: 09/19/2018

Address: PO Box 610, Holbrook AZ 86025
928-524-7418

Address: 1340 S. Spectrum Blvd. Suite 200 Chandler, AZ
85286

Phone/Email:

Phone/Email: 602-643-1358
colleen.shannon@campuslogic.com

CampusLogic CEO: Gregg Scoresby
Email: info@campuslogic.com
Phone: 602-643-1300

Confidential Information
CampusLogic, Inc.

Subscription Order Form
Page

Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

Purpose of this form: To communicate and document the reason for recommending a supplier where (a) competitive bidding was not used or (b) competitive bidding was used and a supplier other than the lowest bidder is recommended.

Description of Product and/or Service: CampusLogic financial aid verification software

Name of Supplier: CampusLogic, Inc. Date: 11/5/18

Please select the reason for recommending the above named supplier:

- checkbox The requested product is an integral part or accessory to existing equipment.
checkbox The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
checkbox The requested product or service has unique design, performance, and/or quality specifications that are essential to particular teaching needs and are not available in comparable products.
checkbox The requested service requires a supplier that can demonstrate unique skills or experience.
checkbox Only one supplier is capable of providing supplies, services, or construction.
checkbox Emergency - The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

Time frame this Justification will extend from: 10/2018 to: 10/2023. (Not to exceed 5 years.)

Additional Information (Required Irrespective of Reason Selected):

Please explain why other suppliers were excluded from the evaluation. Attach additional sheets if necessary. Due to the unique performance and functionality of the CampusLogic software, only an handful of direct competitors were identified as providing a similar product/service. Specific features of CampusLogic are identified in the appended document (pages 4-6).

If compatibility with existing equipment is your reason for recommending the supplier, provide the following information about the existing equipment.

Description: _____

Manufacturer & Model No.: _____

Other Suppliers Contacted: Note all other suppliers considered for this product or service. Include the reason why the product or service was not acceptable. Attach additional sheets if necessary.

- a) Supplier: Hyland
Contact Name & Phone #: Margo Roddy, 440-788-5390
Product/Service Description: OnBase
Technical Deficiency: Software functionality, performance, expertise, and timing

Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

b) Supplier: NSLP
Contact Name & Phone #: Pat Robles-Friebert, 714-813-8477
Product/Service Description: Inceptia Verification Gateway
Technical Deficiency: Software functionality, performance, limited history, and testing

Authorization

Rickey Jackson

Printed or Typed Name of Vice President/Chief Business Officer

x

Signature of Vice President/Chief Business Officer

Jeremy Raisor

Printed or Typed Name of Requester

x Raisor, Jeremy

Digitally signed by Raisor, Jeremy
Date: 2018.11.05 11:51:09 -07'00'

Signature of Requester

I certify that I am in compliance with the Disclosure of Substantial Interest requirements (Policy 1220, Procedure 2715). I understand and accept my obligation to disclose any interest in a proposed College transaction.

I have no substantial interest to disclose.

The above is an accurate and current statement of all my reportable outside interests and activities, to the best of my knowledge.

Date: 11/5/18 Requester's Signature: Raisor, Jeremy Digitally signed by Raisor, Jeremy Date: 2018.11.05 11:50:55 -07'00'

For CBO Use Only

CHIEF BUSINESS OFFICER APPROVAL

Approved by: MJE Date of Review: 11/8/19

Approved: [] Yes [] No Reason for denial:

[] Need additional information before a decision can be made.

Information needed:

Northland Pioneer College

DIRECTED OR SOLE SOURCE JUSTIFICATION FORM

NPC Procedures:

Northland Pioneer College purchasing procedures permit, under certain conditions, purchases of goods or services from a directed or sole source without soliciting bids from multiple sources.

NPC recognizes that special circumstances may not support the use of competitive bidding. In these situations, directed or sole source purchases may be an acceptable alternative.

Directed or sole source purchases are an exception to the Northland Pioneer College Purchasing Procedure, and must always be in writing. The Chief Business Officer will approve a directed or sole source purchase on a case-by-case basis.

Definitions:

Directed Source: Indicates a product or service must, for specific and justifiable reasons, be purchased from one specified supplier. Directed Source procurement may be used when one of the following conditions exists:

- The requested product is an integral part or accessory to existing equipment.
- The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.
- The requested product or service has unique design, performance, and/or quality specifications that are essential to a particular research protocol or teaching needs and are not available in comparable products.
- The requested service or system requires a supplier with unique skills or experience.

Sole Source: Indicates only one supplier exists capable of providing a particular product or service.

Process:

The Directed or Sole Source Justification Form shall accompany any request for a purchase from a Directed or Sole Source where:

- the purchase exceeds \$5,000 (**3,500 for federal grant purchases*), and
- the purchase is not covered by an existing contract or price agreement.

Furnish the necessary explanation and documentation as noted on the form. The requestor and the appropriate approver (vice president) must co-sign this document. Forward the form and supporting documentation to the Vice President for Administrative Services for review and approval.

Evaluation:

For directed and sole source purchases, each department is responsible for evaluating alternative sources of supply and documenting the reasons that the purchase will be directed to a particular supplier or service provider when alternative sources are available. Departments also are responsible for verifying that prices paid for directed and sole source purchases are fair and reasonable.

Under no circumstances shall a supplier be advised that a contract will be awarded on a directed or sole source basis before approval by the Vice President for Administrative Services.

The determination as to whether a directed or sole source justification is reasonable is based on one or more of these criteria:

- the requestor has investigated and documented his/her evaluation of potential alternate sources of supply for the requested product and/or service.
- the requestor's documentation explains how similar products and/or services cannot meet the required specifications.
- the requestor has documented that a good faith effort has been made to identify other sources.

If the purchase meets the criteria for Directed or Sole Source, the Vice President for Administrative Services will authorize the purchase. The Directed or Sole Source Form will be returned to the requestor if the purchase does not meet the criteria or if additional information is needed.

Exclusions:

Subscriptions, dues, memberships and other similar items will be treated as sole source, and do not require sole source justification documentation.

**NORTHLAND PIONEER COLLEGE
SOLE SOURCE JUSTIFICATION**

Sole Source: A purchasing situation in which a procurement is only available from one source.

Scope of Work: Description of materials/service to be provided

The Northland Pioneer College Financial Aid Office is seeking a solution which will enable our students to interact with the financial aid office in an easy, mobile, personalized way, thereby increasing our financial aid completion rates. The solution will:

- Deliver digital, mobile award letters that communicate our affordability
- Automate verification, professional judgements, SAP appeals, c code resolution, and other financial aid forms to improve efficiencies
- Provide financial aid insights instantly about our student population—from any device

in order to provide the best student experience, the solution must be easy, mobile, and personalized. It must also meet all product functionality and technical requirements including easy integration with our student information system and imaging system.

Northland Pioneer College has made efforts to locate other possible sources including outreach to industry associations, discussion with peer institutions, internet searches, and evaluation of other products in the same general market space. We've determined that other companies do not provide all of the product functionality or technical requirements needed.

Exclusive Capability: Description of Proposed Source's unique capabilities and/or personnel to perform this work; and why this is the only source available

Northland Pioneer College has determined that CampusLogic is the only company that provides a student financial services platform with all product functionality and technical requirements needed. The following capabilities are unique to CampusLogic's product offering and required by Northland Pioneer College.

Unique Student Financial Services Platform Capabilities

- Multi-tenant SaaS for lower maintenance and support costs
- Responsive user interface for access by students, parents, and staff across all devices
- Web Services and WebHooks integration framework for fast implementation
- Application layer encryption of all Personally Identifiable Information (PII)
- Government-grade encryption of all files/documents including AES 256-bit key strength cryptographic algorithms
- Certified and compliant for PCI DSS, SOCC1, SOCC2, SSAE 16/ISAE 3402, FedRAMP, FIPS 140-2, and ISO 27001
- Compatible with web browsers having at least 5% market share
- Geographically redundant data storage and failover for disaster recovery
- Provided at a fixed price with unlimited transactions
- Access to sensitive areas require user authentication and authorization

- All user interaction is logged and accessible via audit trail
- Provides staff training on setup and configuration, administrative functionality, and student support
- Provides searchable knowledge base of help articles and FAQ's
- Provides a self-service support portal for support case initiation and tracking
- No additional cost is associated with software upgrades to the platform
- Software upgrades are automated and don't require IT
- Telephone and email support and correction of errors to keep software in conformance with the user documentation is provided at no additional charge

Unique Award Letter Capabilities

- Enables staff to create unlimited communication templates for engagement across the financial aid lifecycle including:
 - Initial welcome to FA applicants
 - Anticipated/unofficial award notices
 - CFPB shopping sheets
 - Official award letters and revisions
 - Multi-year financial plans
- Provides a mobile experience for all communications templates
- Enables templated, dynamic content for a personalized student experience by student type, aid eligibility, major, and/or geography
- Enables delivery of award letters via email
- Enables delivery of award letters via text messaging
- Provides an administrative portal which allows for retrieving copies of communications to students and resending to students or parents
- Supports customized, mobile video and multimedia content
- Supports embedded chat and/or video conferencing solutions
- Supports multiple languages enabling localized award letter content
- Provides usage data for open rates, time of day opened, amount of time spent on each communication, and click tracking by template type, award year, and student types
- Solution provider is an FATV partner with pre-built integration
- Integrates and indexes communications into the imaging system
- Solution can be implemented in 6-8 weeks
- Vendor can supply as least 3 references for the proposed solution

Unique Financial Aid Forms and Process Automation Capabilities

- Automation of all financial aid forms and processes including verification, professional judgements, SAP appeals, custom forms, and c code resolution
- Form automation workflow, triggers, and student/parent e-signature capabilities

| |
|---|
| <ul style="list-style-type: none"> • Custom workflow engine for creating guided processing of custom web forms with data validation • Secure document upload from any device • Compliant e-signature for students and parents with available two-step authentication • Customizable communication templates for automated student and parent notifications delivered via email and text/SMS • Proprietary ISIR logic determines what data must be completed by the student, pre-filled on web forms, and validated • Paperless document and file review processes for school users that automatically identifies conflicting information including cross aid year conflicts • Generation of automated ISIR corrections • Automatic updates for compliance with regulatory changes • Student portal single sign-on integration • Data encryption and IP tracking • Imaging system integration with automatic indexing • Optical Character Recognition (OCR) automatically extracts relevant information from tax transcripts when a student is selected for verification into StudentForms • Demonstrated ability to get customers live with SSO, Jenzabar integration, and imaging system implementation in 30 days or less • At least (1) referenceable Jenzabar implementation <p>Unique Financial Aid Analytics Capabilities</p> <ul style="list-style-type: none"> • Provides ISIR analytics, operational insights, and award letter usage analytics • Includes comprehensive library of pre-built insights into application volume, Pell distribution, geography mapping of ISIRs, and more • Can answer ad hoc questions by querying ISIR data instantly • Community feedback fuels development of additional Insights • Available on any device for mobile access to data to quickly answer questions • No IT required for easy access to financial aid data without waiting in line for IT to process reporting requests |
| Proposed Source: |
| Vendor: CampusLogic |
| Address: 1340 S. Spectrum Blvd, Suite 200 Chandler, AZ 85286 |
| Telephone #: 602.643.1375 |

Signature:

Email: maderia.ellison@npc.edu

Adoption of the Fiscal Year 2021-22 Expenditure Limitation Report

Recommendation:

Adopt the audited Expenditure Limitation Report for fiscal year 2021-22.

Summary:

In 1980, Arizona voters approved Arizona Constitution, Article IX, §20, prescribing an expenditure limitation for political subdivisions. The expenditure limitation's purpose initially was intended to control expenditures of local revenues and limit future increases in spending to adjustments for inflation and population growth. For the College, the population growth is student enrollment known as Full Time Student Equivalents (FTSE).

The Constitution required the Economic Estimates Commission (Commission) to establish a base limit from actual expenditures of "local" revenues for fiscal year 1980. Each year, the Commission calculates the constitutional expenditure limitation based on a complex formula accounting for inflation and estimated FTSE.

The auditor's opinion is that the Annual Budgeted Expenditure Limitation Report (ABELR) is presented in accordance with the Uniform Expenditure Reporting System (UERS) in all material respects. The ABELR excludes expenditures of certain revenues specified in the Arizona Constitution, Article IX, §21, and A.R.S. §§15-792.03, 15-795.01, 15-1444, and 15-1472, as applicable, from the total budgeted expenditures.

The information reported in both the ABELR and the financial statements is derived from the same underlying accounting data. However, the formats of the ABELR and the financial statements differ. The ABELR presents budgeted expenditures, exclusions, and amounts subject to the limitation by fund type as required by A.R.S. §41-1279.07. The financial statements present the net position, changes in net position, and cash flows in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

The audited report for the period ending June 30, 2022 shows that NPC exceeded its expenditure limit by \$775,152. The District will pay a reduced penalty of \$5,000 pursuant to Laws 2021, Ch. 421 instead of using unexpended carryforward revenues to get below the expenditure limitation.



~~voter registration groups; forms; identifiers~~
~~(now: forms; identifiers; voter registration groups)~~
(now: expenditure limitation; community colleges)

State of Arizona
House of Representatives
Fifty-fifth Legislature
First Regular Session
2021

CHAPTER 421
HOUSE BILL 2373

AN ACT

RELATING TO COMMUNITY COLLEGES.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Community college districts; expenditure
3 limitations; penalty; retroactivity

4 A. Notwithstanding section 41-1279.07, Arizona Revised Statutes,
5 for fiscal year 2021-2022, if a community college district exceeds its
6 expenditure limitation prescribed in article IX, section 21, Constitution
7 of Arizona, and pursuant to section 41-563, Arizona Revised Statutes, the
8 community college district shall have state aid pursuant to section
9 15-1466, Arizona Revised Statutes, withheld as follows:

10 1. If the excess expenditures are less than five percent of the
11 limitation, an amount equal to \$5,000.

12 2. If the excess expenditures are equal to or greater than five
13 percent, but less than ten percent of the limitation, an amount equal to
14 \$15,000.

15 3. If the excess expenditures are equal to or greater than ten
16 percent, but less than twelve percent of the limitation, an amount equal
17 to \$20,000.

18 4. If the excess expenditures are equal to or greater than twelve
19 percent of the limitation, the amount shall be calculated according to
20 section 41-1279.07, Arizona Revised Statutes.

21 B. Subsection A of this section applies retroactively to from and
22 after June 30, 2020.

APPROVED BY THE GOVERNOR JULY 9, 2021.

FILED IN THE OFFICE OF THE SECRETARY OF STATE JULY 9, 2021.

Navajo County Community College District (Northland Pioneer College)

Annual Budgeted Expenditure
Limitation Report

Year Ended June 30, 2022

A Report to the Arizona Legislature

Lindsey A. Perry
Auditor General



The Arizona Auditor General’s mission is to provide independent and impartial information and specific recommendations to improve the operations of State and local government entities. To this end, the Office provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, State agencies, and the programs they administer.

The Joint Legislative Audit Committee

Representative **Matt Gress**, Vice Chair
Representative **Tim Dunn**
Representative **Alma Hernandez**
Representative **Beverly Pingerelli**
Representative **Marcelino Quiñonez**
Representative **Ben Toma** (ex officio)

Senator **Sonny Borrelli**, Chair
Senator **Eva Diaz**
Senator **David C. Farnsworth**
Senator **Anthony Kern**
Senator **Juan Mendez**
Senator **Warren Petersen** (ex officio)

Audit Staff

Melanie M. Chesney, Deputy Auditor General and Acting Director, Financial Audit Division
Victoria Fisher, Manager

Contact Information

Arizona Auditor General
2910 N. 44th St., Ste. 410
Phoenix, AZ 85018-7271

(602) 553-0333

contact@azauditor.gov

www.azauditor.gov



TABLE OF CONTENTS

| | |
|---|---|
| Independent accountants' report | 1 |
| Annual Budgeted Expenditure Limitation Report—Part I | 3 |
| Annual Budgeted Expenditure Limitation Report—Part II | 4 |
| Notes to Annual Budgeted Expenditure Limitation Report | 5 |



LINDSEY A. PERRY
AUDITOR GENERAL

ARIZONA
AUDITOR GENERAL

MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

Independent accountants' report

Members of the Arizona State Legislature

The Governing Board of
Navajo County Community College District

Annual Budgeted Expenditure Limitation Report

We have examined the accompanying Annual Budgeted Expenditure Limitation Report (report) of Navajo County Community College District for the year ended June 30, 2022, and the related notes to the report. The District's management is responsible for presenting this report in accordance with the Uniform Expenditure Reporting System as described in Note 1. Our responsibility is to express an opinion on this report based on our examination.

Accountants' responsibilities

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether this report is presented in accordance with the Uniform Expenditure Reporting System in all material respects. An examination involves performing procedures to obtain evidence about the amounts and disclosures in the report. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the report, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and to meet our ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Opinion

In our opinion, the Annual Budgeted Expenditure Limitation Report referred to above is presented in accordance with the Uniform Expenditure Reporting System as described in Note 1 in all material respects.

Emphasis of matters

As described on Part I of the report, the District reported it intentionally violated Arizona Constitution, Article IX, §21, and exceeded its expenditure limitation by \$775,152 for the year ended June 30, 2022. In lieu of the penalties prescribed in A.R.S. §41-1279.07(I) for exceeding the expenditure limitation, the District's penalty will be reduced to \$5,000 pursuant to Laws 2021, Ch. 421. Although the District has sufficient prior-year unexpended carryforward revenues available for it to use to be under the expenditure limitation, the District did not use these carryforward revenues although it has had a longstanding historical practice of doing so. Our opinion is not modified with respect to this matter.

As described in Note 7 of the report, the District restated its tuition and fees exclusions for fiscal years 2019 and 2021 to correct misstatements in its previously issued Annual Budgeted Expenditure Limitation Reports. Our opinion is not modified with respect to this matter.

Lindsey A. Perry

Lindsey A. Perry, CPA, CFE
Auditor General

August 2, 2023

**Navajo County Community College District
 (Northland Pioneer College)
 Annual Budgeted Expenditure Limitation Report—Part I
 Year ended June 30, 2022**

| | |
|--|---------------------|
| 1. Economic Estimates Commission expenditure limitation | \$15,503,375 |
| 2. Total amount subject to the limitation (from Part II, Line C) | <u>16,278,527</u> |
| 3. Amount in excess of the expenditure limitation | <u>\$ (775,152)</u> |

The District claimed enough exclusions to have the amount in excess of the expenditure limitation to be an amount that allows the District to take advantage of the reduced penalty under Laws 2021, Ch. 421, Sec. 1(A)(1) (House Bill 2373).

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the Uniform Expenditure Reporting System.

Signature of chief fiscal officer: 
 Maderia Ellison (Aug 2, 2023 09:58 PDT)

Name and title: Maderia Ellison, Vice President for Administrative Services/Chief Financial Officer

Telephone number: (928) 532-6743 Date: August 2, 2023

See accompanying notes to report.

**Navajo County Community College District
(Northland Pioneer College)
Annual Budgeted Expenditure Limitation Report—Part II
Year ended June 30, 2022**

| Description | Current funds | | | Plant funds | |
|---|----------------------|-----------------------|------------------|------------------|----------------------|
| | Unrestricted | | Restricted | Unexpended | Total |
| | General | Auxiliary enterprises | | | |
| A. Total budgeted expenditures | \$ 23,225,122 | \$ 223,391 | \$ 7,279,367 | \$ 8,907,690 | \$ 39,635,570 |
| B. Less exclusions claimed: | | | | | |
| Dividends, interest, and gains on the sale or redemption of investment securities | 335,563 | | 18 | 6,848 | 342,429 |
| Grants, aid, or contributions from the federal government, the State of Arizona, other political subdivisions, tribal governments, or special taxing districts (Note 2) | 35,203 | | 6,348,584 | 319,700 | 6,703,487 |
| Grants, aid, contributions, or gifts from a private agency, organization, or individual, except amounts received in lieu of taxes | | | 323,417 | | 323,417 |
| Amounts accumulated for the purchase of land, and the purchase or construction of buildings or improvements (Note 3) | | | | 7,976,857 | 7,976,857 |
| Contracts with other political subdivisions or tribal governments (Note 2) | 2,478,267 | | | | 2,478,267 |
| Tuition and fees (Note 4) | 3,766,111 | 113,610 | | | 3,879,721 |
| Refunds, reimbursements, and other recoveries (Note 4) | 38,474 | | | | 38,474 |
| Amounts earned through research and entrepreneurial activities (Note 4) | 438,834 | 4,009 | 7,095 | | 449,938 |
| Amounts received from the State of Arizona for workforce development in accordance with A.R.S. §15-1472 | | | 600,253 | | 600,253 |
| Prior years carryforward (Note 5) | | | | 564,200 | 564,200 |
| Total exclusions claimed | <u>7,092,452</u> | <u>117,619</u> | <u>7,279,367</u> | <u>8,867,605</u> | <u>23,357,043</u> |
| C. Amounts subject to the expenditure limitation | <u>\$ 16,132,670</u> | <u>\$ 105,772</u> | <u>\$ -</u> | <u>\$ 40,085</u> | <u>\$ 16,278,527</u> |

See accompanying notes to report.

**Navajo County Community College District
 (Northland Pioneer College)
 Notes to Annual Budgeted Expenditure Limitation Report
 Year ended June 30, 2022**

Note 1 - Summary of significant accounting policies

The Annual Budgeted Expenditure Limitation Report (ABELR) is presented as prescribed by the Uniform Expenditure Reporting System (UERS), as required by Arizona Revised Statutes (A.R.S.) §41-1279.07. The ABELR excludes expenditures of certain revenues specified by the Arizona Constitution, Article IX, §21, and A.R.S. §§15-792.03, 15-795.01, 15-1444, and 15-1472, as applicable, from the total budgeted expenditures.

The information reported in both the ABELR and the financial statements is derived from the same underlying accounting data. However, the formats of the ABELR and the financial statements differ. The ABELR presents budgeted expenditures, exclusions, and amounts subject to the limitation by fund type as required by A.R.S. §41-1279.07. The financial statements present the net position, changes in net position, and cash flows in accordance with U.S. generally accepted accounting principles.

In accordance with UERS requirements, a note to the ABELR is presented below for any exclusion reported in the total column on part II that cannot be traced directly to an amount reported on the annual financial statements.

Note 2

The following schedule presents revenues from which exclusions have been claimed for government grants, aid, contributions, and contracts:

Statement of revenues, expenses, and changes in net position—primary government:

| | |
|----------------------|---------------------|
| Government contracts | \$ 2,478,267 |
| Government grants | 5,442,154 |
| State appropriations | <u>13,584,833</u> |
| Total | <u>\$21,505,254</u> |

Annual Budgeted Expenditure Limitation Report:

| | |
|--|---------------------|
| Grants, aid, or contributions from the federal government, the State of Arizona, other political subdivisions, tribal governments, or special taxing districts | \$ 6,703,487 |
| Contracts with other political subdivisions or tribal governments | <u>2,478,267</u> |
| Total exclusions claimed | 9,181,754 |
| Other revenues (nonexcludable) | <u>12,323,500</u> |
| Total | <u>\$21,505,254</u> |

Note 3

Of the \$10,221,361 reported as purchase and construction of capital assets on the statement of cash flows—primary government, \$7,976,857 was expended from amounts authorized and accumulated for purchasing land and purchasing or constructing building or improvements and was therefore claimed as an exclusion.

**Navajo County Community College District
 (Northland Pioneer College)
 Notes to Annual Budgeted Expenditure Limitation Report
 Year ended June 30, 2022**

Note 4

The District does not budget tuition and fees revenue net of scholarship allowances. The following schedule presents revenues from which exclusions have been claimed for tuition and fees, bookstore income, amounts earned through research and entrepreneurial activities, and refunds, reimbursements, and other recoveries, which are included in other revenues:

Statement of revenues, expenses and changes in net position—primary government:

| | |
|--------------------------|--------------------|
| Tuition and fees (gross) | \$3,809,536 |
| Bookstore income (gross) | 70,185 |
| Other sales and service | 80,716 |
| Other operating revenues | <u>407,696</u> |
| Total | <u>\$4,368,133</u> |

Annual budgeted expenditure limitation report:

| | |
|--|--------------------|
| Tuition and fees | \$3,879,721 |
| Amounts earned through research and entrepreneurial activities | 449,938 |
| Refunds, reimbursements, and other recoveries | <u>38,474</u> |
| Total | <u>\$4,368,133</u> |

Note 5

Prior years carryforward consists of constitutionally excludable revenues unexpended in the year of receipt that have been accumulated and were expended in the current years as follows:

Description

| | |
|---|-----------|
| Amounts accumulated for the purchase of land, and the purchase or construction of buildings or improvements | \$564,200 |
|---|-----------|

**Navajo County Community College District
(Northland Pioneer College)
Notes to Annual Budgeted Expenditure Limitation Report
Year ended June 30, 2022**

Note 6

Revenues that are constitutionally excludable and unexpended in the year of receipt may be accumulated and excluded in future years. A summary of the excludable revenue sources and the changes in those balances is shown in the table below.

| <u>Description</u> | <u>Balance July 1, 2021 as restated</u> | <u>Additions</u> | <u>Reductions</u> | <u>Balance June 30, 2022</u> |
|--|---|------------------|-------------------|----------------------------------|
| Dividends, interest, and gains on the sale or redemption of investment securities | \$ 353,404 | | | \$ 353,404 |
| Grants, aid, or contributions from the federal government, the State of Arizona, other political subdivisions, tribal governments, or special taxing districts | 761,635 | | | 761,635 |
| Amounts accumulated for the purchase of land, and the purchase or construction of buildings or improvements | 905,580 | | \$564,200 | 341,380 |
| Tuition and fees | <u>31,121,733</u> | | | <u>31,121,733</u> |
| Total carryforward | <u>\$33,142,352</u> | <u>\$ -</u> | <u>\$564,200</u> | <u>\$32,578,152</u> |

Note 7

During the 2019 and 2021 fiscal years, the District excluded \$970,025 and \$429,615, respectively, of tuition and fees that should have been carried forward. As a result, the District is restating its tuition and fees exclusions for fiscal years 2019 and 2021 and carrying forward the remaining amounts of \$970,025 and \$429,615, respectively, to future years as follows.

| | <u>Fiscal Year</u> | |
|--|---------------------|---------------------|
| | <u>2019</u> | <u>2021</u> |
| Economic Estimates Commission expenditure limitation | \$14,288,001 | \$15,268,903 |
| Amount subject to the expenditure limitation, as previously reported | 13,317,976 | 14,839,288 |
| Plus: Adjustment to tuition and fees exclusion previously reported | <u>970,025</u> | <u>429,615</u> |
| Amount subject to the expenditure limitation, as restated | <u>\$14,288,001</u> | <u>\$15,268,903</u> |
| Amount under the expenditure limitation, as restated | <u>\$ -</u> | <u>\$ -</u> |

The following presents the restatement to the exclusion claimed for tuition and fees:

| | <u>Fiscal Year</u> | |
|--|---------------------|---------------------|
| | <u>2019</u> | <u>2021</u> |
| Tuition and fees exclusion claimed, as previously reported | \$ 5,163,382 | \$ 4,577,998 |
| Less: Tuition and fees revenues carried forward to future years, as restated | <u>970,025</u> | <u>429,615</u> |
| Tuition and fees exclusion claimed, as restated | <u>\$ 4,193,357</u> | <u>\$ 4,148,383</u> |



Adjustment to Fiscal Year 2022 Adopted Budget

Recommendation:

Adopt the revised Fiscal Year 2022 Budget.

Summary:

The proposed adjustment to the adopted budget is an outcome of the completed financial audit and expenditure limitation report audit by the Arizona Auditor General for the fiscal year ended June 30, 2022.

The adopted budget in the fiscal year ended June 30, 2022 for the General Fund, Auxiliary Enterprises Fund, Restricted Fund, and Unexpended Plant Fund were \$33,417,324, \$350,000, \$7,430,000, and \$17,154,100, respectively.

As the District did not spend all of the General Fund, Auxiliary Enterprises Fund, Restricted Fund, and Unexpended Plant Fund, as of June 30, 2022, the budgets for these funds were adjusted to the actual expenditure amounts of \$23,225,122, \$223,391, \$7,279,367 and \$8,907,690, respectively.

The following summarizes the original adopted budget, the revisions, and the actual expenditures reported for the year ended June 30, 2022.

| | General Fund | Auxiliary Enterprises Fund | Restricted Fund | Unexpended Plant Fund | Total |
|-------------------|--------------|----------------------------|-----------------|-----------------------|--------------|
| Adopted Budget | 33,417,324 | 350,000 | 7,430,000 | 17,154,100 | 58,351,424 |
| Budget Adjustment | (10,192,202) | (126,609) | (150,633) | (8,246,410) | (18,715,854) |
| Revised Budget | 23,225,122 | 223,391 | 7,279,367 | 8,907,690 | 39,635,570 |
| Actual Expenses | 23,225,122 | 223,391 | 7,279,367 | 8,907,690 | 39,635,570 |
| Variance | - | - | - | - | - |
| | | | | | |
| | | | | | |



NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2022 to May 31, 2023

Budget Period Expired

92%

| Tax Supported Funds | | | | |
|---------------------------------------|----------------------|----------------------|----------------------|-------------|
| Current General Fund | | | | |
| | Revised Budget | Current Month Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| Primary Tax Levy | 16,084,078 | 1,394,456 | 15,922,629 | 99% |
| State Aid: | | | | |
| Maintenance and Operations | 1,393,400 | - | 1,393,400 | 100% |
| Equalization | 9,912,900 | - | 9,912,900 | 100% |
| Rural Aid | 1,305,600 | - | 1,305,600 | 100% |
| Tuition and Fees | 4,300,000 | 443,370 | 3,624,774 | 84% |
| Investment earnings | 300,000 | 216,761 | 1,721,361 | 574% |
| Grants and Contracts | 3,000,000 | 323,247 | 2,871,608 | 96% |
| Other Miscellaneous | 170,000 | 28,604 | 315,468 | 186% |
| Fund Balance | 1,500,000 | - | - | 0% |
| Transfers | (2,700,000) | - | (422,730) | 16% |
| TOTAL REVENUES | \$ 35,265,978 | \$ 2,406,438 | \$ 36,645,010 | 104% |
| EXPENDITURES | | | | |
| Salaries and Benefits | 23,002,035 | 1,749,205 | 19,024,125 | 83% |
| Operating Expenditures | 12,263,943 | 536,388 | 6,637,430 | 54% |
| TOTAL EXPENDITURES | \$ 35,265,978 | \$ 2,285,593 | \$ 25,661,555 | 73% |
| Unrestricted Plant | | | | |
| | | Current Month Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| State Aid: | | | | |
| Capital/STEM | 283,600 | - | 283,600 | 100% |
| Fund Balance | 9,236,300 | 340,449 | 5,424,709 | 59% |
| Transfers In | 2,000,000 | 42,727 | 1,507,568 | 75% |
| TOTAL REVENUES | \$ 11,519,900 | \$ 383,176 | \$ 7,215,877 | 63% |
| EXPENDITURES | | | | |
| Capital Expenditures - WMC Facilities | 9,236,300 | 340,449 | 5,424,708 | 59% |
| Capital Expenditures - Other | 2,283,600 | 42,727 | 1,791,169 | 78% |
| TOTAL EXPENDITURES | \$ 11,519,900 | \$ 383,176 | \$ 7,215,877 | 63% |

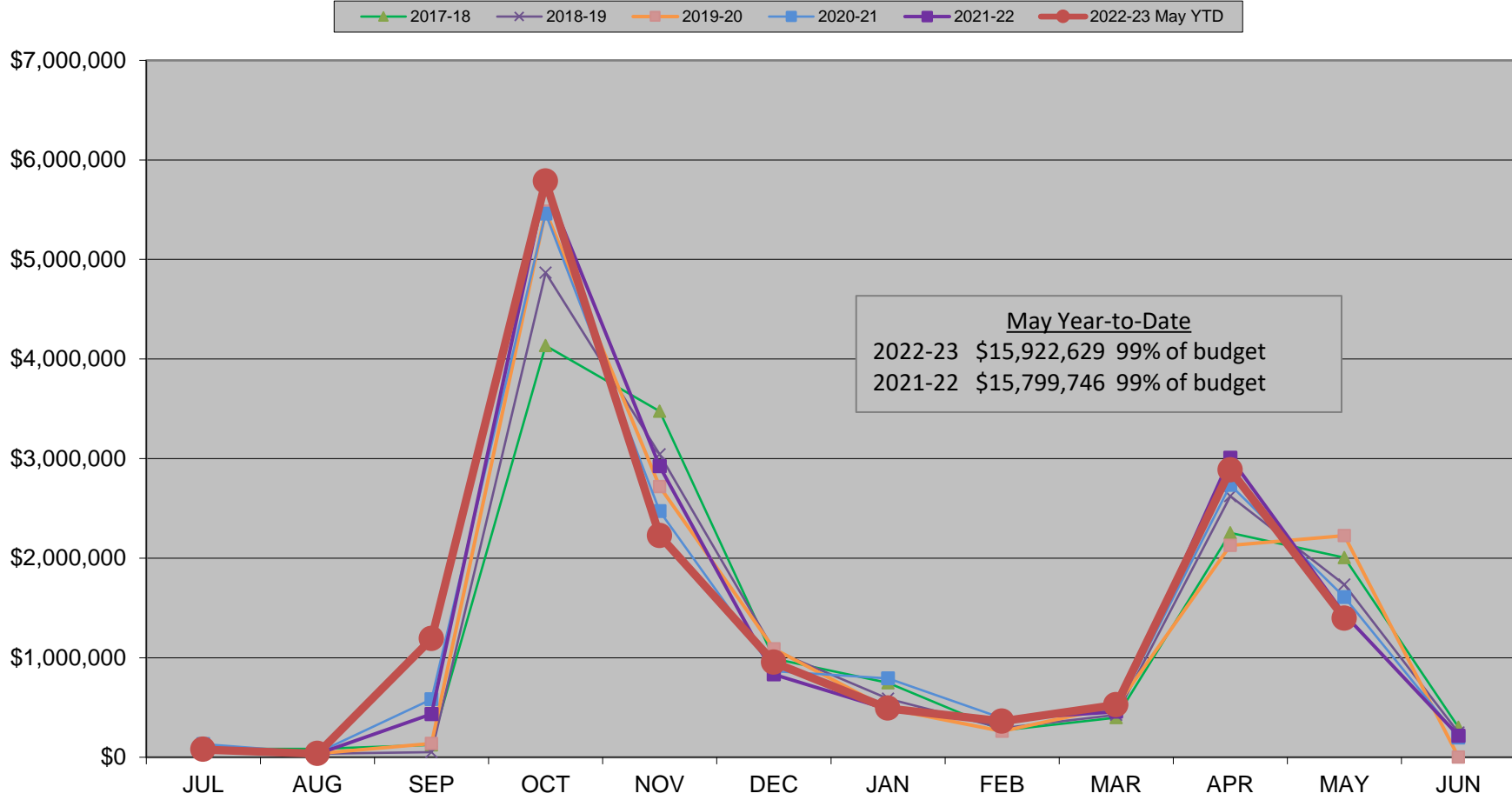
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2022 to May 31, 2023

Budget Period Expired 92%

| Restricted and Auxiliary Funds | | | | |
|--------------------------------|----------------------|-------------------|---------------------|------------|
| Restricted | | | | |
| Current Month | | | | |
| Budget | Actual | Y-T-D Actual | % | |
| REVENUES | | | | |
| Grants and Contracts | 10,700,000 | 506,106 | 6,003,804 | 56% |
| Fund Balance | | | | |
| Transfers In | 500,000 | - | 252,351 | 50% |
| TOTAL REVENUES | \$ 11,200,000 | \$ 506,106 | \$ 6,256,155 | 56% |
| EXPENDITURES | | | | |
| Salaries and Benefits | 1,526,522 | 122,227 | 1,607,704 | 105% |
| Operating Expenditures | 9,673,478 | 377,723 | 4,641,880 | 48% |
| TOTAL EXPENDITURES | \$ 11,200,000 | \$ 499,950 | \$ 6,249,584 | 56% |
| Auxiliary | | | | |
| Current Month | | | | |
| Budget | Actual | Y-T-D Actual | % | |
| REVENUES | | | | |
| Sales and Services | 150,000 | 13,313 | 125,382 | 84% |
| Fund Balance | | | | |
| Transfers | 200,000 | - | 170,379 | 85% |
| TOTAL REVENUES | \$ 350,000 | \$ 13,313 | \$ 295,761 | 85% |
| EXPENDITURES | | | | |
| Salaries and Benefits | 217,497 | 14,198 | 141,713 | 65% |
| Operating Expenditures | 132,503 | 2,734 | 148,947 | 112% |
| TOTAL EXPENDITURES | \$ 350,000 | \$ 16,932 | \$ 290,660 | 83% |

| Cash Flows | |
|--------------------------------------|---------------|
| Cash flows from all activities (YTD) | \$ 50,412,803 |
| Cash used for all activities (YTD) | \$39,417,676 |
| Net Cash for all activities (YTD) | \$10,995,127 |

Monthly Primary Property Tax Receipts



NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT

Statement of Financial Position

July 1, 2022 to June 30, 2023

Budget Period Expired

100%

| Tax Supported Funds | | | | |
|---------------------------------------|----------------------|----------------------|----------------------|-------------|
| Current General Fund | | | | |
| | Revised Budget | Current Month Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| Primary Tax Levy | 16,084,078 | 149,985 | 16,072,615 | 100% |
| State Aid: | | | | |
| Maintenance and Operations | 1,393,400 | - | 1,393,400 | 100% |
| Equalization | 9,912,900 | - | 9,912,900 | 100% |
| Rural Aid | 1,305,600 | - | 1,305,600 | 100% |
| Tuition and Fees | 4,300,000 | 486,086 | 4,110,860 | 96% |
| Investment earnings | 300,000 | 243,953 | 1,965,315 | 655% |
| Grants and Contracts | 3,000,000 | 316,466 | 3,188,074 | 106% |
| Other Miscellaneous | 170,000 | 18,969 | 334,437 | 197% |
| Fund Balance | 1,500,000 | - | - | 0% |
| Transfers | (2,700,000) | (31,911) | (454,641) | 17% |
| TOTAL REVENUES | \$ 35,265,978 | \$ 1,183,548 | \$ 37,828,560 | 107% |
| EXPENDITURES | | | | |
| Salaries and Benefits | 23,002,035 | 1,827,229 | 20,851,354 | 91% |
| Operating Expenditures | 12,263,943 | 984,191 | 7,621,621 | 62% |
| TOTAL EXPENDITURES | \$ 35,265,978 | \$ 2,811,420 | \$ 28,472,975 | 81% |
| Unrestricted Plant | | | | |
| | | Current Month Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| State Aid: | | | | |
| Capital/STEM | 283,600 | - | 283,600 | 100% |
| Fund Balance | 9,236,300 | 1,213,420 | 6,638,129 | 72% |
| Transfers In | 2,000,000 | 492,431 | 2,000,000 | 100% |
| TOTAL REVENUES | \$ 11,519,900 | \$ 1,705,851 | \$ 8,921,729 | 77% |
| EXPENDITURES | | | | |
| Capital Expenditures - WMC Facilities | 9,236,300 | 1,144,487 | 6,569,195 | 71% |
| Capital Expenditures - Other | 2,283,600 | 561,364 | 2,352,534 | 103% |
| TOTAL EXPENDITURES | \$ 11,519,900 | \$ 1,705,851 | \$ 8,921,729 | 77% |

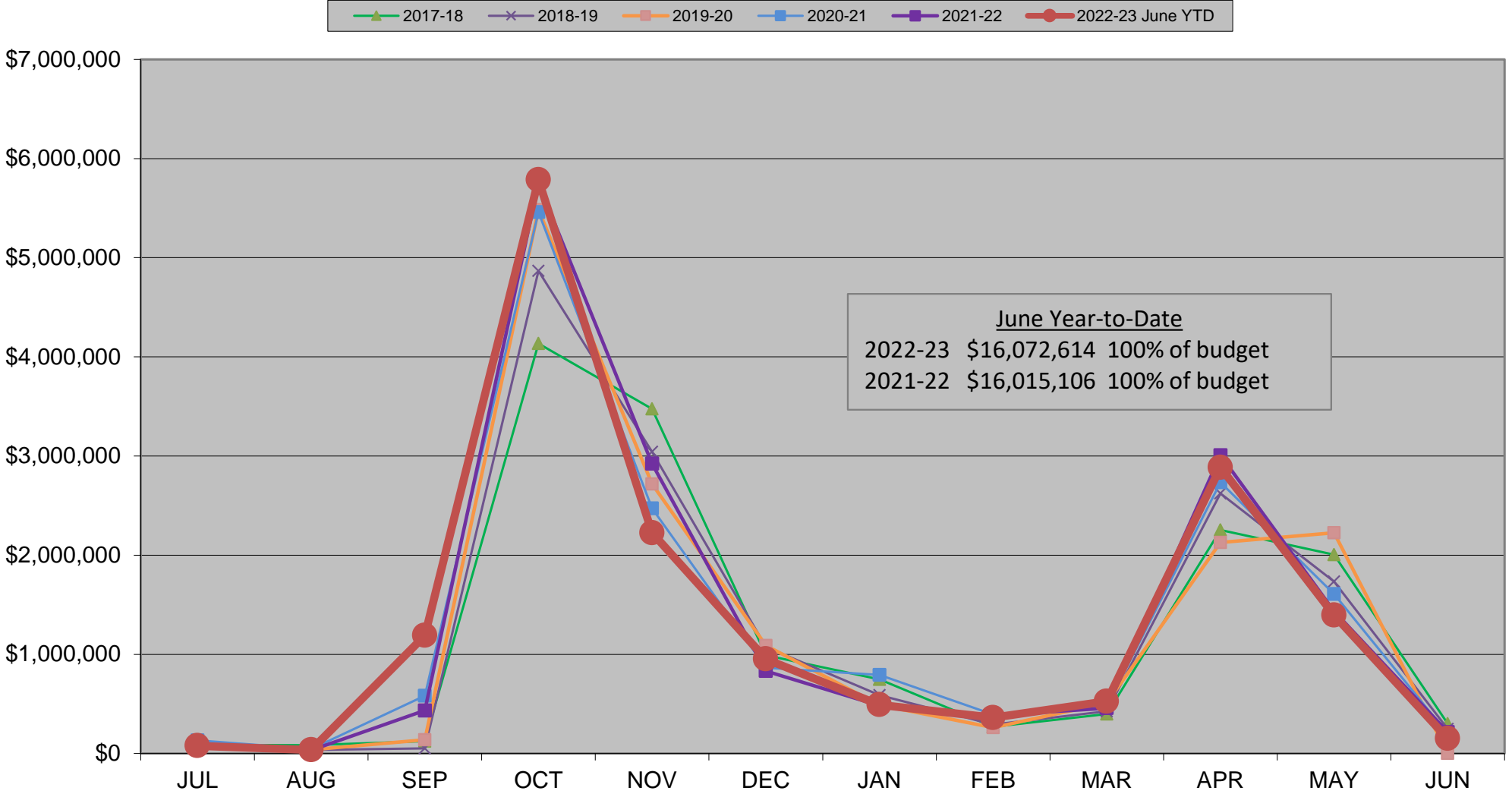
NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT
 Statement of Financial Position
 July 1, 2022 to June 30, 2023

Budget Period Expired 100%

| Restricted and Auxiliary Funds | | | | |
|--------------------------------|----------------------|----------------------|---------------------|------------|
| | Restricted | | | |
| | Budget | Current Month Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| Grants and Contracts | 10,700,000 | 2,564,807 | 8,568,611 | 80% |
| Fund Balance | | | | |
| Transfers In | 500,000 | - | 252,351 | 50% |
| TOTAL REVENUES | \$ 11,200,000 | \$ 2,564,807 | \$ 8,820,962 | 79% |
| EXPENDITURES | | | | |
| Salaries and Benefits | 1,526,522 | 154,654 | 1,762,358 | 115% |
| Operating Expenditures | 9,673,478 | 219,185 | 4,861,065 | 50% |
| TOTAL EXPENDITURES | \$ 11,200,000 | \$ 373,839 | \$ 6,623,423 | 59% |
| | Auxiliary | | | |
| | Budget | Current Month Actual | Y-T-D Actual | % |
| REVENUES | | | | |
| Sales and Services | 150,000 | 7,859 | 133,240 | 89% |
| Fund Balance | | | | |
| Transfers | 200,000 | 31,911 | 202,290 | 101% |
| TOTAL REVENUES | \$ 350,000 | \$ 39,770 | \$ 335,530 | 96% |
| EXPENDITURES | | | | |
| Salaries and Benefits | 217,497 | 14,239 | 155,953 | 72% |
| Operating Expenditures | 132,503 | 30,631 | 179,577 | 136% |
| TOTAL EXPENDITURES | \$ 350,000 | \$ 44,870 | \$ 335,530 | 96% |

| Cash Flows | |
|--|---------------|
| Cash flows from all activities (YTD) | \$ 55,906,781 |
| Cash used for all activities (YTD) | \$44,353,657 |
| Net Cash for all activities (YTD) | \$11,553,124 |

Monthly Primary Property Tax Receipts





Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVESSM

HUMAN RESOURCES

MONTHLY REPORT

August 2023

EMPLOYEE RELATIONS AND STAFFING

We are excited to welcome the new Associate Vice President of Human Resources Christine Shaeffer.

EMPLOYEE CENSUS DATA

The following employees have left the institution since the last report.

- ❖ Christopher Green – Resigned – Effective 7/28/2023
- ❖ Modonna Huma-Dawasevaya – Resigned – Effective 7/28/2023
- ❖ Kevin Westfall – Resigned – Effective – 8/1/2023
- ❖ Socorro Ruiz – Resign – Effective – 8/31/2023
- ❖ Ruben Reyes – Separated – Effective – 6/12/2023

| Turnover Rate For FY23/24 | Employee Count | Separated | Turnover Rate |
|---|-----------------------|------------------|----------------------|
| Total Employees as of 7/1/2023 | 334 | 4 | 0.01% |
| Total New Hires from 07/01/2023 to 08/08/2023 | 19 | 0 | 0 |

| Turnover Rate For the Last 12 Months | Employee Count | Separated | Turnover Rate |
|---|-----------------------|------------------|----------------------|
| Totals for August 2022- August 2023 | 298 | 25 | 8.39% |

*Turnover Rate Calculated by dividing the number of separated employees during the period by the number of employees at the beginning of the period. This figure reflects contract employees only and excludes temporary employees

RECRUITMENT

| | # Qualified Applicants | Date Opened | Closing Date | Status |
|--|------------------------|-------------|-------------------|-------------------|
| Hopi Center Manager Hopi Center | 0 | 8/3/23 | Open Until Filled | |
| Assistant to the Campus Manager White Mountain Campus | 39 | 7/13/23 | Open Until Filled | |
| Project Manager Painted Desert Campus | 44 | 04/21/23 | Open Until Filled | |
| Custodian Silver Creek Campus | 72 | 7/13/23 | Open Until Filled | |
| Financial Aid Specialist Little Colorado Campus | 11 | 7/10/23 | Open Until Filled | |
| Financial Aid Systems Technician Painted Desert Campus | 0 | 7/10/23 | Open Until Filled | |
| Faculty in Energy and Industrial Technician White Mountain Campus | 5 | 07/03/23 | Open Until Filled | |
| Early College Advisor Silver Creek Campus | 26 | 6/28/23 | Open Until Filled | |
| Learning Communities Coordinator-Title III ARMSS Grant Painted Desert Campus | 3 | 6/27/23 | 7/15/23 | Offer In Progress |
| Maintenance II / HVAC Painted Desert Campus | 5 | 6/23/23 | Open Until Filled | |
| Director of Technical Services Painted Desert Campus | 8 | 03/23/2023 | Open Until Filled | Offer In Progress |
| Faculty in Welding Painted Desert Campus | 11 | 06/23/23 | Open Until Filled | |
| Maintenance I Painted Desert Campus | 29 | 6/19//2023 | Open Until Filled | Offer in Progress |
| Procurement Manager Painted Desert Campus | 12 | 06/01/23 | Open Until Filled | |

EMPLOYEE DEVELOPMENT

Supervisor workshops will resume August 30, 2023 with a beginning of the School year kick-off meeting. These workshops have been re-vamped for the upcoming year and will be a combination of online and in-person material each month on a variety of topics.

WELCOME AND RECOGNITION

We would like to welcome the following new employees to Northland Pioneer College

| | |
|--|--------------------|
| ❖ Maintenance I | Joseph Simpson |
| ❖ Technology Support Technician | Thomas Gilmer |
| ❖ Library Specialist III | Katherine Reeve |
| ❖ Technology Support Technician | Francis Skibicki |
| ❖ Early College Office Assistant | Kathryn Hahn |
| ❖ Associate Vice President of Human Resources | Christine Schaefer |
| ❖ Faculty in Automotive Technology | Don Butler |
| ❖ Faculty in Anthropology | Robin Rickli |
| ❖ Faculty in Early Childhood | Jennifer Lichtsinn |
| ❖ Faculty in Clinical Nursing | Paige Barton |
| ❖ Small Business Development Center / Business Analyst | Jennifer Russell |
| ❖ Institutional Research Analyst | Kristina Jensen |
| ❖ Friends & Family Development Coordinator | Kathy Meza |

Congratulations to the below employees as they transition to new positions

| | |
|--|--------------------|
| ❖ Adjunct Faculty | Elizabeth Oliphant |
| ❖ Assistant to the Center Manager-WRV | Rachael Antonio |
| ❖ Adjunct Faculty | Meghan Dorsett |
| ❖ Director of CTE Program Development & Sustainability | Frank Pinnell |
| ❖ Lead Academic Advisor | Donna Krieser |
| ❖ Academic Advisor | Karen Zimmerman |
| ❖ Science Lab Manager | Rhonda Paladino |
| ❖ Student Account Specialist | Samuel Terry |
| ❖ Science Assistant Lab Manager | Jennie Campbell |
| ❖ Assistant to the Campus Manager- LCC | Alliyah Agoodie |
| ❖ Adjunct Faculty | Jeffrey Taylor |
| ❖ Interim Director of Early College Programs | Joshua Jeffery |
| ❖ Benefits & Compensation Coordinator | Lori Moore |

- ❖ Assistant to the Campus Manager-SCC
- ❖ Faculty in Nursing
- ❖ Faculty in Allied Health

Shannon Hanen
Margaret Deming
Cassidy Johnson

TOTAL REWARDS

BENEFITS AND COMPENSATION

We are pleased to announce that Lori Moore has been hired as the new Benefits and Compensation Coordinator, making the transition from the Human Resources Information Systems Specialist (HRIS). Human Resources has already begun the process to fill the HRIS position.

The Human Resources and Payroll Teams are finishing all employee contracting for the upcoming college year. With the exception of just a few last-minute contracts, all employee contracts have been loaded into the system.

The Gallagher Consulting Group has finalized its compensation study, which will be presented at this year's Convocation. NPC Administrative staff believes that this study will provide the college with a solid foundation for future compensation research and analysis. We want to thank the Gallagher Group for getting the college off on a great first step.

NORTHLAND PIONEER COLLEGE DEVELOPMENT OFFICE

Mission, Vision and Values

Mission: The NPC Development Office advances the sustainability of Northland Pioneer College

Vision: By 2025, the NPC Development Office facilitates acquisition of external assets that support the college's strategic plan through the creation of a college-wide culture of development.

Values: In the NPC Development Office, we will live our vision through the following values:

- **Initiative**

By initiative, we mean consistent desire to improve processes in order to achieve outcomes. We demonstrate initiative by

- Sharing knowledge about system thinking across the college
- Applying system thinking and self-reflection for continual improvement of office processes

- **Ingenuity**

By ingenuity, we mean constant use of purposeful thought and creativity. We demonstrate ingenuity by

- Practicing analytical thinking to solve problems in a measurable, outcome-based manner
- Strategizing resourcefully to identify solutions

- **Risk Taking**

By risk-taking, we mean willingness to venture forward. We demonstrate risk-taking by

- Learning and applying new ways of planning, applying, seeking, and managing
- Leaving the zone of comfort to achieve a desired outcome

- **Partnership**

By partnership, we mean employing a spirit of collaboration, both within and outside of the college. We demonstrate partnership by

- Cooperating with others to promote mutual interests at all levels
- Sharing responsibility with others for the benefit of all

- **Accountability**

By accountability, we mean assuring that we will be transparent in our performance, both within and outside of the college. We demonstrate accountability by

- Planning our activities and projects in a problem-outcome-output manner that fosters qualifiable and quantifiable evaluation
- Maintaining transparency and sharing lessons learned

| TWO-YEAR STRATEGIC PLAN for IMPLEMENTATION OF DEVELOPMENT OFFICE AT NORTHLAND PIONEER COLLEGE | | |
|---|--|---|
| Mission The NPC Development Office advances the sustainability of Northland Pioneer College | Values Initiative Ingenuity Risk-Taking Partnership Accountability | Vision By 2025, the NPC Development Office will be the NPC resource for facilitating a process for the acquisition of external assets that supports the execution of the college’s strategic plan. |
| Strategic Initiative #1 Create the foundation for a college-wide culture of development | | |
| Priority Actions | | Rationale/Metrics |
| Develop a procedure for grant seeking | Develop a procedure for initiation and maintenance of external partnerships Teach “Grants 101” to all managers at the college, and to any college faculty and staff who wish to learn more about pursuing development activities. | Increase in proactive resource acquisition through: <ul style="list-style-type: none"> Adoption of the managerial approach to the acquisition of resources, from receiving a “thing” to solving a problem, that is aligned with college, divisional, or departmental plans, and has a measurable outcome |
| Develop a procedure for initiation and maintenance of external partnerships | | |
| Teach “Grants 101” to all managers at the college, and to any college faculty and staff who wish to learn more about pursuing development activities. | | |
| Strategic Initiative #2 Facilitate Coordination of Grant Seeking and Development Efforts, College Wide | | |
| Priority Actions | | Rationale/Metric |
| With Dr. Judy Yip-Reyes, support colleagues who wish to pursue development activities with professional development coaching on strategic grant-seeking, problem-solving, and project development. | Schedule consultation sessions with faculty and staff who desire to seek grants to provide guidance and assistance as needed. Designate a SharePoint site to disseminate information to the college about happenings in development and grant seeking, and to provide information about ongoing professional development opportunities. | Increase in the acquisition of external resources through: <ul style="list-style-type: none"> an increased number of discretionary grant proposals, submitted by the college without duplication, and through coordination of efforts across departments and divisions, and the initiation and growth of new partnerships and the nurturing of existing partnerships |
| Schedule consultation sessions with faculty and staff who desire to seek grants to provide guidance and assistance as needed. | | |
| Designate a SharePoint site to disseminate information to the college about happenings in development and grant seeking, and to provide information about ongoing professional development opportunities. | | |
| Strategic Initiative #3 Implement a plan to assure operational excellence for the Development Office | | |
| Priority Actions | | Rationale/Metric |
| Establish a handbook of guiding documents for the Development Office | Coordinate with the business office on negotiation of a federal indirect rate for grants Create and maintain two central, college-wide SharePoint repositories for all discretionary and non-discretionary grants at the college | The maintenance, growth, and sustainability of the office is supported by: <ul style="list-style-type: none"> Procedures that guide all activities related to the office, The addition of negotiated indirect costs to all federal grant proposals, and to other non-federal grants that use the federal negotiated indirect rate, and The completion of all required project and financial reporting for all grants, carried out under schedule, assuring the college maintains credibility with funders. |
| Coordinate with the business office on negotiation of a federal indirect rate for grants | | |
| Create and maintain two central, college-wide SharePoint repositories for all discretionary and non-discretionary grants at the college | | |

Office of Institutional Effectiveness

The Office of Institutional Effectiveness (OIE) has worked on the following categories of reporting and analytic activities for the past few months:

1. Produced external data-related reports/files: Higher Education Directory Survey; AZ Economic Impact Study by Lightcast; Strategic Vision Report
2. Assisted in internal data requests and data presentations from the President's Cabinet, Advising, Recruiting, Career Services, and Communications Departments.
3. Generated and distributed the weekly enrollment reports to the President, the President's Cabinet, and the Director of Enrollment Services for Fall 2023.
4. Assisted the college to complete the HLC on-site visit for the BAS-ECE program on June 26-27, 2023; received a draft report from HLC.
5. Worked with the Marketing and Public Relations Department to comply with HLC Student Achievement and IPEDS Graduation Rate website posting requirements.
6. Presented ModernThink's 2023 *Great Colleges to Work For* high-level results to the President's Cabinet.
7. Produced program data workbooks for academic deans and department chairs to support VPLSS in preparation for academic master planning in Academic Year 2023-24.
8. Completed data report for the Spring 2023 NPCFlex pilot.
9. Provided data/survey assistance to the following grants: First Things First Navajo Nation and Navapache grants; FIPSE; and Title III ARMSS grants.
10. Partnered with the Director of NPC Friends & Families to plan for development-related training for college employees.

11. Distributed Spring 2023 course improvement survey reports to faculty;
conducted course-specific course improvement surveys for Summer 2023.

Northland Pioneer College
Course Improvement Survey (Spring 2019 - Spring 2023)

Category: Positive Ratings Comparison (Strongly Agree, Agree)

| Spring 2019 | Spring 2021 | Spring 2022 | Spring 2023 |
|-------------|-------------|-------------|-------------|
|-------------|-------------|-------------|-------------|

RATINGS ABOUT THE COURSE

1. The learning goals of the course are clearly defined.
2. My interest in the subject has increased as a consequence of this course.
3. I have found the course intellectually challenging and stimulating.
4. Required texts are valuable.
5. Additional course materials are clear and helpful.
6. Assignments (homework, laboratories, projects etc.) contribute to knowledge and understanding of the subject.

| | | | |
|-------|-------|-------|-------|
| 91.3% | 91.7% | 90.9% | 91.7% |
| 80.7% | 79.9% | 78.9% | 80.0% |
| 89.1% | 87.5% | 86.7% | 87.2% |
| 84.7% | 86.3% | 82.9% | 83.6% |
| 83.9% | 86.4% | 84.5% | 83.3% |
| 87.6% | 89.1% | 88.7% | 90.7% |

RATINGS ABOUT THE INSTRUCTOR

1. The instructor demonstrates knowledge of the course subject.
2. The instructor teaches material that I expected based on the provided syllabus.
3. The instruction is clear and helpful.
4. The instructor shows enthusiasm for teaching the course.
5. The instructor encourages me to interact with others and share my ideas and knowledge.
6. The instructor encourages mutual respect.
7. The instructor helps increase my knowledge and understanding of the subject.
8. The instructor clearly explains work expectations and how grades will be assigned.
9. The instructor is available and willing to provide additional assistance outside of regular class time.
10. The instructor has a genuine interest in my success.

| | | | |
|-------|-------|-------|-------|
| 96.5% | 93.0% | 93.0% | 93.9% |
| 94.2% | 92.7% | 90.4% | 91.3% |
| 89.7% | 86.9% | 85.4% | 88.6% |
| 94.9% | 90.6% | 89.5% | 90.8% |
| 84.0% | 84.8% | 81.0% | 85.5% |
| 94.3% | 92.3% | 89.2% | 92.3% |
| 89.7% | 88.3% | 86.5% | 88.9% |
| 90.0% | 90.2% | 89.3% | 89.8% |
| 87.5% | 89.1% | 85.2% | 88.5% |
| 90.2% | 88.0% | 84.8% | 88.9% |

STUDENT CONTRIBUTION TO COURSE

1. I spend enough time studying course materials at home.
2. I ask questions when something presented was not clear to me.
3. I participate actively in the class.

| | | | |
|-------|-------|-------|-------|
| 76.0% | 79.0% | 80.7% | 83.0% |
| 82.2% | 75.4% | 76.8% | 81.3% |
| 84.4% | 80.1% | 81.1% | 84.0% |

*Course Improvement Survey was not conducted for Spring 2020 due to COVID-19 pandemic in the middle of the semester. A COVID-19 student survey was administered in April-May, 2020.

Assessment of Student Knowledge Committee
Report to the District Governing Board
Submitted by Dr. Michael Broyles, Committee Chair
August 15, 2023

The Assessment of Student Knowledge (ASK) Committee is a subcommittee of Instructional Council (IC). The committee facilitates the collection of data relevant to student success and supports all departments in their focus on student enrollment, retention, and completion. In partnership with ASK, departments determine their data collection and evaluation methods.

Charges for Academic Year (AY) 2022-2023

The ASK committee facilitates the assessment cycle, including the collection, distribution, evaluation, and discussion of data. ASK charges for AY 2022-2023 were:

- Communicate and coordinate with the institution about ASK activities and events, including Planning Day, Reading Day, and Dialogue Day.
- Review methods for reporting on the measuring, collecting, and disseminating of the assessment of Institutional Learning Outcomes reporting.
- Facilitate Dialogue Day activities.
- Develop recommendations related to the definition and assessment of co-curricular activities at NPC in collaboration with non-faculty.
- Refine the assessment cycle process and propose changes
- Provide department level support as requested to improve alignment of assessment activities and incorporate ILOs.
- Collaborate with the Dean of Arts and Sciences and NPC General Education Articulation Task Force lead to formulate an assessment approach for general education programs.
- Make recommendations for integrating ASK information into the Faculty Handbook and Faculty Mentor program to ensure new faculty learn about ASK at NPC.

Last Year's Accomplishments and Activities:

Last year, the ASK committee continued to develop co-curricular assessment strategies. Additionally, we built upon the work of previous ASK committees to develop our discussion day (termed "Dialogue Day") into a support service for departments, redesign the [SharePoint home page](#), and organize relevant documents into appropriate repositories. Most importantly, the ASK committee collected data regarding report submission. Please see these data below.

Reading Day Report Data

The following are the numerical data regarding Reading Day Reports as of 04-23-23. Overall report submission has changed slightly in a positive direction since then. These data were reported to the Instructional Council on 04-28-23. Planning Day Reports are departmental research plans and Reading Day Reports are reports of departmental findings. Some of the data dealing with more specific uses of optional aspects of the report template have been removed to increase readability. Please contact me if you would like more information.

Represented Disciplines in Reading Day Reports

- Total Disciplines with Full-Time Faculty - 37¹
- Disciplines Represented in Received Reading Day Reports - 19, ~ 51% of total disciplines

Received Planning and Reading Day Reports

- Planning Day Reports - 18²
- Total Reading Day Reports Received - 12, ~67% of expected reports³
- Received Late – Informed by Deadline – 3 - ~25% of total reading day reports received
- Received Late – Not Informed by Deadline – 2 - ~11% of total reading day reports received

Reading Day Reports Not Received

Based on Planning Day Reports

- Total Reading Day Reports Not Received – 6, ~33% of expected reports
- Needs Extended Time for Research – Informed by Deadline – 1, ~17% of total reports not received
- Needs Extended Time for Research – Informed after Deadline – 3, 50% of total reports not received
- No Response – 2 - ~33% of total reports not received

Initial Chair Evaluation

- As appropriate, we want to increase the number of disciplines represented in the reports, and therefore the total number of reports.
- Additionally, we want to increase the percentage of Reading Day reports received and received on time.

¹ I had to use some discernment in which disciplines I used in my data set, including incorporating anthropology because the Social and Behavioral Science Department included them. Likewise, some reports include several disciplines. Hence, this data should be used as a guide. Disciplines included in this data set are: ANT, ART, BIO, CHM, ENL, FDV, GEO, GLG, HIS, HUM, LAN/SPA (considered together), MAT, PHL, PHY, POS, PSY, SOC, SPT, ATO, BUS, ECN, CCL, CIS, CON, COS, EIT, FRS, WLD, CCP, EDU, ECD, Allied Health, MDA, NAT, NUR, EMT, SGT

² SBS disciplines submitted separate Planning Day and Reading Day reports together, meant to be assessed congruently. I therefore counted these as 1 report.

³ ENL and HUM submitted separate Planning Day reports but one Reading Day report. I therefore counted this as fulfilling 2 expected Reading Day Reports.

- In this regard, it would also be acceptable to have an increase in the percentage of extension requests before the deadline, whether to finish up the report or to perform extended research
- These data indicate a need for the chair to improve ASK's communication efforts with the school, as it falls to the chair's responsibility. I intend to take following first steps. Any other feedback is welcomed.
 - Send a clear and concise initial sheet explaining the assessment process, especially for faculty who are new to this process.
 - Make sure the schedule is on time this year (we had to start a month later)
 - Send more frequent reminders regarding ASK deadlines.
- The ASK subcommittee is also exploring improvements to report titles, templates, and scheduling to address these goals.
- As chair, I express my gratitude to our subcommittee members, whose hard work enabled and empowered us to collect these data.

Committee Membership

Composition requirements for AY 2023-2024 are as follows:

- The Chair is selected by the subcommittee to serve a two-year term. The Chair may be re-appointed for an additional term. The Chair receives a three-load reduction per semester.
- A Vice-Chair is selected by the subcommittee.
- At least six Faculty voting members with a minimum of one from each of the following areas – Arts and Sciences (A&S), Career and Technical Education (CTE), and Nursing or Allied Health, plus the Curriculum Coordinator
- Director of Institutional Effectiveness
- One Non-faculty member
- All members are voting.
- The specific number of members is not specified because there may be overlap. The minimum total membership is nine members.

Membership for AY 2023-2024 is as follows:

- Michael Broyles - Chair (Faculty – Curriculum Coordinator – ITCS)
- Harshika Bhatt - Vice Chair (Faculty - CCP)
- Kathy Berlyn (Faculty – A&S)
- James Gil (Faculty – A&S)
- Aaron Hatch (Faculty – CTE)
- Mathew Moore (Faculty – N&AH)
- Bill Solomon (Faculty - CTE)
- Todd Wilcox (Non-Faculty – Early College)

- Judy Yip-Reyes (Institutional Effectiveness)

ASK Next Steps

The charges for AY 2023-2024 are as follows:

- Communicate and coordinate with the institution about ASK activities and events, including Planning Day, Reading Day, and Dialogue Day.
- Review methods for reporting on the measuring, collecting, and disseminating of the assessment of Institutional Learning Outcomes (ILOs) and/or Program Learning Outcomes (PLOs).
- Facilitate Dialogue Day activities.
- Develop recommendations related to the definition and assessment of co-curricular activities at NPC in collaboration with faculty and non-faculty.
- Refine the assessment cycle process and propose changes as needed.
- Provide department level support as requested to improve alignment of assessment activities and incorporate ILOs and/or PLOs
- Collaborating with the Dean of Arts & Sciences and NPC General Education ATF lead to formulate an assessment approach for general education programs.
- Make recommendations for integrating ASK information into the Faculty Handbook and Faculty Mentor program to ensure new faculty learn about ASK at NPC.

Our primary broader focus this year is making participation in ASK more robust. See the Initial Chair Evaluation above for specifics. Likewise, we will continue working towards developing co-curricular assessment strategies, designing the SharePoint site, and evaluating the effectiveness of ASK procedures and documents. Lastly, we will be developing one document or more to help the future ASK chair during the transitioning of leadership for AY 2024-2025.



Northland Pioneer College

Enrollment Report August 2023



2022-2023 Enrollment Strategies Completed



Addition of new programs



Implementation of Target X



Appointment of Director of Enrollment



Creation of the Strategic Enrollment Management Committee

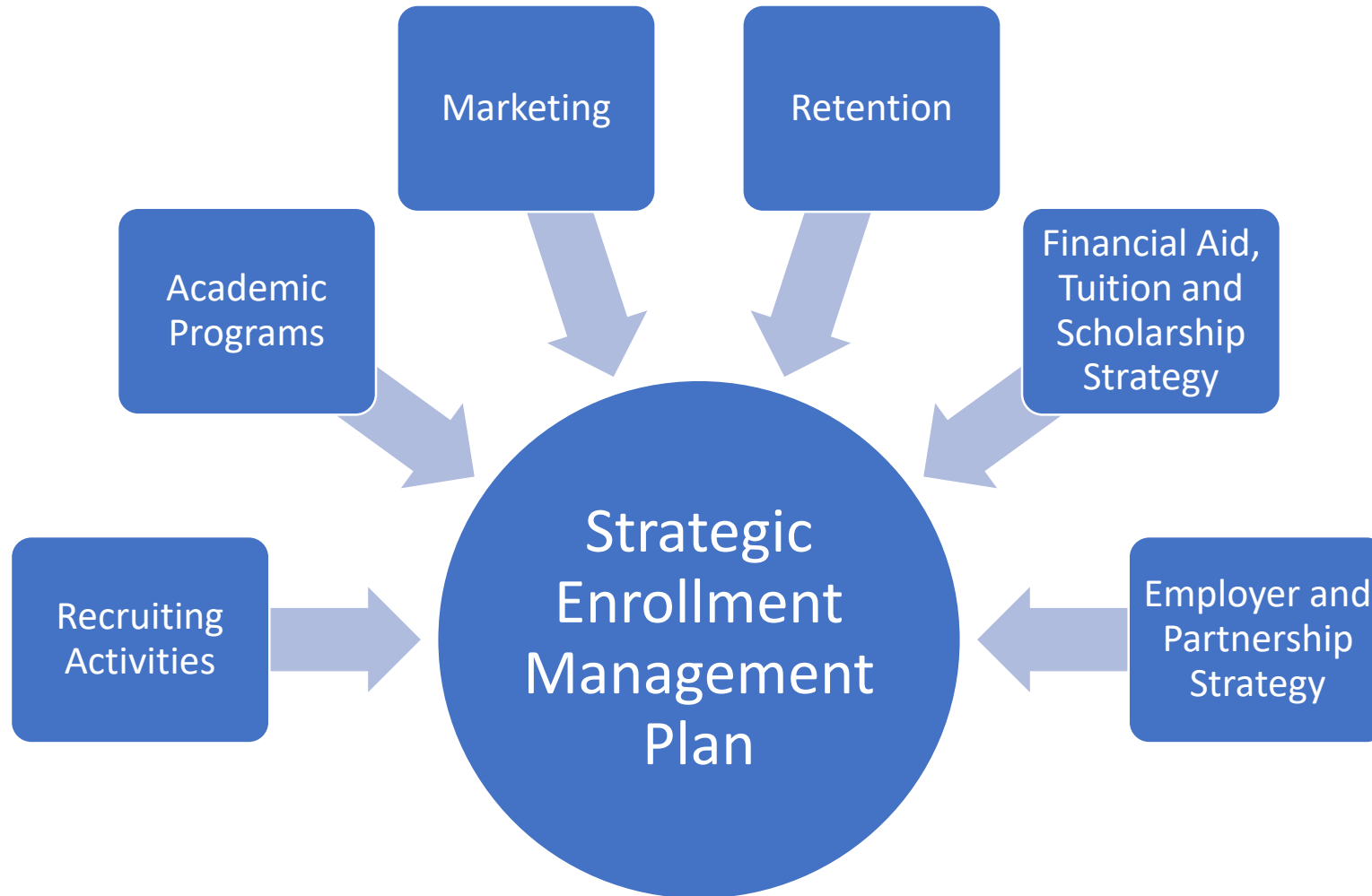


Professional Development for staff



Creation of Weekly Enrollment Report

Strategic Enrollment Management



Navajo County 2020 Census

| Campus/ Center Location | Major Population Centers | |
|-------------------------|--|----------------|
| White Mountain Campus | Show Low | 11,339 |
| | Pinetop-Lakeside | 4,294 |
| | Total | 15,633 |
| Silver Creek Campus | Snowflake | 6,555 |
| | Taylor | 4,427 |
| | Total | 10,982 |
| Painted Desert Campus | Holbrook | 5,126 |
| | Joseph City | 1,565 |
| | Total | 6,691 |
| Little Colorado Campus | Winslow | 9,498 |
| Whiteriver Center | Whiteriver | 5,295 |
| Kayenta Center | Kayenta | 5,189 |
| Hopi Center | Keams Canyon and Polocca | 2,255 |
| | | |
| | Total Major Population Centers: | 55,543 |
| | Total Navajo County Population | 110,924 |
| | Percent Over 65 | 20% |

Five-year enrollment trends

- 5-year trend: -9% in FTSE and Headcount
- 1 year trend: +1% in FTSE, -2% Headcount

| Fall Enrollment | | | | | | | |
|-----------------|------|------|------|------|------|------|--|
| FTSE | | | | | | | |
| 2023 Goal | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | |
| 1385.35 | 1345 | 1284 | 1308 | 1491 | 1500 | 1468 | |
| Headcount | | | | | | | |
| 2023 Goal | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | |
| 2854.13 | 2771 | 2786 | 2703 | 3008 | 3182 | 3021 | |

Enrollment Factors

Decline Factors

- Covid
- Decline in Energy and Industrial Technology (-96% in past 3 years)
- Decline in students over 25 years of age possibly related to the economy

Recent Enrollment Efforts

- New Programs
- Improved Enrollment Operations
- Facility Expansion/Remodel

Total Enrollment by Location

| | Headcount Fall 22 | Headcount Fall 21 | Compare Last Yr | 3 year average |
|--------|----------------------|----------------------|--------------------|----------------|
| LCC | 205 | 179 | 15% | 6% |
| PDC | 301 | 289 | 4% | 4% |
| WMC | 991 | 1025 | -3% | 4% |
| SCC | 353 | 226 | 56% | 40% |
| KAY | 23 | 15 | 53% | -42% |
| HOPI | 44 | 25 | 76% | 21% |
| WRV | 170 | 110 | 55% | -1% |
| Online | 914 | 1063 | -14% | -8% |

Navajo County High School Enrollment

| Name | Approximate Mileage, one-way, from Nearest NPC Location | Students 2022-2023 | Graduation Rate 2020 (% 2019 Cohort) | Number of Students taking NPC Classes | Percent of Students Served | Fall 2023 TALON Classroom | NAVIT |
|---|--|--------------------|--------------------------------------|---------------------------------------|----------------------------|---------------------------|-------|
| Alchesay HS | Show Low Campus - 34.3; Whiteriver Center - Local | 619 | 64.23 | 97 | 15% | Y | |
| Blue Ridge HS | Show Low Campus - 8.6 | 710 | 80 | 324 | 47% | Y | Y |
| Dishchii'bikoh Community School* | Show Low Campus - 43.4; Whiteriver Center - 48.4 | 92 | 84 | 14 | 15% | | |
| Holbrook HS | Holbrook Campus - Local | 640 | 72 | 161 | 25% | Y | Y |
| Hopi Jr/Sr HS** | Holbrook Campus - 69.7; Winslow Campus - 82.9; Hopi Center - 0 | 543 | 84 | 19 | 34% | | |
| Joseph City HS | Holbrook Campus - 11.2 | 158 | 77 | 48 | 30% | | Y |
| Mogollon HS | Show Low Campus - 43.3 | 145 | 84 | 45 | 31% | | Y |
| Monument Valley HS | Winslow Campus - 138.5; Kayenta Center - Local | 634 | 77 | 8 | 1% | | |
| Pinon HS | Winslow Campus - 94.4; Holbrook Campus - 107.1 | 330 | 56 | 0 | 0% | | |
| Shonto Preparatory Technology High School | Winslow Campus - 171.0; Kayenta Center - 43.3 | 68 | 93.75 | 8 | 11% | | |
| Show Low HS | Show Low Campus - Local | 855 | 88 | 259 | 30% | Y | Y |
| Snowflake HS | Snowflake Campus - Local | 848 | 90 | 237 | 28% | Y | Y |
| Winslow HS | Winslow Campus - Local | 615 | 86 | 76 | 12% | | Y |

Where NPC Provides Programs Fall 2023

- Students at any campus or center could earn:
 - Associate of Arts
 - Associate of Science
 - Associate of Business
 - Associate of Early Childhood
 - Associate of Arts in Elementary Education

- Technical Degree Programs all require In Person Attendance due to lab or skills component

| | University Transfer Degrees | Technical Degree Programs | Areas of Study |
|--------|-----------------------------|---------------------------|-----------------------|
| LCC | 5 | 6 | 8 (2 in person, 6 cc) |
| PDC | 5 | 17 | 8 (2 in person, 6 cc) |
| WMC | 5 | 22 | 8 (4 in person, 4 cc) |
| SCC | 5 | 6 | 8 (1 in person, 7 cc) |
| KAY | 5 | 0 | 8 (All cc) |
| HOPI | 5 | 0 | 8 (2 in person, 6 cc) |
| WRV | 5 | 0 | 8 (1 in person, 7 cc) |
| Online | 0 | 22 | 8 |

How NPC Provides Courses Fall 2023



- **Hybrid:** Combined in person and online activities required
- **Multi-Course:** One, in person classroom with different levels of instruction. For instance, Art 102 and Art 202 students in the same classroom with one instructor
- **Connected Classroom:** Live instruction broadcast from an NPC Facility to students at several NPC Facilities
- **NPC Flex:** Students have the option of attending any class session through one of the three options: Live on campus; Live online; or watch the recorded lecture.
- **Stand Alone:** In Person class attendance required with a live instructor at an NPC Facility
- **Online:** Course content available anywhere either synchronous or asynchronous
- Also TALON, Dual, and other

Courses by location (excluding NAVIT and TALON)

| Location | Connected | Hybrid | Multi-Course | NPC - Flex | Stand Alone | Other | Total |
|----------|-----------|--------|--------------|------------|-------------|-------|-------|
| Hopi | 41 | | | 18 | | 3 | 62 |
| Kayenta | 42 | | | 17 | | 2 | 61 |
| LCC | 42 | | 28 | 18 | 25 | 2 | 115 |
| PDC | 42 | 3 | 83 | 18 | 6 | 2 | 154 |
| SCC | 52 | 1 | 6 | 18 | 18 | 2 | 97 |
| WMC | 45 | 1 | 188 | 18 | 85 | 3 | 340 |
| WRV | 42 | 17 | | | 3 | 2 | 64 |

133 Courses for Fall 2023 Delivered Fully Online

Next steps in Enrollment Planning



Key staff attended Ruffalo Noel Levitz (RNL) Strategic Enrollment Planning Conference



President's Cabinet will be meeting with RNL staff to discuss enrollment planning



Development of a Strategic Enrollment Management plan is a Priority Action for 2023-2024



District Governing Board will receive and update and final fall numbers at the October 2024 DGB meeting and an update on SEM planning

Report to the Navajo County District Governing Board
Gila County Provisional Community College District
August 3, 2023

Background and History: In July 2023 I was approached by the Gila County Provisional Community College District (commonly referred to as GCC) about providing educational services in Gila County for the provisional district. Following that, officials from GCC met with Chair Laughter, Board Member Robinson, and I to discuss the current situation at GCC and what they are looking for in terms of finding an educational partner.

Gila County's previous agreement with Eastern Arizona College (EAC) is in the process of being terminated. In the first week of August, EAC and GCC reached agreement that the termination date would be June 30, 2025. This means that GCC needs to reach an agreement with a new educational partner in early 2024 so that new students can be admitted in fall 2024 for two-year programs such as nursing.

The goal of GCC is to obtain their own accreditation and exist as a stand-alone community college in Arizona. That was the intent of the legislation when the provisional community college districts were established.

To provide educational services in Gila County we would need to enter into an intergovernmental agreement (IGA) with the district like what is in place for Apache County. However, there is an important difference in that the provisional district's goal is to obtain their own accreditation and long term would not require the support of Northland Pioneer College (NPC). However, in the short term this would likely mean that there would need to be more coordination with the GCC and a bigger commitment from NPC of time and resources than in Apache County.

Like the agreement with Apache County, Gila County Provisional District would pay the direct costs of providing the services in Gila County including rent for facilities, faculty and staff salaries in Gila County, and all other costs. In addition to those costs, NPC would set an indirect cost rate to cover the time of NPC staff required to oversee the program. For instance, our Deans would need to evaluate faculty in Gila County so therefore we would want to capture an administrative fee. The administrative fee EAC charged was 25%.

One area where our agreement would differ from the current GCC agreement with EAC is that GCC is looking to transition all non-academic personnel and operational expenses either to Gila County or to their own operational system, and then pay an administrative fee based solely on the actual overhead incurred for instructional costs. They have expressed that they are open to structuring any type of financial agreement that is mutually agreeable to both parties and represents the best interest of taxpayers in both college districts.

For these reasons I think the current agreement with EAC provides only very broad guidance and reaching a new agreement is likely to be time-consuming. The GCC attorney, Anthony Contente-Cuomo, has been authorized by the GCC Governing Board to begin working on a new

3-party IGA draft that tentatively outlines the responsibilities of GCC, the educational partner, and Gila County as GCC's non-academic partner.

Responsibility of NPC: Based on conversations with GCC officials and reviewing the IGA with EAC (from EAC District Governing Board documents online) NPC would be responsible for the following items:

- To provide educational services and programs in Gila County. Primarily the delivery of educational programs.
- NPC would provide support for all educational activities required, including but not limited to supervision, coordination and direction of all appropriate staff, faculty and instructional aides, and the development and approval of clinical placement agreements in relevant disciplines. Faculty and personnel considered to be academic staff would need to be NPC employees.
- To develop and supervise curriculum and instruction related to the delivery of educational programs and services to GCC under NPC's accreditation under the Higher Learning Commission (HLC).
- No students who are Gila County residents would be included in the enrollment calculations for NPC, in compliance with A.R.S. § 15-1409(H) which is part of the Arizona statute covering provisional community college districts.
- NPC would work with GCC as a provisional community college district organized under A.R.S. § 15-1409, with the rights and responsibilities specified and established by statute, including the provisions of A.R.S. § 15-1409(I). GCC's Governing Board is independent and has implemented a policy to achieve accreditation and to become a fully organized community college district pursuant to A.R.S. § 15-1402.1. NPC would agree to support GCC's policy and efforts to become an accredited and fully organized community college district.
- NPC would submit all student enrollment reports related to GCC's operations that are required by state law.

Alignment with NPC Mission and Vision: NPC is being asked to consider this for the good of the State of Arizona and to serve students in Gila County. I think the most important question for the DGB is if this is in alignment with our mission and if we can take on these activities without taking energy away from our current strategic direction. GCC's goals are clear, they want their own community college district so that they can respond to the needs of Gila County. Our agreement would be transitional.

Accreditation: In an initial meeting with our HLC Liaison it became clear that the best course of action would be to coordinate with the HLC officials working with GCC and EAC. The key issue for HLC will be how these exist as locations or campuses for NPC, and how under a new agreement we might work with GCC if we do not control all of the areas typically under one accreditation. For instance, a college's finances are a key issue for accreditation. If GCC was paying some of its costs directly to vendors or staff in non-instructional areas it would have to be clear how that aligned with accreditation standards. In our initial conversation it seemed possible that we could take over teaching in Gila County without a site visit from HLC through

the regular process of applying for a new location, but again this idea of not providing every service directly through NPC is a change from what was done at EAC and we would need to work out those details. A second meeting will be held with our HLC Liaison on August 17 to discuss this.

Nursing: One of the larger programs currently in Gila County is nursing. Dean of Nursing Ruth Zimmerman did a review of the program and we do have different entrance requirements from EAC, and it would be important to communicate this early to prospective students. Both nursing programs require the same number of credits and both are ACEN accredited. As this would be an expansion of our program, ACEN would require us to submit documentation showing staffing levels and they would likely be particularly interested in the plan to deal with any students who were midway in the program.

Other factors: NPC and GCC may have the opportunity to seek additional funding for this partnership from either the Arizona legislature or other grant sources. Because of the work required to help with accreditation issues I feel this is critical, though there is little guarantee that we would be successful in obtaining additional funds and that represents a potential risk in reaching agreement on an IGA. Note: Within reason and the ability to do so, the GCC Governing Board would be willing to fund additional expenses that NPC could incur as a result of this partnership.

Process: If the NPC DGB directed, I would begin negotiating with the board of the GCC on an Intergovernmental Agreement (IGA) that would need to be in place in early 2024 so that we could start the process and admit students for the Fall of 2024 and determine how to assist in transferring students. I believe that I need additional administrative help to do that.

A potential first step for NPC would be to engage a consultant to help with this work. Currently, we do not have an administrator who could devote the time and attention needed to work on this project. If an agreement was reached, we could perhaps recover some of those costs, but there is a risk we would not reach agreement. GCC has stated that they have guaranteed their taxpayers and county officials that working with a new educational partner would not require raising the tax levy. The GCC Board stated that they are willing to discuss the funding of this proposed consultant position.

The second step would be to start working on the actual agreement and lining up the goals of such an agreement to bring to the board in the early spring.

Next Steps: Before moving forward we are gathering some more input, and before I expend any additional NPC staff resources I will:

- Have a second meeting with our HLC representative after they have spoken with the EAC Accreditation Liaison and the HLC official working on GCC's candidacy.
- Discuss future funding opportunities with our lobbying team and the team at AC4

After these meetings I will have a much better idea of what is possible and will update the DGB in September.